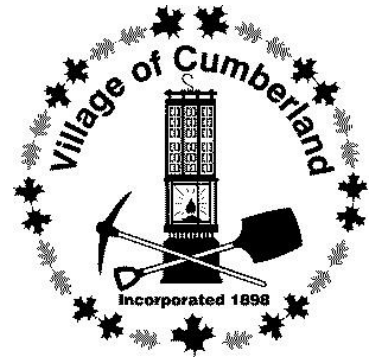


# REGULAR AGENDA

24/2017/R



## The Corporation of the Village of Cumberland

Regular Council Meeting  
September 5, 2017 at 5:30 p.m.  
Village Council Chambers

### 1. Approval of Agenda

- 1.1 Agenda for regular Council meeting, September 5, 2017  
***Recommend THAT Council approve the agenda for the regular Council meeting, September 5, 2017.***

### 2. Adoption of Minutes

- 2.1 Minutes of the Council meeting held August 14, 2017 1  
***Recommend THAT Council approve the minutes of the Council meeting held August 14, 2017.***

### 3. Delegations

### 4. Unfinished Business

- 4.1 Village of Cumberland Development Permits – Process Overview 11  
Report  
Prepared by Judith Walker, Senior Planner  
***Recommend THAT Council receive the Village of Cumberland Development Permits Process Overview report for information.***
- 4.2 Delegation Bylaw 17  
Prepared by Adriana Proton, Deputy Corporate Officer  
***i) Recommend THAT Council receive the Delegation Bylaw report.***  
***ii) Recommend THAT Council provide direction regarding changes to the Delegation Bylaw.***

5. Correspondence

- 5.1 Charmaine Enns, Medical Health Officer, Vancouver Island Health Authority 23
- Land Use Planning – Request for Engagement  
***Recommend THAT Council receive the correspondence from Charmaine Enns, Medical Health Officer, Vancouver Island Health Authority Re: Land Use Planning – Request for Engagement.***

6. Reports

- 6.1 Village Park Family Area Landscape and Accessibility Improvements Project: Update and Request for Additional Project Funding 25
- Prepared by Kevin McPhedran, Parks and Outdoor Recreation Coordinator
- i) ***Recommend THAT Council receive the Village Park Family Area Landscape and Accessibility Improvements Project: Update and Request for Additional Project Funding report.***
  - ii) ***Recommend THAT Council approve an amendment to the 2017-2021 Financial Plan Bylaw to add up to an additional \$26,000.00 to the 2017 Parks Capital Budget to be funded from the Parks Development Cost Charges Reserve Fund.***
- 6.2 Temporary Street Closure, MOMAR 30
- Prepared by Adriana Proton, Deputy Corporate Officer
- i) ***Recommend THAT Council receive the Temporary Street Closure, MOMAR report.***
  - ii) ***Recommend THAT Council approve a street closure of Second Street from Dunsmuir Avenue to the alley south of Dunsmuir on September 22, 2017 from 9:00 am to 11:30 pm.***
  - iii) ***Recommend THAT Council approve an exemption to the Noise Control Bylaw to allow for the outdoor commercial MOMAR registration event on September 22, 2017 from 5 pm to 10 pm.***
- 6.3 Municipal Insurance Association Voting Delegate 34
- Prepared by Adriana Proton, Deputy Corporate Officer
- i) ***Recommend THAT Council receive the Municipal Insurance Association Voting Delegate report.***
  - ii) ***Recommend THAT Council reappoint its Municipal Insurance Association voting delegates, with one of them to be Mayor Leslie Baird.***

- 6.4 Heritage Alteration Permit – Cumberland Brewing Co. 37  
Prepared by Judith Walker, Senior Planner  
*i) Recommend THAT Council receive the “Heritage Alteration Permit – Cumberland Brewing Co.” report dated August 25, 2017.*  
*ii) Recommend THAT Council refer the application “Heritage Alteration Permit – Cumberland Brewing Co.” to the next meeting the Heritage Commission to be held on September 12, 2017.*
- 6.5 August 2017 Recreation Department Report 43  
Prepared by Leah Knutson, Manager of Recreation  
• Recreation Programming Report 45  
• Parks and Outdoor Recreation Report 47  
*Recommend THAT Council receive the August 2017 Recreation Department Report for information.*
- 6.6 August 2017 Protective Services Report 49  
Prepared by Michael Williamson, Manager of Protective Services  
• Bylaw Enforcement Report 52  
*Recommend THAT Council receive the August 2017 Protective Services Report for information.*
- 6.7 August 2017 Operations Department Report 54  
Prepared by Rob Crisfield, Manager of Operations  
• Planning Report 57  
• Public Works Report 62  
*Recommend THAT Council receive the August 2017 Operations Department Report for information.*
- 6.8 August 2017 Finance and Administration Department Report 64  
Prepared by Michelle Mason, Financial Officer and Adriana Proton, Deputy Corporate Officer  
*Recommend THAT Council receive the August 2017 Finance and Administration Department Report for information.*
- 6.9 August 2017 Chief Administrative Officer Report 69  
Prepared by Sundance Topham, Chief Administrative Officer  
*Recommend THAT Council receive the August 2017 Chief Administrative Officer Report for information.*

- 6.10 Council Reports
- |        |                          |    |
|--------|--------------------------|----|
| 6.10.1 | Mayor Leslie Baird       | 72 |
| 6.10.2 | Councillor Jesse Ketler  | 73 |
| 6.10.3 | Councillor Roger Kishi   | 74 |
| 6.10.4 | Councillor Gwyn Sproule  |    |
| 6.10.5 | Councillor Sean Sullivan | 75 |
- Recommend THAT the Council reports be received.***
- 7. Bylaws**
- 7.1 Fire Protection Services and Regulation Amendment Bylaw No. 1065, 2017 76
- Recommend THAT Council adopt “Fire Protection Services and Regulation Amendment Bylaw No. 1065, 2017”.***
- 8. Consent Calendar**
- All matters listed here are considered to be routine and non-controversial and will be received by one motion. There will be no separate discussion of these items unless a member so requests, in which case the item will be removed from the Consent Calendar and considered immediately after the adoption of the Consent Calendar.
- 8.1 Ted Olynyk, Community Relations Manager, Vancouver Island-Sunshine coast, BC Hydro Re: BC Hydro – Beautification Fund Reminder. 78
- Recommend THAT Council receive 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.
- Wastewater Advisory Committee meeting Thursday, September 7 at 1:00 p.m. in Council Chambers
  - Accessibility Committee meeting Monday, September 11 at 6:30 p.m. in Council Chambers
  - Advisory Planning Commission meeting Tuesday, September 12 at 11:00 a.m. in Council Chambers
  - Heritage Commission meeting Tuesday, September 12 at 5:45 p.m. in Council Chambers

**11. Question Period**

**12. Closed Portion**

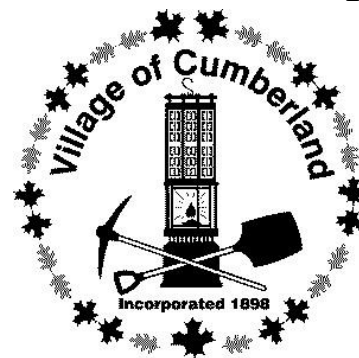
***THAT pursuant to Section 90 (1) of the Community Charter Council close the meeting to the public to consider:***

- 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;
- 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;
- Information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*;
- 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 interests of the municipality if they were held in public.

**13. Adjournment**

# REGULAR MINUTES

23/2017/R



## The Corporation of the Village of Cumberland

### Regular Council Meeting August 14, 2017 at 5:30 p.m. Village Council Chambers

#### **Council Present:**

Mayor Leslie Baird  
Councillor Jesse Ketler  
Councillor Roger Kishi  
Councillor Sean Sullivan

#### **Staff Present:**

Michelle Mason, Acting CAO  
Adriana Proton, Deputy Corporate Officer  
Rob Crisfield, Manager of Operations  
Leah Knutson, Manager of Recreation  
Judith Walker, Senior Planner  
Joanne Rees, Planner

#### **Regrets:**

Councillor Gwyn Sproule

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

#### **1. Approval of Agenda**

- 1.1 Agenda for regular Council meeting, August 14, 2017  
Motion 17-454

**Ketler/Sullivan**

THAT Council approve the agenda for the regular Council meeting, August 14, 2017.

**Carried Unanimously**

#### **2. Adoption of Minutes**

- 2.1 Minutes of the Council meeting held July 24, 2017  
Motion 17-455

**Ketler/Sullivan**

THAT Council approve the minutes of the Council meeting held July 24, 2017.

**Carried Unanimously**

- 2.2 Receipt of Committee/Commissions Minutes:  
Motion 17-456

**Ketler/Sullivan**

THAT Council receive the minutes of the:

- Homelessness and Affordable Housing Committee, May 17, 2017.
- Homelessness and Affordable Housing Committee, June 21, 2017.

**Carried Unanimously**

### **3. Delegations**

#### **3.1 Delegations Regarding the Development Permit Application for 3208 Fourth Street**

- Helen Hilton, Resident, Village of Cumberland
- Melissa Pay and Craig Speed, Residents, Village of Cumberland

Motion 17-457

**Ketler/Sullivan**

THAT Council receive the delegation regarding the Development Permit Application for 3208 Fourth Street of Helen Hilton.

**Carried Unanimously**

Motion 17-458

**Ketler/Kishi**

THAT Council receive the delegation regarding the Development Permit Application for 3208 Fourth Street of Melissa Pay and Craig Speed, Residents, Village of Cumberland.

**Carried Unanimously**

#### **3.2 Cali Barton, Community Coordinator, WildSafeBC**

- Wildlife Hazard Assessment Village of Cumberland July 2017

Motion 17-459

**Kishi/Sullivan**

THAT Council receive the delegation of Cali Barton, Community Coordinator, WildSafeBC Re: Wildlife Hazard Assessment Village of Cumberland July 2017.

**Carried Unanimously**

### **4. Unfinished Business**

#### **4.1 SPARC Parking Permit Program**

Prepared by Adriana Proton, Deputy Corporate Officer

Motion 17-460

**Ketler/Sullivan**

THAT Council receive the SPARC Parking Permit Program report.

**Carried Unanimously**

Motion 17-461

**Sullivan/Ketler**

THAT the Village decline the opportunity to become a SPARC parking permit point of service due to accessibility upgrades still required at the Village Office,

AND THAT Council write a letter to SPARC BC to suggest that they contact the other local governments in the Comox Valley, to consider becoming a SPARC parking permit point of service.

**Carried Unanimously**

**5. Correspondence**

None

**6. Reports**

**6.1 Residential Infill Development Permit – 3208 Fourth Street**

Prepared by Joanne Rees, Planner

Motion 17-462

**Ketler/Sullivan**

THAT Council receive “Residential Infill Development Permit – 3208 Fourth Street” report dated August 9, 2017.

**Carried Unanimously**

Motion 17-463

**Ketler/Sullivan**

THAT Council defer the application (2017-09-DP) for a Residential Infill Development Permit on property described as Southerly ½ of Lot 1, Block 18, District Lot 21, Nelson District, Plan 522C (3208 Fourth Street) until the outstanding requirements are provided.

In favour      Councillor Kishi  
                     Councillor Sullivan

Opposed        Mayor Baird  
                     Councillor Ketler

**Defeated**

**6.2 Cumberland Community Heritage Register**

Prepared by Judith Walker, Senior Planner

Motion 17-464

**Sullivan/Ketler**

THAT Council receive the Cumberland Community Heritage Register staff report.

**Carried Unanimously**

Motion 17-465

**Kishi/Ketler**

THAT Council direct staff to develop a Community Heritage Register policy and bring it forward for Council consideration.

**Carried Unanimously**

6.3 Lake Park Concession/Washroom Renovation Update Report

Prepared by Leah Knutson, Manager of Recreation

Motion 17-466

**Kishi/Ketler**

THAT Council receive the Lake Park Concession/Washroom Renovation Update report.

**Carried Unanimously**

Motion 17-467

**Ketler/Sullivan**

THAT Council direct staff to proceed with the Lake Park Concession Washroom Renovation project without 19<sup>th</sup> Wing Comox.

AND THAT staff provide a report with details about other options for Council consideration.

**Carried Unanimously**

6.4 Amended Purchasing Management Services Policy for Council Approval

Prepared by Michelle Mason, Financial Officer

Motion 17-468

**Ketler/Sullivan**

THAT Council receive the Amended Purchasing Management Services Policy for Council Approval report.

**Carried Unanimously**

Motion 17-469

**Sullivan/Kishi**

THAT Council amend the Purchasing Management Services Policy number 3.3 as presented.

**Carried Unanimously**

- 6.5 No. 2 Dam Pre-design Budget Amendment  
Prepared by Rob Crisfield, Manager of Operations  
Motion 17-470

**Sullivan/Ketler**

THAT Council receive No. 2 Dam Pre-design Budget Amendment report.

**Carried Unanimously**

Motion 17-471

**Ketler/Kishi**

THAT Council approve the additional expenditure of \$8,000 for an increased scope of pre-design work to be funded from water surplus funds for a total budget of \$63,810;

AND THAT Council approve the sole sourcing of this pre-design assignment to Tetra Tech based on their unique understanding of our surface water supply system.

**Carried Unanimously**

- 6.6 Water Supply Capital Improvements Project – Contract Awards  
Prepared by Sundance Topham, Chief Administrative Officer  
Motion 17-472

**Kishi/Sullivan**

THAT Council receive the Water Supply Capital Improvements Project – Contract Awards report.

**Carried Unanimously**

Motion 17-473

**Kishi/Sullivan**

THAT Council award the Water Supply Main Twinning Contract for the Water Supply Capital Improvements Project to Knappett Industries (2006) Ltd., for the tender total price of \$566,002.50 (\$539,050.00 + 5% GST).

AND THAT Council award the UV Disinfection Equipment Supply Contract for the Water Supply Capital Improvements Project to Xylem Canada Company (Wedeco) for the proposal total price of \$234,972 plus GST.

**Carried Unanimously**

- 6.7 Union of BC Municipalities Convention Meeting Requests  
Prepared by Adriana Proton, Deputy Corporate Officer

- BC Assessment Correspondence
- BC Hydro Correspondence
- UBCM Small Talk Forum Request

Motion 17-474

**Ketler/Sullivan**

THAT Council receive the Union of BC Municipalities Convention Meeting Requests report, and correspondence from BC Assessment, BC Hydro, and UBCM.

**Carried Unanimously**

- 6.8 July 2017 Recreation Department Report  
Prepared by Leah Knutson, Manager of Recreation

- Recreation Programming Report
- Parks and Outdoor Recreation Report

Motion 17-475

**Ketler/Sullivan**

THAT Council receive the July 2017 Recreation Department Report for information.

**Carried Unanimously**

- 6.9 July 2017 Protective Services Report  
Prepared by Michael Williamson, Manager of Protective Services

- Bylaw Enforcement Report

Motion 17-476

**Kishi/Sullivan**

THAT Council receive the July 2017 Protective Services Report for information.

**Carried Unanimously**

- 6.10 July 2017 Planning Department Report  
Prepared by Judith Walker, Manager of Operations

Motion 17-477

**Kishi/Ketler**

THAT Council receive the July 2017 Planning Department Report for information.

**Carried Unanimously**

- 6.11 July 2017 Public Works Department Report  
Prepared by Gavin Murgatroyd, Foreman

Motion 17-478

**Ketler/Sullivan**

THAT Council receive the July 2017 Public Works Department Report for information.

**Carried Unanimously**

- 6.12 July 2017 Finance and Administration Department Report  
Prepared by Michelle Mason, Financial Officer and Adriana Proton,  
Deputy Corporate Officer  
Motion 17-479

**Kishi/Ketler**

THAT Council receive the July 2017 Finance and Administration  
Department Report for information.

**Carried Unanimously**

- 6.13 July 2017 Chief Administrative Officer Report  
Prepared by Sundance Topham, Chief Administrative Officer  
Motion 17-480

**Kishi/Sullivan**

THAT Council receive the July 2017 Chief Administrative Officer Report for  
information.

**Carried Unanimously**

- 6.14 Council Reports  
6.14.1 Mayor Leslie Baird  
6.14.2 Councillor Jesse Ketler  
6.14.3 Councillor Roger Kishi  
6.14.4 Councillor Gwyn Sproule  
6.14.5 Councillor Sean Sullivan  
Motion 17-481

**Ketler/Kishi**

THAT Council receive the Council reports.

**Carried Unanimously**

**7. Bylaws**

- 7.1 Water Improvements Loan Authorization Bylaw No. 1063, 2017 and  
Water Improvements Temporary Borrowing Bylaw No. 1066, 2017  
Prepared by Adriana Proton, Deputy Corporate Officer  
Motion 17-482

**Kishi/Sullivan**

THAT Council receive the "Water Improvements Loan Authorization Bylaw  
No. 1063, 2017 and Water Improvements Temporary Borrowing Bylaw No.  
1066, 2017" report.

**Carried Unanimously**

Motion 17-483

**Sullivan/Kishi**

THAT Council adopt the "Water Improvements Loan Authorization Bylaw No. 1063, 2017",

THAT Council give first three readings to "Water Improvements Temporary Borrowing Bylaw No. 1066, 2017".

**Carried Unanimously**

7.2 Fire Regulation Amendment Bylaw

Motion 17-484

**Ketler/Sullivan**

THAT Council receive the Fire Regulation Amendment Bylaw report.

**Carried Unanimously**

Motion 17-485

**Ketler/Kishi**

THAT Council give third reading to the "Fire Protection Services and Regulation Amendment Bylaw No. 1065, 2017".

**Carried Unanimously**

7.3 Delegation Bylaw

Motion 17-486

**Ketler/Sullivan**

THAT Council rescind first, second and third readings of the "Delegation Bylaw No. 1064".

**Carried Unanimously**

Motion 17-487

**Kishi/Sullivan**

THAT Council direct staff to revise the delegation bylaw for Council consideration.

**Carried Unanimously**

8. **Consent Calendar**

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

8.1 Patricia Heintzman, Mayor, District of Squamish Re: Support of 2017 UBCM Resolutions.

8.2 Tiss Cross, Volunteer Coordinator, L'Arche Comox Valley Re: Volunteer Opportunities.

Motion 17-488

**Kishi/Sullivan**

THAT Council receive the consent calendar.

**Carried Unanimously**

**9. New Business**

None

**10. Notices, Motions and Announcements**

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

- Advisory Planning Commission meeting Tuesday, September 5 at 11 am in Council Chambers
- Dunsmuir Avenue will be closed from 1st Street to Egremont Street for paving on August 15th from 7 am to 6 pm
- The 3rd annual Atmosphere Gathering, a family-friendly music and arts festival, is taking place in Village Park August 18-20. Look for road closures on 6th Street.

**11. Question Period**

Council received questions regarding:

- Delegation Bylaw No. 1064
- 3208 4<sup>th</sup> Street development permit application
- Public process for bylaws
- Water meters

**12. Closed Portion**

None

**13. Adjournment**

Motion 17-489

**Ketler/Sullivan**

THAT Council adjourn the meeting at 8:10 pm.

**Carried Unanimously**

Certified Correct:

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Mayor

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Corporate Officer

# COUNCIL REPORT



REPORT DATE: August 30, 2017  
MEETING DATE: September 5, 2017

TO: Mayor and Councillors  
FROM: Judith Walker, Senior Planner  
SUBJECT: Village of Cumberland Development Permits – Process Overview Report

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## RECOMMENDATION

THAT Council receive the Village of Cumberland Development Permits Process Overview report for information.

## SUMMARY

Development Permits are a *Local Government Act* tool for land use planning in BC. There is legislation governing the use of Development Permits by local governments, and it is useful to review when and how these permits are used, and how decisions are reached.

## BACKGROUND

### Development Permit Areas

Local Governments have the option of designating Development Permit Areas (DPAs) as a land use planning tool. DPAs are identified in the Official Community Plan (OCP) and the Village's OCP has 11 areas that require DPs, plus the Heritage Conservation Area (HCA) where Heritage Alteration Permits (HAP) are required.

Development Permits are used for many different reasons, such as environmental protection, form and character, promoting energy and water conservation, promoting the reduction of greenhouse gas emissions, etc. All of the allowed reasons for designating a DP area are contained within Section 488 of the *Local Government Act*.

DPA designations are not mandatory, and cannot be designated to all types of development (i.e. single family development cannot be assigned a DP area – with “intensive residential development” – such as the residential infill area of the downtown core, being the exception.)

The Village of Cumberland has Development Permit areas because Council, based on input from the community and staff, decided that certain types of development should meet more specific guidelines, in additions to the requirements contained within other regulations, such as the Zoning Bylaw (setbacks, lot coverage, parking requirements, etc.).

For example, the prime function of the Environmental Protection DPA#1 designation is to ensure that natural resources are protected, connectivity restored and maintained, and development impacts reduced or mitigated. The purpose of the Residential Infill DPA #6 designation is to ensure that the form and character (what it looks like) of increased density maintains desirable relationships to their surrounding context, promotes energy and water conservation, and promote the reduction of greenhouse gas emissions.

Once Council has designated a portion of the community as a Development Permit Area, the DPA designations within the Village restrict what a property owner can do with that portion of their land that is in a DPA. Although the restrictions can vary, generally a DP will be required prior to undertaking works related to the construction, alteration or subdivision of lands. Given the far-reaching nature of the restrictions of a DP, it is common for a DP scheme to include exemptions as authorized by the LGA.

### Development Permit Guidelines

An important aspect of a DPA are the guidelines. A guideline is a directing principle - different than a goal or objective. The guidelines must provide enough direction to the owner so that they know what is required in order to obtain a DP. The relevant guidelines from the OCP are included in the DP guidelines. The package of guidelines is included in each handout for all the specific DPAs.

The LGA states:

*With respect to areas designated under subsection (1) the official community plan must*

*....b) specify guidelines respecting the manner by which the special conditions or objectives will be addressed*

The importance of the guidelines cannot be overstated as:

- They are for the express purpose of implementing the special condition or objectives;
- They follow from the purpose of the DPA designation and need to be relevant to the restrictions;
- Conditions, requirement and standards imposed for DP's must be in accordance with the guidelines.

This makes it very clear that the conditions, requirements and standards imposed in a DP must align with the guidelines. Staff and Council cannot require any additional conditions not in the guidelines and any changes to the guidelines would require an amendment to the OCP bylaw.

### Public Notification

No public hearing is required with respect to DP's or HAP's. Nor is there a requirement for notice (except for HCA scheduled buildings) contained within the *Local Government Act*. This is because Local Governments only have a very limited discretion when considering application.

Local governments must act in accordance with the DP guidelines - so consideration of a DP application is largely an exercise for determining whether a particular application is in

accordance with the guidelines and purposes, and if not, identifying what the issues are so that the applicant can seek to correct or revise its application.

The guidelines and purpose of the DPAs within the Village have already gone through an extensive consultation process through the adoption of the OCP, which was subject to public hearings, so the DP applications do not require any further public consultation.

Although not required by legislation to require notice, the Village of Cumberland conducts a public notification process as outlined in Development Procedures and Fees Bylaw No. 1008. The Village's process is to require the applicant to hold a neighbourhood meeting to go over their proposal with neighbouring properties before the DP goes to Council. The Village also notifies the immediate neighbours (within 75metres of the subject property) of the DP application, and offers an opportunity to present to Council or provide written comment - only on issues relevant to the meeting of the guidelines in the development permit application.

Although the Village has chosen this process in order to ensure enhanced engagement with residents, it has been advised that local governments that provide gratuitous notice may create an impression that Council has discretion to refuse to issue the permit (as in temporary use and development variances permits). There is no such discretion built into the legislation, and the local government may, by providing notifications, be encouraging expectations it cannot satisfy.

The danger in this self-imposed notification requirement process is that it can distract Council from what it can properly consider (i.e. only the guidelines and purpose), and to focus on other matters that are not part of the DP scheme (i.e. zoning requirements or bylaw enforcement concerns). There have been successful legal cases in court where the Local Government was considered to have "misdirected itself and therefore acted in excess of its jurisdiction".

### Meeting the Guidelines

In order for an applicant to have a DP issued by the Village they need to show how they meet the guidelines contained within the DP areas.

If the DP is issued by Council (Council approves the DP as presented) then the reasons for approving the DP don't need to be specifically noted in the motion approving the DP, provided that the staff report adequately deals with the guidelines – the Local Government's reasons for issuing can be inferred from the report, and from the draft DP contained within.

However, if the applicant does not comply with all the guidelines, then Council must specifically address the guidelines that have not been obviously complied with and determine whether or not they're applicable.

The OCP notes that *"A development permit issued is to be in accordance with the stated guidelines. All of the respective guidelines may not be applicable in every permit; however, in situations where a guideline is not appropriate to the particular circumstances, Council may deem the guideline to be not applicable."*

An example of this would be that some guidelines might only be applicable at a detailed design stage for an environmental DP, and therefore are not relevant to a DP for a subdivision only application, or in some instances Council may consider the guidelines to be satisfied through a balancing exercise with the entirety of the other guidelines.

If the DP is refused, then reasons for refusing the DP are essential. The applicant is entitled to know what has to be done in order to satisfy the guidelines. The applicant must be clear on what and how the guidelines can be met in order to have the DP issued. The refusal can only be about satisfying the guidelines and not about an unrelated issue.

According to Development Procedures and Fees Bylaw No. 1008 an application that has been refused by Council shall not be reconsidered for a period of 12 months immediately following the date of refusal, except when permitted pursuant to the provisions of S. 460 of the *Local Government Act*.

#### Issues Outside of Development Permit Consideration

Despite the Village's best attempts to clarify what is under review, it is not clear to the public that a notification regarding a development permit application is only regarding that application and how that proposal meets the guidelines. Often the public takes the opportunity to present other issues of concern to Council and staff.

It is very important that staff and Council are clear and consistent on information on how development permits are approved. For example, in the case of Accessory Dwelling Units creating density concerns in the Village core, this is a zoning issue. If Council wishes to revisit the ability for small lots to permit an ADU and a secondary suite, then a zoning amendment, with full public process would be necessary. Likewise, to deal with parked cars on the street requires review of the Streets and Traffic Bylaw No. 951, 2017, and direction from Council to initiate enforcement.

#### Delegation & Reconsideration

Issuance of a DP is by Council resolution. However, it can be delegated to staff and if delegated then the applicant must be entitled to reconsideration by Council, if the applicant was not satisfied with the result by staff. Under Section 490 of the *Local Government Act* there is the opportunity for reconsideration by Council if requested by the owner of the land (not a neighbouring property owner, or someone who disagrees with the issuing of the permit).

#### Development Permit Process: "Issuing" and "Granting"

Legal advice has supported the Village's current practice of making the distinction of the "issuing" of the DP by Local Government (Council or delegate) and the mere administrative act of checking the conditions and signing the actual permit ("granting"). Council can approve the DP and direct staff to execute the DP only after the conditions are satisfied (Village current practice).

Although this is permitted through legislation, staff have found that by issuing the permit up front, along with any requisite building permit, while there are still numerous outstanding

conditions remaining to be met, that applicants do not have any incentive to provide the required information in a timely manner.

A different process could be undertaken, in which Council could approve the DP, and have it signed and executed right away (and have the DP state that no activity could occur until the conditions are satisfied (i.e. deny Building Permit approval until all conditions are satisfied).

This could avoid the delay in receiving the required information, but the flip side to moving forward with this sort of procedure is that applications (and the associated works) could be significantly delayed, as some of the information required in the conditions of a DP only make sense to receive later in the process, as some of the items relate directly to detailed building plans and or take months to complete (in the case of a Statutory Right of Way).

In order to provide greater clarity and consistency in the processing of Development Permits, staff will be amending the process of requesting information from applicants moving forward in order to ensure that as much information as possible is received up front.

An example of this, using a Residential Infill DPA #6 application, is as follows:

**1. Upon application:**

- a) Site plan
- b) Landscape plan and detailed cost estimate, outside water conservation measures;
- c) Accessibility details; and
- d) Parking and amenity area.

The above are necessary to show an adequate site plan for consideration by Council. While a landscape plan only at this stage might seem inadequate, the cost estimate will ensure that the applicant knows the cost implications of their proposed landscape plan

**2. Prior to approval of a Building Permit** (will be a condition of any DP: b) to e) items will be shown on building plans):

- a) Stormwater management plan
- b) Security for landscaping; unsafe condition and/or damage to natural environment
- c) Exterior lighting details;
- d) Energy conservation& reduction of greenhouse gas emissions details (solar ready, electric vehicle plug in); and
- e) Water conservation measures.

**3. After issuing a Building Permit (e.g.: in the Heritage Conservation Area HAP):**

- a) Statutory Right-of-way
- b) Other requirements (specific to DPAs)

It is reasonable to delay the cost of a Stormwater Management Plan and building drawings, noting the b) to e) features until the applicant has assurance that the DP has been issued. The DP will require these items to be completed, to staff's approval, prior to the DP being granted.

For larger developments, such as Coal Valley Estates, the conditions and timing may vary, depending on the type of DP, but the concept is the same.

#### **FINANCIAL IMPLICATIONS**

There are no financial implication with this report.

#### **OPERATIONAL IMPLICATIONS**

The review of Development Permit applications are part of the services provided by the Planning Department.

#### **ATTACHMENTS**

None

#### **CONCURRENCE**

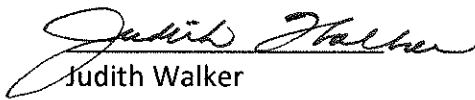
Rob Crisfield, Manager of Operations



#### **OPTIONS**

1. Direct staff to make any recommended changes to the Development Permit process; or
2. Any other action deemed appropriate by Council.

Respectfully submitted,



Judith Walker  
Senior Planner



Sundance Topham  
Chief Administrative Officer

# COUNCIL REPORT



REPORT DATE: August 22, 2017  
MEETING DATE: September 5, 2017

File No. 3900-02

TO: Mayor and Councillors  
FROM: Adriana Proton, Deputy Corporate Officer  
SUBJECT: Delegation Bylaw

---

## RECOMMENDATION

- i. THAT Council receive the Delegation Bylaw report.
- ii. THAT Council provide direction regarding changes to the Delegation Bylaw.

## SUMMARY

At the August 14, 2017 meeting of Council, Council directed staff to redraft the proposed Delegation Bylaw. Staff is seeking further direction on the changes Council would like to see.

## BACKGROUND

At the May 8, 2017 regular meeting of Council, Council unanimously adopted the following motion:

*THAT Council delegate the authority to review and approve residential infill development permits for accessory dwelling units to the Manager of Operations.*

Staff had already been working on drafting a delegation bylaw to formalize some processes and streamline others. The "Delegation Bylaw No. 1064" came to Council on July 24, 2017. Council gave the bylaw three readings.

At the August 14, 2017 meeting, Council unanimously adopted the following motions:

*THAT Council rescind first, second and third readings of the "Delegation Bylaw No. 1064".*

*THAT Council direct staff to revise the delegation bylaw for Council consideration.*

Although there was some discussion in relation to possible changes, no specific direction was given to staff. Staff is now seeking direction on the changes Council would like to see.

Some areas of the bylaw that were discussed at the meeting include:

- Delegation of authority to the Chief Administrative Officer to approve grant applications

- Council discussed whether delegating the approval of residential infill development permits (DPs) for accessory dwelling units would diminish the public process
- There was also a comment from the public during Question Period that the name of the bylaw is confusing, since many people associate the word “delegation” with groups that come to speak before Council

#### **FINANCIAL IMPLICATIONS**

None

#### **OPERATIONAL IMPLICATIONS**

None

#### **STRATEGIC OBJECTIVE**

None

#### **ATTACHMENTS**

- Delegation Bylaw No. 1064 (rescinded)

#### **CONCURRENCE**

None

#### **OPTIONS**

1. THAT Council receive the Delegation Bylaw report.
2. THAT Council provide direction regarding changes to the Delegation Bylaw.
3. Any other action deemed appropriate by Council.

Respectfully submitted,



Adriana Proton  
Deputy Corporate Officer



Sundance Topham  
Chief Administrative Officer

## THE CORPORATION OF THE VILLAGE OF CUMBERLAND

### BYLAW NO. 1064

#### A Bylaw to delegate certain authorities of Council to staff.

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

#### Citation

1. This Bylaw shall be cited as “Delegation Bylaw No. 1064, 2017”.

#### Definitions

2. In this Bylaw:

<b>CAO</b>	means the Chief Administrative Officer of the Village, and <ol style="list-style-type: none"> <li>(a) includes anyone authorized by Council to act on their behalf, and</li> <li>(b) includes the Acting CAO or Deputy CAO as appointed in writing by the CAO.</li> </ol>
<b>COUNCIL</b>	means the Council of the Corporation of the Village of Cumberland.
<b>DELEGATE</b>	means a person to whom authority is delegated under this Bylaw.
<b>MANAGER OF OPERATIONS</b>	means the Manager of Operations of the Village and <ol style="list-style-type: none"> <li>(a) includes anyone authorized by Council to act on their behalf,</li> <li>(b) does not include the Acting Manager of Operations or a deputy, unless authorized by the CAO, and</li> <li>(c) in the Manager of Operations’ absence, includes the Chief Administrative Officer.</li> </ol>
<b>VILLAGE</b>	means the Corporation of the Village of Cumberland.

**Delegation of Signing Authority**

3. Council delegates to the CAO the authority to approve and execute all contracts, agreements, transactions and covenants required for the effective operation of the Village, including but not limited to:
  - (a) Easements,
  - (b) Statutory right-of-ways,
  - (c) Encroachment agreements, and
  - (d) Land use covenants pursuant to the *Land Title Act*.
4. The CAO may only exercise the signing authority delegated in section 3 of this Bylaw if:
  - (a) The action does not require an expenditure of money that has not been authorized by Council;
  - (b) The action does not contravene any Village Bylaws or policies, including Council Policy 3.3, the Purchase Management Services Policy; and
  - (c) The action does not contravene any other applicable legislation.
5. The Mayor shall continue as a Village signing authority for the execution of agreements and other contractual documents referred to in sections 3 and 4 of this Bylaw.

**Delegation of Financial Authority**

6. Council delegates to the CAO the authority to authorize and approve grant applications and agreements:
  - (a) To a maximum of \$100 000, and
  - (b) If the grant will support Council's current adopted Strategic Priorities or Village operations.

**Delegation of Land Use Authority**

7. Council delegates to the Manager of Operations the authority to review and approve residential infill development permits for accessory dwelling units.

**Council Reconsideration**

8. Development permit applicants may request reconsideration of a decision made by a delegate under this Bylaw by submitting an appeal to Council in writing.

9. An appeal must:
  - (a) Be received by the Village Office within 30 days of the applicant being notified of the decision,
  - (b) Contain the applicant's preferred address for receiving correspondence related to the appeal,
  - (c) State why the applicant wishes the decision to be reconsidered by Council,
  - (d) State the applicant's preferred decision or remedy, and
  - (e) Include any documents or evidence that support the applicant's appeal.
10. An appeal of a delegate's decision will be considered at a regular meeting of Council within 90 days of receipt of the appeal.
11. The applicant must be notified in writing of:
  - (a) When the decision will be reconsidered,
  - (b) Their right to attend the meeting, and
  - (c) Their right to be heard by Council, either in person or through a representative, at that meeting.
12. When reconsidering a decision, Council may:
  - (a) Confirm the decision,
  - (b) Amend the decision,
  - (c) Substitute a new decision, or
  - (d) Postpone the reconsideration if Council considers that more information is required.

#### **Exercise of Delegated Authority**

13. Unless provided for by Bylaw or other legislation, delegate decisions cannot be reconsidered.
14. A delegate has no authority to further delegate the authority granted under this Bylaw.
15. A delegate may choose not to exercise their delegated authority for any reason, and the matter will be considered by Council.
16. If two members of Council provide a written request to the Corporate Officer that they wish to have Council consider a matter that has been delegated under this Bylaw, at least 24 hours prior to the decision being made, the matter must not be considered by

the delegate and will be considered by Council.

17. If Council or the CAO changes the title of a position, the authority delegated in this Bylaw may continue to be exercised by the applicable delegate.

### **Severability**

18. If any section or subsection of this Bylaw is found to be invalid by a court of competent jurisdiction, the section or subsection may be severed from the Bylaw without affecting the validity of the remainder of the Bylaw.

### **Repeal**

19. The "Corporation of the Village of Cumberland Home Occupation Delegation Bylaw No. 803, 2005" is hereby repealed.

<b>READ A FIRST TIME THIS</b>	<b>24<sup>TH</sup></b>	<b>DAY OF</b>	<b>JULY</b>	<b>2017.</b>
<b>READ A SECOND TIME THIS</b>	<b>24<sup>TH</sup></b>	<b>DAY OF</b>	<b>JULY</b>	<b>2017.</b>
<b>READ A THIRD TIME THIS</b>	<b>24<sup>TH</sup></b>	<b>DAY OF</b>	<b>JULY</b>	<b>2017.</b>
<b>ADOPTED THIS</b>		<b>DAY OF</b>		<b>2017.</b>

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer



*Sent via email*

August 22, 2017

Village of Cumberland  
Planning & Development  
Box 340  
Cumberland, BC V0R 1S0  
Email: jrees@cumberland.ca

Dear Village of Cumberland Planning & Development:

**RE: Land Use Planning – Request for Engagement**

British Columbia municipalities face many challenges and opportunities when planning for growth and development. Many factors need to be considered, such as population projections, a variety of land uses, meeting the needs of various groups, protecting the environment, ensuring economic viability and sustainability, all the while ensuring planning decisions protect the health and well-being of citizens.

The physical form and development pattern of a community plays a role in its vitality, defines its character and shapes its ability to attract business and residents. Land use decisions and the design of communities impact the lives of people, from how they get around to how they interact with their neighbours. These decisions can also affect the physical and emotional well-being of the people who live there.

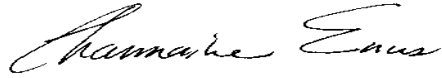
Recent years have seen significant advances linking urban planning and health outcomes. As such, improvements have been shown in physical activity levels, healthy eating, safety, air quality, housing, access to services, age friendly initiatives, and social connectedness.

To support local governments to realise positive health outcomes during community growth and development Island Health (VIHA) has formed a Healthy Built Environment program consisting of Medical Health Officers, Environmental Health Officers, a Regional Built Environment Consultant, as well as access to community health staff that provide insightful health evidence with respect to population health, food security and community development.

It is our goal at Island Health to engage with municipal governments during their land planning process, such as Official Community Plan updates, Regional Growth Strategy Developments, Neighbourhood Plans, and Zoning amendments. We would like to extend a thank you to those who have included us in their land use planning process and invite all to provide us the opportunity to support your process. By being a part of the stakeholder and referral process during land use planning, we can support local governments in achieving healthy built environment priorities to achieve improvements in the overall well-being and positive health outcomes of its residents.

We continue to look forward to receiving your land use referrals. Please submit referrals to our centralized healthy built environment email at [HBE@viha.ca](mailto:HBE@viha.ca)

Sincerely,

A handwritten signature in black ink, reading "Charmaine Enns". The signature is written in a cursive, flowing style.

Charmaine Enns, MD, MHSc, FRCPC  
Medical Health Officer

CE/js

# COUNCIL REPORT



REPORT DATE: August 29, 2017  
MEETING DATE: September 5, 2017

TO: Mayor and Councillors  
FROM: Kevin McPhedran, Parks and Outdoor Recreation Coordinator  
SUBJECT: Village Park Family Area Landscape and Accessibility Improvements Project:  
Update and Request for Additional Project Funding

---

## RECOMMENDATION

- i) THAT Council receive the *Village Park Family Area Landscape and Accessibility Improvements Project: Update and Request for Additional Project Funding* report;
- ii) THAT Council approve an amendment to the 2017-2021 Financial Plan Bylaw to add up to an additional \$26,000.00 to the 2017 Parks Capital Budget to be funded from the Parks Development Cost Charges Reserve Fund.

## SUMMARY

The Village issued a Request for Quotations in July for the construction of landscape and accessibility improvement works in the Family Area of Village Park. AFC Construction was the sole contractor to bid on the project and their bid price exceeds the Village's current available budget in the 2017 Parks Capital Services Budget. In order to complete the full scope of work, staff recommend that Council approve an amendment to the 2017-2021 Financial Plan Bylaw to add up to an additional \$26,000.00 to the 2017 Parks Capital Budget to be funded from the Parks Development Cost Charges Reserve Fund.

## BACKGROUND

The Village Park Family Area Improvements Project is the next major capital project in queue in terms of the Village Park Master Plan implementation process. The targeted scope of work includes multiple improvements to the accessibility, functionality, and aesthetics of this popular area of the park, including:

- 128.8 m<sup>2</sup> of new concrete walkway connecting Dunsmuir Avenue to the playground and spray park;
- Installation of an accessible drinking water fountain and related service connections;
- Installation of an accessible picnic table;
- Installation of a lawn basin and storm lead in response to spray park drainage issues;
- Expanded shrub bed at park entrance;
- Topsoil import and hydroseeding;
- Other demolitions, removals, and works.

The Village secured \$24,890 for the project from the Federal government's Enabling Accessibility grant program, which was matched by the Village with approximately \$17,000, leaving a 2017 Parks Capital Budget for the project of \$40,780.00. The Federal grant agreement requires that the funding be spent by January 31, 2018.

Since the original project scope was developed, additional accessible parking requirements have come forward; as such, construction drawings were modified in the spring of 2017 to include two paved accessible parking stalls on Sixth Street near the corner of Dunsmuir Avenue, in addition to an adjacent concrete sidewalk to connect to the park entrance.

In July 2017 staff issued a Request for Quotations, which was sent directly to qualified local construction contractors and posted to Cumberland.ca. AFC Construction of Courtenay was the sole bidder and submitted a quote for \$55,365.00. While the scope of the project has been expanded since project budgets were developed – and therefore the overall value of the works has also increased – the limited response to the RFQ and a higher than anticipated bid price can likely be attributed to the current high volume of work in the local construction sector and subsequent high demand for construction contractors.

In order to proceed with the project, an additional \$26,000 in budget is required. This will bring the overall project budget to \$66,780.00, and will enable the Village to proceed to awarding a contract to AFC Construction for up to \$55,365.00, in addition to covering project design fees, other construction administration costs, furniture purchases, landscaping works to be completed in house, and project contingencies. The project is eligible to be funded by the Parks Development Cost Charges fund, which has a current estimated balance of \$328,000. It is staff's recommendation that this funding source is used to complete the project in its full scope this fall, which would leave the remaining Parks DCC account with a balance of \$302,000.

If awarded the contract, AFC Construction is scheduled to complete the work in October 2017.

### **FINANCIAL IMPLICATIONS**

The 2016 Village Parks Capital Budget has \$40,780.00 for this project. An additional \$26,000 in funding is required to bring the project to completion in 2017. The project shortfall is eligible to be funded by the Parks Development Cost Charges fund, which has a current estimated balance of \$328,000.

### **STRATEGIC OBJECTIVE**

The Village Park Family Area Landscape Improvements project aligns with the following objective in Council's 2017 Strategic Plan:

- Implement the Village Park Master Plan

### **ATTACHMENTS**

- A. Construction Drawing Package

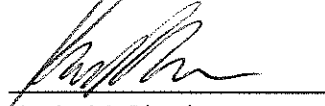
**CONCURRENCE**

Leah Knutson, Manager of Recreation  
Michelle Mason, Financial Officer

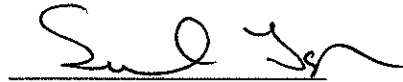
**OPTIONS**

1. THAT Council approve an amendment to the 2017-2021 Financial Plan Bylaw to add up to an additional \$26,000.00 to the 2017 Parks Capital Budget to be funded from the Parks Development Cost Charges Reserve Fund.
2. Any other action deemed appropriate by Council.

Respectfully submitted,



Kevin McPhedran  
Parks and Outdoor Recreation Coordinator



Sundance Topham  
Chief Administrative Officer



- NOTE**
1. ALL WORK TO MEET MMCD PLATINUM SPECIFICATIONS.
  2. ATTEND PRE-CONSTRUCTION MEETING, ON SITE START UP MEETING WITH PUBLIC WORKS STAFF TO REVIEW EXISTING UTILITIES AND 3 FIELD REVIEWS AS DETERMINED BY OUTLOOK ELA.
  3. PROVIDE 48 HRS ADVANCE NOTICE FOR REQUIRED REVIEWS.
  4. TAKE TEST CYLINDERS OF CONCRETE AND PROVIDE 7 AND 28 DAY STRENGTH TESTS. TESTING AGENCY TO COPY OUTLOOK AT SAME TIME AS CONTRACTOR.
  5. OBTAIN IRRIGATION AS BUILT AND PROTECT EXISTING LINES AND SPRINKLERS.

0 1:100 5

NOTES

STAMP

NO.	DATE	BY	REVISIONS	ENG./LA
D	JULY 25, 2017	TOB	FOR PRICING	TOB
C	JULY 21, 2017	TOB	FOR PRICING	TOB
B	MAY 25, 2017	TOB	FOR REVIEW	TOB
A	JAN 6 2017	TOB	75%	TOB



**OUTLOOK**  
ENGINEERING AND  
LANDSCAPE ARCHITECTURE  
*Places People Love*

(250) 339-5222  
outlookela@shaw.ca  
1326 Doicldle Road  
Comox BC  
V9M 2P9  
outlookela.com

SCALE  
HORIZ. SHEET 1 OF 1  
SCALE  
VERT. 1  
OUTLOOK PROJECT  
NUMBER 218-5

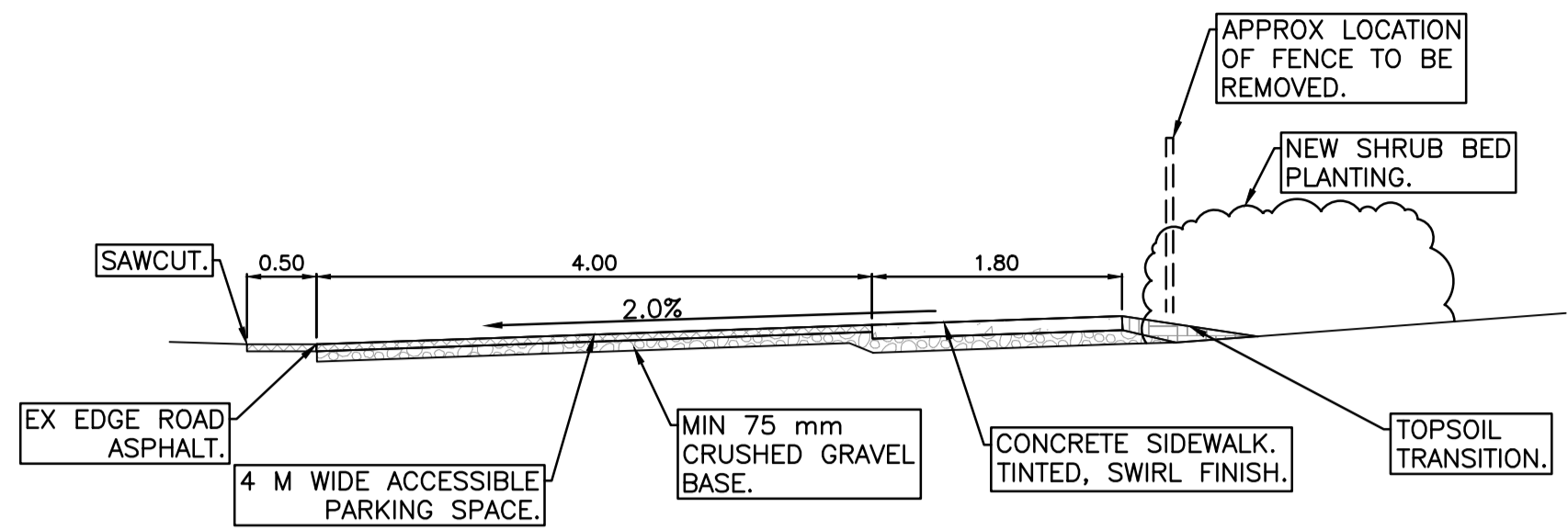
CLIENT VILLAGE OF CUMBERLAND

PROJECT VILLAGE PARK

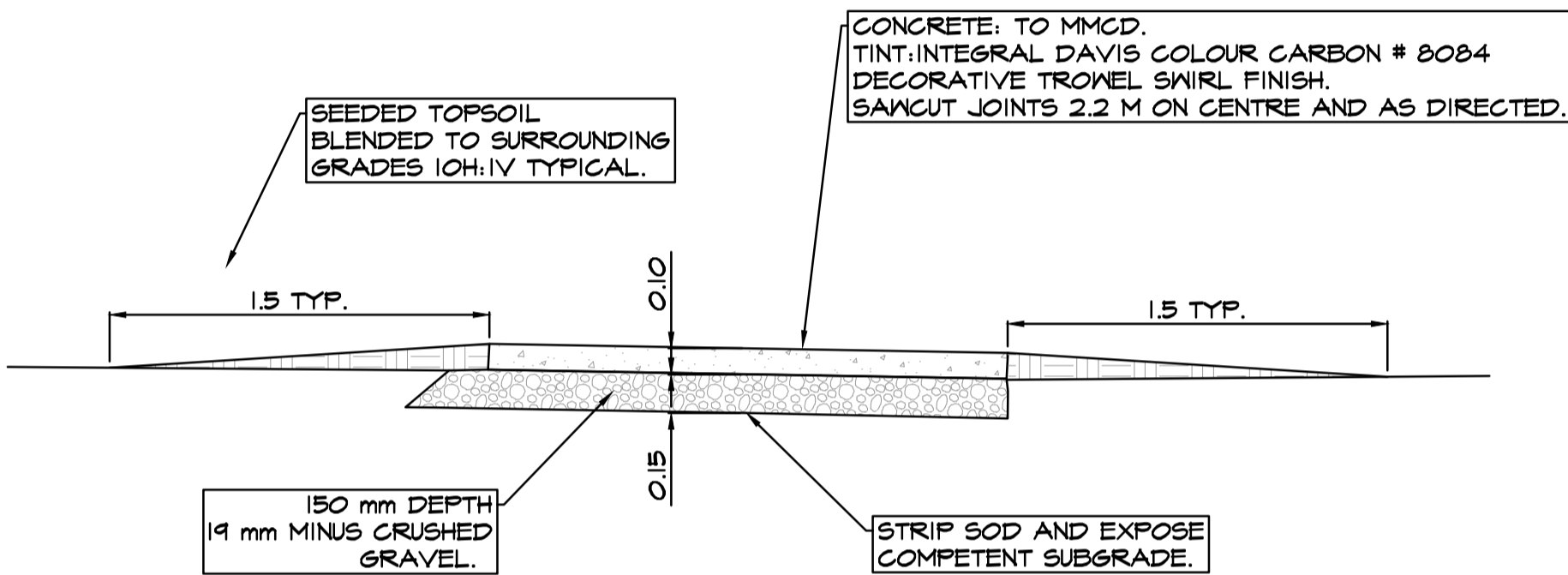
DWG FAMILY ACCESS LAYOUT

218-5- L-01

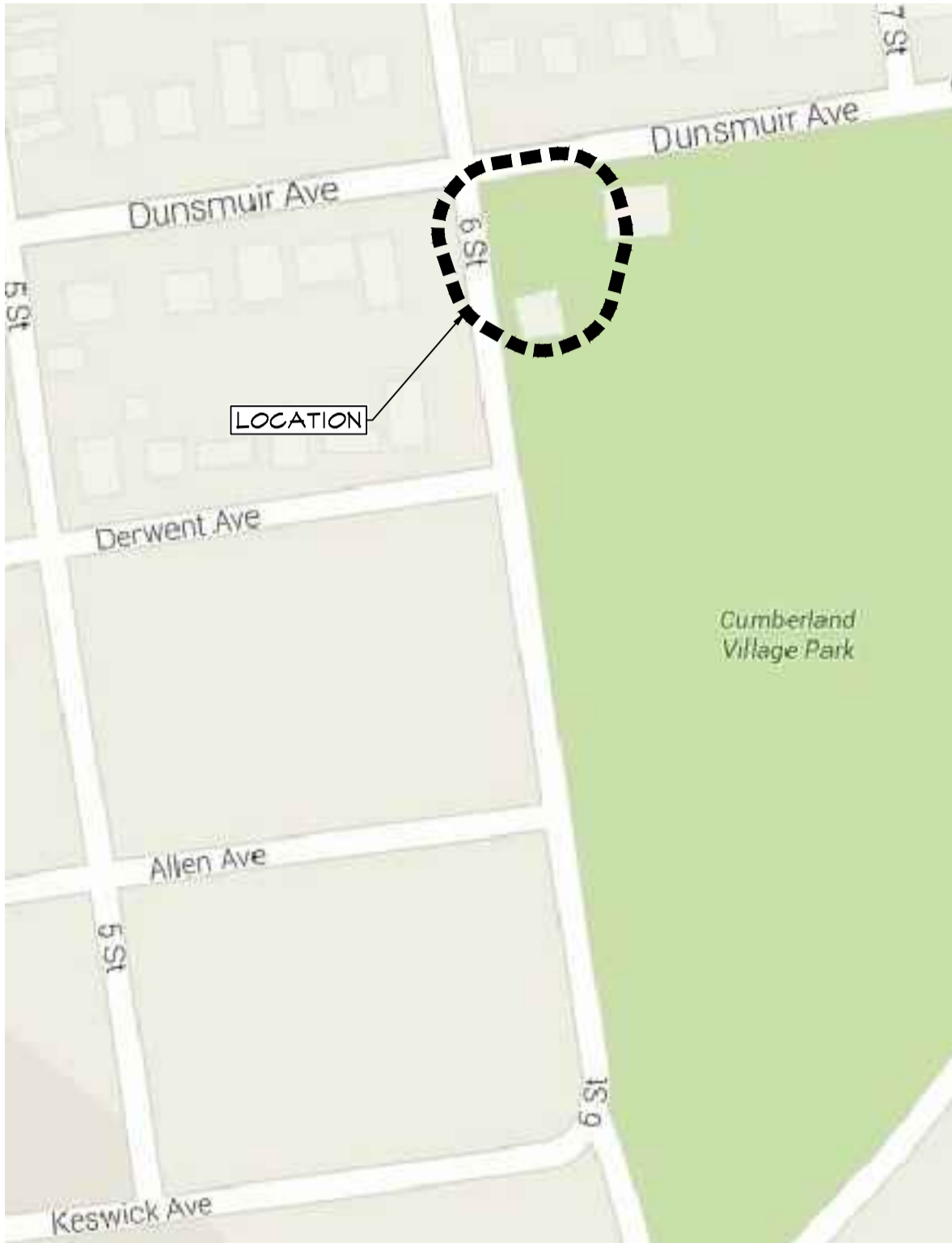
REVISION  
D



AA ACCESSIBLE PARKING STALLS  
1:25



BB NEW WALKWAY IN PARK  
1:25



LOCATION

NOTES

STAMP

D	JULY 25, 2017	TOB	FOR PRICING		TOB
C	JULY 21, 2017	TOB	FOR PRICING		TOB
B	MAY 25, 2017	TOB	FOR REVIEW		TOB
A	JAN 6 2017	TOB	75%		TOB
NO.	DATE	BY	REVISIONS		ENG./LA



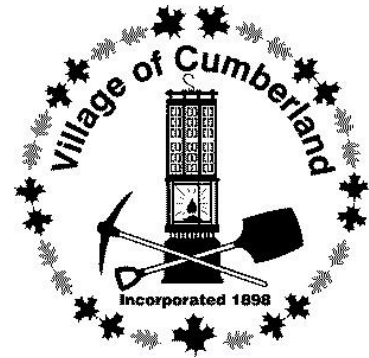
**OUTLOOK**  
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Comox BC  
V9M 2P9  
outlookela.com

SCALE  
HORIZ. SCALE  
SHEET 1 OF 1  
OUTLOOK PROJECT  
NUMBER 218-5

CLIENT VILLAGE OF CUMBERLAND  
PROJECT VILLAGE PARK  
DWG FAMILY ACCESS DETAILS  
218-5- L-02  
REVISION D

# COUNCIL REPORT



REPORT DATE: August 22, 2017  
MEETING DATE: September 5, 2017

File No. 4520-70

TO: Mayor and Councillors  
FROM: Adriana Proton, Deputy Corporate Officer  
SUBJECT: Temporary Street Closure, MOMAR

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## RECOMMENDATION

- i. THAT Council receive the Temporary Street Closure, MOMAR report.
- ii. THAT Council approve a street closure of Second Street from Dunsmuir Avenue to the alley south of Dunsmuir on September 22, 2017 from 9:00 am to 11:30 pm.
- iii. THAT Council approve an exemption to the Noise Control Bylaw to allow for the outdoor commercial MOMAR registration event on September 22, 2017 from 5 pm to 10 pm.

## SUMMARY

The organizer for the Mind Over Matter Adventure Race (MOMAR) is requesting a street closure for registration on Friday, September 22, 2017. Based on the type and location of the event, staff is also recommending that Council consider a noise exemption.

## BACKGROUND

The annual MOMAR is taking place in Cumberland on Saturday, September 23, 2017. This year the organizer is requesting that Second Street be closed adjacent to the Riding Fool Hostel for a race registration event the evening before the race. The race registration event is proposed to take place from 5 pm to 9:30 pm and the street closure is requested from 9 am to 11:30 pm to accommodate set up and tear down.

MOMAR organizers estimate that 100-200 race participants will attend the private/commercial event. The participants will come and go over the course of the evening, and the organizers indicate that parking has not been an issue in past years. The event will feature live acoustic music, and possibly a food truck and licensed beverage zone until 9:30 pm. During the closure, the alleyway south of Dunsmuir will remain open. The west sidewalk of Second Street will be closed, however, the east sidewalk will remain open to pedestrian traffic.

Street closures for more than three hours require evidence of the social and economic benefit of the closure. The applicant states that:

*The MOMAR has taken place annually in the Comox Valley since 2001, and brings 700 racers, 100 volunteers, and hundreds of friends and family to Cumberland on race weekend. It is a full weekend experience generating multi-night stays and tourism dollars. The event provides fundraising opportunities for three local groups: Cumberland Forest Society, United Riders of Cumberland and Comox Valley Ground Search and Rescue. The MOMAR also provides partnership opportunities for businesses such as the Riding Fool Hostel, Seeds Food Market, and Riders Pizza. The race has brought thousands of people to the Valley over 17 years and generated positive editorial coverage as well. Over 1200 people come for each race with over 80% coming from outside the Comox Valley, and 40% from the mainland.*

The one business that will be directly affected by this closure, the Riding Fool Hostel, has confirmed that it is a partner to the event. The applicant has advised that they will provide advance written notice to residences surrounding the closure area.

The street closure request was referred to BC Transit, BC Ambulance, Comox Valley RCMP, Cumberland Fire Department, and Cumberland Recreation. No comments were received.

There is no exemption in the Village's Noise Control Bylaw for private or commercial events that may disturb nearby residents. Due to the type of event, number of participants, and adjacent residential neighbours, Council may wish to consider providing an exemption to the noise bylaw.

## MAP



The proposed street closure is indicated on the map above with a red line.

**FINANCIAL IMPLICATIONS**

None

**OPERATIONAL IMPLICATIONS**

None

**STRATEGIC OBJECTIVE**

None

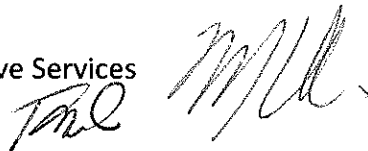
**ATTACHMENTS**

- Site layout plan

**CONCURRENCE**


Mike Williamson, Manager of Protective Services

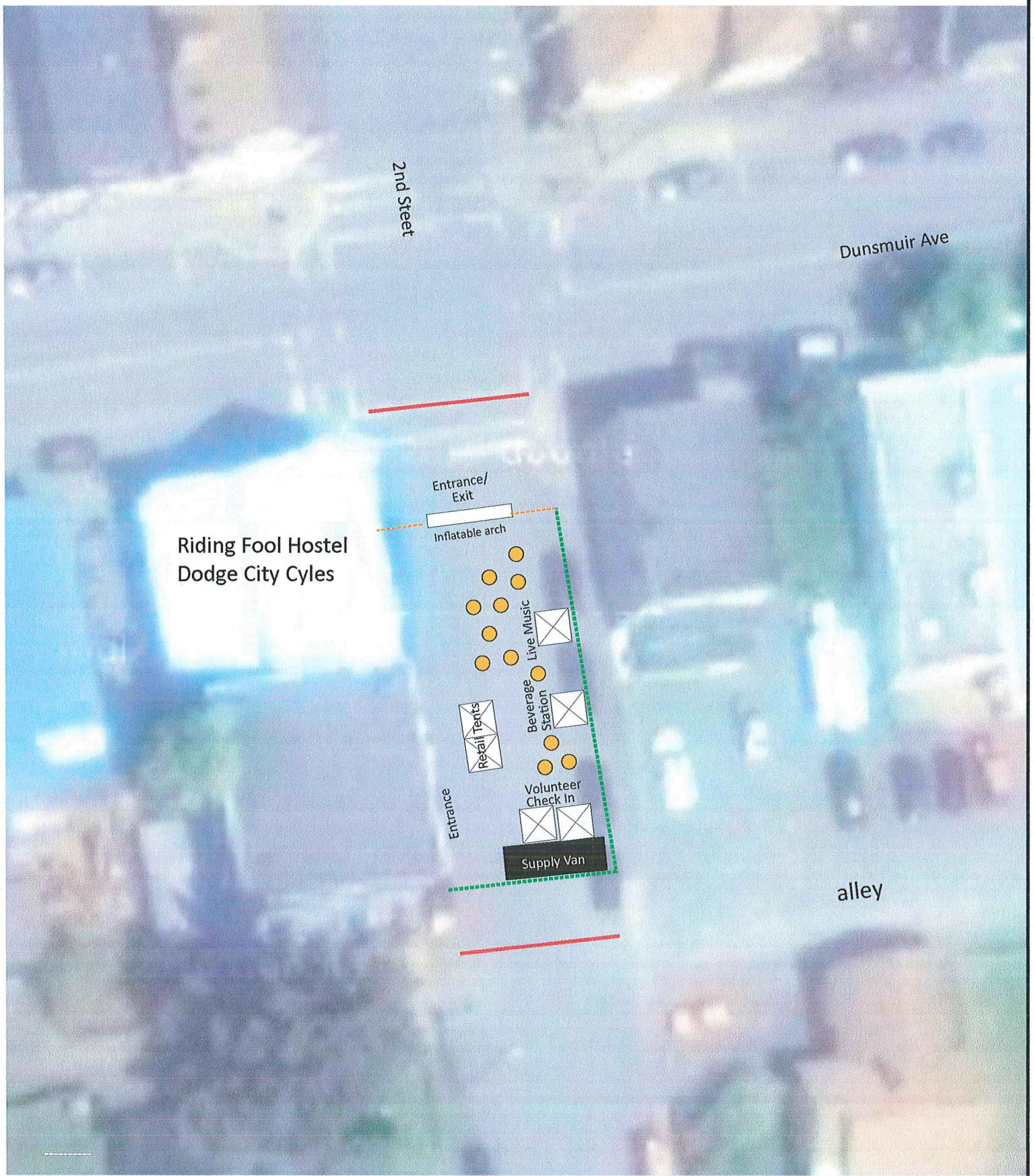
Rob Crisfield, Manager of Operations

**OPTIONS**

1. THAT Council approve a street closure of Second Street from Dunsmuir Avenue to the alley south of Dunsmuir on September 22, 2017 from 9 am to 11:30 pm.
2. THAT Council approve an exemption to the Noise Control Bylaw to allow for the outdoor commercial MOMAR registration event on September 22, 2017 from 5 pm to 10 pm.
3. Any other action deemed appropriate by Council.

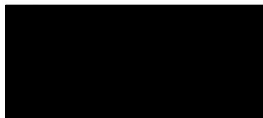
Respectfully submitted,

  
Adriana Proton  
Deputy Corporate Officer  
Sundance Topham  
Chief Administrative Officer



## Friday Night Registration

-  Fence - 4'
-  Fence - 6'
-  Barricade



# COUNCIL REPORT



REPORT DATE: August 23, 2017  
MEETING DATE: September 5, 2017

File No. 0390-20

TO: Mayor and Councillors  
FROM: Adriana Proton, Deputy Corporate Officer  
SUBJECT: Municipal Insurance Association Voting Delegate

---

## RECOMMENDATION

- i. THAT Council receive the Municipal Insurance Association Voting Delegate report.
- ii. THAT Council reappoint its Municipal Insurance Association voting delegates, with one of them to be Mayor Leslie Baird.

## SUMMARY

None of the Village's Municipal Insurance Association of BC (MIABC) voting delegates will be attending the MIABC annual general meeting (AGM) at the Union of BC Municipalities (UBCM) annual conference. In order to have a member able to vote at the meeting, Council must reappoint its MIABC voting delegates.

## BACKGROUND

The Village of Cumberland purchases property and liability insurance through MIABC. MIABC has its AGM at the UBCM annual conference, and the Village's voting delegate can vote for MIABC directors at the AGM. This year there are six director positions up for election.

The Village of Cumberland's MIABC voting delegate is Councillor Ketler, with Councillor Kishi as alternate 1 and Councillor Sullivan as alternate 2. However, the only member of Council who will be attending this year's UBCM conference is Mayor Baird. In order to have a member able to vote at the meeting, Council must appoint Mayor Baird as the MIABC voting delegate or one of the two alternates by September 21, 2017.

The appointment must be made by Council resolution, and staff have clarified that the appointment cannot be temporary, i.e. for September 25-29, 2017 only. However, after the conference, Council can change the appointments again if desired.

## FINANCIAL IMPLICATIONS

None

**OPERATIONAL IMPLICATIONS**

None

**STRATEGIC OBJECTIVE**

None

**ATTACHMENTS**

- MIABC Voting Delegate correspondence

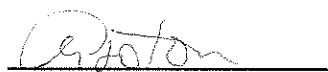
**CONCURRENCE**

None

**OPTIONS**

1. THAT Council receive the Municipal Insurance Association Voting Delegate report.
2. THAT Council reappoint its Municipal Insurance Association voting delegates, with one of them to be Mayor Leslie Baird.
3. Any other action deemed appropriate by Council.

Respectfully submitted,



Adriana Proton  
Deputy Corporate Officer



Sundance Topham  
Chief Administrative Officer

## Adriana Proton

---

**From:** Claudia Chan <cchan@miabc.org>  
**Sent:** Tuesday, August 22, 2017 4:35 PM  
**To:** Adriana Proton  
**Subject:** MIABC Voting Delegate

The 30th Annual General Meeting of the Municipal Insurance Association of BC's (MIABC's) subscribers is scheduled to take place from 4:00 - 5:30 p.m. on Tuesday, September 26th at the Fairmont Waterfront Hotel in the Mackenzie Room.

A reception hosted by the MIABC will immediately follow the AGM and will take place in the Waterfront Ballroom.

This year, the following positions are up for election:

- Group A - three-year term
- Group B - three-year term
- Group C - three-year term
- Group D - three-year term
- Regional District - three-year term
- Director-at-Large - one-year term

Interested candidates should contact Director Paul Gill, Chair of the Nominating Committee, c/o the MIABC office.

In accordance with Article 6.13 of the Reciprocal Insurance Exchange Agreement, the following delegate and two alternates have been registered with the MIABC to vote your interests at this year's AGM. If you would like to change the delegate or two alternates, please forward a resolution of your Council/Board directing these changes to the MIABC by September 21st, 2017.

The AGM Booklet with further voting information and the 2017 Resolutions will be distributed by on September 8, 2017.

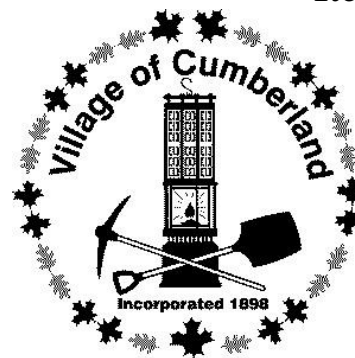
Voting Delegate: Councillor Jesse Ketler  
Email address: [councillor.ketler@cumberland.ca](mailto:councillor.ketler@cumberland.ca)

Alternate #1: Councillor Roger Kishi  
Email address: [councillor.kishi@cumberland.ca](mailto:councillor.kishi@cumberland.ca)

Alternate #2: Councillor Sean Sullivan  
Email address: [councillor.sullivan@cumberland.ca](mailto:councillor.sullivan@cumberland.ca)

Regards,  
Claudia Chan

# COUNCIL REPORT



REPORT DATE: August 25, 2017  
MEETING DATE: September 5, 2017

TO: Mayor and Councillors

FROM: Judith Walker, Senior Planner

SUBJECT: Heritage Alteration Permit – Cumberland Brewing Co.

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<b>FILE:</b>	2017-01-HAP		
<b>OWNER:</b>	Cumberland Brewing Co.	<b>AGENT:</b>	Michael Tymchuk
<b>FOLIO No.:</b>	516 00067.000	<b>PID:</b>	004-610-075
<b>LEGAL DESCRIPTION:</b>	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. (Translation: Easterly ½ of Lot 6)		
<b>CIVIC ADDRESS:</b>	2732 Dunsmuir Avenue		
<b>ZONE:</b>	Commercial One (C-1)	<b>OCP DESIGNATION:</b>	Commercial Mixed Use

---

## RECOMMENDATION

- i) THAT Council receive the “Heritage Alteration Permit – Cumberland Brewing Co.” report dated August 25, 2017.
- ii) THAT Council refer the application “Heritage Alteration Permit – Cumberland Brewing Co.” to the next meeting the Heritage Commission to be held on September 12, 2017.

## SUMMARY

On August 11, 2017, staff received the above noted application for construction of a canopy over the existing outdoor patio area, located at 2732 Dunsmuir Avenue. As this property is within the Historic Village Commercial Core (HCA-1) exterior additions such as those proposed require a Heritage Alteration Permit (HAP). The package of application materials is attached for Council’s consideration and staff recommends referral to the next meeting of the Heritage Commission on September 12, 2017.

## REFERRALS

Council may:

- a) Further to the section 5a of the *Advisory Planning Commission Bylaw No 999, 2014*, Council may wish to refer this application to the APC for their comments.

- b) Further to the section 8 of the *Corporation of the Village of Cumberland Heritage Commission Bylaw No. 824, 2006*, Council may wish to refer this application to the Heritage Commission for their comments.

#### **ATTACHMENTS**

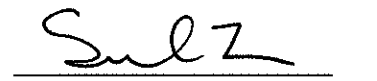
Copy of the application package of materials.

#### **OPTIONS**

- i) Refer to the next meeting of the Heritage Commission.
- ii) Refer to the next meeting of the Advisory Planning Commission.
- iii) Not refer the application, direct staff to prepare report without HC and/or APC comments.
- iv) Any other action deemed appropriate by Council.

Respectfully submitted,

  
Judith Walker  
Senior Planner

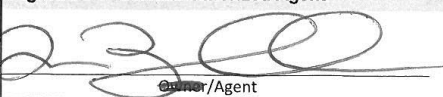
  
Sundance Topham  
Chief Administrative Officer



Corporation of the  
Village of Cumberland

PO Box 340  
2673 Dunsmuir Avenue  
Cumberland, BC V0R 1S0  
Telephone: 250-336-2291  
Fax: 250-336-2321  
Email: info@cumberland.ca

Application for Heritage Alteration Permit

<b>Application Information &amp; Description of Property Affected</b>		
Civic Address: 2732 Dunsmuir Ave		
Legal Description as shown on the Certificate of Title: That Part of Lot 6, Block 6 DL 21, Nelson Dist. 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.		
PID: 004-610-075	Folio: 000067.000	
<b>Registered Property Owner</b>		
Company Name (if applicable):		
Name: Kate Jones		
Mailing Address: P.O. Box 598 Cumberland B.C.	Postal Code: V0R 1S0	
Phone: 250-898-7037	Fax: Cell: 250-218-3822	
Email: katej@shaw.ca		
<b>Applicant if different from Owner (Owner signature required as Agent)</b>		
Company Name (if applicable): Cumberland Brewing Co.		
Contact Name: Michael Tymchuk		
Mailing Address: P.O. Box 1395 Cumberland	Postal Code: V0R 1S0	
Phone: 250-898-7037	Fax: Cell:	
Email: mike@cumberlandbrewing.com		
<b>What is the proposed work in the Designated Area?</b>		
<input type="checkbox"/> Subdivide land;		
<input checked="" type="checkbox"/> Start the construction of a building or structure or an addition to an existing building or structure;		
<input type="checkbox"/> Alter a building or structure or land;		
<input type="checkbox"/> Alter a feature that is protected heritage property		
<input type="checkbox"/> A Heritage Alteration Permit is required for the demolition of a building		
<b>Is a Development Permit Required?</b> N/A		
<input type="checkbox"/> DPA#1 Environmental Protection	<input type="checkbox"/> DPA#9 Commercial	
<b>Purpose of Application</b>		
Building of a covered canopy over existing outdoor patio space		
<b>Plans and Reports Attached to this application</b>		
<input type="checkbox"/> Project Summary	<input checked="" type="checkbox"/> Agent Authorization	<input type="checkbox"/> Heritage Assessment
<b>Signature of Owner/Authorized Agent</b>		
		
Owner/Agent		Aug 9/17 Date of Application

Authorization &  
Appointment of an Agent

I, Kate Jones being the registered owner of property  
legally described as:

Civic Address: 2732 Dunsmuir Ave Cumberland, B.C.

Legal Description: \_\_\_\_\_

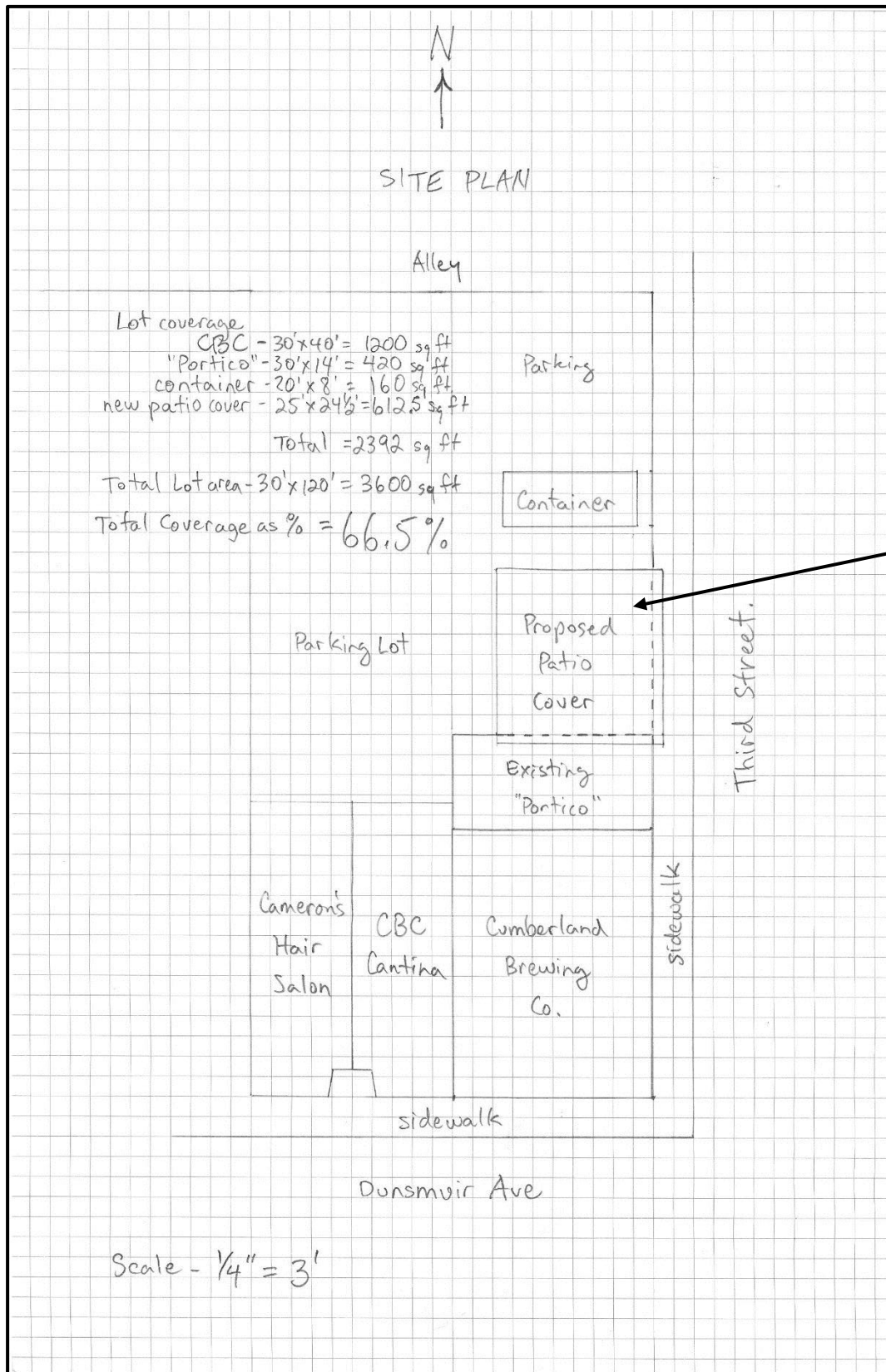
PID: \_\_\_\_\_ Folio: \_\_\_\_\_

hereby give authorization for Michael Tymchuk  
to act as my agent in the matter of HAP application

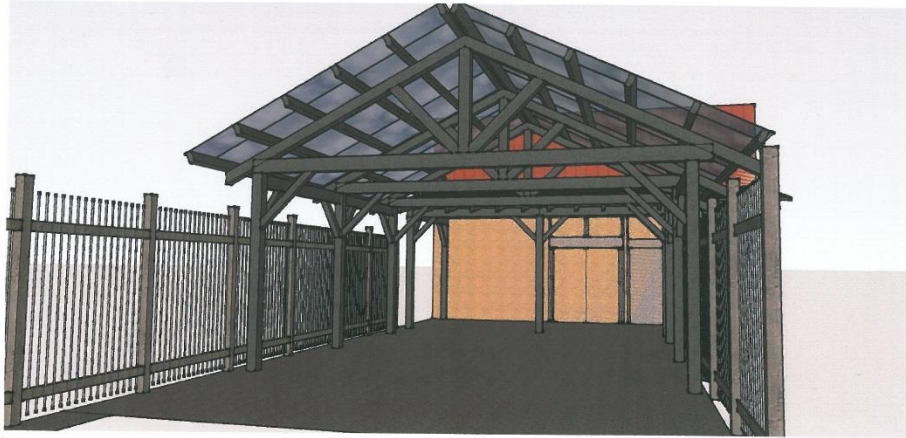
It is understood that until the Corporation of the Village of Cumberland is advised  
otherwise, the Village shall deal **exclusively** with the above-noted person with  
respect to the matter noted above.

<u>Aug 8/17.</u>	<u>Kate Jones</u>
Date	Signature of Owner

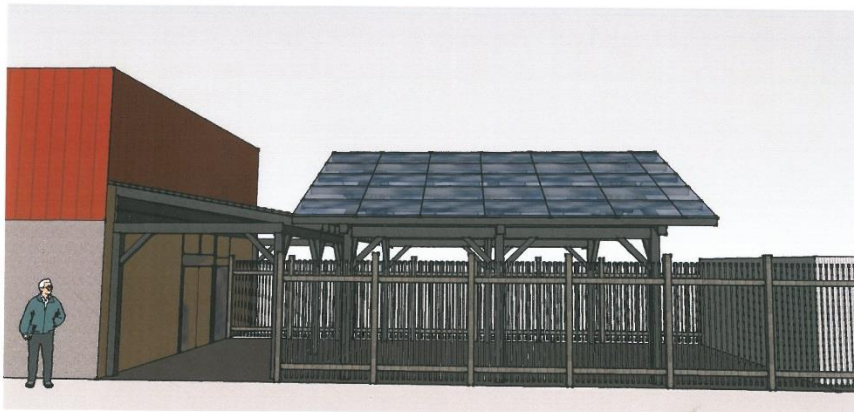
# Site Plan



Proposed Canopy  
over Existing Patio

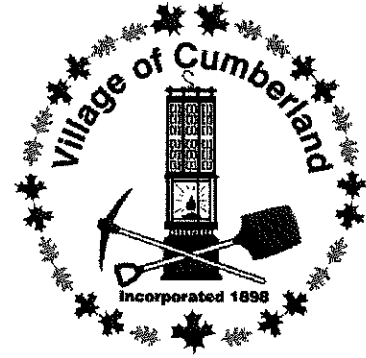


View into Patio Area



View from Third Street of Canopy over Patio Area

# COUNCIL REPORT



REPORT DATE: August 31, 2017  
MEETING DATE: September 5, 2017

TO: Mayor and Councilors  
FROM: Leah Knutson, Manager of Recreation  
SUBJECT: August 2017 Recreation Department Report

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## RECOMMENDATION

That Council receive the August 2017 Recreation Department Report for information.

## Administration

- Met with the Marketing Coordinator from Mt. Washington Alpine Resort, as a follow up to the meeting in July. Mt. Washington is very interested in collaborating on the Destination BC grant application in the Mountain Biking stream. Staff also reached out to the City of Campbell River regarding the program as we need three organizations as a minimum for the application.
- A student has approached Cumberland Recreation from the University of Alberta Recreation and Tourism Degree Program looking to do her student Coop placement in Cumberland. The placement would be for 14 weeks over the winter semester, at minimum cost to the Village.
- Worked through various human resource related projects.

## Facilities

- Worked with the consultant on the Long Term Facility Plan.
- Sharps containers were installed in the Recreation Centre lobby washrooms and in the Centennial building washrooms.
- New racks were installed in the Recreation Centre weight room and the Cultural Centre storage rooms in order to further organize fitness equipment and tidy up the spaces.
- Janitorial staff stripped and waxed the village office and Cultural Centre floors.

## Programs and Events

- Attended the ValleyFamilies and ValleyDads kickoff party at Village Park on August 9<sup>th</sup>.
- The Get on Board skills session at the skate park on August 15 and 17 for youth 4-11 years was a huge success. The program had 20 participants.
- Further discussions with Cumberland Community Schools Society and Get on Board have happened throughout the month in order to work out details of an afterschool skate program.

- Staff have reached out to community partners regarding the Skate Park and Jump Park Community Celebration happening September 20<sup>th</sup> from 4:30 – 6:30pm. The community has responded very positively and will be supporting and promoting the event in various ways. More details will be released in early September.

*See attached Memorandum from the Recreation Coordinator.*

#### **Parks**

- Worked with the Atmosphere team on Atmosphere 17. This year's event went very well, the organizers were very professional and a pleasure to work with.
- Worked with the Outdoor Recreation Coordinator on various projects
- Current park use permits in the queue: Coal Cross Cyclocross Race; Mind Over Mountain Adventure Race

*See attached Memorandum from the Outdoor Recreation Coordinator.*

#### **OPERATIONAL IMPLICATIONS**

None

#### **FINANCIAL IMPLICATIONS**

None

#### **STRATEGIC OBJECTIVE**

None

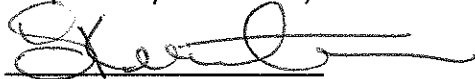
#### **ATTACHMENTS**

None

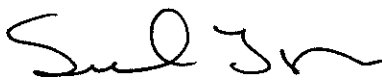
#### **OPTIONS**

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

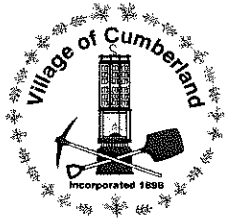
Respectfully submitted,



Leah Knutson  
Manager of Recreation



Sundance Topham  
Chief Administrative Officer



## Corporation of the Village of Cumberland

## Memorandum

**DATE:** Sep 1, 2017  
**TO:** Leah Knutson, Manager of Recreation  
**FROM:** Genevieve Burdett, Recreation Coordinator  
**SUBJECT:** August 2017 Recreation Programming Report

### BACKGROUND

This report provides a synopsis of the major ongoing projects and tasks relating to municipal recreation programming in Cumberland.

### PROGRAMS

- Fall programs and registration continue to have strong community support with children's mountain biking and senior's yoga programs selling out on the first day.
- Cumberland Recreation has two rooms (Gymnasium and Cultural Centre Moncrief Hall) available for recreation programming. These two spaces are being fully programmed during weekday evenings with additional space at Frelone's being rented out on Monday and Wednesday evenings to accommodate a third program on these nights.
- Pop Up in the Park, a free weekly parent and tot program sponsored by Valley Child and Pacific Care, finished at the end of August. This program offers parents and children, 6 years and under, a variety of art activities, games, and sensory activities at #6 Mine Park. Attendance numbers are extremely high, confirming the need for this type of free programming. Families attend primarily from Cumberland, but the program also draws families from Courtenay, Comox, Union Bay, Royston and Merville. Attendance records for August:
  - Tuesday, Aug 1: 72 children & 36 adults
  - Tuesday, Aug 8: 47 children & 33 adults
  - Tuesday, Aug 15: 60 children & 35 adults
- The ValleyFamilies and ValleyDads BBQ celebration took place on August 9<sup>th</sup> at Village Park. This event, designed to kick off the 2017-2018 ValleyFamilies and ValleyDads programming season, included free kids activities and a BBQ. ValleyDads and ValleyFamilies are free community wide programs sponsored by Success by 6, LUSH Valley, Valley Child and the United Way. Cumberland Recreation is collaborating to continue to offer free monthly ValleyDads Nights at the climbing wall and gymnasium this fall. This program offers dads and their children (6 years and under) an opportunity to explore the climbing wall, play with tot

toys and enjoy healthy snacks. In addition, Cumberland Recreation will be offering a ValleyFamilies climbing event in November.

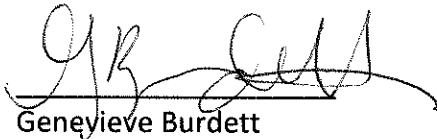
#### **EQUIPMENT**

- An evaluation of fitness studio, gym and recreation equipment was completed this month and small purchases were made to upgrade items, acquire needed equipment and obtain storage racks.

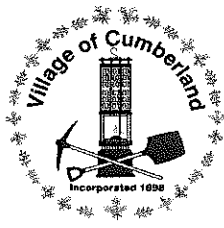
#### **UPCOMING EVENTS**

- Sat Sep 23 – MOMAR Adventure Race
- Friday Sep 29 – Rotary Club of Cumberland Dinner Fundraiser
- Saturday Sep 30 – Foggy Mountain Fall Fair (Cumberland Recreation will have a booth to collect ongoing feedback about programs and services).

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Genevieve Burdett', written over a horizontal line.

Genevieve Burdett  
Recreation Coordinator



## Corporation of the Village of Cumberland

## Memorandum

---

**DATE:** August 28, 2017  
**TO:** Leah Knutson, Manager of Recreation  
**FROM:** Kevin McPhedran, Parks and Outdoor Recreation Coordinator  
**SUBJECT:** August 2017 Parks and Outdoor Recreation Report

---

### BACKGROUND

This report provides a synopsis of ongoing projects and tasks relating to parks and trails in Cumberland.

#### 1. Skatepark and Jump Park:

- The Jump Park contract is now complete and maintenance responsibilities are the responsibility of the Village. With the hot, dry summer, staff has been doing some work in the park to ensure that soil moisture is maintained, features hold their shape, and erosion is kept to a minimum. Staff have also had success in engaging local youth and other dirt jumpers in maintaining the park.
- For the skatepark contract, a few minor deficiencies are still outstanding and the contract is expected to be wrapped up in September.
- A few minor related projects – outside of the skatepark and jump park contracts – are still to come, including a tool storage shed, hydroseeding, and Wellington Colliery Trail repairs.
- The Recreation Department is currently planning a Grand Opening Celebration for September 20<sup>th</sup> – see their report for further details.
- The overall project was completed on budget, but no surplus funding exists.

2. Cumberland Community Forest Park Covenants: a survey is currently being completed which will serve to exclude the gravel pit and waterworks infrastructure area from the new park covenant.
3. Village Park Family Area Improvements: see separate report on this agenda for project update.
4. Village Park playground: Wee Saw repair completed.
5. Cumberland Lake Park:
  - a. Continued support of Cumberland Lake Wilderness Society in park operations.

- b. Capital: project planning for capital projects as per 2017 Parks Budget.
  - c. Met with representatives from the CVRD's Engineering Services Department to discuss opportunities to collaborate on park projects that have mutual benefits to both the Village, and the CVRD through their Watershed Protection Plan.
  - d. Visitor Impact Survey: in partnership with Vancouver Island University and the Cumberland Lake Wilderness Society, a visitor impact survey is now open. The project is similar to – and will complement – the 2016 Trail Economic Impact Study that the Village did with UROC and VIU, and will measure the economic impact, and assist in future management, marketing and improvements to Cumberland Lake Park.
6. Trails:
- a. Fire Danger and Access Restrictions: liaised with the Village Fire Chief and officials from UROC and the timber companies on forest fire danger and assessed requirements for access restrictions. To date no access restrictions have been implemented, although a smoking ban is in place for all Cumberland Parks and Trails.
  - b. Land Access Agreement: work with UROC and the neighbouring private forest land owners on agreement renewal.
  - c. Two and a Juice and Buggered Pig Trail Improvement Project: planning and field assessments.
  - d. UROC Trail Maintenance Committee Meeting: August 31.
  - e. Minor trail maintenance and other trail management related tasks.
  - f. Jump Park maintenance and watering.
7. Coal Creek Historic Park Disc Golf Course: a new course entrance sign, which includes a course map, was installed in August. Other course improvements to proceed in fall 2017 are being planned with the CVDGC.

Respectfully submitted,



Kevin McPhedran

Parks and Outdoor Recreation Coordinator

# COUNCIL REPORT



REPORT DATE: August 30, 2017  
 MEETING DATE: September 5, 2017  
 TO: Mayor and Councilors  
 FROM: Mike Williamson, Fire Chief / Manager of Protective Services  
 SUBJECT: Protective Services Report August 2017

---

## RECOMMENDATION

THAT Council receive the August 2017 Protective Services Report.

## SUMMARY

### Incidents for August responses

Response Type	
Fire	2
Rescue	1
First Responder	4
Motor Vehicle Incident	1
Duty Officer	4
Total Monthly	17
Total 2017	208

## BACKGROUND

It has been a very hot dry summer, so the fire season has been a long one. We are expecting dry conditions this fall, so it will be a while before the fire season is over. So far, in our fire protection area, things have been going very well when it comes to fires that could easily change in a heartbeat. We have had a few incidents, but these fires have been reported and extinguished quickly, with very little damage caused. If these fires were left unattended, it could have caused a major fire response.

We need to continue on this path of being careful and fire smart, so we can get through this difficult fire season. We need everyone's cooperation, which has been great so far, to stay on guard and alert and on the lookout for fires. If you think you see fire or smoke call 911. Every call will be looked into, some of them turn out to be nothing, but we would rather check then be sorry in these dry constitutions. We cannot take any chances at all.

We had one rescue call that was interesting and unusual for us. There was a Floatplane down in Comox Lake and the call came in as Plane crash rescue. We have done scenarios on these kinds of calls, as it is one of the test question on ICS 200 exam; I remember doing and thought this could easily happen to us one day. The pilot had a hard landing and got out of the plane safely on his own. I believe one float filled with water and turned the plane upside down. Transport Canada instructed us to leave it as is, so we flagged it and made sure there was nothing leaking from the fuel tanks or engine and left for their investigation. We do have resources if we do have leaks or problems, but was not necessary.

Craig and I have been working on a lot of Fire safety Plans and inspections. These will take some time to complete, so we will be continually working on this as time permits.

### **Training**

We have been working on general skills with many new recruits to get them up to speed every Tuesday at training practice. We are hoping to get more recruits as turn over happens quickly. We need to continually add to our department, as the training required is extensive.

### **Membership**

Regular Members:	23
Junior Members:	1
Probationary Members:	6
Pending Applications:	2
Total:	32

### **STRATEGIC OBJECTIVE**

None

### **ATTACHMENTS**

None

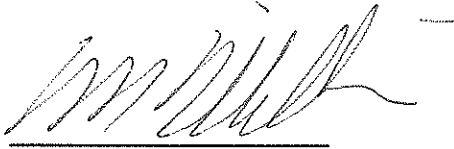
### **CONCURRENCE**

None

## OPTIONS

1. THAT Council receive the August 2017 Protective Services Report.
2. Any other action deemed appropriate by Council.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Mike Williamson', written over a horizontal line.

Mike Williamson  
Fire Chief/ Manager of Protective Services

A handwritten signature in black ink, appearing to read 'Sundance Topham', written over a horizontal line.

Sundance Topham  
Chief Administrative Officer



## The Corporation of the Village of Cumberland

## *Bylaw Enforcement Report*

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**Date:** August 28, 2017  
**To:** Mike Williamson, Manager of Protective Services  
**From:** James Abrams, Bylaw Enforcement Officer  
**Re:** August 2017 Bylaw Enforcement Summary Report

---

Please find below a summary of complaints and issues handled in August 2017 by Village Bylaw Enforcement.

### **Animal Control**

Dogs at Large continue to be a problem. This will require consistent village patrols and messaging to alleviate.

There has been multiple occurrences of bears getting into improperly stored garbage this month.

### **Traffic/Parking**

Patrols have been continued through the Village for illegally parked/stored vehicles. I am still finding many unlicensed or uninsured vehicles on the roads or boulevards. I have handed out many notices and approximately 15 five-day warnings. One vehicle has been towed.

### **Noise**

The Village has received multiple complaints about noise, mostly in regards to the new skate park.

### **Garbage**

There has been a slight increase in the number of violations found in regular garbage patrols and there has been two additional tickets issued for improperly stored garbage.

The WildSafeBC reporting website has been receiving reports of increased wildlife activity in the Cumberland area. Village residents are encouraged to be vigilant with their garbage as bears do roam Cumberland.

**Land Use**

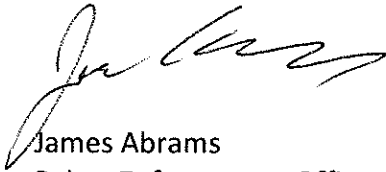
The only land use files that the Village worked on were files continuing from previous months

**Miscellaneous**

Multiple unsightly premises are now in the works of coming into compliance by working with the land owners and other interested parties.

Atmosphere festival was concluded with no major incidents and very few complaints.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'James Abrams', written in a cursive style.

James Abrams  
Bylaw Enforcement Officer  
Village of Cumberland

# COUNCIL REPORT



REPORT DATE: August 29, 2017  
MEETING DATE: September 5, 2017

TO: Mayor and Council  
FROM: Rob Crisfield, Manager of Operations  
SUBJECT: August 2017 – Operations Department Report

---

## RECOMMENDATION

THAT Council receive the August 2017 – Operations Department Report for information.

## SUMMARY

August 2017 – Operations Department Report

## BACKGROUND

Staff Report on Recent Activities undertaken by the Planning Department, Public Works Department and by the Manager of Operations.

### Manager of Operations Activities

#### *Water System Improvements*

Staff have been working with the engineering consultant on a number of items:

1. Council approved the award for the supply of the UV treatment equipment for the new treatment facility. An official award letter has now been sent to Xylem Canada. Staff recently reviewed a preliminary mechanical layout for the piping and UV equipment and the consultant will continue to develop this along with many other components including the building design.
2. The water supply main twinning design was completed and a tender was issued for construction. Council approved an award to the low bidder, Knappett Industries, and an award letter was issued. Work is expected to commence sometime in September and will last approximately 6-8 weeks.

#### *Cumberland & Bevan Roads Design Work*

A partial substantial completion inspection took place on August 29<sup>th</sup> on both Bevan Road and on Cumberland Road where the Roadwork has been completed. The preload work in the wetland-crossing zone went well and preload material is now in place and performing well. Line painting is slated to commence the first week in September with landscaping and minor cleanup occurring in September as well. The preload section will remain in place for approximately 6 months at which time the contractor will finish off road construction.

***Mandatory Dam Safety Review***

This work is substantially complete and staff will be submitting a package to the Ministry of Forest Lands and Natural Resource Operations.

***No. 2 Dam Design***

Staff are preparing a services agreement with Tetra Tech and anticipate work will commence on this project in September.

***Museum Upgrades***

Work is substantially complete with only landscaping and a bench installation remaining. Through public works investigation into a plugged storm sewer connection from the building to the street, it was determined that there are connections from the roof drain leaders and rear catch basins to the perimeter drain at the Museum. These need to be disconnected and tied into a new storm sewer line that will need to be installed at the rear of the Cultural Centre out to First Street, and will be a budget item for consideration in the 2018 budget.

***Other Work***

- Building Inspection – the Village has engaged another contract building inspector and will continue looking at options for building inspection services possibly through the CVRD.
- Public Work completed replacement of some old failing CSP storm pipe on the east side of Sutton Road. As a result, staff will now engage Outlook Land Design to develop a tender package and issue it for the construction of the Bike/Pedestrian corridor on Sutton Road between the CRI parking lot and the Community Forest entrance.
- Dunsmuir Avenue hot asphalt patching took place between First Street and Egremont/Sutton Roads and was the result of discussions between Tayco Paving and our PW Foreman. Thanks to Tayco Paving and Gavin for making this happen. Staff will now look at some other areas as part of our patching program for 2017.
- Working on options for a future public works yard.
- Continue to support the LWMP process.
- Canada Census reporting on Asset Management.

**FINANCIAL IMPLICATIONS**

None

**OPERATIONAL IMPLICATIONS**

None

**STRATEGIC OBJECTIVE**

None

**ATTACHMENTS**

1. Planning Report for August 2017
2. Public Works Report for August 2017

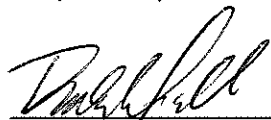
## CONCURRENCE

None

## OPTIONS

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

Respectfully submitted,



Rob Crisfield

Manager of Operations



Sundance Topham

Chief Administrative Officer



# Corporation of the Village of Cumberland

## Memorandum

**DATE:** August 30, 2017  
**TO:** Rob Crisfield, Manager of Operations  
**FROM:** Joanne Rees, Planner  
**SUBJECT:** Planning Report for August 2017

DEVELOPMENT PERMITS	
1.	<b>2015-02-DP Carlisle Lane Phase 2:</b> DP granted on April 27, 2015 for Phase 2 of the PDA at Carlisle Lane for 17 lots. Permit issued. <b>Outstanding Issues:</b> Holding security to replace missing trees in park in Fall 2017. Site visit and tree list completed.
2.	<b>2015-03-DP Coal Valley Estates (blasting &amp; fill):</b> <b>Outstanding Issues from DP conditions:</b> 'Pre-clearing' nest survey shall be conducted for endangered species.
3.	<b>2016-01-DP 4616 Cumberland Road:</b> DP granted to replace existing building with prefab steel building. Awaiting the following conditions to be met before issuing.: Building shall be wrapped or painted; Darksky lighting; Sheltered and secure bicycle parking; Building shall be electric plug in ready; and stormwater report. 27Jul17: Letter sent to Owner.
4.	<b>2017-03-DP 2799 Derwent Street:</b> Application received for a Residential Infill Development Permit for a new Accessory Dwelling Unit. Council granted Permit on April 10, 2017. Awaiting conditions to be met before Permit can be issued.
5.	<b>2017-04-DP CVE Phases 7 &amp; 8:</b> Application for 32 and 27 lot subdivision. Council granted on May 8 <sup>th</sup> , 2017. Awaiting conditions to be met before Permit can be issued.
6.	<b>2017-06-DP 2752 Allen Avenue:</b> Application received for a Residential Infill Development Permit for a new Accessory Dwelling Unit. Permit granted by Council on June 12 <sup>th</sup> . Awaiting conditions to be met before Permit can be issued.
7.	<b>2017-07-DP 3244 Sutton Road:</b> Application has been received for an Environmentally Sensitive Protected Area Development Permit to allow a two lot subdivision. APC consideration of September 5 <sup>th</sup> .
8.	<b>2017-08-DP 3028 Fourth Street:</b> Application received for ADU. Applicant to provide additional information to take back for Council consideration on September 18 <sup>th</sup> .
HERITAGE ALTERATION PERMITS	
1.	<b>2015-01-HAP 2692 Dunsmuir Avenue (Waverley):</b> Sent a letter regarding outstanding issues. Outstanding Issues from HAP: Lighting spillage; No enclosed garbage and recycling area; Parking lot: No pavers, no lines, no HC, no electric vehicle hookup; No rooftop screening of mechanical equipment. Email sent July 27 <sup>th</sup> asking about outstanding HAP items.
2.	<b>2016-01-HAP Hinterland:</b> Application received on June 22, 2016. Awaiting consolidation to issue permit. Email sent July 27 <sup>th</sup> asking about status.

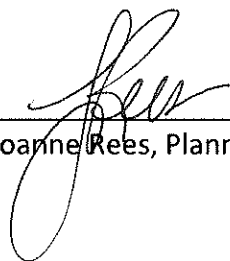
<b>HERITAGE ALTERATION PERMITS</b>	
3.	<b>2016-02-HAP Riders Pizza:</b> Application received on May 13, 2016. Council granted Permit on June 27 2016. Outstanding conditions: Sheltered and secure bicycle parking.
4.	<b>2016-03-HAP 2781 Dunsmuir Avenue:</b> Application received September 9, 2016. Permit granted by Council on June 12 <sup>th</sup> . Awaiting conditions to be met to issue permit.
5.	<b>2016-04-HAP First Credit Union:</b> Application received October 14, 2016 to make changes to the front door and to add a door. Council granted on December 12, 2016. Amendment to application for the DP is expected.
6.	<b>2017-01-HAP Cumberland Brewing Company:</b> Application received August 11, 2017 for a covered canopy over the patio. Council referral to Heritage Commission on September 5 <sup>th</sup> anticipated. Heritage Commission meets next on September 12 <sup>th</sup> .
<b>DEVELOPMENT VARIANCE PERMITS</b>	
1.	<b>2016-04-DV 2613 Dunsmuir Avenue:</b> Application received to vary lot line setbacks, height, and lot coverage for an existing single family dwelling and proposed accessory building. Consent Order signed by Owner. In process.
2.	<b>2017-12-DV 2588A&amp;B Ulverston Avenue:</b> Application received August 16 <sup>th</sup> to vary right side setback and to vary the maximum lot coverage to permit carport/deck addition. Anticipate Council referral to the Advisory Planning Commission on September 18 <sup>th</sup> . The APC meets next after this date on October 3 <sup>rd</sup> .
<b>SIDEWALK CAFÉ PERMITS (approved by Manager of Operations)</b>	
1.	<b>2017-01-SC Waverly Sidewalk Café –</b> Approved. Expires October 31, 2017
2.	<b>2017-02-SC 4Quarters Restaurant:</b> Application approved Expires October 31, 2017
<b>SUBDIVISION</b>	
1.	<b>Carlisle Lane Phase 2: 16 lots</b> <b>Maintenance Period Ends June 19, 2018</b> Design Stage Approval granted August 2, 2016. Final Approval granted
2.	<b>Trilogy – Initial Subdivision 11 lots</b> <b>PLR expires February 3, 2018</b> PLR issued February 4, 2016. Extension granted.
3.	<b>Coal Valley Estates Phase 6: 27 Lots</b> <b>PLR expires on February 28, 2018</b> Final Approval granted, subdivision registered. Here come the building permits!
4.	<b>2639 Penrith Avenue: 4 lots</b> <b>Maintenance Period Ends _____</b> DSA granted August 2, 2016. Final Approval granted January 22, waiting for deficiencies to be completed to begin Maintenance Period, anticipate the fall. Anticipate completion Fall 2017
5.	<b>3376 Mill Street: 2 lots</b> <b>Maintenance Period Ends _____</b> PLR granted. DSA granted. Final Approval granted January 22, waiting for deficiencies to be completed to begin Maintenance Period.
6.	<b>Maple Street: 12 lots</b> <b>PLR expires on July 17, 2018</b> PLR granted

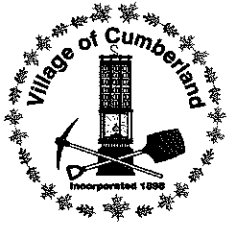
SUBDIVISION						
7.	2017-01A-SV Coal Valley Estates – Phase 7 (34 lots) DP approved, PLR on hold				Application received February 3, 2017	
8.	2017-01B-SV Coal Valley Estates – Phase 8 (22 lots) DP approved, PLR on hold				Application received February 3, 2017	
9.	2017-03-SV 3216 Sutton Road (2 lots + remainder) Staff review while waiting for ESA DP				Application received February 7, 2017	
10.	2017-04-SV Carlisle Lane Phase 3: 8 lots DP granted, PLR granted				PLR Expires July 30, 2018	
11.	2017-05-SV 2903&2905 Penrith Avenue Existing house on the lots, awaiting removal.				Application received April 10, 2017	
12.	2017-06-SV 2817 Ulverston Avenue 2 lot strata. Staff preparing Council report.				Application received April 24, 2017	
13.	2017-07-SV 2815 Ulverston Avenue 2 lot strata. Staff preparing Council report.				Application received April 24, 2017	
14.	2017-08-SV 2641 Penrith Avenue 2 lots. PLR granted				PLR expires June 21, 2018	
BUILDING PERMITS						
Provided advice/information on-Building/Plumbing Permits, prepared and kept forms and statistics, and processed Building/Plumbing Permit applications for plan check by Building Inspector.						
	To 30 August 2016		To 30 August 2017		July 2017	
Single Family Dwellings	19	\$3,895,000	33	\$6,161,000	7	\$1,519,287
Secondary Suite Conversions	1	\$10,000	6	\$176,000	1	\$96,000
Accessory Dwelling Units	1	\$80,000	18	\$807,092	1	\$105,350
SFD Addtns & Reno's	11	\$364,000	11	\$331,802	2	\$117,802
Duplex	0	\$0	2	\$0	0	\$0
Multi-family	0	\$0	0	\$0	0	\$0
Residential Accessory	2	\$44,000	9	\$117,832	3	\$79,232
Industrial	3	\$202,982	6	\$1,568,000	2	\$200,000
Commercial			1	\$35,000	0	\$0
Institutional	2	\$20,000	0	\$0	0	\$0
Demolition	1	\$10,000	1	\$10,000	0	\$0
Totals	41	\$4,645,992	68	\$10,812,013	16	\$2,117,671

OTHER		
1.	Provided verbal and written responses to enquiries on potential land use and development proposals. Meet with public to confirm conformity of land use with Village bylaws. Referrals from other local governments and agencies.	
2.	Trees on public property: dealing with public's concerns for potential hazardous trees; coordinating arborist reports, pruning/removal, liaison with adjacent owners.	
BYLAWS IN PROCESS		
1.	Pesticide Use Control Bylaw No. ____, 2016 <i>Repeals Bylaw 838</i>	Met with CVRD contractor for 2017 program. CVRD will not be continuing the program after 2017 but will be up to municipalities to educate on pesticide use. Important to update bylaw regarding provincial regulations and update website.
PROJECTS		
1.	<b>TreeCanada/BC Hydro Grant 2016:</b> TreeCanada Grant for 2016 has been approved for tree purchase in 2017. Replacement trees for conifer removal in Village Park and trees for skate board park. Final report due in December 2017.	
2.	<b>Heritage Management Plan:</b> Staff report to Council in August for resolution on Heritage Register and nomination of features. Saito house report in 2017.	
3.	<b>Museum Landscape Design:</b> Museum Society approved for \$68,000 Canada 150 grant. Includes museum upgrade for accessible entrance and walkways, landscape, etc. Construction in process. Waiting for landscape construction quote.	
4.	<b>Dunsmuir Street Trees:</b> Seven street trees ( <i>Parrotia persica</i> - Persian Ironwood) have been installed. Openings in sidewalk have been levelled with fine gravel.	
5.	<b>Japanese-Canadian Historic Places Recognition Project:</b> Nominations for No. 1 Japanese townsite and Japanese Cemetery has been selected by Province. Staff to clarify the selected submissions by the Village.	
6.	<b>Cumberland Road Entrance Landscape:</b> Development of landscape plan & cost estimate for Local Service Area in process, including landscape island at Cumberland and Union Roads. With Finance Department. Bylaw coming forward to Council.	
7.	<b>Egremont Park Master Plan:</b> Development of the master plan in-house. Tree assessment completed. Trails recorded by GPS in February 2017. Settling individual concerns on a case-by-case basis.	
8.	<b>Tree Policy:</b> Policy for trees on public land regarding care, maintenance and removal. Based on MIA recommendations.	
9.	<b>Green Burial:</b> Cemetery planting plan for late 2017.	

PROJECTS	
10.	<b>Bike Parking/Parklet on Dunsmuir:</b> Council approved donation towards public bike parking. On June 26, Council direct staff to assist the Bike Parking Group to proceed with a trial season and provide funding support in the amount of \$500 for the platform and bike racks. No update on status of project from the committee.
11.	<b>Bicycle Parking Plan for Village:</b> In process
COMMISSIONS & COMMITTEES	
1.	<b>Heritage Commission:</b> Next meeting Tuesday September 12, 2017 at 5:45pm.
2.	<b>Advisory Planning Commission:</b> Next meeting Tuesday September 5, 2017 at 11am
3.	<b>Homelessness and Affordable Housing Select Committee:</b> Next meeting Sept 20, 2017 9am.
4.	<b>Accessibility Select Committee:</b> Next meeting Monday September 11, 2017 6:30pm.

Respectfully submitted,

  
\_\_\_\_\_  
Joanne Rees, Planner



# Corporation of the Village of Cumberland

## Memorandum

DATE: August 29, 2017  
TO: Rob Crisfield, Manager of Operations  
FROM: Gavin Murgatroyd, Public Works Foreman  
SUBJECT: Public Works– Monthly Report for the period ending 29/08/2017

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**Water:** Weekly water samples collected within the village and Lake Park site.

Service line repair at 3288 9<sup>th</sup> Street. Again, it was a copper service line with severe external corrosion/pitting. Replaced with poly service tube.

Annual maintenance on chlorine gas injection system.

Continue with summer dam and lake monitoring program – levels at all dams and lakes in our water system are healthy for this time of year.

**Sewer & Storm:** Completion of Sutton Road storm system upgrade from Derwent Ave to Comox Lake Road. This project needed to take place prior to the Sutton Road Bike Lane project.

Sanitary sewer line RoW maintenance in preparation for jet rodding and camera inspection by Pipe-eye. The trunk main from north end of Hope Rd to the lagoon lift station wet well has been cleaned and inspected. This line had not been cleaned in many years, if at all, and was full of gravel. Adjustments will also be made to the level sensors for the lift station itself.

Annual sewer samples collected and sent for analysis.

Increased engagement with consultants and engineers with respect to LWMP. Specifically, site meetings, plan review, and additional sampling over the next couple of months.

**Roads:** Prepare Dunsmuir Ave. (between 1<sup>st</sup> Street and Sutton Road) for new asphalt.

Grading and layout of dust control to Ulverston Ave.

Cross walk painting program started.

**Buildings:** Various work orders for CRI – repair leaking urinal, light bulb changes, removal of tripping hazard on stairs outside the building, and setup of metal stand/shelf unit.

Dishwasher repair at Cultural Centre.

**Parks:**

Clean-up at Japanese cemetery in preparation for Obon event. This included fence post repair, grass cutting and pressure washing the cenotaph and walk way.

Mark out irrigation heads at Village Park in preparation for Atmosphere event.

Apply white paint to tree stems that were showing signs of stress.

Stump removal at Egremont Park.

Watering trees, hanging baskets, and new grass at jump park.

Grass cutting (mowing and trimming) at all parks and greenways.

**Miscellaneous:**


Continued illegal dumping clean up at various locations around the Village.

Repair of grass area between Legion and Telus building.

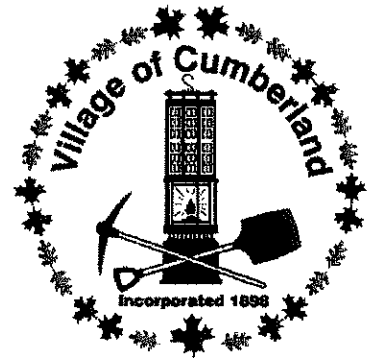
Another attempt at sealing the asphalt seam around a resident's water meter box in their driveway.

Continued support of the Bevan/Cumberland Road Project – valve locates, valve exercising, camera inspections, closing/opening valves for water main tie-ins, service locates, site meetings with contractor and/or residents to review plans and concerns, installation of project signage, and assisting with unforeseen items as they arise.

Respectfully submitted,

  
\_\_\_\_\_  
Gavin Murgatroyd  
Public Works

# COUNCIL REPORT



REPORT DATE: August 28, 2017  
MEETING DATE: September 5, 2017

File No. 1880

TO: Mayor and Councillors  
FROM: Michelle Mason, Financial Officer and  
Adriana Proton, Deputy Corporate Officer  
SUBJECT: August 2017 Finance and Administration Report

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## RECOMMENDATION

THAT Council receive the August 2017 Finance and Administration Report for information.

## SUMMARY

In August, staff continued to provide financial and administrative support to all departments.

## BACKGROUND

The following provides Council with details on the tasks over and above regular daily duties that were undertaken by the Finance and Administration department.

### Financial Planning

- 2018 internal budget process in-progress
- Management brainstorming (future planning) meeting
- Surplus funds were invested
- Financial support for sales of Village service analysis

### Year-end Audit and Financial Reporting

- July year-to-date financial performance reporting to budget managers with variance analysis
- All departments are on track based on the 2017 approved budget
- Confirmed dates with the auditors for the interim audit field work

### Utility Billings and Property Taxes

- Second quarter utility levies that were outstanding as of the end of the day on August 21, 2017 received a 10% penalty
- All properties with delinquent taxes outstanding from 2015 as of 10 am on September 25, 2017 will be sold at the municipal tax sale

- Tax sale notification letters were mailed and staff have been in contact with property owners
- Currently there are four properties with delinquent taxes outstanding. At this point, the status is unknown for payment of these delinquent taxes but based on previous years, staff is optimistic that the balances will be paid by the tax sale date.
- Testing in GP Diamond system to accommodate BC Assessment data change format in progress
- Drafted 2018 Permissive property tax exemption bylaw and staff report to council

## **Procurement**

- Purchase Management Services policy amendments
- Interviewed for a social procurement research paper initiated by Royal Roads University and the City of Victoria
- Provided assistance with social procurement for water supply twinning tender process

## **Human Resources**

- Department staff cycled through annual vacations
- The new casual Corporate Services Assistant started training in August
- In-house training took place to cross-train finance positions
- Property tax August webinar for all staff
- Labour Management meeting
- A temporary full time Corporate Services Assistant position was posted internally to cover a maternity leave and was filled
- Performed acting CAO duties in August

## **Customer Service**

Staff responded to public enquiries about the following matters in August:

- Cumberland Road and Dunsmuir Avenue construction
- Questions regarding availability of local sani-dump services
- Enquiries regarding cemetery services
- Letters regarding outstanding municipal tickets that went out
- Questions about water restrictions
- Questions about Atmosphere (mainly prior to Atmosphere, with minimal complaints during the event)
- Building permits
- Tax certificate searches and questions from notaries

## **Information Technology**

- Perfect Mind support and maintenance
- Diamond Financial System investigations and maintenance
- Staff support and coordination of support with IT provider
- Coordinated move of a phone line from Cultural Centre to the museum elevator for emergency phone line

- Coordinated installation of a new Telus phone line for CRI alarm to address the noise issue and/or static sound
- Coordinated moved of existing CRI phone from Telus to Shaw PRI phone system to allow multiple calls to CRI main phone line
- Monitored server issues and solutions are being investigated

### Grant Administration

- Updated grant status spreadsheet
- Provided support for grant reporting and application
- Submitted monthly budget forecast report for the month of July; and 2<sup>nd</sup> quarter claim for CWWF water treatment project
- Resent grant application to Island Coastal Economic Trust Economic Development Readiness Program for the Village of Cumberland Sustainable Economic Development Strategy initiative
- Received approvals to the following grant applications:
  - 2017 Heritage Legacy Fund of BC - Statements of Significance For Community Heritage Features Project (\$2,175); and
  - 2017 ICBC Road Improvement Program-Phase 2 Bevan & Cumberland Roads Upgrades (\$27,400).

### Communications

- Continued to work with Zinc Communications to coordinate Village Upgrades work
- Reviewed and posted the August 2017 Village Upgrades newsletter

News posts at [cumberland.ca](http://cumberland.ca):

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	15	14	15	14	25	17	23	21				
2016	14	13	22	26	37	24	17	21	20	25	23	11

### Cemetery

- Worked with tour organizers, the museum and Councillor Kishi to coordinate local events for the Vancouver Island Obon Tour in Cumberland on August 11-12. The event was successful, with guests including the Consul General of Japan and MLA Scott Fraser attending a dinner and tours of two local heritage sites. Approximately 40 local residents joined the tour group at the public service at the cemetery.
- Continued to work with Outlook ELA and the Manager of Operations on the cemetery master plan implementation work that is planned for the fall

Rights of Interment (Licences)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	0	1	1	1	1	2	0	1				
2016	3	1	0	1	1	1	1	1	0	4	0	0

#### Interment Permits (lot open and close)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	0	1	1	3	1	2	1	2				
2016	1	1	0	0	2	2	1	1	2	2	0	1

#### Committees

- Worked with the Manager of Operations to draft an accessible parking plan for the downtown core, from the Village Office to Village Park. The plan will be reviewed by the Accessibility Committee at its September 11 meeting. Committee recommendations will come to Council through the budget process.

#### Miscellaneous

- Worked with Comox Valley Pride to organize Pride flag-raising event on August 23
- Meetings and facility tours with consultant James Makaruk regarding the Village's facilities needs for the Facility Master Plan took place

#### FINANCIAL IMPLICATIONS

None

#### STRATEGIC OBJECTIVE

None

#### ATTACHMENTS

None

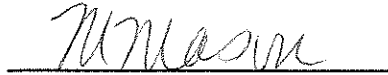
#### CONCURRENCE

None

## OPTIONS

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

Respectfully submitted,



Michelle Mason  
Financial Officer

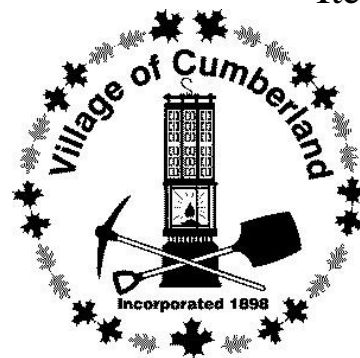


Adriana Proton  
Deputy Corporate Officer



Sundance Topham  
Chief Administrative Officer

# COUNCIL REPORT



REPORT DATE: August 31, 2017  
 MEETING DATE: September 5, 2017

TO: Mayor and Councillors

FROM: Sundance Topham, Chief Administrative Officer

SUBJECT: August 2017 Chief Administrative Officer Report

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## RECOMMENDATION

THAT Council receive the August 2017 Chief Administrative Officer Report for information.

## SUMMARY

The month of August included the continuation of a number of ongoing projects, including work on numerous development proposals (Trilogy, Carlisle Lane), along with the Liquid Waste Management Planning process and the start of the Facility Master Plan and Space Needs Assessment process.

## BACKGROUND

The following is a synopsis of some of the items that I spent time working on in August:

### Development Services

#### *Approving Officer Duties:*

Performed a number of Approving Officer related duties associated with subdivision applications in the Village.

#### *Trilogy:*

Had ongoing conversations with Trilogy representatives in regards to their initial subdivision application. Continue to work on the replacement covenants, including review of the Trilogy bio-inventory preliminary submission, and a number of other draft covenants.

### Water and Sewer Planning

#### *Liquid Waste Planning:*

Met with the LWMP technical team and project coordinator in Cumberland to review their summer work plan. The consultants are studying the treatment and discharge options that were identified and shortlisted in 2016, as well as reviewing a phased approach to upgrades. An update will take place at the Wastewater Advisory Committee meeting on Thursday, September 7<sup>th</sup>.

#### *Water Planning:*

Worked with the Manager of Operations to finalize two competitive bidding process for the Water Supply Capital Improvements Project.

#### **Facilities**

##### *Facility Master Plan and Space Needs Assessment:*

Met with the consultant hired by the Village to undertake the Facility Master Plan and Space Needs Assessment.

#### **Miscellaneous**

- Prepared the Request for Proposals for the Alley Enhancement and Maintenance Strategy.
- Participated in a phone meeting with a City of Vancouver employee who is working on an overview report on Social Procurement.
- Worked with the Manager of Protective Services on a response to the CVRD in regards to a questionnaire he'd received in regards to the Village providing fire coverage for a possible Mt. Washington Fire Service.
- Met with the consultants to help finalize the conceptual design and costing for the proposed new Fire Hall. Conceptual designs and costing to come to Council at the October 5<sup>th</sup>, Council meeting.
- Met with senior management for a brainstorming session on future staffing requirements at the Village.

#### **FINANCIAL IMPLICATIONS**

None

#### **OPERATIONAL IMPLICATIONS**

None

#### **STRATEGIC OBJECTIVE**

None

#### **ATTACHMENTS**

None

#### **CONCURRENCE**

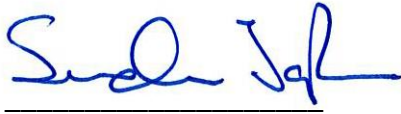
None

#### **OPTIONS**

1. Receive this report for information.

2. Any other action deemed appropriate by Council.

Respectfully submitted,



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Sundance Topham  
Chief Administrative Officer  
Village of Cumberland

# COUNCIL MEMBER REPORT



DATE: August 30, 2017

TO: Mayor and Councillors

FROM: Mayor Leslie Baird

SUBJECT: Councillor Report- August 2017

As well as regular Council business/ meetings, I attended the following:

Date	Event	Comments
7 <sup>th</sup>	Comox Nautical Days Parade, Ribbon Cutting Ceremony for the opening of the Comox Water Park and Mayor's Luncheon.	
10 <sup>th</sup>	Opening of Honourable Scott Fraser office at Village Square.	
11 <sup>th</sup>	19 Wing Advanced Aviation and Glider Pilot Scholarship Parade.	
11 <sup>th</sup>	Council Chambers for arrival of Bus Tour group arriving for the Obon Ceremony on Saturday, organized by Rev. Grant Ikuta. Staff from the Museum gave a presentation. Dinner was at the Legion with 60 guests. Cousul. General Asako Okai and her husband Mr. Tomoaki Okai from Vancouver attended, as did MLA Honourable Scott Fraser.	Rev. Grant Ikuta presented the Village with a certificate from his National Organization in appreciation of our continued hospitality, support and maintenance of the Nikkei Cemetery over the past many years. After dinner, everyone participated in the Bon Odori to finish the evening.
12 <sup>th</sup>	Ceremony at the Japanese Cemetery, approximately 80 people attended.	75 years since the internment of Japanese Canadians and 50 years since erection of the memorial.
17 <sup>th</sup>	19 Wing Comox Invictus Games Ceremony-Flag arrived.	5 athletes introduced.
18 <sup>th</sup>	Welcomed event participants to Atmosphere in Cumberland.	
23 <sup>rd</sup>	Raised the Pride Flag at the Village Office.	
24 <sup>th</sup>	Facilities review, meeting with consultant.	

# COUNCIL MEMBER REPORT



DATE: Aug 29, 2017

TO: Mayor and Councillors

FROM: Councillor Jesse Ketler

SUBJECT: Monthly Report – Aug 2017

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Date	Event	Discussion
Aug 10	MLA Scott Fraser Office Opening	Village Square
Aug 14	Regular Council Meeting	
Aug 15 – Aug 30	Summer Vacation!	

# COUNCIL MEMBER REPORT



DATE: August 31, 2017

TO: Mayor and Councillors

FROM: Councillor Roger Kishi

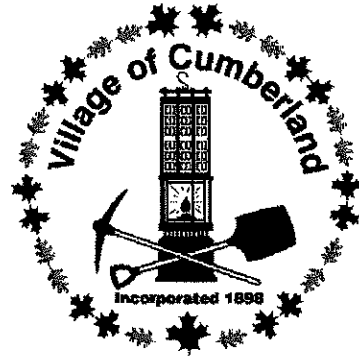
SUBJECT: Councillor Report- August 2017

As well as regular Council business/ meetings, I attended the following:

Date	Event	Comments
Aug. 6	CV Nikkei- Cemetery clean up	
Aug. 9	Waste to Energy Select Committee	RFI review <a href="http://agendaminutes.comoxvalleyrd.ca/Agenda_minutes/CSWMCommittees/WTE/10-Aug-17/517057400%20-%20CVRD_WTE%20RFI%20Presentation_BoardV4.pdf">http://agendaminutes.comoxvalleyrd.ca/Agenda_minutes/CSWMCommittees/WTE/10-Aug-17/517057400%20-%20CVRD_WTE%20RFI%20Presentation_BoardV4.pdf</a>
	Scott Fraser open house	
Aug. 11	Obon tour(s) and dinner	Museum presentation & tour, #1 Japanese town
Aug. 12	Obon ceremony & tour	Cemetery ceremony & Royston Mill/ Temple tour
Aug. 15	CV Sport Centre's Commission	Facilities Master Plan
	CVRD COTW	
Aug. 23	VoC Facilities Planning	Met with consultant
	Pride Flag Raising	

I am also attending CV Homelessness Coalition meetings from work.

# COUNCIL MEMBER REPORT



DATE: Thursday August 30, 2017

TO: Mayor and Councillors

FROM: Councillor Sullivan

Monthly Report - August 2017

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Date	Event	Discussion
Aug 10 <sup>th</sup>	MLA Pop-up Office, Village Park	Visited with MLA Scott Fraser
Aug 14 <sup>th</sup>	Council Meeting	
Aug 18-20	Atmosphere Gathering	Awesome

## THE CORPORATION OF THE VILLAGE OF CUMBERLAND

### BYLAW NO. 1065

#### A Bylaw to amend the provision of fire protection, prevention and suppression services.

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

1. This Bylaw shall be cited as "Fire Protection Services and Regulation Amendment Bylaw No. 1065, 2017".
2. This Bylaw is the second bylaw to amend the "Fire Protection Services and Regulation Bylaw No. 988, 2014". The first amending bylaw is "Fire Protection Services and Regulation Amendment Bylaw No. 1052, 2017".
3. The "Corporation of the Village of Cumberland Fire Protection Services and Regulation Bylaw No. 988" is amended by changing the name of section 64 from "Land Clearing Fires" to "Land Clearing Fires – Private Managed Forest Land".
4. The "Corporation of the Village of Cumberland Fire Protection Services and Regulation Bylaw No. 988" is amended by adding the following subsection to section 64, "Land Clearing Fires":
  - (e) For forestry management purposes on private managed forest land.
5. The "Corporation of the Village of Cumberland Fire Protection Services and Regulation Bylaw No. 988" is amended by adding the following definition to section 2:

**"private managed forest land"** means private managed forest land as defined by the *Private Managed Forest Land Act*.

READ A FIRST TIME THIS	10TH	DAY OF	JULY	2017.
READ A SECOND TIME THIS	10TH	DAY OF	JULY	2017.
READ A THIRD TIME THIS	14TH	DAY OF	AUGUST	2017.
ADOPTED THIS		DAY OF		2017.

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Mayor

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Corporate Officer

**Subject:** BC Hydro - Beautification Fund Reminder  
**Date:** Mon, 28 Aug 2017  
**From:** Waddell, Lisa <[Lisa.Waddell@bchydro.com](mailto:Lisa.Waddell@bchydro.com)>  
**To:** [mayor.baird@cumberland.ca](mailto:mayor.baird@cumberland.ca)  
**CC:** [stopham@cumberland.ca](mailto:stopham@cumberland.ca)



August 28, 2017

Mayor Leslie Baird  
Village of Cumberland

Dear Mayor Baird and Council:

As a friendly reminder, BC Hydro budgets \$1 million annually to support municipal beautification projects. Municipalities wanting to place existing overhead distribution lines underground or to place decorative wraps on BC Hydro service kiosks are welcome to apply for funding.

Additional details regarding the Beautification Fund and application form can be found at the following website: [www.bchydro.com/beautification](http://www.bchydro.com/beautification)

If you are considering a beautification project, an application form must be submitted by October 1st, 2017 with a description of the project, photos of the poles or kiosks, a map showing the extent of the project and an explanation of the project's objectives. Proposals for Beautification Fund participation should be submitted electronically through: [beautification@bchydro.com](mailto:beautification@bchydro.com).

Once BC Hydro has reviewed the applications, each applicant will be asked to confirm intent to fund two-thirds of the project's estimated cost. This confirmation must be received by November 17th, 2017. Successful applicants will be notified by the end of January 2018. All accepted projects must begin within the fiscal year that they are approved and be completed within 12 months.

Sincerely,

A handwritten signature in black ink, appearing to read "T. Olynyk", with a stylized flourish at the end.

Ted Olynyk  
Community Relations Manager  
Vancouver Island-Sunshine Coast