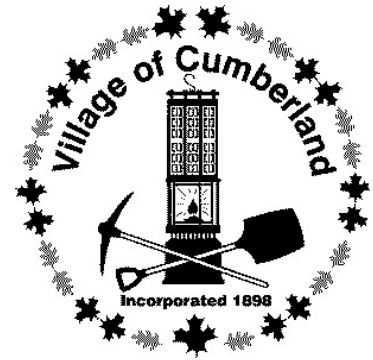


C.O.T.W. AGENDA

29/2018/COTW



The Corporation of the Village of Cumberland

Committee of the Whole Meeting

November 8, 2018 at 9 a.m.

Village Council Chambers

Council Orientation

The purpose of this orientation session is to give a general overview of governance responsibilities of the Council of the Village of Cumberland. The session will provide valuable information for members to become familiar with Village of Cumberland policies and procedures. A more comprehensive three-day orientation session hosted by the Local Government Leadership Academy will take place in February 2019. Council's strategic planning session is scheduled to take place in June 2019.

1. Approval of Agenda

- 1.1 Agenda for the Committee of the Whole meeting of November 8, 2018.

Recommend THAT Council approve the Agenda for the Committee of the Whole meeting, November 8, 2018.

2. Background Briefing

- (a) Welcome and Introductions
- (b) *Roles and Responsibilities* video, Ministry of Municipal Affairs
- (c) *Local Government in British Columbia, A Community Effort*, 2015 (see separate attachment)

3. Governance

- (a) A Handbook for Municipal Councillors and Mayors, 2015, Lorena Staples, Q.C. (see separate attachment)
- (b) Municipal Purposes & Fundamental powers (*Community Charter*)..... 1
- (c) Council Strategic Planning and Budget overview 4
- (d) Cumberland Boards, Commissions, Committees..... 12
 - (i) Board of Variance
 - (ii) Advisory Planning Commission

(iii)	Heritage Commission	
(iv)	Homelessness and Affordable Housing Select Committee	
(v)	Accessibility Select Committee	
(vi)	Wastewater Advisory Committee	
(vii)	Economic Development Steering Committee	
(e)	Cumberland Regulatory and Administrative Bylaws - Index	14
(f)	Policies, Council and Administrative - Index	17
(g)	Staff, Committee and Public Communications to Council Policy	20
	• Invitations	
(h)	Relationship with Comox Valley Regional District	24
(i)	Association of Vancouver Island Coastal Communities (AVICC) & Union of British Columbia Municipalities (UBCM)	
(j)	Council Remuneration Bylaw	33
(k)	Travel Expense Policy	35
(l)	Council's Role in an Emergency Operation Centre	

4. Responsible Conduct

(a)	UBCM Foundational Principles of Responsible Conduct.....	37
(b)	2018 Proposed Code of Conduct.....	38.1
(c)	2011 Cumberland Council member Code of Conduct.....	39

5. Role of Administration

(a)	Organizational Structure.....	41
(b)	Role of Chief Administrative Officer & Statutory Officers	
	(i) Officers and Employees Bylaw	42
	(ii) Delegation of Authority Bylaw	50
	(iii) Purchasing Management Services Policy	53
(c)	Municipal Financial Administration	66
(d)	Legislative Services	
(e)	Operations and Public Works	
(f)	Development Services	
(g)	Protective Services.....	80
(h)	Parks and Recreation	

6. Council Meetings

(a)	Meeting Schedule	
(b)	Acting Mayor	
(c)	Distribution of Council Agendas and In Camera Agendas	
(d)	Council Procedure Bylaw & Robert's Rules of Order.....	84
(e)	How to Add an Item to an Agenda	
(f)	Making and Adopting Motions	

- (g) Monthly Council Member and Staff Reports
- (h) Outstanding Action Items
- (i) Cheque Register
- (j) Confidentiality and Closed Meetings..... 103

7. Legal Briefing

- (a) Conflict of Interest
 - (i) Part 6 *Community Charter*..... 106
 - (ii) Reporting of Contracts
 - (ii) Financial Disclosure Act
- (b) Council Indemnification Bylaw 111

8. Overview of Current Ongoing Issues and Upcoming Policy Decisions

- (a) Wastewater Treatment Upgrades
- (b) Water Services Upgrades
- (c) Economic Development Strategy Implementation
- (d) Cannabis Land Use and Regulations
- (e) Land Management Strategy for Village Owned Forest Lands
- (f) Potential Review of Committees and Commissions
- (g) Fire Hall Design and Construction
- (h) Community Grant Program and Operating Agreements
- (i) Parks and Facilities Master Plans: Lake Park, Village Park, Coal Creek Historic Park, Cemetery, Facility Master Plan, Cumberland Recreation Centre Renovation Study, Accessibility Review
- (j) Official Community Plan Bylaw and Zoning Bylaw
- (k) Business Licence Review
- (l) Reserve Fund Policy
- (m) Fees Bylaw, including parks and recreation fees update

9. Closed Portion

Recommend THAT Council close the meeting to the public to discuss the following matters under section 90(1) of the *Local Government Act*:

- litigation or potential litigation affecting the municipality;
- the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

10. Adjournment