COUNCIL REPORT

REPORT DATE: March 27, 2019
MEETING DATE: April 8, 2019

TO: Mayor and Councillors
FROM: Rachel Parker, Deputy Corporate Officer
SUBJECT: Temporary Street Closure, Thunderballs

RECOMMENDATION

i. THAT Council receive the Temporary Street Closure, Thunderballs report.

ii. THAT Council approve the temporary street closure of Dunsmuir Avenue from First Street to Second Street for the Thunderballs practice run on May 5, 2019 from 7 am to 10 am and for the Thunderballs event on May 20, 2019 from 7 am to 10 am.

SUMMARY

The Cumberland Community School Society is requesting the closure of one block of Dunsmuir Avenue for the fifth annual Thunderballs fundraiser.

BACKGROUND

The Cumberland Community School Society is requesting a temporary road closure of Dunsmuir Avenue from First to Second Street on two dates:

1. Practice Run on Sunday, May 5, 2019 from 7 am to 10 am
2. Main Event on Monday, May 20, 2019 from 7 am to 10 am.

The proposed closure is shown in red on the plan below. For the practice run, the intersections at First and Second streets will not be closed.

The main event will take place on May 20 at 9:30am, immediately before the Victoria Day parade which begins at 10am. This closure will be coordinated with the parade, which will close Dunsmuir Avenue from Egremont Road to Fourth Street at 8am. Fourth Street will remain open to vehicles until immediately before the parade begins.

Road marshals, barricades and signage will be in place at First Street and Second Street. Traffic will be redirected around Dunsmuir Avenue during the closure. Organizers may allow “local traffic only” on that block if all volunteers wear high visibility vests and no spectators are allowed on the roadway.
Since the closures are planned for early Sunday and holiday Monday for three hours, there is little impact expected on businesses in the area. In late April, written notification of the closure will be given to residents and businesses directly affected by the closure. There are no parking restrictions proposed for the May 5 closure. Parking restrictions on May 20 are expected to be managed by the Cumberland Events Society.

Notification of both closures will be provided to the Fire Department, BC Transit operator, BC Ambulance Services, and RCMP. Public works has no concerns with the proposed closures.

The closure for the May 5 practice run is shown below.

FINANCIAL IMPLICATIONS

None

OPERATIONAL IMPLICATIONS

Staff is assisting with barricade loan for the event. A $200 deposit is required for equipment loans.

FINANCIAL IMPLICATIONS

None
STRATEGIC OBJECTIVE
None

ATTACHMENTS
None

CONCURRENCE
Rob Crisfield, Manager of Operations RC

OPTIONS
1. THAT Council approve the temporary street closure of Dunsmuir Avenue from First Street to Second Street for the Thunderballs practice run on May 5, 2019 from 7 am to 10 am and for the Thunderballs event on May 20, 2019 from 7 am to 10 am.
2. Any other action deemed appropriate by Council.

Respectfully submitted,

Rachel Parker

____________________
Rachel Parker
Corporate Officer

Sundance Topham

____________________
Sundance Topham
Chief Administrative Officer
COUNCIL REPORT

REPORT DATE: March 22, 2019
MEETING DATE: April 8, 2019

TO: Mayor and Councillors
FROM: Rachel Parker, Deputy Corporate Officer
SUBJECT: Temporary Street Closure, Market Day

RECOMMENDATION

i. THAT Council receive the Temporary Street Closure, Market Day report.

ii. THAT Council approve a temporary street closure for Village Market Day on May 18, 2019 from 7 am to 6 pm, of
   • Dunsmuir Avenue from First Street to Fourth Street, and
   • Third Street, quarter block either side of Dunsmuir Avenue
   • Second Street, quarter block either side of Dunsmuir Avenue

SUMMARY

Village Market Day is a long-standing Cumberland street market event, part of the Victoria Day celebrations and consisting of vendors, artists, artisans, crafters, community groups, musicians and performers. Market Day is coordinated by Elevate the Arts in partnership with the businesses of downtown Cumberland. This year’s event is proposed to take place on Saturday, May 18, 2019 from 10 am to 4 pm.

This report presents the street closure requests for Council’s consideration. The approval of the park use permit for Village Square is delegated to staff through Council’s Park Regulation Bylaw and will not be considered in this report.

BACKGROUND

Elevate the Arts is requesting the closure of Dunsmuir Avenue from Fourth Street to First Street, and a portion of Second Street and Third Street on either side of Dunsmuir Avenue on Saturday, May 18, 2019 between 7 am and 6 pm. As in past years, vendors will line the street against the sidewalks.

As required by the Street Closure Policy, First Street and Fourth Street will remain open to traffic to allow for access to residential neighbourhoods south of Dunsmuir Avenue, as well as access for transit and emergency vehicles.
The benefits to the Village for the long term closure: “thousands or people on the streets of Cumberland, shopping and eating. This event is well-established as a positive experience for Cumberland business owners, most of whom get directly involved.”

For solid waste, the organizer will have ten solid waste containers set out to provide extra collection. Three accessible portable toilets, increased from one in previous years, will be placed in the area – one in each block. Temporary reserved parking for people with disabilities will be provided on Fourth Street at Dunsmuir Avenue. “No parking” signs will be posted in the closure area in advance to clear vehicles from the market area. Vehicles will be towed to a local location with fees being paid by the applicant. Active or alternate transportation has not been integrated into the event.

Downtown businesses and residents directly affected by the closure will receive advance written notice of the closure. The organizer has booked the parking lot at the Cultural Centre for vendor parking.

The Village has been added as an additional insured to on its general liability insurance policy of $5 million per occurrence. Food vendors must have their own commercial policy.

Notification of the street closure will be provided to BC Ambulance, BC Transit, and RCMP. Public works and the Fire Department have not identified any concerns. No comments have been received.

The proposed closure area is shown as a red line on the map below:
FINANCIAL IMPLICATIONS
None

OPERATIONAL IMPLICATIONS
The organizers is utilizing the services of public works to set out and collect barricades and solid waste receptacles at cost.
Street closures are part of the core duties currently undertaken by Village staff, and require the following staff support from recreation, corporate service, public works, and protective services.

STRATEGIC OBJECTIVE
None

ATTACHMENTS
None

CONCURRENCE
Rob Crisfield, Manager of Operations       RC

OPTIONS
1. THAT Council approve a temporary street closure for Village Market Day on May 18, 2019 from 7 am to 6 pm, of
   • Dunsmuir Avenue from First Street to Fourth Street, and
   • Third Street, quarter block either side of Dunsmuir Avenue
   • Second Street, quarter block either side of Dunsmuir Avenue
2. Any other action deemed appropriate by Council.

Respectfully submitted,

Rachel Parker

____________________
Rachel Parker
Corporate Officer

Sundance Topham
____________________
Sundance Topham
Chief Administrative Officer
RECOMMENDATION
THAT Council receive the February/March 2019 Recreation Department Report for information.

SUMMARY
Bi-Monthly Staff Report on recent activities undertaken by the Recreation Department.

Administration
- Met with Cumberland Horseshoe Club to establish a License of Occupation for the Horseshoe Clubhouse and Grounds. Cannot proceed until Club is able to establish status as a legal entity which they are working towards.
- Continued work on the Recreation Fees and Charges Bylaw.
- Participated in preliminary discussion with Regional Recreation Managers around proposal to create a Regional Recreation Pass.

Human Resources
- Hired Ryan Parton into the vacant Recreation Coordinator position.
- Hired Damon Grooms, Jordon Allen, and Peter Dobinson as Casual Janitors.
- Participated in Bargaining and Labour Management Meetings.
- Working with Rec Coordinator to review/enhance Contract Instructor hiring process.

Facilities
- Completed the removal 1 set of bleachers at the Cumberland Recreation Centre to accommodate additional programming space.
- New climbing holds for the climbing wall were purchased and are being installed to replace many of the original holds that have begun to fail.
- Commercial dishwasher in the Rec Centre kitchen has rusted out and can no longer be considered reliable. Repair is not a viable option. Quotes for replacement are expected to come in around $10,000 - $15,000.
- Met with Comox Valley Pickleball Association to discuss Village Park court improvements.

Other
- Attended the Community to Community Forum hosted by the Comox Valley Regional District at the K’ómoks First Nation Hall.
- Attended BCRPA Regional Forum in Nanaimo

FINANCIAL IMPLICATIONS
None.

OPERATIONAL IMPLICATIONS
None.

STRATEGIC OBJECTIVE
None.

ATTACHMENTS
1. February/March 2019 - Parks and Outdoor Recreation Report
2. February/March 2019 - Recreation Programming Report

CONCURRENCE
None.

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

Respectfully submitted,

Ryan Coltura
Manager of Recreation

Sundance Topham
Chief Administrative Officer
DATE: March 29, 2019
TO: Ryan Coltura, Manager of Recreation
FROM: Ryan Parton, Recreation Coordinator
SUBJECT: February/March 2019 - Recreation Programming Report

BACKGROUND
Staff report on Recreation Programming activities undertaken by Cumberland Recreation.

Highlights
- Additional instructors added for our Spring Break Adventure Camps in order accommodate large wait lists. Total Adventure Camp Attendance was 59 (up from 32 in 2018).

- Additional instructors to double our Junior Climbers and Climbing Club Programs starting in April 2019, opening them up to the large wait lists. Whereas we has 16 total participants in Spring 2018, we currently have 40 registered.

- Pickleball continues to be very popular, and so we’re continuing dialogue with the Comox Valley Pickleball Club to ensure fair and efficient access to the program.

- The free afterschool youth drop-in program on Wednesdays is becoming very popular, with as many as 18 kids participating per session.

- New climbing holds are being installed by volunteer route setters and will significantly improve our climbing wall experience particularly for out after-school programs.

Winter (Jan-Mar) Registered Program Stats

<table>
<thead>
<tr>
<th>Year</th>
<th>Programs</th>
<th>Sessions</th>
<th>Hours</th>
<th>Registrations</th>
<th>Waitlist</th>
<th>Total Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Online</td>
<td>Admin</td>
<td>Total</td>
</tr>
<tr>
<td>2019</td>
<td>43</td>
<td>357</td>
<td>4610</td>
<td>146</td>
<td>232</td>
<td>378</td>
</tr>
<tr>
<td>2018</td>
<td>67</td>
<td>371</td>
<td>4800</td>
<td>122</td>
<td>331</td>
<td>453</td>
</tr>
</tbody>
</table>

- Focusing on maximizing # of participants per program and addressing long waitlists for popular programs prior to increasing # of programs.
Park Use Permits Feb/Mar 2019

<table>
<thead>
<tr>
<th>Organization or Individual</th>
<th>Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>February 2019</strong></td>
<td></td>
</tr>
<tr>
<td>Island Mountain Rides Martin Ready</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Gravity MTB</td>
<td>Ongoing</td>
</tr>
<tr>
<td><strong>March 2019</strong></td>
<td></td>
</tr>
<tr>
<td>Island Mountain Rides Martin Ready</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Gravity MTB</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Rocky Mountain Cycles Demo - CRI Parking lot</td>
<td>March 24, 2019</td>
</tr>
<tr>
<td>Norco Demo Day - CRI Parking lot</td>
<td>March 24, 2019</td>
</tr>
<tr>
<td>Simon Cycles - Santa Cruz - CRI Parking lot</td>
<td>March 31, 2019</td>
</tr>
<tr>
<td>Comox Valley Kickers</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

Facility Rentals Feb/Mar 2019

<table>
<thead>
<tr>
<th>Organization or Individual</th>
<th>Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>February 2019</strong></td>
<td></td>
</tr>
<tr>
<td>Heritage Faire</td>
<td>February 16, 2019</td>
</tr>
<tr>
<td>Lantern Parade</td>
<td>February 16, 2019 - Cancelled due to snow</td>
</tr>
<tr>
<td>Sky Lantern Release</td>
<td>February 16, 2019 - Cancelled due to snow</td>
</tr>
<tr>
<td>Family Day</td>
<td>February 17, 2019</td>
</tr>
<tr>
<td>Empire Days Washoe Tournament</td>
<td>February 22, 2019</td>
</tr>
<tr>
<td>Dads Night Out</td>
<td>February 27, 2019</td>
</tr>
<tr>
<td><strong>March 2019</strong></td>
<td></td>
</tr>
<tr>
<td>Table Tennis Tournament</td>
<td>March 2, 2019</td>
</tr>
<tr>
<td>Cumberland Fire Department Banquet</td>
<td>March 23, 2019</td>
</tr>
</tbody>
</table>

Respectfully submitted,

Ryan Parton

____________________
Ryan Parton
Recreation Coordinator
DATE: March 29, 2019
TO: Ryan Coltura, Manager of Recreation
FROM: Kevin McPhedran, Parks and Outdoor Recreation Coordinator
SUBJECT: February/March 2019 Parks and Outdoor Recreation Report

BACKGROUND
Staff report on activities undertaken by the Parks and Outdoor Recreation Coordinator.

Parks and Trails Planning and Administration
- Cumberland Trails License Agreement: coordinated and attended the annual spring Operations Meeting with UROC, Mosaic (TimberWest) and Hancock Forest Management. Agreement renewal process to be initiated mid 2019 as current agreement expires at end of year.
- Winter Trail Conditions: released public conditions report in conjunction with UROC.
- Met with UROC Trail Manager to discuss upcoming projects, opportunities, and synergies in Cumberland trail network management.
- Supported UROC in coordinating workshop to train volunteers in trail maintenance best practices (scheduled for late April).
- Met with Park Volunteers and Public Works Foreman to review Volunteer Stewardship Guidelines for maintenance of No. 6 Mine Heritage Park. Guidelines are intended to provide framework for the Village-Volunteer partnership. See attached for details.
- Cumberland Lake Park:
  o Administration of Cumberland Lake Park Operations Agreement.
  o Boat Launch Maintenance: supported project by acquiring environmental permits through the province’s Section 11 Water Act Notification process.
  o Monthly meetings with Executive Director of the Cumberland Lake Wilderness Society to discuss park operations agreement and other partnership opportunities.
- Coordinated portable toilets in Village Parks (No. 6 Mine Park, Coal Creek Historic Park – Chinatown, Village Park Skatepark) to be delivered in April.
- Attended the March Cumberland Community Forest Society Board Meeting and continue liaise with the Society on their upcoming park acquisition.
- Attended the March Coal Creek Historic Park Advisory Committee meeting.
- Supported the Parks Development Cost Charges review process.
- Researching Village Square Memorial Plaque Program.
**Parks and Trails Capital, Operations and Maintenance**

- Jump Park maintenance/spring tune-up ongoing (contractor: Earthwave Landscapes).
- Village Park Tennis and Basketball court improvements project initiated. Phase One underway with assessment of options for conversion to multi-use courts (pickleball, basketball and tennis). Phase Two of project will include surface repairs, new line painting and net upgrades.
- Cumberland Community Forest:
  - 120m trail re-route on *Two and Juice* now complete.
  - Volunteer trail project coordination underway.
- Cumberland Lake Park:
  - Contract administration for Concession Renovation project (works scheduled to proceed in April).
  - Serviced Campsite electrical repairs completed.
  - Coordinated Lake Park seasonal start up tasks with Public Works and CLWS.
  - Other capital projects in queue: RV Campsite Dividers, Campsite Number Posts.
- Coal Creek Historic Park – No. 1 Japanese Town Interpretive Pathway Project:
  - Reviewed and provided feedback on interpretive signage, and coordinated review of the signage with a representative of Coal Creek Historic Park Advisory Committee.
  - Sign installation coordination.
  - Grand Opening Ceremony planning (Saturday June 8th 2019).

**Recreation**

- Liaised with Recreation Department on Park Use Permit applications for 2019 trail-based special events.

**Other**

- Attended Village-Mosaic Water Purveyor Meeting.
- Village Forest Land Strategy Development: Phase 1 (Information Gathering) continues including:
  - An eco-inventory of the lands will be completed in spring 2019 to provide baseline data for land use planning;
  - Property title searches and land use history research;
  - Project mapping; and
  - Preliminary stakeholder outreach.
- Bear Conflict Management Plan: participated in review of draft plan.
- Urban Tree Management Plan: supported development of Request for Proposal.
- Attended BC Recreation and Parks Regional Forum in Nanaimo.
- Established an informal Planning/EcDev/Building/Bylaw/Parks office to discuss ways to improve the functionality and productivity of the shared workspace.
- Coordinated 2019 “Knot on My Property” Invasive Species program with Coastal Invasive Species Committee and other local government partners.
Respectfully submitted,

Kevin McPhedran

Kevin McPhedran
Parks and Outdoor Recreation Coordinator

Attachment:
A. No. 6 Mine Park Volunteer Stewardship Guidelines
NO. 6 MINE HERITAGE PARK
VOLUNTEER STEWARDSHIP GUIDELINES

Guidelines developed by the Village of Cumberland in collaboration with No. 6 Mine Heritage Park Volunteer Stewards, January 2019. These guidelines are considered a living document and shall be reviewed and revised on an as-needed basis.

BACKGROUND:

No. 6 Mine Heritage Park is a municipal park owned and managed by the Village of Cumberland.

The No. 6 Mine Heritage Park Volunteer Stewards are an informal resident group who wish to provide park maintenance and stewardship services.

These guidelines serve to provide clarity on the roles of each party.

1. PARK VISION

1.1 A Master Plan for No. 6 Mine Heritage Park does not currently exist; however, No. 6 Mine Park is referenced in the Village’s 2014 Parks and Greenways Master Plan\(^1\) as a Neighbourhood Park with short term strategic goals of developing and implementing a Park Plan (including a maintenance strategy) and storm drainage upgrades. These guidelines are intended to supplement – but not over-ride – the Village goal of completing No. 6 Mine Park and Storm Water Management Plans.

1.2 The Village has no short or long term plans for the expansion of park facilities, infrastructure or services.

2. PARK MAINTENANCE ROLES AND RESPONSIBILITIES

2.1 The Park Stewards are to generally perform routine park maintenance tasks, including:

2.1.1 Weeding, fertilizing, top-dressing and watering of garden beds, trees, and shrubs;
2.1.3 Push mowing and line-trimming at select locations;
2.1.2 Litter collection;
2.1.3 Seasonal leaf raking and piling (for Village pick up);
2.1.4 Other stewardship activities such as monitoring and reporting issues to the Village such as: vandalism, public safety concerns, and special event-related conflicts.

2.2 The Village is to support the work of Volunteer Park Stewards by:

2.2.1 Removal and disposal of debris/vegetative trimming piles created by Volunteer park maintenance tasks on an as needed basis (approximately quarterly);
2.2.2 Delivery of sand, compost, top soil as needed and budgeted for.

2.3 Additionally, the Village is responsible for primary park maintenance and management activities, including:

2.3.1 Mowing of open areas accessible to a ride on mower and line trimming of steep slopes;
2.3.2 Tree management, including all wildlife-danger tree assessments and follow-up management actions, including pruning and falling trees, as required;
2.3.3 Seasonal rental and maintenance of portable toilet (approximately April to October);
2.3.4 Maintenance and replacement of park infrastructure, including, but not limited to: playground equipment; benches, picnic tables and garbage receptacles; park shelter; pathways; coal mining and commemorative features.
2.3.5 Seasonal start up, shut down, and ongoing maintenance of park water system (drinking water fountain);
2.3.6 Any other major parks works including, but not limited to, works relating to earthworks, storm water management, and electrical systems.
2.3.7 Issuance of Park Use Permits for special events and commercial park use.

2.4 The removal and/or modification of various landscape features, such as maintenance-intensive garden beds, shrubs, and trees, shall be considered on a case-by-case basis in order to better align available resources with park upkeep requirements. The Village and the Park Stewards shall strive to come to consensus on the requirements for such park modifications, and the Village shall notify the Park Stewards in advance of any such modifications being made.
3. **BUDGETS AND CAPITAL IMPROVEMENTS**

3.1 The Village and the Park Stewards shall endeavor to meet at minimum of once per year to discuss park budgets, which shall consider:

3.1.1 Volunteer-required items, including Personal Protective Equipment, tools, and materials.

3.1.2 Capital park improvements and major capital maintenance costs.

3.1.3 Village labour resources and park maintenance service levels.

4. **TOOLS AND STORAGE SHED**

4.1 Tools stored in the shed are the property of the Village and the Village holds responsible for the maintenance and replacement of the tools on an as needed basis. The Park stewards shall alert the Village of any required repairs or replacement as necessary.

4.2 The existing tool storage shed in the park is intended to support the storage needs of both the Village and the Park Stewards.

4.3 Shed security shall be provided by a padlock with keys available to both volunteer stewards and Village staff. The Village maintains the ultimate responsibility for security of the shed and its contents.

5. **SAFETY AND INSURANCE**

5.1 All volunteers working in No. 6 Mine Heritage Park under the provisions of these guidelines shall be covered by the Village’s Volunteer Accident insurance policy, attached as Appendix A.

5.2 Park Stewards agree to where the appropriate Personal Protective Equipment (PPE) at all times and to not take on tasks outside of this agreement.

5.3 Village to provide Park Stewards with all necessary PPE.

6. **OTHER ORGANIZATIONS**

6.1 These guidelines do not restrict third party organizations from providing park stewardship services.

6.2 The Village shall endeavor to provide notice to the Park Stewards in advance of any other community volunteer initiatives in the park.
7. CONTACTS

7.1 Primary Contact between the Village and the Park Stewards shall be between:

THE VILLAGE: Kevin McPhedran
Parks and Outdoor Recreation Coordinator
kmcphedran@cumberland.ca
250-336-3012

PARK STEWARDS: Grace Doherty

7.2 For specific operational maintenance items, the Village secondary contact shall be:
Gavin Murgatroyd
Public Works Foreman
gmurgatroyd@cumberland.ca
250-792-1593

Guidelines drafted by:
Kevin McPhedran, Village of Cumberland Parks and Outdoor Recreation Coordinator

With support and contributions from:
Grace Doherty, No. 6 Mine Heritage Park Steward
Appendix A.
Volunteer Insurance

Volunteer Indemnity and Insurance Coverage Summary

Indemnification

Under the BC Local Government Act, legal action may not be taken against
- a municipal volunteer who participates in the delivery of services, e.g. parks and trails, emergency program,
- members of advisory committees,
- a volunteer firefighter, or
- an election official
for anything said or done, or for any alleged neglect or default while that person is acting on behalf of the municipality unless that person has been guilty of dishonesty, gross negligence or malicious or willful misconduct, or the cause of action is libel or slander.

Liability Insurance Policy

The District is fully responsible for any payments to its insurance deductible to defend an action brought against the municipality and for any award or penalty.

Volunteer Accident Insurance

This policy provides coverage for volunteers who participate in the delivery of municipal services under the direction of a municipal officer or employee and who are less than 85 years of age. Firefighters are covered under a separate AD&D policy.

Please register by providing your name and address to your supervisor.

Accidental death: $50,000

Loss of use benefit: Up to $50,000 depending on nature of the disabling accident

Weekly Accident Indemnity Benefits:
- Employed persons up to $300 per week for 52 weeks
- Not employed persons up to $100 per week for 52 weeks
COUNCIL REPORT

REPORT DATE: March 30, 2019
MEETING DATE: April 8, 2019

TO: Mayor and Councilors
FROM: Mike Williamson, Fire Chief / Manager of Protective Services
SUBJECT: Protective Services Report, February and March, 2019

RECOMMENDATION


SUMMARY

Incidents for February and March, 2019

<table>
<thead>
<tr>
<th>Response Type</th>
<th>February</th>
<th>March</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>7</td>
<td>3</td>
</tr>
<tr>
<td>Rescue</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>First Responder</td>
<td>7</td>
<td>11</td>
</tr>
<tr>
<td>Motor Vehicle Incident</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Duty Officer</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Total Monthly</td>
<td>23</td>
<td>16</td>
</tr>
<tr>
<td>Total 2019</td>
<td></td>
<td>39</td>
</tr>
</tbody>
</table>

BACKGROUND

In February we saw lots of snow and some poor road conditions, which increased MVI responses. We have had a few carbon monoxide calls lately from natural gas appliances, so check your CO2 alarms. If you have gas or wood burning appliances, make sure smoke and CO2 detectors are in good working condition, and test and replace batteries if needed. Do a little reading on Carbon Monoxide: there is a lot of information on protection from this odorless gas that can be very dangerous.

February and March were slower months for calls, with most being First Responder calls. We had a mutual aid call for City of Courtenay; they had multiple fires going and asked for a
standby with Engine#6 at their hall. We covered for them until they had fires under control and resources free to respond. This year seems to be little different with the winter run off; snowmelt is slow. The ground has some moisture but everything off the ground from lack of rain is dry and there have already been several bush fires in other areas. If the current weather stays like it has been, this will make for much dryer, longer and more extreme fire season.

Training

I attended a two-day course on Fire Smart communities. BC Wildfire Service is holding these around the province to educate and to show local fire personnel and others ways of fire smarting your community. This comes from experience in the interior working on BC wildfires. There were some very good ideas and things learned from attending the workshop.

Cumberland is not well prepared as a fire smart community. It would take many man hours and huge amount of cooperation from residents and a full time coordinator to implement the recommended ideas to fire smart properties and surrounding areas. Nevertheless, I think we could look at areas and defenses to help mitigate some of our hazard potential. We are and have been doing some things in this regard, such as working on Tankers water supply, SPU protection trailer, fire patrols in extreme weather and education to public on fire hazards. We can go to properties and help them if they wish on fire smart ideas on their properties. The most important prevention tactics are accessing forested areas and providing fast response to any reported smoke or fire in or just outside our area, and good public awareness and education. This requires good road access, and work force and public cooperation.

This a good time for everyone to check their fire safety plans. Test smoke alarms and carbon monoxide alarms. Do a fire alarm practice and replace batteries. Be safe.

Membership

<table>
<thead>
<tr>
<th>Membership Type</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Members</td>
<td>22</td>
</tr>
<tr>
<td>Junior Members</td>
<td>3</td>
</tr>
<tr>
<td>Probationary Members</td>
<td>7</td>
</tr>
<tr>
<td>Total Members</td>
<td>32</td>
</tr>
</tbody>
</table>

Pending Applications: 2

STRATEGIC OBJECTIVE

None.

ATTACHMENTS
None.

**CONCURRENCE**

None.

**OPTIONS**

2. Any other action deemed appropriate by Council.

Respectfully submitted,

Mike Williamson

____________________

Mike Williamson
Fire Chief/ Manager of Protective Services

Sundance Topham

____________________

Sundance Topham
Chief Administrative Officer
The Corporation of the Village of Cumberland

Bylaw Enforcement Report

DATE: April 8, 2019
TO: Mike Williamson, Manager of Protective Services
FROM: James Abrams, Bylaw Enforcement Officer
RE: February and March 2019 Bylaw Enforcement Summary Report

Please find below a summary of complaints and issues handled in February and March 2019 by Village Bylaw Enforcement.

Animal Control

Two dogs were found at large. Seven dogs were off leash and owners spoken to by bylaw. Three more were called in after hours. There was one dog bite reported. Three verbal warnings were given for other infractions including not having a dog license. In a half hour period while waiting for staff at the Village Park, I gave verbal warnings to four different groups of people with having their dog in the Village Park. They came into the park after the other party had left. I gave warnings to four other groups at different times for dogs being in Village Park, two were off leash. I further received multiple reports of dogs off leash near the Village Park and along Colliery trail. I will try to make more of a presence along the trail, CRI /bike parking lot and Village Park.

I received one complaint regarding a local dog chasing deer and received two other requests regarding lost dogs.

Traffic/Parking

Twelve information notices were given along with seven five-day warnings, one 24 hour warning, three wrong way parking notices, four verbal warnings, and seven tickets. Bylaw also received three parking complaints, two idling complaints and two ticket appeals.

Noise

Bylaw received two noise complaints completed. One regarding a heat pump between houses. Several more are in process.

Garbage

Three illegal dumps were found over the past two months. All three investigated, two were cleaned up by bylaw and one by Public Works. Thirteen Solid Waste infractions were discovered. Three tickets were appealed because of these tickets. Bylaw also received one request/inquiry about handling garbage and dumping.
**Zoning**

Two unsightly and two illegal camping investigations conducted by bylaw. Two businesses operating without a license was brought to bylaws attention and are currently in process.

**Miscellaneous**

Bylaw conducted 22 aggregate extraction compliance inspections during February and March.

Bylaw conducted a canvas of the Village recording plate numbers off streetlights that were out or not operating properly.

Bylaw also received and completed files on Nuisance smoking, Bee hives, illegal campers, one for people being on top of a municipal building and one for burning building materials in the community forest.

Respectfully submitted,

James Abrams

__________________________

James Abrams
Bylaw Enforcement Officer
Village of Cumberland
COUNCIL REPORT

REPORT DATE: March 29, 2019
MEETING DATE: April 8, 2019

TO: Mayor and Council
FROM: Rob Crisfield, Manager of Operations
SUBJECT: Bi-monthly Operations Department Report

RECOMMENDATION
THAT Council receive the Bi-monthly Operations Department Report for information.

SUMMARY
Bi-monthly Operations Department Report for February and March.

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

Manager of Operations Activities

Surface Water Supply Improvements
Work continues at the new water treatment plant (WTP) and reservoir site and to date, the following has been completed:

- WTP – have reached 90% completion of the project and much of the work over the coming weeks will involve addressing deficiencies, commissioning, cleanup and then a final run through of the plant with our utility operators.
- Permanent backup power generator has been wired in and tested.
- Reservoir – as part of the commissioning the roof was tested for leaks and failed. The supplier/installer is working to address the issue. Once this has been fixed, and the inside will be disinfected, and when the plant is ready to put into operation for commissioning purposes, the reservoir will be filled.
- Offsite electrical – new electrical vaults installed on First Street and all poles now installed, transformers arrived and have been installed on the new pole at the WTP. BC Hydro still needs to install the wire in the underground ducts running under First Street, and our electrical line contractor will need to remove the old service across the back of the Second Street townhomes and energize the new overhead lines. Currently working on some challenges the property owner on completing this portion of the work.
- Grant Funding - submitted reporting required at 75% funding, as per the funding agreement with the province.
**Cumberland No. 2 Dam**

Staff recently met with the engineering consultants to discuss recent work looking at flows and infrastructure capacities. Work will continue over the coming months to finalize the preliminary design.

**2018 Road and Utility Capital Work**

This work has been re-tendered and staff are anxiously waiting to see the results. Depending on the final bid amount, staff may have to juggle other capital replacement projects to offset any additional costs required to complete the work.

**Other Work**

- Staff have engaged a BC Land Surveyor to complete a legal survey and provide an explanatory plan for a portion of the dam infrastructure at Stevens Lake that is currently situated on TimberWest land, in exchange for a statutory right of way to protect logging roads that exist on the fringe of Village land in and around Stevens Lake.
- Working with staff and our LWMP consultants on addressing potential for fines
- DCC Bylaw Update is ongoing.
- Asset management planning including participation in a Municipal Natural Asset Initiative workshop focused on our watershed.
- Solid waste contract extension.
- Regional organics discussions.
- Continue to support the design of the new fire hall.
- Public works yard land discussions and investigation.
- Prepared and submitted an annual report on watershed protection and water filtration deferral data to Island Health.
- Road and Utility capital design work for 2019 is underway.
- A lot of time spent assisting with development work and subdivision drawing review for Coal Valley Estates, Carlisle Lane, Beaufort, and other active or pending subdivision applications.
- A fair bit of effort has been spent on human resource issues, and currently setting up internal interviews for job vacancies. Parks and Trails Gardener has been hired and will start April 1st.

**FINANCIAL IMPLICATIONS**

None

**OPERATIONAL IMPLICATIONS**

None

**STRATEGIC OBJECTIVE**

None

**ATTACHMENTS**

Public Works Report
CONCURRENCE
None

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

Respectfully submitted,

Rob Crisfield
____________________
Rob Crisfield
Manager of Operations

Sundance Topham
____________________
Sundance Topham
Chief Administrative Officer
DATE: March 27, 2019  
TO: Rob Crisfield, Manager of Operations  
FROM: Gavin Murgatroyd, Public Works Foreman  

**Water:**  
Weekly and monthly bacteriological water samples collected within the Village.  
Utility Operators I and II attended training sessions in Nanaimo.  
Investigated and resolved (where problem existed on Village property) frozen service connections – 2779 Allen, 2614 Penrith, and 2818 Dunsmuir.  
Performed dam inspections on all dams that were accessible. Second Dam, Hamilton Lake, and Stevens Lake were not accessible due to snow pack on access roads.  
Repaired water leaks at: 3344 Second Street (service leak) and 3348 First Street (main repair).  
Installed water meters at various addresses in Coal Valley subdivision.  
Re-wired water meter radio at 3323B Seventh Street. The radio is now working as it should.

**Sewer & Storm:**  
Collected monthly sewer samples.  
Completed updates to our sewer distribution system map.  
Commenced sewer main flushing program.  
Assisted a representative from Environment Canada with the Shellfish Water Classification Program with sampling at the sewer lagoon.  
Completed right of way clearing to the East of Kendal between 3rd Street and Maple in an effort to allow sewer flush truck access.  
Continued support of Liquid Waste Management Planning initiative by way of collecting samples and lagoon level information.  

**Roads:**  
Performed winter ice and snow removal operations. Received ~8” on snow on February 10th and another ~7” on February 12th.  
Trucked snow out of the Village, primarily the windrow down the middle of Dunsmuir, to the BMX parking lot.
Graded Ulvertston Road, Hope Road, Bevan Road, and the parking lots at the CRI, CC, and BMX track.

Pothole patched and shouldered various locations around the Village.

Street sweeping of arterial and collector roads.

**Buildings:**

Completed various work orders for the CRI, Cultural Centre (CC), and municipal office buildings – squash court wall tile repaired, fixed door at back of OAP, replaced burnt out bulbs in exit signs at CC, installed new door to parts room in PW yard, installed monitor arms on desks for legislative assistant and finance clerk, lubed the wind-up mechanism for the basketball hoops in the CRI, etc.

Removed one set of the old bleachers from the balcony at the CRI. Installed plywood on the floor and wall where the bleachers had been.

Completed the first round of high flush toilet replacements with low flush toilets in various washrooms at the Cultural Centre and CRI.

**Parks and Cemeteries:**

Completion of weekly parks related tasks: garbage pick-up and replenishment of dog waste bag dispensers.

Assembled and painted new picnic tables for Lake Park and No. 1 Japanese Townsite.

Interred two ashes, performed one green and two regular full burials.

Made up a new set of full burial planks. The old planks were badly worn and cracked in numerous spots.

Installed four new “No Dogs In Park” signs around Village Park.

Completed maintenance on the Lake Park boat ramp – removed sandbar at toe of ramp and placed rip-rap in an effort to maintain a safe launching environment.

**Other:**

Continue to support the water treatment plant and reservoir project. Namely, working with various contractors involved in installing the required 3 phase power upgrade. Also attend site meetings and review scope changes/provide feedback on the new facility.

All Christmas lights taken down.

Received and assembled new Christmas lights. Found some deficiencies so sent a number of strands back for warranty replacement.

Completed two major repairs on the grader – replaced clutch cylinder and two worn hydraulic hoses.

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

Gavin Murgatroyd

____________________

Gavin Murgatroyd
Public Works Foreman
COUNCIL REPORT

REPORT DATE: March 27, 2019
MEETING DATE: April 8, 2019

TO: Mayor and Council
FROM: Ken Rogers, Manager of Development Services
SUBJECT: February/March 2019 – Development Services Department Report

RECOMMENDATION
THAT Council receive the February/March 2019 – Development Services Department Report for information.

SUMMARY
February and March 2019, Development Services Department Report indicates that the department 2019 budget is on track with 12% of expected revenue at the end of February and 9% of expected expenses accounted for.

BACKGROUND
Staff Report on recent activities undertaken by the Development Services Department, Building Department and the Manager of Development Services.

Manager of Development Services
The following points are activities during the months of February and March.

Building
- Continued monitoring of applications process and timing to address concerns of Builders.
- MIABC webinar on Building Bylaw review with recommendations to municipalities

Development
- Development Cost Charges review with consultant

Subdivision
- Initiated discussions with Public Art Designer for Fan House No. 5 in support of Coal Valley Estates subdivision phasing.

Other Work
- C2C Forum with K’ómoks First Nation
- Planning Institute of BC course on Development Permits & Heritage Conservation Areas
- Pacific Business & Law Institute course on commercial leases
FINANCIAL IMPLICATIONS
Budget on track for 2019

OPERATIONAL IMPLICATIONS
Job posting for Senior Planner interviews were completed in March of 2019. Position remains vacant at the time of this report time.

STRATEGIC OBJECTIVE
None

ATTACHMENTS
1. Planning Report for March 2019
2. Building Trends 2019 Year To Date

CONCURRENCE
None

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

Respectfully submitted,

Ken Rogers
____________________
Ken Rogers
Manager of Development Services

Sundance Topham
____________________
Sundance Topham
Chief Administrative Officer
**OCP AMENDMENTS & REZONINGS**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
</table>
| 2019-01-OCP & RZ 4593 Cumberland Road | 16Jan19: Incomplete application received  
14Feb19: Outstanding fees received, ready to process |
| 2019-02-OCP & RZ Comox Lake Land Corporation | 24Jan19: Incomplete application received  
27Mar19: Meeting with applicants  
5Apr19: Letter to go out regarding outstanding items |

**DEVELOPMENT PERMITS**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-01-DP 4640 Cumberland Road (Edwards)</td>
<td>Permit issued. Building in process.</td>
</tr>
<tr>
<td>2015-02-DP Carlisle Lane Phase 2</td>
<td>DP issued on April 27, 2015 for Phase 2 of the PDA at Carlisle Lane for 17 lots. Subdivision accepted. <strong>Outstanding Issues:</strong> holding security for deferred walkway landscaping to Phase 3 and planting street trees and boulevards in Spring 2019.</td>
</tr>
<tr>
<td>2016-01-DP 4616 Cumberland Road</td>
<td>DP issued to replace existing building with prefab steel building. Stormwater Report received March 23, 2019. Conditions have been met, Permit to be issued.</td>
</tr>
<tr>
<td>2016-02-DP Trilogy Lots 3a, 3b, 3c 2016-03-DP Trilogy Lots 4, 6, 10b, 11 2016-04-DP Trilogy Lots 7, 9a, 10b 2016-05-DP Trilogy Lots 8a, 8b</td>
<td>Awaiting information from applicant to proceed to Committee of the Whole.</td>
</tr>
<tr>
<td>2017-07-DP 3244 Sutton Road</td>
<td>Application has been received for an Environmentally Sensitive Protected Area Development Permit to allow a two lot subdivision. Council requested more information on February 13, 2018 and it was received October 30th, 2018. Council approved Permit at December 10th meeting.</td>
</tr>
<tr>
<td>2017-10-DP Stoneleigh Station</td>
<td>Application received for 84 unit multi-family phased strata development. Phases 1, 2, 3 &amp; 4 registration complete. Construction underway on Phase 5.</td>
</tr>
<tr>
<td>2017-14-DP Stage Coach</td>
<td>Application received for road works. Peer review has been completed.</td>
</tr>
<tr>
<td>2018-06-DP Coal Valley Estates Phase 9– ESA/Wildfire DPA</td>
<td>Previous application received was for Phases 9 and 10. Amended application is for Phase 9 only for 38 lots. Sent for Peer Review on November 26, 2018.</td>
</tr>
</tbody>
</table>
### DEVELOPMENT PERMITS

<table>
<thead>
<tr>
<th></th>
<th>Permit Number</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td>2018-11-DP 2679 Beaufort Avenue Phase 1 – Two Medical Buildings</td>
<td>Application received for Phase 1 consisting of two medical buildings. Phase 2 to be included in an additional Development Permit for the remainder of the site proposed to be a mixed use commercial/residential development. Council approved on February 25, 2019, awaiting landscaping and security to issue. Building Permit being processed, requires offsite works to issue.</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>2019-01-DP 2815 Maryport Avenue – Accessory Dwelling Unit</td>
<td>Application received for new ADU. Anticipate Council consideration on April 8, 2019 (see also 2019-02-DV)</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>2019-02-DP 2690 Derwent Avenue – Accessory Dwelling Unit</td>
<td>Application received for new ADU. Anticipate Council consideration on April 8, 2019, 2019 (see also 2018-10-DV)</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>2019-03-DP 2797 Penrith Avenue Accessory Dwelling Unit</td>
<td>See also 2019-03-DV. Application received 25Feb19. Anticipate Council consideration April 23, 2019</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>2019-05-DP 2573 Dunsmuir Avenue Accessory Dwelling Unit</td>
<td>See also 2019-04-DV. Application received 11Feb19. Anticipate Council consideration April 23, 2019</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>2019-06-DP 2731 Windermere Avenue Accessory Dwelling Unit</td>
<td>Application received 11Feb19. Anticipate Council consideration April 23, 2019</td>
<td></td>
</tr>
</tbody>
</table>

### HERITAGE ALTERATION PERMITS

<table>
<thead>
<tr>
<th></th>
<th>Permit Number</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>2015-01-HAP 2692 Dunsmuir Avenue (Waverley):</td>
<td>Outstanding Issues from HAP: Lighting spillage; No enclosed garbage and recycling area; Parking lot: No pavers, no lines, no HC, no electric vehicle hook up; No rooftop screening of mechanical equipment. Staff met with owner, issued a letter with deficiencies, actions and timeline. Proposed parking and garbage bin layout is inadequate. Staff have requested more information. Owner working with administration on outstanding items.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>2018-01-HAP 2727 Dunsmuir Avenue:</td>
<td>Application received for a four storey mixed use development with Variance request for parking requirements. Sent to Heritage Commission on March 5, 2018, Advisory Planning Commission on March 6, 2018 and Affordable Housing Committee March 14, 2018 and June 13, 2018. Council approved the HAP on January 14, 2019. Awaiting conditions to be met to issue.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>2018-02-HAP 3273 Third Street (Cooks):</td>
<td>Application received to permit exterior renovations which include an outside dining patio for restaurant. Council granted Permit May 14, 2018. Outstanding conditions: landscaping, irrigation, patio construction and bike parking. Applicant indicates the outstanding items will be completed in the Spring.</td>
<td></td>
</tr>
</tbody>
</table>
### TEMPORARY USE PERMITS

<table>
<thead>
<tr>
<th></th>
<th>Permit Number</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>2018-02-TUP 2703 Dunsmuir Avenue</td>
<td>Application received for Cannabis Retail. Anticipate Council consideration on April 8, 2019</td>
<td></td>
</tr>
</tbody>
</table>

### DEVELOPMENT VARIANCE PERMITS

<table>
<thead>
<tr>
<th></th>
<th>Permit Number</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>2016-04-DV 2613 Dunsmuir Avenue</td>
<td>Application received to vary lot line setbacks, height, and lot coverage for an existing single family dwelling and proposed accessory building. Enforcement in process.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>2018-03-DV 2727 Dunsmuir Avenue</td>
<td>See also 2018-01-HAP Application for variance to parking requirements. Applicant has requested that the application come forward to Council. Council approved variance to loading zone only on January 14, 2019. Cash-in-lieu for vehicle parking required to issue.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>2018-10-DV 2690 Derwent Avenue</td>
<td>See also 2019-02-DP. Application to vary setbacks for ADU. Anticipate Council consideration April 8, 2019.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>2019-02-DV 2815 Maryport Avenue</td>
<td>Application received to vary setbacks to permit construction of an Accessory Dwelling Unit. Anticipate Council consideration on April 8, 2019, 2019 (see also 2019-01-DP)</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>2019-03-DV 2797 Penrith Avenue</td>
<td>Application received to vary setbacks to legalize siting of an existing accessory building to permit conversion to an Accessory Dwelling Unit. Anticipate Council consideration on April 23, 2019 (see also 2019-04-DP)</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>2019-04-DV 2573 Dunsmuir Avenue</td>
<td>Application received to vary parking requirements to permit an Accessory Dwelling Unit. Anticipate Council consideration on April 23, 2019 (see also 2019-05-DP)</td>
<td></td>
</tr>
</tbody>
</table>

### SUBDIVISIONS

<table>
<thead>
<tr>
<th></th>
<th>Permit Number</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>2015-01-SV Carlisle Lane Phase 2: 16 lots</td>
<td>Subdivision Accepted Deficiencies rectified, irrigation and landscaping of walkway deferred to Phase 3. Acceptance.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>2015-03-SV 3216 Sutton Road: (2 lots + remainder)</td>
<td>PLR Expires February 7, 2020 Waiting for ESA DP. DP granted, PLR granted.</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>2017-08-SV CVE Water Booster Station</td>
<td>Completion Deadline November 30, 2018 Booster station under construction.</td>
<td></td>
</tr>
</tbody>
</table>
## SUBDIVISIONS

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>2018-01-SV Trilogy Lots 3a, 3b, 3c, 2018-02-SV Trilogy Lots 4, 6, 10b, 11, 2018-03-SV Trilogy Lots 7, 9a, 10b, 2018-04-SV Trilogy Lots 8a, 8b</td>
<td>Applications received for initial subdivision. Need updated maps for DP's. Request for extension for PLR received 31 Jan 2019.</td>
</tr>
<tr>
<td>8.</td>
<td>2018-06-SV 3469 Hope Road:</td>
<td>Application received for subdivision of one lot. PLR granted.</td>
</tr>
<tr>
<td>9.</td>
<td>2018-07-SV 3400 Mill Street:</td>
<td>Application received for subdivision of one lot. PLR granted.</td>
</tr>
<tr>
<td>10.</td>
<td>2018-08-SV 2810 Bruce Street (formerly 4699 Cumberland):</td>
<td>Application received for 2 lot subdivision. PLR granted.</td>
</tr>
<tr>
<td>11.</td>
<td>2018-09-SV 2963 Royston Road:</td>
<td>Application received for lot line change. PLR granted.</td>
</tr>
<tr>
<td>14.</td>
<td>2019-02-SV 2640 Derwent Avenue</td>
<td>Application received March 4, 2019 2 lot subdivision. Staff processing.</td>
</tr>
</tbody>
</table>

## SIDEWALK CAFÉS AND BIKE RACKS (Approved by Manager of Operations)

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>2019-01-SC 2724 Dunsmuir Avenue (BiblioTaco):</td>
<td>Application received. Staff processing.</td>
</tr>
</tbody>
</table>

## BUILDING PERMITS

Provided advice/information on Building/Plumbing Permits, prepared and kept forms and statistics, and processed Building/Plumbing Permit applications prior to plan check by Building Inspector.

<table>
<thead>
<tr>
<th>Category</th>
<th>To March 2018</th>
<th>To March 2019</th>
<th>February &amp; March 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Family Dwellings</td>
<td>3</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Secondary Suite Conversions</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Duplex</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>SFD Addtns &amp; Reno’s</td>
<td>5</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Accessory Dwelling Units</td>
<td>3</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Residential Accessory</td>
<td>1</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Multi-family</td>
<td>6</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td>Industrial &amp; Utility</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Commercial</td>
<td>3</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Institutional</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Demolition</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td><strong>27</strong></td>
<td><strong>26</strong></td>
<td><strong>15</strong></td>
</tr>
<tr>
<td></td>
<td><strong>$8,843,436</strong></td>
<td><strong>$10,143,138</strong></td>
<td><strong>$3,329,138</strong></td>
</tr>
</tbody>
</table>
## BYLAWS IN PROCESS

|   | Pesticide Use Control Bylaw  
*Repeals Bylaw 838* | Met with CVRD contractor for 2017 program. Working with CVRD and MoE to produce new bylaw. |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Building Bylaw Review</td>
<td>Required as per the new Building Act and the STEP Code.</td>
</tr>
</tbody>
</table>

## PROJECTS

<table>
<thead>
<tr>
<th></th>
<th><strong>Statements of Significance (SOS):</strong> Consultants retained to assist with SOS’s- Camp Road Neighbourhood, Ilo Ilo Theatre, Saito House, Coal Creek Park/Chinatown and the Cumberland Cemetery. All five have been reviewed and approved by the Heritage Commission. All five expected to be presented to Council in early 2019.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Hyland Precast Trespass issue:</strong> Staff are working with Hyland Precast and Eco Gift Canada on historical access encroachment and trespass onto parkland. Hyland has provided a survey and aerial photograph showing the extent of the access trespass. Trespass into parkland has largely been removed. Professional Biologist engaged to confirm success of remedial works and make any further recommendations if necessary. Hyland’s access has historically (prior to parkland gifting), and continues, to encroach on parklands. Options are being explored to resolve.</td>
</tr>
<tr>
<td></td>
<td><strong>Eighth Street Subdivision Trees:</strong> Staff receiving concerns on tree canopies and roots. Letter to concerned owners regarding pruning and root barriers but further investigation shows root barrier not useful. Some root trimming will be done by Parks Gardener. Owners will be notified and staff will provide recommendations for surface roots.</td>
</tr>
<tr>
<td></td>
<td><strong>Urban Tree Management Strategy:</strong> Policy for trees on public land regarding care, maintenance and removal, based on MIA recommendations, to be included in strategy. RFP posted.</td>
</tr>
<tr>
<td></td>
<td><strong>Saito House Report:</strong> Review short-term lease/rental &amp; long term options. Staff have met with Owners.</td>
</tr>
<tr>
<td></td>
<td><strong>Age Friendly Grant Program:</strong> 2019 Stream 1 Age-Friendly Grant applied for through UBCM November 2, 2018 in the amount of $25,000. Proposal is to engage a consultant to develop an Age Friendly Assessment and Action Plan to assist Cumberland becoming a more Age Friendly community. Grant received. RFP posted.</td>
</tr>
<tr>
<td></td>
<td><strong>Community Child Care Planning Program:</strong> applied through UBCM to conduct a Child Care inventory/needs assessment and space creation action plan. Draft RFP in process.</td>
</tr>
</tbody>
</table>

## COMMISSIONS & COMMITTEES

<table>
<thead>
<tr>
<th></th>
<th><strong>Heritage Commission:</strong> Next meeting Monday, April 1st, 2019, 5:30pm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Advisory Planning Commission:</strong> APC down to 3 members/5 required. Next meeting TBA</td>
</tr>
</tbody>
</table>

Respectfully submitted,

Joanne Rees

Joanne Rees, Planner
## Building Trends

**Yearly Permits by Category**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SF Detached</td>
<td>69</td>
<td>15</td>
<td>29</td>
<td>20</td>
<td>10</td>
<td>8</td>
<td>28</td>
<td>26</td>
<td>42</td>
<td>47</td>
<td>42</td>
<td>5</td>
<td>341</td>
</tr>
<tr>
<td>Secondary Suite</td>
<td>7</td>
<td>3</td>
<td>3</td>
<td>1</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>7</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>1</td>
<td>55</td>
</tr>
<tr>
<td>ADU</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>21</td>
<td>10</td>
<td>3</td>
<td>34</td>
<td></td>
</tr>
<tr>
<td>Reno's</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>13</td>
<td>15</td>
<td>1</td>
<td>29</td>
</tr>
<tr>
<td>Duplex</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Multi-family</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>15</td>
<td>7</td>
<td>22</td>
</tr>
<tr>
<td>Residential accessory</td>
<td>18</td>
<td>20</td>
<td>27</td>
<td>17</td>
<td>18</td>
<td>20</td>
<td>14</td>
<td>15</td>
<td>19</td>
<td>7</td>
<td>3</td>
<td>2</td>
<td>180</td>
</tr>
<tr>
<td>Industrial</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>5</td>
<td>1</td>
<td>11</td>
</tr>
<tr>
<td>Commercial</td>
<td>2</td>
<td>3</td>
<td>6</td>
<td>7</td>
<td>6</td>
<td>2</td>
<td>7</td>
<td>5</td>
<td>8</td>
<td>2</td>
<td>9</td>
<td>5</td>
<td>62</td>
</tr>
<tr>
<td>Institutional</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Demolition</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>4</td>
<td>0</td>
<td>13</td>
</tr>
<tr>
<td>Total Permits</td>
<td>96</td>
<td>43</td>
<td>65</td>
<td>45</td>
<td>37</td>
<td>38</td>
<td>55</td>
<td>54</td>
<td>76</td>
<td>102</td>
<td>113</td>
<td>26</td>
<td>750</td>
</tr>
</tbody>
</table>

**Trend Chart**

- SF Detached
- Secondary Suite
- ADU
- Reno’s
- Duplex
- Multi-family
- Residential accessory
- Industrial
- Commercial
- Institutional
- Demolition

**Legend**

- SF Detached
- Secondary Suite
- ADU
- Reno’s
- Duplex
- Multi-family
- Residential accessory
- Industrial
- Commercial
- Institutional
- Demolition
COUNCIL REPORT

REPORT DATE: April 2, 2019
MEETING DATE: April 8, 2019

TO: Mayor and Councillors
FROM: Michelle Mason, Financial Officer/Deputy CAO
SUBJECT: February and March 2019 Financial Services Report

RECOMMENDATION
THAT Council receive the February and March 2019 Financial Services Report for information.

SUMMARY
In February and March, 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 Financial Services department.

Financial Planning, Year-end and Reporting
- Approved budgets provided to budget managers
- Charitable donation receipts mailed in February
- Reconciliation of Cumberland Fire Protection District 2018 receivable reconciled and provided with an updated 2019-2023 budget to Comox Valley Regional District
- Audit completed March 15, 2019, presentation for Council is scheduled April 23, 2019 for Councils’ acceptance
- Final account reconciliations, year-end fixed asset and variance analysis were completed by the audit date
- Employee T4s and year-end payroll reporting
- All 2018 financial statements were prepared
- Asset management plan presented to Council

Utility Billings and Property Taxes
- Fourth quarter 2018 utilities levies that were outstanding as of the end of the day on February 25, 2019 received a 10% penalty
- The next water meter reading will take place the first week of April and second quarter utility bills are expected to be sent during the second week of April
• Letters were mailed to property owners whose property accounts have arrears and delinquent balances with added support to owners about their tax accounts
• Frontage Tax Rate and the Cumberland Road Local Area Service bylaws are on tonight’s agenda for consideration of first, second and third reading
• Parcel tax rolls for the frontage taxes have been updated for all properties and notification was mailed in March
• April 2, 2019 was the deadline for written submissions regarding the parcel tax roll as per Division four of Community Charter; there were no written complaints received by deadline regarding the frontage tax parcel roll and therefore a parcel tax review panel meeting was not required and the roll is deemed to be authenticated
• Property tax bylaws are on the agenda for consideration

Customer Service
• Significant number of building/plumbing inspections and planning inquiries
• Transition for solid waste collection ownership change
• Assessment and tax information requests, utility payments and inquiries
• 2019 dog tags and recreation fire permits
• Significant cemetery sale transactions

Other Work:
• Acting CAO duties
• New employee training
• Presented finance 101 to newly elected officials at the Vancouver Island LGLA seminars
• BlackBerry for mobile manager application in progress
• Purchased computer equipment and license renewals
• Provided support for grant applications, claim and reporting
• Upgrade work in progress for financial system
• Postage meter machine lease renewal
• Land purchase support

FINANCIAL IMPLICATIONS
None

OPERATIONAL IMPLICATIONS
None

STRATEGIC IMPLICATIONS
None

ATTACHMENTS
None

CONCURRENCE
Odie Morin, Deputy Financial Officer
OPTIONS

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

Respectfully submitted,

Michelle Mason

________________________
Michelle Mason
Financial Officer/Deputy CAO

Sundance Topham

________________________
Sundance Topham
Chief Administrative Officer
COUNCIL REPORT

REPORT DATE: March 28, 2019
MEETING DATE: April 8, 2019

TO: Mayor and Councillors
FROM: Sundance Topham, Chief Administrative Officer
SUBJECT: February and March 2019 Chief Administrative Officer Report

RECOMMENDATION
THAT Council receive the February and March 2019 Chief Administrative Officer Report for information.

SUMMARY
The past two months were highlighted by extensive work with the Ministry of Environment and our consultants in regards to the Village’s wastewater treatment, along with an increase in human resources activities.

BACKGROUND
The following is a synopsis of some of the items that I spent time working on in the past two months over and above regular daily duties:

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

Land Use Enforcement
Spent a large amount of time participating in ongoing investigations and actions pertaining to contraventions of our land use regulations.

Water and Wastewater Planning
Wastewater Planning: Worked with the Liquid Waste Management Planning Project Coordinator and Manager of Operations on our permit amendment application, along with the Village’s response to the Ministry of Environment Notice Prior to Determination of Administrative Penalty. Attended the Administrative Penalty hearing on March 6, 2019 in Nanaimo. The Village is awaiting the results of both the permit amendment and the Administrative Penalty meeting.
Morrison Creek Headwaters:
Met with Tim Ennis from the Comox Valley Land Trust to discuss their work around the Morrison Creek Headwaters, and any potential impact on the land within the Bevan Road industrial lands.

Municipal Natural Assets Initiative:
Participated with the Manager of Operations in the kickoff meetings for the Municipal Natural Assets Initiative, which the Village is participating in along with the Comox Valley Regional District, K’ómoks First Nation, City of Courtenay and Town of Comox.

Private Managed Forest Lands:
Attended a purveyors meeting with Mosaic Forest Management (Formerly Timberwest), to discuss proposed 2020 logging in our watershed.

Protective Services

New Fire Hall – Detailed Design:
Continue to work with the Manager of Protective Services, the Construction Manager from MKM Projects and the design team on the designs for the new Village of Cumberland Fire Hall.

Economic Development

Economic Development Strategy Implementation:
Worked with the Economic Development Coordinator to help move forward the exploration of a Business Improvement Area in Cumberland, along with holding an information session on Community Cooperative Investment options. Both are scheduled to take place in early spring.

Human Resources

Labour Management Meeting:
Participated in a labour management meeting. There are new Union representatives and the structure of our existing meetings is changing, along with more regularly scheduled Labour Management discussions.

Performance Reviews:
Performed annual performance reviews for senior management staff.

Senior Planner Hiring:
Participated in the interview process for the hiring of a new Senior Planner.

Miscellaneous

• Attended the Local Government Leadership Academy newly elected officials workshop in Parksville.
• Met with representatives from Steelhead LNG to discuss their now defunct project.
• Participated in a review of the draft Bear Conflict Management Plan being created by the WildSafeBC Coordinator.
• Participated in a review of the new Asset Management Plan.
• Began the process of finding a consultant for 2019 Strategic Planning, which will take place in early June.
• Attended the Community to Community Forum hosted by the Comox Valley Regional District at the K’ómoks First Nation Hall.

• Participated in the quarterly Comox Valley Emergency Program and Chief Administrative Officer meeting.

• Along with the Mayor I presented an overview of the Village of Cumberland’s experiences with Social Procurement to the Mount Waddington Regional District Board.

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,

Sundance Topham

____________________
Sundance Topham
Chief Administrative Officer
Village of Cumberland
DATE: April 1, 2019  
TO: Sundance Topham, Chief Administrative Officer  
FROM: Rachel Parker, Corporate Officer  
SUBJECT: February and March 2019 Corporate Services Report

BACKGROUND

This provides Council with highlights for the past two months.

Committee Meetings

- The Homelessness and Affordable Housing Committee met in February and gave feedback on the Homeless Response Protocol and proposed amendments to the Park Regulation Bylaw in regard to overnight sheltering in parks. This should be coming to Council this spring.
- The Accessibility Committee meet in February and March and is preparing for community accessibility recognition and awareness during the Victoria Day celebrations
- Ratings were received from the Rick Hansen Foundation on the Village office, Cultural Centre, and Colliery trails and Coal Creek Historic Park, which were handed over to Operations and Recreation to assess for an application for funding for an accessibility project
- An advertisement has gone out for new members for the APC and an ad will go out soon for new members for the Board of Variance.

Cemetery

- The cemetery has been very busy this spring with six interments in February and March, including two natural burials
- The first engravings have been completed for the natural burial monument
- Plantings in the natural burial area should be taking place soon now that the seasonal gardener is on board
- Staff is working with community volunteers on a monument and marker preservation clean up on June 4 and 5 from 9am to 1pm. Council had approved a budget of $2000 for this project in 2019. Public works support will be part of this work. Council members are welcome to attend.
- Staff are look at certification as a green burial cemetery through the Green Burial Society of Canada
General Administration

- Records management continues with “end of year” tasks with many records moved into storage; Staff is working to donate some non-municipal archival materials found in the depths of the storage bins to the Cumberland Museum and Archives.
- The new transit shelter for Egremont Road has now been fabricated, is being test-assembled by the fabricator, will then be de-assembled, painted by the supplier, and shipped just in time for the good weather.
- A digital copy of the Cumberland Heritage book has been provided to the Cumberland Museum to explore re-publication as we are getting low on these books.
- Website: Admin and Recreation staff took some WordPress training; staff will be working with the consultant to update the search-based software for the website this year.
- Air Quality: Staff is participating in the CVRD working group on air quality, which will recommend an approach for a regional model to improve air quality in the Comox Valley; locally work will continue to prepare for a 2019 fall targeted campaign on wood smoke.
- Emergency Program: staff working locally and with the CVRD Emergency Program on public information and communications in preparation for the wildfire season.
- The Beaufort Association crews continue their work collecting litter along the Bevan landfill corridor, including Cumberland Road, and Royston Road. The crews will be doing extra shifts this spring to make up for cancelled work due to winter weather.
- The Market Day tent has been booked for the Village; Council members will be sharing the tent again this year with members of the Accessibility Committee.

Respectfully submitted,

Rachel Parker

________________________________________
Rachel Parker
Corporate Officer
DATE: March 28, 2019
TO: Sundance Topham, Chief Administrative Officer
FROM: Kaelin Chambers, Economic Development Coordinator
SUBJECT: Economic Development Report for February and March 2019

BACKGROUND
This report provides a synopsis of economic development activities undertaken by the Economic Development Coordinator (EDC).

1. Economic Development Strategy
   - A grant of $80,000 has been awarded from the Rural Dividend Program in support Cumberland’s Economic Development Strategy implementation.
     - The Village’s contribution includes $10,000 in funding, as well as $10,000 of services in-kind.
     - Funding totaling $100,000 will support the completion of two key projects including:
       - Strategy 1 (Investment Attraction analysis) – Funding will support the development of an Investment Attraction Strategy allowing the Village to proactively attract businesses, development, and other investment more aligned with community values.
       - Strategy 7 (Create a more business-friendly environment) – The Village will utilize funding to create a new business web-portal in order to more effectively support and promote economic opportunities.
         - As next steps, Requests for Proposal (RFPs) are being developed for the solicitation professional services to undertake the projects (described above).
   - Economic Development Steering Committee (EDSC) meeting to be held on April 10, 2019.
   - The EDC with support from the EDSC is currently planning for the implementation of community events as described in the Strategy, including:
     - Action 3-A Public information session on community cooperative investment and development options.
     - Action 6-A Engage business/commercial interest in establishing a Business Improvement Association.
2. Island Coastal Economic Trust (ICET)
   - The Village will be submitting a funding request to ICET application towards the completion the Rural Dividend funded projects.
   - Goals/needs for ICET funding to be identified in discussions with the EDSC

3. Comox Valley Waste Management Centre – Landfill Gas Utilization First Option
   - The EDC and Chief Administrative Officer continue to meet with Fortis and CVRD staff to advance the project and the Village’s interests.

4. Single use plastics
   - Council recently first, second, and third reading to the Single-Use Item Regulation Bylaw No. 1098, 2019
   - The EDC has begun notifying local businesses and discussing the the Village’s role in supporting a public advisory/education campaign

5. Business / Development Outreach
   - The EDC continues to engage new investors/business owners interested in opportunities in the Village, including:
     - Increasing demand from new business seeking commercial locations, particularly within the Village core (Dunsmuir Ave);
     - Increasing investment and/or development interests related to commercial (and residential) properties within the Village core; and
     - Ongoing interest in development and business opportunities within the Bevan Industrial Lands

6. Economic Development Networking
   - Through February and March 2019, the EDC met and discussed Cumberland’s economic development initiatives with the following groups:
     - Vancouver Island Coast Economic Development Association (VICEDA) - Cumberland committed to hosting the quarterly meeting of in September 2019.
     - Vancouver Island Economic Alliance (VIEA) – Free Trade Vancouver Island Information session.
     - 2019 Community to Community Forum with K’ómoks First Nation
     - Ministry of Citizens' Services (Connected Communities BC) - Connected Communities BC is developing a video profile of Cumberland’s community and economy. The video will present local businesses/contributors as well as discuss the community focus of our Economic Development Strategy
     - Ministry of Jobs, Trade and Technology – Tech Dev BC Comox Valley Event
     - Comox Valley Chamber of Commerce Economic Open House.
- Downtown Courtenay Business Improvement Association
- Comox Businesses Improvement Association
- Metro Vancouver - Single-Use Plastic Municipal Roundtable

Respectfully submitted,

Kaelin Chambers
________________________________________
Kaelin Chambers
Economic Development Coordinator

Sundance Topham
________________________________________
Sundance Topham
Chief Administrative Officer
COUNCIL MEMBER REPORT

DATE: April 1, 2019

TO: Council

FROM: Mayor Leslie Baird

SUBJECT: Councillor Report – February 2019 and March 2019

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
</table>
| Feb 1 | Meeting with Comox Valley Cruisers car club.  
Meeting with Museum chair and Raymond Heung (Vancouver Development Corp.) |
| Feb 2 | Local Democracy Corner at the World Community Film Festival.  
Nasti Weather & The False Predictions performing at Alley Cuts. |
| Feb 5 | Meeting with LNG representatives- the plan was that they would come to council for a presentation. |
| Feb 6 | Spelling Bee at Cumberland School. |
| Feb 13-15 | Government Leadership Academy- workshops I attended-  
Lessons for a Happy Political Journey-Greg Moore  
The Local Government Weather Channel-Gary Maclsaac, UBCM  
Dynamics and Decision Making-Tracey Lorenson  
Returning Elected Session: Asset Management-Christina Benty |
| Feb 16 | Living Library in Courtenay with other invited presenters.  
Wendy Kotilla Ecology transforms youth.  
Weldi Speck Living with the Cannibal.  
Andy Stringellow Sharecropper’s son  
Sheldon Falk Up from Black Creek.  
My title was Building a better community, one by law at a time.  
Heritage Fair |
| Feb 19 | Regional District of Mount Waddington presentation to directors on Social Procurement and the role Cumberland has play in this initiative. |
| Feb 21 | Meeting with Stacey Harper to participate in her Thesis Research on the Cumberland Forest. |
| Feb 22 | ICET meeting  
Leadership lunch in Cumberland  
Cumberland Events Society Washoe Tournament. Sold Out! |
<p>| Feb 23 | The coldest night walk. |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 27</td>
<td>United Riders of Cumberland Annual General Meeting. Once again they have a very good turn out for the meeting. On behalf on Council I thanked Erik for his leadership over his term as chair.</td>
</tr>
<tr>
<td>Mar 2</td>
<td>6th Annual Table Tennis Tournament at the CRI hall.</td>
</tr>
<tr>
<td>Mar 5</td>
<td>Toward Parity Webinar hosted by UBCM and FCM.</td>
</tr>
<tr>
<td>Mar 7</td>
<td>Attended selection of this years May Queen Party.</td>
</tr>
<tr>
<td>Mar 8</td>
<td>ICET - North Island committee meeting.</td>
</tr>
<tr>
<td>Mar 9</td>
<td>BC Active Transportation Strategy-Regional Forum - twenty five people from across Vancouver Island attended -round table discussions on what the Ministry needs to improve to become more bike friendly.</td>
</tr>
<tr>
<td>Mar 11</td>
<td>Meeting with Inspector Mike Kurvers Comox Valley Detachment of the RCMP. He presented a letter with a number of priorities for the year. I told him that it would go to the next Council meeting for changes if requested by members of Council.</td>
</tr>
<tr>
<td>Mar 12</td>
<td>Students, teacher and parents of E’cole Au coeur de l’ile came to Cumberland to meet the Mayor. They joined me in the Village Office for questions then over to the CRI for twenty minutes of fun, happily left with a donut. CVRD elected Officials presentation by Municipal Insurance and Media consultants.</td>
</tr>
<tr>
<td>Mar 13</td>
<td>97.3 Eagle Crown Isle Resort Client Appreciation Event.</td>
</tr>
<tr>
<td>Mar 14</td>
<td>Comox Valley Chamber of Commerce Evening Expo.</td>
</tr>
<tr>
<td>Mar 15</td>
<td>Mexican Fiesta Live Auction and Dinner.</td>
</tr>
<tr>
<td>Mar 16</td>
<td>Cumberland Hotel fundraiser for James Armstrong.</td>
</tr>
<tr>
<td>Mar 21</td>
<td>BC housing opening ceremony of Bairdwood. Comox Valley Chamber of Commerce invite to attend with MLA Honourable Scott Fraser and MLA Ronna-Rae Leonard to discuss the provincial budget.</td>
</tr>
<tr>
<td>Mar 22</td>
<td>ICET meeting.</td>
</tr>
<tr>
<td>Mar 23</td>
<td>Cumberland Fire Department Banquet and Pin Dinner.</td>
</tr>
<tr>
<td>Mar 28</td>
<td>Breakfast in Campbell River with Island Health Chair Leah Hollins and board members. Invited by Comox Valley Chamber of Commerce to be present and receive visitors to the Chamber offices.</td>
</tr>
<tr>
<td>Mar 29</td>
<td>Leadership lunch Village Square for Rural Dividend funding announcement by MLA Ronn-Ray Leonard. Soroptimist dinner at the Old house Hotel to celebrates 75 years.</td>
</tr>
</tbody>
</table>

-146-
COUNCIL MEMBER REPORT

DATE: Apr 2, 2019
TO: Mayor and Councillors
FROM: Councillor Vickey Brown
SUBJECT: Monthly Report – February/March 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 2</td>
<td>World Community Film Fest</td>
<td>Participated in the Local Democracy Corner – with attendees and fellow elected officials.</td>
</tr>
<tr>
<td></td>
<td>Community Hive</td>
<td></td>
</tr>
<tr>
<td>Feb 4</td>
<td>CJC Justice School</td>
<td>Attended Community Justice Centre Restorative Justice School – an overview and introduction to Restorative Justice practices.</td>
</tr>
<tr>
<td>Feb 6</td>
<td>CCS Spelling Bee</td>
<td>Cumberland Community School Spelling Bee; attended with Councillor Sproule and Mayor Baird as word reader/judges.</td>
</tr>
<tr>
<td>Feb 11</td>
<td>Regular Council Meeting</td>
<td><a href="https://cumberland.ca/meetings/04-19-r/">https://cumberland.ca/meetings/04-19-r/</a></td>
</tr>
<tr>
<td>Feb 21</td>
<td>Toward a Circular Economy</td>
<td>Federation of Canadian Municipalities Webinar</td>
</tr>
<tr>
<td>Feb 21</td>
<td>CJC Board Meeting</td>
<td>Regular Board Meeting – Community Justice Centre</td>
</tr>
<tr>
<td>Feb 21</td>
<td>Accessibility Committee</td>
<td>Regular Meeting: <a href="https://cumberland.ca/wp-">https://cumberland.ca/wp-</a></td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
<td>Details</td>
</tr>
<tr>
<td>----------</td>
<td>--------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Feb 21</td>
<td>CCFS Science Pub</td>
<td>Sex, Evolution and Natures Strangest Dating Scenes</td>
</tr>
<tr>
<td>Feb 23</td>
<td>Coldest Night of the Year</td>
<td>Walked the 10km route with fellow Councillors to raise funds for the Transition Society</td>
</tr>
<tr>
<td>Feb 25</td>
<td>IRTC Committee Meeting</td>
<td>Integrated Regional Transportation Committee (CVRD) Meeting, Orientation, discussion of multi-use trail development</td>
</tr>
<tr>
<td>Feb 25</td>
<td>Regular Council Meeting</td>
<td><a href="https://cumberland.ca/meetings/05-19-r/">https://cumberland.ca/meetings/05-19-r/</a></td>
</tr>
<tr>
<td>Feb 26</td>
<td>Community to Community</td>
<td>Building relationships between local elected officials and management and the K'omoks Community</td>
</tr>
<tr>
<td>Feb 27</td>
<td>UROC AGM</td>
<td>United Riders of Cumberland Annual General Meeting.</td>
</tr>
<tr>
<td>March 11</td>
<td>Regular Council Meeting</td>
<td><a href="https://cumberland.ca/meetings/07-19-r/">https://cumberland.ca/meetings/07-19-r/</a></td>
</tr>
<tr>
<td>March 12</td>
<td>CVRD Elected Officials Forum</td>
<td>Regional District hosted presentations: Municipal Insurance Association of BC (MIABC) provided overview of the MIABC and present information on risk management for communications. Introduction to the public participation (IAP2) spectrum; what it means to elected officials and what consultation means in decision-making processes.</td>
</tr>
<tr>
<td>March 14</td>
<td>CCS PAC Trivia Fundraiser</td>
<td>Cumberland Parents Advisory Committee Fundraiser</td>
</tr>
<tr>
<td>March 18</td>
<td>Accessibility Committee</td>
<td>Regular Meeting: <a href="https://cumberland.ca/meetings/03-2019-ac/">https://cumberland.ca/meetings/03-2019-ac/</a></td>
</tr>
<tr>
<td>March 25</td>
<td>Regular Council Meeting</td>
<td><a href="https://cumberland.ca/meetings/07-19-r-2/">https://cumberland.ca/meetings/07-19-r-2/</a></td>
</tr>
<tr>
<td>March 29</td>
<td>Rural Dividend Funding</td>
<td>Announcement from the Province regarding funding for our economic development projects</td>
</tr>
</tbody>
</table>
DATE: Apr 2, 2019

TO: Mayor and Councillors

FROM: Councillor Jesse Ketler

SUBJECT: Monthly Report – February/March 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 2</td>
<td>Community Action Hive</td>
<td>Florence Filberg, participated in the Local Democracy Corner</td>
</tr>
<tr>
<td>Feb 5</td>
<td>Meeting with Steelhead LNG</td>
<td>Met with Breanne Whyte and Stewart Dill at Village Office</td>
</tr>
<tr>
<td></td>
<td>CV Water Committee</td>
<td>Liaison Only: Water Consumption, DCCs and Financial Plan</td>
</tr>
<tr>
<td></td>
<td>CV Sports Commission</td>
<td>Approved for - 2019 requisition of $4,520,250</td>
</tr>
</tbody>
</table>
|       | CVRD Committee of the Whole          | Presentation: Steelhead LNG – pipeline (now cancelled). CVEDS approved for - Operational grant totaling $1,185,658 for 2019, which consists of: Destination Marketing $391,267, Visitor Services $355,697 and Core Services $438,694. 2019 last year Cumberland pays $40k*  
Coalition to End Homelessness approved for - a) $15,000 towards the purchase of two four-plexes (Comox Valley Transition Society); b) $45,000 towards construction of eight units of single family supportive housing (Dawn to Dawn Action on Homelessness Society); c) $45,000 towards construction of two single family dwellings (Habitat for Humanity Vancouver Island North); and d) $45,000 towards renovation for |
permanent drop-in space for homeless citizens or those at risk of homelessness (funding hosted by the Comox Valley Transition Society).

Recreation Grant Service (Fxn 600) - $25,000 to UROC for 2019, VI Mountain Sport Society $20,000 – the rest as proposed in Financial Plan – Also motion to review grant criteria

Multiplex – Edwin Grieve appointed to the association – still requires a business case and a floodplain study.

RGS – lack of funding in previous years created deficit

CV Community Justice – board considered 25% increase to requisition

Emergency Program (Fxn 270) – approved 2019 requisition of $89,965.

Pesticide Awareness (Fxn 345) – proposed to be repealed

---

Feb 6  CV Coalition to End Homelessness  Updates: John Howard 46 units of supportive housing application criteria, CV Coalition code of conduct, CV Coalition and CV Health Network relationship agreement, Braidwood 35 units small fire caused setback but still to be complete by early March, Kensington donated $250k to CVRD plus 6 lots now and more by 2027, new drop-in centre applied for funding, Homelessness Response received $35k from gaming funds from Courtenay

Feb 11  Regular Council Meeting

Feb 13  Ribbon-cutting for new automated doors  Cumberland Recreation Centre

Feb 23  Coldest Night of the Year Fundraiser  Team Cumberland Council walked 5km to raise money for the CV Transition Society

Feb 25  Regular Council Meeting
Feb 26  Community to Community Forum  Komoks FN and CVRD/municipalities/Areas invited for lunch and information sharing.

Feb 26  CVRD Board meeting  Approved budget for Regional Growth Strategy (Fx 512) for a total requisition in 2019 of $212,142 (electoral areas $75,952 and municipalities $136,190), $160,000 in 2020 and $100,000 thereafter

Approved budget of CV Homelessness Supports (Fx 451) increase of $80,000 for a total requisition of $245,000 in 2019

Other budgets approved:
Victim Services Program/Crime Stoppers service (fxn 200) • Cemetery service (fxn 400) • Emergency Shelter Land Acquisition service (fxn 450) • Comox Valley Airport service (fxn 795)

Feb 28  Cumberland Community Housing Society  Brochure, Village/CCHS relationship (MOU), Whistler Sustainability Workshop April 2

Feb 28  CV Sports Commission  Last year costs increase due to life guard increase and new safety standards for ice rink, high user fees last year resulted in surplus, Rec review resulted in Board inclusive strategic planning session, Lifecycle assessment to be done starting with Sports Centre (Feb) then Aquatic Centre (June)

Mar 5  CVRD Water Committee  Liaison: Eco-asset management – Municipal Natural Assets Initiative (MNAI) pilot to value and define CL watershed – MOU with ¼ grant funding from NRCAN ($127K), Min of Municipal Affairs and Housing ($125K), CV Partners (municipalities) ($105k) for a TOTAL $357,000 – Private Managed Forest Lands have been invited to participate

Mar 9  CCHS Music Trivia Night  Fundraiser for Cumberland Housing Society

Mar 11  Regular Council Meeting
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 12</td>
<td>CVRD COTW</td>
<td>Presentations: Lush Valley proposal – Food Policy Council</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CV Nurses for a Healthy Environment – proposal banning single use plastics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>COMMUNITY ENGAGEMENT - ELECTED OFFICIALS' FORUM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Tom Barnes, Nicole Purves, Deputy (MIABC) re overview of the MIABC and information on risk management for communications.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Katie Hamilton, Tavola Strategy Group, re public participation (IAP2) spectrum</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ICF - Larry Stevenson, CEO and Andrea Thomas, Manager, re update on the Island Corridor Foundation – revenue comes from leases NO GOVT FUNDING</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Motions: CVRD participate in the application for grant funding for the Comox Valley Public Electric Vehicle (EV) Charging Station Project through the CleanBC Clean Communities Fund, with the Regional District of Nanaimo, and in collaboration with other mid-Island local governments; and commits to install eight Level 2 EV charging stations, to a maximum cost of $40,000, to be located at Comox Valley Regional District facilities for public use</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Also letter to ICF asking their board to respect the appointment of Dir Arbour</td>
</tr>
<tr>
<td>Mar 21</td>
<td>CVRD Board</td>
<td>Financial Planning session and Audit report</td>
</tr>
<tr>
<td>Mar 25</td>
<td>Regular Council Meeting</td>
<td></td>
</tr>
<tr>
<td>Mar 29</td>
<td>NIC Speakers Series</td>
<td>Guest speaker and opener for Haida Artist/Author Michael Yahgulanaas</td>
</tr>
</tbody>
</table>
COUNCIL MEMBER REPORT

DATE: March 26th, 2019

TO: Mayor and Councillors

FROM: Councillor Sproule

SUBJECT: Report – February/March 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>4th Feb</td>
<td>Heritage Commission</td>
<td>2018 Summary of Activities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2019 Work Plan presented for review. List of SOS's.</td>
</tr>
<tr>
<td>6th Feb</td>
<td>Cumberland School Spelling Bee</td>
<td></td>
</tr>
<tr>
<td>7th Feb</td>
<td>CSWM meeting</td>
<td>Separate report attached</td>
</tr>
<tr>
<td></td>
<td>CSHB Hospital board</td>
<td></td>
</tr>
<tr>
<td>13th to 15th</td>
<td>LGLA in Parksville</td>
<td></td>
</tr>
<tr>
<td>16th Feb</td>
<td>Heritage Fair</td>
<td></td>
</tr>
<tr>
<td>23rd Feb</td>
<td>Coldest Night of the Year Walk</td>
<td></td>
</tr>
<tr>
<td>26th Feb</td>
<td>All day meeting with KFN</td>
<td></td>
</tr>
<tr>
<td>27th Feb</td>
<td>Council of Canadians meeting on Fracking</td>
<td></td>
</tr>
<tr>
<td>1st March</td>
<td>CSWMC solid waste strategic Plan</td>
<td>See attached</td>
</tr>
<tr>
<td>7th March</td>
<td>CSWMC Board meeting</td>
<td></td>
</tr>
<tr>
<td>12th March</td>
<td>CVRD Elected Officials Forum</td>
<td>MIA and liability</td>
</tr>
<tr>
<td>13th March</td>
<td>Cumberland Museum Board meeting</td>
<td></td>
</tr>
</tbody>
</table>

-153-
THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1098

A bylaw to regulate the business use of single-use items.

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

1. This Bylaw may be cited as “Single-Use Item Regulation Bylaw No. 1098, 2019.”

2. In this bylaw,

   “plastic checkout bag” means a bag made with plastic, including biodegradable plastic or compostable plastic
   (a) intended to be used for the purpose of transporting items purchased or received by a customer from the business providing the bag, or
   (b) intended to be used to package take-out or delivery of food,

   “business” means any person, organization, or group engaged in a trade, business, profession, occupation, calling, employment or purpose that is regulated under the Business Licence Bylaw and includes a person employed by, or operating on behalf of, a business;

   “plastic drinking straw” means a tube made with plastic, including biodegradable plastic or compostable plastic, used to transfer a beverage from a container to the mouth of an individual drinking the beverage by suction;

   “reusable bag” means a bag with handles that is for the purpose of transporting items purchased by the customer from a business and is
   (a) designed and manufactured to be capable of at least 100 uses, and
   (b) primarily made of cloth or other washable fabric.

Exemptions

3. This bylaw does not apply to bags used to
   (a) package loose bulk items such as fruit, vegetables, nuts, grains, or candy,
   (b) package loose small hardware items such as nails and bolts,
   (c) contain or wrap frozen foods, meat, poultry, or fish, whether pre-packaged or not,
   (d) wrap flowers or potted plants,
   (e) protect prepared foods or bakery goods that are not pre-packaged,
   (f) contain prescription drugs received from a pharmacy,
   (g) transport live fish,
(h) protect linens, bedding, or other similar large items that cannot easily fit in a reusable bag,
(i) protect newspapers or other printed material intended to be left at the customer’s residence or place of business, and
(j) protect clothes after professional laundering or dry cleaning.

4. This bylaw does not apply to
   (a) a plastic checkout bag
       (i) already used by a customer, and
       (ii) returned to a business for the purpose of being reused by other customers; and
   (b) a reusable bag.

5. This bylaw does not limit or restrict the sale of items listed in section 6 intended for use at a customer’s home or business, provided that they are sold in packages of multiple items.

Regulation

6. Except as provided in this bylaw, no business shall provide a customer with any of the following items:
   (a) plastic checkout bag;
   (b) plastic drinking straw.

7. No business shall deny or discourage a customer from using their own
   (a) checkout bag, or
   (b) drinking straw.

Offence

8. A person commits an offence and is subject to the penalties imposed by this bylaw and the Offence Act if that person
   (a) contravenes a provision of this bylaw,
   (b) consents to, allows, or permits an act or thing to be done contrary to this bylaw, or
   (c) neglects or refrains from doing anything required be a provision of this bylaw.

9. Each instance that a contravention of a provision of this bylaw occurs and each day that a contravention continues shall constitute a separate offence.

Penalties

10. A person found guilty of an offence under this Bylaw is subject to a fine
    (a) if a corporation, of not less than $100 and not more than $10,000, or
(b) if an individual, of not less than $50 and not more than $500 for every instance that an offence occurs or each day that it continues.

Severability

11. If any provision of this bylaw is found to be invalid by a court of competent jurisdiction, that provision may be severed from the bylaw without affecting the validity of the remainder of the bylaw.

Effective Date

12. This Bylaw comes into force on July 1, 2019.

READ A FIRST TIME THIS 25TH DAY OF MARCH 2019.
ADOPTED THIS DAY OF 2019.

____________________________________  __________________________________
Mayor                                           Corporate Officer
REPORT DATE: March 26, 2019  
MEETING DATE: April 8, 2019

TO: Mayor and Councillors  
FROM: Michelle Mason, Financial Officer/Deputy CAO

SUBJECT: Water, Sewer, Storm Water Service Frontage Tax Bylaw Amendments  
and Cumberland Road Local Area Service Parcel Tax Bylaw

RECOMMENDATION

i. THAT Council receive the Water, Sewer, Storm Water Service Frontage Tax Bylaw Amendments and Cumberland Road Local Area Service Tax Bylaw report.

ii. THAT Council give first, second and third reading to the Water Service Frontage Tax Amendment Bylaw No. 1100, 2019.

iii. THAT Council give first, second and third reading to the Sewer Service Frontage Tax Amendment Bylaw No. 1101, 2019

iv. THAT Council give first, second and third reading to the Storm Water Frontage Tax Amendment Bylaw No. 1102, 2019.

v. THAT Council give first, second and third reading to the Cumberland Road Local Area Service Parcel Tax Bylaw No. 1103, 2019.

SUMMARY

The “Water Service Frontage Tax Amendment Bylaw No. 1100, 2019”, the “Sewer Service Frontage Tax Amendment Bylaw No. 1101, 2019” and the “Storm Water Service Frontage Tax Amendment Bylaw No. 1102, 2019” are attached for Council’s consideration. The Cumberland Road Local Area service Parcel Tax Bylaw No. 1103, 2019 is a new parcel tax for 2019 and is also attached for Council’s consideration.

The frontage tax bylaws amend the previous water, sewer and storm water service frontage tax bylaws with increased rates. The rates in these bylaws will increase over the next five years in order to fully fund the infrastructure asset replacements. The local area service tax bylaw needs to be established as this is the first year of the parcel tax for this service.

It is required by the Community Charter that all four bylaws be adopted and reviewed by the Parcel Tax Review Panel prior to May when the tax levy notices are mailed. Advance notice has been advertised that the parcel tax review panel meeting would take place at 4:30pm prior to this regular Council meeting if required (April 8, 2019).
BACKGROUND

Underground Utilities

At the November 13, 2018 Council meeting, Council directed staff to update the water and sewer user rates and water, sewer and storm frontage taxes to achieve the following:

- fund the replacement of necessary water, sewer and storm infrastructure over the next 20 years;
- reduce our dependency on Royston water sales over the next five years;
- reserve annually for water meter replacements;
- fund the water supply and sewer treatment capital and debt costs with a future parcel tax;
- fund the water supply and estimated sewer treatment operating costs; and
- smooth the rate increases required from 2019 to 2023.

Staff has used this direction when analyzing rates for 2019 and coming years. The bylaws attached for Council’s consideration are annual frontage taxes payable. Staff will need to come back to Council annually to amend the bylaws for any changes planned for 2020 to 2023.

At the November 2018 meeting, staff presented Council with an analysis of water and sewer utility rates with a reallocation of funding for the annual replacement capital costs for water, sewer and storm infrastructure being fully funded by frontage taxes over the next six years as opposed to a mix of utility fees and frontage taxes. Based on direction from Council, the rates in the attached frontage tax bylaws reflect this reallocation.

Local Area Service Bylaw

After a petition process, Council adopted a bylaw that established a local area service for nine properties located on Cumberland Road between Union Road and Hope Road. The service for this established area covers landscaping capital and maintenance costs for the area. Through petition, the majority of the property owners in this newly established area agreed to pay the capital costs up to $180,000 for landscaping along Cumberland Road as well as annual maintenance costs for the next five years. Property owners have been given the opportunity to pay the capital costs up front to save any interest charges over the next five years in the bylaw.

Parcel Tax Bylaw Process

The process outlined in Part seven, Division four of the Community Charter must be followed for the establishment of a parcel tax bylaw. This process must be followed when a parcel tax bylaw is established and each year thereafter for individual rolls that are added to an existing parcel tax roll for the first time. In addition to the requirements for information that must be included in the attached bylaws, the legislation has other requirements for the parcel tax roll:

- The municipality must make available to the public, on request, a report respecting how rates were determined.
- The legislation also requires that the time and place for the Parcel Tax Review Panel to hear complaints and review and correct parcel tax rolls be set by Council resolution.

Frontage Tax Bylaws Calculations (water, sewer and storm water)

The attached bylaw numbers 1100, 1101 and 1102 calculate the frontage tax rates based on the total revenue required to be raised, divided by the taxable frontage for the service. The taxable frontage does not include parcels that are exempt from taxes either by statute or permissively exempt by Council. Parcels that do not have access to the services are not included in the parcel tax roll either. The maximum taxable frontage is 100 feet and the minimum taxable frontage is 50 feet. The current bylaw
language does not treat multi-family or strata units differently than other property types for frontage measurements, and therefore the parcel in the BC Assessment roll has traditionally been used to determine frontage.

Multi-family parcels owned by one owner that are assessed by BC Assessment under one folio have a taxable frontage of the actual measurement of the frontage or the maximum if the actual measurement is over the maximum. Strata units receive a separate folio from BC Assessment so these units have a taxable frontage of the minimum 50 feet per folio.

Any changes to this language will have significant implications on multi-family as well as possibly on commercial building with multi levels in them. The language and the practice remains the same as the previous frontage tax bylaws for the 2019 bylaws. When available resources allow, staff will review best practices with these types of parcels and will bring this review back to Council with recommendations.

A report has been made available for public inspection respecting how the rates have been determined. Revenues required for the water system for 2019 is $145,415. The total taxable feet that the water frontage tax rate is based on is 99,750 feet. Revenues required for the sewer system for 2019 is $173,070. The total taxable feet that the sewer frontage tax rate is based on is 96,010 feet. Revenues required for the storm water system for 2019 is $104,620. The total taxable feet that the storm water frontage tax rate is based on is 96,904 feet.

The rates for 2019 that are included in the bylaws are as follows:

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water</td>
<td>$1.46</td>
</tr>
<tr>
<td>Sewer</td>
<td>$1.80</td>
</tr>
<tr>
<td>Storm</td>
<td>$1.08</td>
</tr>
</tbody>
</table>

**Local Area Service Parcel Tax Bylaw Calculation (Cumberland Road Landscaping project)**

The attached bylaw number 1103 calculates the annual single parcel tax of $4,259.37 for capital costs for each parcel outlined in Schedule “A” of the service area establishing bylaw adopted in 2018. This parcel tax is based on the annual revenue required to be raised (includes 2.5% interest) of $38,334.30, divided by nine parcel that participate in the local area service. The attached bylaw number 1103 also calculates the annual single parcel tax of $600 for maintenance costs for each parcel based on the annual revenue required to be raised of $5,400, divided by nine parcel that participate in the local area service.

The bylaw allows a one-time opportunity for property owners to pay their capital costs upfront by May 1, 2019 to avoid interest charges.

**Parcel Tax Review Panel**

Based on motion 19-116, all members of Council have been appointed to the parcel tax review panel and, if required, a review panel meeting will be held at 4:30pm April 8, 2019 (prior to this regular council meeting).

Pursuant to the Community Charter, notices were mailed to the owner of every new parcel that will be subject to the parcel tax March 15, 2019 (at least 14 days before the review panel meeting). Legislation does not require notice to be sent to owners of parcels that have already been authenticated for the water, sewer and storm water service frontage bylaws.
FINANCIAL IMPLICATIONS

Frontage Tax (water, sewer and storm water)

The analysis presented to Council at the November 13, 2019 meeting smoothed the user fee and increased frontage taxes over the years 2019 to 2023.

Using the rate structured approved by Council at the November meeting and the estimated 2019 frontage measurements (with an assumed increase for growth estimate of 2% each year), the frontage rates for 2019 to 2023 as compared to 2018 approved rates will be as follows:

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water</td>
<td>$1.35</td>
<td>$1.46</td>
<td>$1.59</td>
<td>$1.73</td>
<td>$1.88</td>
<td>$2.06</td>
</tr>
<tr>
<td>Sewer</td>
<td>$1.66</td>
<td>$1.80</td>
<td>$2.01</td>
<td>$2.24</td>
<td>$2.50</td>
<td>$2.78</td>
</tr>
<tr>
<td>Storm</td>
<td>$0.89</td>
<td>$1.08</td>
<td>$1.33</td>
<td>$1.64</td>
<td>$2.02</td>
<td>$2.50</td>
</tr>
</tbody>
</table>

The following tables illustrate what the frontage tax payable would be for the next five years for water, sewer and storm water for a median sized parcel (50% of the parcels are smaller and 50% of the parcels are larger), the smallest parcels, the largest parcels, and an average sized parcel.

### Water Frontage Tax Payable

<table>
<thead>
<tr>
<th>Types of Parcels</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Median</td>
<td>$ 81.00</td>
<td>$ 87.60</td>
<td>$ 95.40</td>
<td>$103.80</td>
<td>$112.80</td>
<td>$123.60</td>
</tr>
<tr>
<td>Smallest</td>
<td>$ 67.50</td>
<td>$ 73.00</td>
<td>$ 79.50</td>
<td>$ 86.50</td>
<td>$ 94.00</td>
<td>$103.00</td>
</tr>
<tr>
<td>Largest</td>
<td>$135.00</td>
<td>$146.00</td>
<td>$159.00</td>
<td>$173.00</td>
<td>$188.00</td>
<td>$206.00</td>
</tr>
<tr>
<td>Average</td>
<td>$ 86.01</td>
<td>$ 92.29</td>
<td>$100.51</td>
<td>$109.36</td>
<td>$118.84</td>
<td>$130.22</td>
</tr>
</tbody>
</table>

### Sewer Frontage Tax Payable

<table>
<thead>
<tr>
<th>Types of Parcels</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Median</td>
<td>$ 99.60</td>
<td>$108.16</td>
<td>$120.60</td>
<td>$134.40</td>
<td>$150.00</td>
<td>$166.80</td>
</tr>
<tr>
<td>Smallest</td>
<td>$ 83.00</td>
<td>$ 90.13</td>
<td>$100.50</td>
<td>$112.00</td>
<td>$125.00</td>
<td>$139.00</td>
</tr>
<tr>
<td>Largest</td>
<td>$166.00</td>
<td>$180.26</td>
<td>$201.00</td>
<td>$224.00</td>
<td>$250.00</td>
<td>$278.00</td>
</tr>
<tr>
<td>Average</td>
<td>$104.13</td>
<td>$112.24</td>
<td>$125.15</td>
<td>$139.47</td>
<td>$155.66</td>
<td>$173.09</td>
</tr>
</tbody>
</table>

### Storm Water Frontage Tax Payable

<table>
<thead>
<tr>
<th>Types of Parcels</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Median</td>
<td>$ 53.40</td>
<td>$ 64.80</td>
<td>$ 79.80</td>
<td>$ 98.40</td>
<td>$121.20</td>
<td>$150.00</td>
</tr>
<tr>
<td>Smallest</td>
<td>$ 44.50</td>
<td>$ 54.00</td>
<td>$ 66.50</td>
<td>$ 82.00</td>
<td>$101.00</td>
<td>$125.00</td>
</tr>
<tr>
<td>Largest</td>
<td>$ 89.00</td>
<td>$108.00</td>
<td>$133.00</td>
<td>$164.00</td>
<td>$202.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>Average</td>
<td>$ 56.11</td>
<td>$ 67.55</td>
<td>$ 83.18</td>
<td>$102.57</td>
<td>$126.34</td>
<td>$156.36</td>
</tr>
</tbody>
</table>

### Totals Frontage Tax Payable

<table>
<thead>
<tr>
<th>Types of Parcels</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Median</td>
<td>$234.00</td>
<td>$260.56</td>
<td>$295.80</td>
<td>$336.60</td>
<td>$384.00</td>
<td>$440.40</td>
</tr>
<tr>
<td>Smallest</td>
<td>$195.00</td>
<td>$217.13</td>
<td>$246.50</td>
<td>$280.50</td>
<td>$320.00</td>
<td>$367.00</td>
</tr>
<tr>
<td>Largest</td>
<td>$390.00</td>
<td>$434.26</td>
<td>$493.00</td>
<td>$561.00</td>
<td>$640.00</td>
<td>$734.00</td>
</tr>
<tr>
<td>Average</td>
<td>$246.25</td>
<td>$272.07</td>
<td>$308.84</td>
<td>$351.40</td>
<td>$400.83</td>
<td>$459.67</td>
</tr>
</tbody>
</table>
Cumberland Road Local Area Service Parcel Tax

The petition for the Cumberland Road Local Area Service requested that the parcel taxes for this service be based equally by the nine properties in the service area. The costs payable by the participants as outlined in the local area establishment bylaw (number 1079) total 180,000 for capital costs and $5,400 per year for maintenance costs.

The annual parcel taxes for each parcel for capital costs if chosen to pay over five year with interest calculates to $4,259.37 per year for a total of $21,296.83 over the five year period. Alternately, property owners may pay $20,000 up front for the capital costs saving a total of $1,296.83 in interest. The total project costs for the capital landscaping project is $181,618.18 leaving $1,618.18 that has been covered by the Cumberland Road infrastructure project funding.

The annual parcel taxes for each parcel for the maintenance costs calculates to $600 per year for a total of $3,000 over the five year period. The total maintenance costs each year will cost $7,000 leaving $1,600.00 per year to be covered by the roads operating budget. After the five year parcel tax ends for the local area service, 100% of the costs for the maintenance of the landscaping for this section of Cumberland Road will be borne by the Village through the roads operating budget.

The petition that was signed by the majority of the property owners in the service area outlined the parcel taxes that would be levied. In addition, letters were mailed in early March to property owners in the service area explaining the charges and the process.

OPERATIONAL IMPLICATIONS

Staff have prepared amended frontage tax rate bylaws for Council consideration based on direction that Council provided at the November 13, 2019 meeting. Staff have prepared the local area service parcel tax bylaw for Council consideration based on the Cumberland Road Local Area Service Establishment bylaw No. 1079, 2018. If the first three readings of all bylaws are given at this meeting, the bylaws will be brought back for adoption at the April 23rd meeting.

STRATEGIC OBJECTIVE

The revenues generated from the frontage taxes provide a source of funding for the water, sewer and storm water asset renewals.

ATTACHMENTS

1. Water Service Frontage Tax Amendment Bylaw No. 1100, 2019
2. Sewer Service Frontage Tax Amendment Bylaw No. 1101, 2019
3. Storm Water Service Frontage Tax Amendment Bylaw No. 1102, 2019
4. Cumberland Road Local Area Service Parcel Tax Bylaw No. 1103, 2019

CONCURRENCE

Rachel Parker, Corporate Officer
Rob Crisfield, Manager of Operations

RP
RC
OPTIONS

1. Council receive this report for information.


3. THAT Council give first, second and third reading to the Sewer Service Frontage Tax Amendment Bylaw No. 1101, 2019

4. THAT Council give first, second and third reading to the Storm Water Frontage Tax Amendment Bylaw No. 1102, 2019.

5. THAT Council give first, second and third reading to the Cumberland Road Local Area Service Parcel Tax Bylaw No. 1103, 2019.

6. Any other action deemed appropriate by Council.

Respectfully submitted,

Michelle Mason

____________________
Michelle Mason
Financial Officer/Deputy CAO

Sundance Topham

____________________
Sundance Topham
Chief Administrative Officer
THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1100

A bylaw to amend the Water Service Frontage Tax Bylaw.

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

1. This Bylaw may be cited as “Water Service Frontage Tax Amendment Bylaw No. 1100, 2019.”

2. “Water Service Frontage Tax Bylaw No. 1056, 2017” is amended as follows:

   (a) by repealing Section 7 in its entirety and substituting the following:

   7. The annual amount to be paid under this tax per parcel is $1.46 per foot of taxable water frontage.

   (b) by repealing Section 8 in its entirety and substituting the following:

   8. This bylaw will come into effect January 1, 2019.

__________________________________________________  ______________________________
Mayor                                                                 Corporate Officer

READ A FIRST TIME THIS DAY OF 2019.
READ A SECOND TIME THIS DAY OF 2019.
READ A THIRD TIME THIS DAY OF 2019.
ADOPTED THIS DAY OF 2019.
THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1101

A bylaw to amend the Sewer Service Frontage Tax Bylaw.

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

1. This Bylaw may be cited as “Sewer Service Frontage Tax Amendment Bylaw No. 1101, 2019.”

2. “Sewer Service Frontage Tax Bylaw No. 1057, 2017” is amended as follows:

   (a) by repealing Section 7 in its entirety and substituting the following:

   7. The annual amount to be paid under this tax per parcel is $1.80 per foot of taxable sewer frontage.

   (b) by repealing Section 8 in its entirety and substituting the following:

   8. This bylaw will come into effect January 1, 2019.

_________________________________________  __________________________________________
Mayor                                                      Corporate Officer

READ A FIRST TIME THIS DAY OF 2019.
READ A SECOND TIME THIS DAY OF 2019.
READ A THIRD TIME THIS DAY OF 2019.
ADOPTED THIS DAY OF 2019.
THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1102

A bylaw to amend the Storm Water Service Frontage Tax Bylaw.

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

1. This Bylaw may be cited as ‘Storm Water Service Frontage Tax Amendment Bylaw No. 1102, 2019.’

2. “Storm Water Service Frontage Tax Bylaw No. 1058, 2017” is amended as follows:

   (a) by repealing Section 7 in its entirety and substituting the following:

   7. The annual amount to be paid under this tax per parcel is $1.08 per foot of taxable frontage.

   (b) by repealing Section 8 in its entirety and substituting the following:

   8. This bylaw will come into effect January 1, 2019.

READ A FIRST TIME THIS DAY OF 2019.
READ A SECOND TIME THIS DAY OF 2019.
READ A THIRD TIME THIS DAY OF 2019.
ADOPTED THIS DAY OF 2019.

______________________________  ______________________________
Mayor                                      Corporate Officer
THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1103

A bylaw to impose a local service parcel tax for the Cumberland Road Local Area Service.

WHEREAS pursuant to Cumberland Road Local Area Service Establishment Bylaw No. 1079, 2018, the Village of Cumberland has undertaken the installation and maintenance of landscaping, including deciduous trees, shrubs, buffer planting, movable seeding and irrigation on Cumberland Road;

AND WHEREAS Section 200 of the Community Charter empowers Council, by bylaw, to impose a parcel tax;

AND WHEREAS Section 202 of the Community Charter empowers Council, by bylaw, to direct the preparation of a parcel tax roll for the purpose of imposing a parcel tax;

NOW THEREFORE, the Council of the Village of Cumberland, in open meeting assembled, enacts as follows:

1. This Bylaw shall be cited as “Cumberland Road Local Area Service Parcel Tax Bylaw No. 1103, 2019”.

2. The Financial Officer for the Village of Cumberland shall provide for the preparation of a parcel tax roll for the purpose of imposing a parcel tax for the parcels benefitting from the Cumberland Road local area service project on the basis of an equal single amount for each parcel.

3. The parcel tax imposed by this bylaw is determined as follows:

   (1) (a) The parcel owners’ share of capital costs of the landscaping service as per the maximum in Bylaw No. 1079: $ 180,000.00

   (b) The Village's share (capital costs in excess of the maximum in Bylaw No. 1079): $ 1,618.18

   (c) The total of project cost for Cumberland Road landscaping: $ 181,618.18

   (d) The Village's share of the project capital costs ($1,618.18) shall be paid from the Cumberland Road infrastructure project funding source.
(2) (a) The parcel owners’ share of annual maintenance costs of the landscaping service as per the maximum in Bylaw No. 1079: $5,400.00

(b) The Village's share maintenance costs in excess of the maximum in bylaw no. 1079): $1,600.00

(c) The total of project cost for Cumberland Road landscaping: $7,000.00

(d) The Village's share of the project capital costs ($1,600) shall be paid from the Roads operating budget.

4. A parcel tax for capital costs and annual maintenance costs shall be imposed for the years 2019 to 2023 on each parcel within the Cumberland Road local area service established by Cumberland Road Local Area Service Establishment Bylaw No. 1079, 2018 for the payment of the owners’ portion of the costs and shall be calculated and based equally on a single amount as follows:

   (a) Capital Costs per parcel: $4,259.37

   (b) Maintenance Costs per parcel: $600.00

   (c) Total Parcel Tax: $4,859.37

5. The portion of the parcel tax for capital costs may be:

   (a) collected annually by the Financial Officer for the capital costs with interest calculated at 2.5% per annum, in five (5) installments, at the same time and in the same manner as annual Village of Cumberland municipal property taxes and shall be subject to the same penalties for non-payment. The first payment shall be due and payable on the 2nd day of July, 2019; or

   (b) commuted by payment in cash in full (without interest) by May 1, 2019.

6. The portion of the parcel tax for maintenance costs shall be collected annually by the Financial Officer for the maintenance costs in five (5) installments, at the same time and in the same manner as annual Village of Cumberland municipal property taxes and shall be subject to the same penalties for non-payment. The first payment shall be due and payable on the 2nd day of July, 2019.
7. This bylaw will come into effect January 1, 2019.

**Read A First Time This**  
**Day of**  
2019.

**Read A Second Time This**  
**Day of**  
2019.

**Read A Third Time This**  
**Day of**  
2019.

**Adopted This**  
**Day of**  
2019.

_______________________________  
Mayor

_______________________________  
Corporate Officer
COUNCIL REPORT

REPORT DATE: April 2, 2019
MEETING DATE: April 8, 2019

TO: Mayor and Councillors
FROM: Michelle Mason, Financial Officer/Deputy CAO
SUBJECT: 2019 Property Tax Rates Bylaw

RECOMMENDATION

i. THAT Council receive the 2019 Property Tax Rates Bylaw report;

ii. THAT Council give first, second and third reading to “2019-2023 Financial Plan Amendment Bylaw No. 1105, 2019”.

iii. THAT Council give first, second and third reading to “2019 Property Tax Rates Bylaw No. 1104, 2019”.

SUMMARY


With the 2019 revised roll, residential market values have increased by 19% so the tax ratios and distribution of the property tax revenue among classes have changed; however the budgeted property tax revenues’ impact to existing 2018 ratepayers remains at a 6.75% increase. In addition, Council’s direction in the 2019-2023 Financial bylaw regarding the distribution of the tax revenue increase among the classes has been maintained with the tax rates bylaw. Staff have amended the language in the plan’s policy “Schedule B, Part B” of the financial plan bylaw to reflect the changes and the financial plan amendment bylaw is attached to this report for consideration of first, second and third reading.

The tax rate bylaw attached to this report establishes tax rates for the Village of Cumberland and for other government agencies for which the Village levies and collects taxes. The tax rates bylaw must be adopted by May 15, 2019.
BACKGROUND

Council adopted the “2019-2023 Financial Plan Bylaw No. 1092, 2019” at the January 28, 2019 regular Council meeting. The 2019 year of the approved five-year financial plan requires municipal property tax revenues (including $30,000 estimated new property tax revenues) in the amount of $2,789,130. Property tax revenues levied in 2018 totaled $2,584,705. The budgeted property tax revenues’ impact to existing 2018 ratepayers is a 6.75% increase.

The Village determines the “tax rate” (a charge per $1,000 of assessed property value) by dividing the sum of all the assessed property values in the Village by the amount of property tax revenue that must be collected. The “tax rate” is simply a means of determining the proportional amount each individual property owner must pay to receive the package of services provided by the Village.

The variable tax rate system in BC levies property tax to owners based on the value of their properties. The tax rate each year is based on the revenue the Village budgets to collect and the assessed values of all the properties in the Village at that time. Changes in the total assessed property values in the Village will cause the tax rate to change. The property tax rates in the attached tax rate bylaw are based on assessments from the Revised Roll received in March 2019.

Based on the revised assessment roll, property and parcel taxes are estimated to increase in 2019 for an average single-family household by $146, for an average strata type unit by $148 and for a commercial property with a median assessment value by $311. A summary of the estimated taxes payable for an average single-family household is attached to this report and shows a total increase in taxes and utility fees of $196. These increases are more than originally estimated to Council in December 2018, due mainly to an increase in the taxes collected for other parties, and more specifically, for the Comox Valley Regional District (CVRD) requisitions.

The difference in the original estimate for taxes payable for strata type units was also due to the market value increase for strata units increasing higher in 2019 compared to other residential units. Although there was a decrease in the original taxes payable by commercial properties as a whole from the December 2018 estimates, due to unexpected growth taxes, there are a few commercial properties that will have higher tax increases than other commercial properties due to higher market assessment increases made by BC Assessment. This will always be the case in any year because property improvements or market pressures may hit some properties and not others in any class and these assessment increases by BC Assessment will have a greater impact on properties with higher tax rates such as commercial.

The increase in the CVRD requisitions over the original estimates is due to increased operating costs for the new administration building and increases in the market values for the Village of Cumberland assessments that were greater than the other local governments in the area. The increased market values in assessments for Cumberland homes increased the portion payable to the regional district by Cumberland residents.
The following table compares the difference between what was originally estimated to Council in December 2018 and the estimated increases in taxes payable based on the 2019 revised roll:

<table>
<thead>
<tr>
<th></th>
<th>Dec 2018 Estimate</th>
<th>2019 Revised Roll Estimate</th>
<th>Increase/ (Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single-family household tax increase</td>
<td>$113</td>
<td>$146</td>
<td>$33</td>
</tr>
<tr>
<td>Strata type unit tax increase</td>
<td>$82</td>
<td>$148</td>
<td>$66</td>
</tr>
<tr>
<td>Commercial Property with median assessment tax increase</td>
<td>$547</td>
<td>$311</td>
<td>($236)</td>
</tr>
</tbody>
</table>

Other than municipal taxes, the Village must also collect taxes for other taxing authorities. School, police, BC Assessment Authority and Municipal Finance Authority taxing authorities provide tax rates annually to the Village. Please note that the school, police, and Municipal Finance Authority tax rates for 2019 are not available, so for planning purposes staff have estimated that these rates will increase by 4% at this point. If the actual increase is dramatically higher than 4%, the amount payable by taxpayers will be impacted. For example, if the school and police rates increase by 15% instead of 4%, the amount payable for a single-family household would increase by $191 not $146 (an extra $45). The Village of Cumberland must establish rates by bylaw for the Vancouver Island Regional Library services (VIRL), the Comox Valley Regional District (CVRD) and Comox Strathcona Regional Hospital District (CSRHD). Tax rates for the VIRL are based on the 2019 dollar amount invoiced to the Village by the Library board as per their adopted financial plan. Tax rates for CVRD and CSRHD are established by the District and are based on the 2019 dollar amount requisitioned by the CVRD and CSRHD as per their adopted financial plan.

Staff cautions that property assessments do not change equally across all properties and market pressures and property improvements will result in different assessment changes for different property owners.

**Property Tax Distribution and Growth Taxes**

Based on direction to transfer new property taxes generated by residential growth in the Village to the emergency and public safety reserve to save towards increased policing costs once the population for the Village hits 5000 people, an estimated $30,000 of residential growth taxes were included in the financial plan as property tax revenues and a reserve transfer. However, based on the 2019 revised roll, the assessment value for new growth totals $68,419,290 which translates to $262,618 in new property taxes (based on the attached property tax rates bylaw). The financial plan already includes $30,000 of new taxes to be transferred to the emergency and public safety reserve, leaving a remaining balance of $232,618 in additional new taxes. Broken out between residential and other classes, new 2019 property taxes that are not included in the financial plan from the residential class is $161,855 and from the other classes is $70,763.

Therefore growth taxes are significantly greater than what was originally estimated using an average of the assessment values for growth over the previous 10 years, and reflects the timing of some of the larger developments taking place in Cumberland.
**Growth Taxes – Class 1 Residential**

As per Council Policy, all residential growth taxes will be transferred to the emergency and public safety reserve. This is based on the idea that if the growth is high in any year the corresponding population increase will be high in that year which in theory should correlate with each other. However, based on the taxes that have been generated in 2019 for residential growth and an increase in investment interest rates, staff will reanalyze the emergency and public safety reserve transfers and provide further information back to Council at budget time regarding reserve transfer recommendations.

**Growth Taxes and Property Tax Distribution – All Other Classes (Class 2 to 9)**

Council gave direction that the 2019-2023 Financial Plan tax revenue increase totaling $174,425 be distributed as follows:

- $46,925 equally to all classes except Class 7, Managed Forest and Class 6, Business and Other
- $73,000 be distributed to Class 6
- $54,500 be distributed to Class 7

Changes that occur in the market values of Class 1, Residential assessments compared to the market values in the other classes will always affect the tax rate ratios for the other classes to the residential tax rate. Therefore, staff need to amend the financial plan policy for property tax distribution to remove the prescribed tax ratios and replace it with a policy statement that reflects Council’s direction for property tax distribution.

The additional new growth taxes from the other classes (non-residential) totaling $70,763 has therefore been redistributed between the classes to first, maintain the Council directed revenues ($58,535) and second, the remaining balance of $12,228 will be surplus which will fall to the financial stabilization reserve and can be used for 2020 project budgets as per the recently implemented Village reserve policy. The details of this redistribution are as follows:

**Class 6 Business and Other**

To maintain the distribution of the tax revenue increase of $73,000 to Class 6, Business and Other, with the market assessment increases and new growth assessments increases, the tax revenue increase is broken out so $33,000 comes from existing 2018 taxpayers and $40,000 comes from new taxpayers for a total revenue increase of $73,000. The unexpected growth for commercial properties has essentially decreased the tax increase burden on existing 2018 taxpayers from original estimates.

**Class 7 Managed Forest**

Staff maintained the tax revenue increase of $54,500 to Class 7, Managed Forest for existing 2018 taxpayers. However, the change to this class for growth was a decrease due to an adjustment made by BC Assessment. Therefore, the growth tax revenues overall for this class decreased by $8,898 through a natural process of being reallocated and will adjust the overall extra taxes that were generated by growth in the other classes. The tax revenue increase for
Class 7 is broken out to $54,500 to existing 2018 taxpayers and a negative $8,898 from the reallocation.

**Financial Plan and Tax Ratios**

Staff have also attached an amended 2019-2023 financial plan bylaw for Council consideration. Part B of Schedule B in the financial plan bylaw is too specific regarding the property tax distribution between the tax classes for a bylaw that is adopted prior to assessment rolls being available for the plan. The distribution percentages between the classes changed slightly because of the increase in the assessment for new growth. Therefore, staff have amended this portion of the financial plan bylaw to reflect the property tax distribution between the classes as per below.

Although the tax ratios that are outlined in the bylaw have changed because of the market value assessment shifts in the revised roll, Council direction regarding the distribution of the property tax revenue increase has been maintained. Staff have removed these ratios in the attached amended bylaw because specific tax ratios are not required to be in the policy of the financial plan bylaws pursuant to the Community Charter. Tax ratios are an important piece of information for Council to have though and staff will continue to provide this information in the financial plan and tax rate bylaw Council reports.

Following is a comparison of the ratios to class 1 (residential) that were calculated in December 2018 for the Financial Plan Bylaw No. 1092 and the ratios that are calculated with the 2019 revised assessment roll.

<table>
<thead>
<tr>
<th>Property Class</th>
<th>Revised Ratios with 2019 Revised Roll</th>
<th>Original Ratios Provided December 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class 2</td>
<td>11.67</td>
<td>23.35</td>
</tr>
<tr>
<td>Class 5</td>
<td>3.00</td>
<td>3.11</td>
</tr>
<tr>
<td>Class 6</td>
<td>2.76</td>
<td>2.93</td>
</tr>
<tr>
<td>Class 7</td>
<td>8.60</td>
<td>9.18</td>
</tr>
<tr>
<td>Class 8</td>
<td>1.00</td>
<td>1.00</td>
</tr>
<tr>
<td>Class 9</td>
<td>1.00</td>
<td>1.00</td>
</tr>
</tbody>
</table>

**FINANCIAL IMPLICATIONS**

Financial implications for the attached 2019 tax rate bylaw are outlined above in this report.

**OPERATIONAL IMPLICATIONS**

The adoption of the property tax rate bylaw is the last step in the financial planning process and must be adopted after the financial plan bylaw has been adopted and prior to May 15th of each year.
ATTACHMENTS

1. 2019 Property Tax Rates Bylaw No. 1104, 2019
2. Proposed Property Tax Impact on Average Single-Family Household
3. 2019-2023 Financial Plan Amendment Bylaw No. 1105, 2019
4. 2019-2023 Financial Plan Bylaw No. 1092, 2018 for information

STRATEGIC OBJECTIVE

None

CONCURRENCE

None

OPTIONS

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

Respectfully submitted,

Michelle Mason

____________________
Michelle Mason
Financial Officer/Deputy CAO

Sundance Topham

____________________
Sundance Topham
Chief Administrative Officer
THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1104

A bylaw to establish property tax rates and impose property value taxes for the year 2019.

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

1. This Bylaw may be cited as “2019 Property Tax Rates Bylaw No. 1104, 2019.”

2. The following rates are imposed and levied for the year 2019:

   (a) for all lawful and general purposes of the municipality on the taxable assessed value of land and improvements for general purposes, rates are shown in column A of Schedule A to this Bylaw;

   (b) for the purposes of the Vancouver Island Regional Library on the taxable assessed value of land and improvements for general purposes, rates are shown in column B of Schedule A to this Bylaw;

   (c) for the purposes of Comox Valley Regional District on the taxable assessed value of land and improvements for general purposes, rates are shown in column C of Schedule A to this Bylaw;

   (d) for the purposes of Comox Valley Regional District on the taxable assessed value of land and improvements for hospital purposes, rates are shown in column D of Schedule A to this Bylaw; and

   (e) for the purposes of the Comox-Strathcona Regional Hospital District on the taxable assessed value of land and improvements for hospital purposes, rates are shown in column E of Schedule A to this Bylaw.

READ A FIRST TIME THIS DAY OF 2019.
READ A SECOND TIME THIS DAY OF 2019.
READ A THIRD TIME THIS DAY OF 2019.
ADOPTED THIS DAY OF 2019.

_________________________________  _______________________________
Mayor                                      Corporate Officer
### SCHEDULE A

*(Dollars of tax per $1,000 of assessed value)*

<table>
<thead>
<tr>
<th>Property Class</th>
<th>(column A)</th>
<th>(column B)</th>
<th>(column C)</th>
<th>(column D)</th>
<th>(column E)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Municipal</td>
<td>VANCOUVER</td>
<td>Regional</td>
<td>Hospital</td>
<td>Hospital</td>
</tr>
<tr>
<td></td>
<td>General</td>
<td>Island</td>
<td>District</td>
<td>Hospital</td>
<td>Regional</td>
</tr>
<tr>
<td>Residential</td>
<td>3.0896</td>
<td>0.1791</td>
<td>0.3670</td>
<td>0.3574</td>
<td>0.5780</td>
</tr>
<tr>
<td>Utilities</td>
<td>72.1289</td>
<td>4.182</td>
<td>8.5695</td>
<td>1.2509</td>
<td>2.0230</td>
</tr>
<tr>
<td>Supportive Housing</td>
<td>3.0896</td>
<td>0.1791</td>
<td>0.3670</td>
<td>0.3574</td>
<td>0.5780</td>
</tr>
<tr>
<td>Major Industry</td>
<td>9.5938</td>
<td>0.557</td>
<td>1.1414</td>
<td>1.2152</td>
<td>1.9652</td>
</tr>
<tr>
<td>Light Industry</td>
<td>9.5938</td>
<td>0.557</td>
<td>1.1414</td>
<td>1.2152</td>
<td>1.9652</td>
</tr>
<tr>
<td>Business and Other</td>
<td>9.0496</td>
<td>0.5248</td>
<td>1.0753</td>
<td>0.8756</td>
<td>1.4161</td>
</tr>
<tr>
<td>Managed Forest</td>
<td>28.3567</td>
<td>1.6441</td>
<td>3.3691</td>
<td>1.0722</td>
<td>1.7340</td>
</tr>
<tr>
<td>Rec/Non Profit</td>
<td>3.0896</td>
<td>0.1791</td>
<td>0.3670</td>
<td>0.3574</td>
<td>0.5780</td>
</tr>
<tr>
<td>Farm</td>
<td>3.0896</td>
<td>0.1791</td>
<td>0.3670</td>
<td>0.3574</td>
<td>0.5780</td>
</tr>
</tbody>
</table>
### Proposed Property Tax Impact on Average Residential Single Family Household

**Tax Roll Totals**

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
<th>Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment total</td>
<td>587,744,200</td>
<td>487,214,900</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of occurrences</td>
<td>1,361</td>
<td>1,361</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average assessment</td>
<td>431,847*</td>
<td>357,983</td>
<td>73,864</td>
<td>21%</td>
</tr>
<tr>
<td>Class 1 proposed rate per $1000</td>
<td>3.086</td>
<td>3.6077</td>
<td>$1,292</td>
<td>$42</td>
</tr>
</tbody>
</table>

**Municipal purposes**

<table>
<thead>
<tr>
<th></th>
<th>Rates/ $1,000</th>
<th>Rates/ $1,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Tax</td>
<td>1.5206</td>
<td>1.7681</td>
</tr>
<tr>
<td>Police Tax</td>
<td>0.2479</td>
<td>0.2882</td>
</tr>
<tr>
<td>Regional District - General base</td>
<td>0.3670</td>
<td>0.3538</td>
</tr>
<tr>
<td>Regional District - Hospital base</td>
<td>0.3574</td>
<td>0.4012</td>
</tr>
<tr>
<td>Regional Hospital District</td>
<td>0.5780</td>
<td>0.6649</td>
</tr>
<tr>
<td>Vancouver Island Regional Library</td>
<td>0.1791</td>
<td>0.2282</td>
</tr>
<tr>
<td>BC Assessment</td>
<td>0.0335</td>
<td>0.0403</td>
</tr>
<tr>
<td>Municipal Finance Authority</td>
<td>0.0002</td>
<td>0.0002</td>
</tr>
</tbody>
</table>

**Other Taxing Authorities**

<table>
<thead>
<tr>
<th></th>
<th>$1,000</th>
<th>$1,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Owner Grant</td>
<td>(770)</td>
<td>(770)</td>
</tr>
<tr>
<td>Net Property Tax</td>
<td>$1,982</td>
<td>$1,863</td>
</tr>
<tr>
<td>Frontage parcel tax (median lot size)</td>
<td>260</td>
<td>234</td>
</tr>
<tr>
<td>Property Taxes</td>
<td>$2,243</td>
<td>$2,097</td>
</tr>
</tbody>
</table>

**Average Utility Fees (Water, Sewer, Storm & Solid Waste)**

|                       | $826 | 775 | 51 | 7% |

**Total Overall Change from 2018**

|                       | $3,068 | $2,872 | $196 | 7% |

* The average assessment for 2019 used the Revised Assessment Roll

** Unknown taxes collected for other taxing authorities are estimated to increase by 4% at this time
THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1105

A Bylaw to amend the 2019 - 2023 Financial Plan.

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

1. This Bylaw may be cited as “2019 - 2023 Financial Plan Amendment Bylaw No. 1105, 2019”.

2. “2019 - 2023 Financial Plan Bylaw No. 1092, 2019” is amended in Schedule B by repealing Part B, Distribution of Property Taxes among Property Classes, and replacing it the following:

   **Part B: Distribution of Property Taxes among Property Classes**

   Tax rates are set in order to maintain tax stability. Annual tax increases are apportioned over the classes to ensure that the classes fund the services received by those properties.

   Table 2: The distribution of property tax revenue among the property classes

<table>
<thead>
<tr>
<th>Property Class</th>
<th>% Total Property Tax</th>
<th>Dollar Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Residential</td>
<td>74%</td>
<td>2,184,611</td>
</tr>
<tr>
<td>2. Utilities</td>
<td>2%</td>
<td>52,726</td>
</tr>
<tr>
<td>3. Supportive Housing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Major Industry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Light Industry</td>
<td>2%</td>
<td>73,906</td>
</tr>
<tr>
<td>6. Business and Other</td>
<td>18%</td>
<td>528,799</td>
</tr>
<tr>
<td>7. Managed forest</td>
<td>4%</td>
<td>117,312</td>
</tr>
<tr>
<td>8. Recreation &amp; Non Profit</td>
<td>0%</td>
<td>2,136</td>
</tr>
<tr>
<td>9. Farm</td>
<td>0%</td>
<td>7</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
<td><strong>$ 2,959,497</strong></td>
</tr>
</tbody>
</table>

-178-
The Corporation of the Village of Cumberland
2019 - 2023 Financial Plan Amendment Bylaw No. 1105, 2019
Page 2 of 2

READ A FIRST TIME THIS DAY OF 2019.
READ A SECOND TIME THIS DAY OF 2019.
READ A THIRD TIME THIS DAY OF 2019.
ADOPTED THIS DAY OF 2019.

________________________________________  ______________________________________
Mayor                                         Corporate Officer
THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1092

A Bylaw to adopt the 2019 - 2023 Financial Plan.

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

1. This Bylaw may be cited as “2019 - 2023 Financial Plan Bylaw No. 1092, 2018”.

2. The financial plan attached as Schedule A to this Bylaw is adopted as the financial plan for the municipality for the period commencing January 1, 2019 and ending December 31, 2023.

3. The objectives and policies attached as Schedule B to this Bylaw outline the proportion of total revenue from different funding sources, the distribution of property taxes among the property classes, and the use of permissive tax exemptions.

4. This Bylaw has full force and effect from January 1, 2019 until amended, repealed or replaced.

Read a First Time this 10th day of December 2018.
Read a Second Time this 14th day of January 2019.
Read a Third Time this 14th day of January 2019.
Adopted this day of 28th day of January 2019.

Mayor

Corporate Officer
Schedule A
2019 – 2023 Financial Plan

<table>
<thead>
<tr>
<th></th>
<th>2019 Budget</th>
<th>2020 Budget</th>
<th>2021 Budget</th>
<th>2022 Budget</th>
<th>2023 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property taxes &amp; payments in lieu</td>
<td>$(2,839,025)</td>
<td>$(3,091,600)</td>
<td>$(3,363,550)</td>
<td>$(3,710,175)</td>
<td>$(4,090,585)</td>
</tr>
<tr>
<td>Parcel taxes</td>
<td>$(423,105)</td>
<td>$(600,180)</td>
<td>$(1,008,120)</td>
<td>$(1,059,470)</td>
<td>$(1,199,970)</td>
</tr>
<tr>
<td>Sale of services &amp; fees</td>
<td>$(1,857,405)</td>
<td>$(1,982,260)</td>
<td>$(2,114,320)</td>
<td>$(2,260,430)</td>
<td>$(2,343,800)</td>
</tr>
<tr>
<td>Sale of services to other government</td>
<td>$(421,570)</td>
<td>$(468,120)</td>
<td>$(523,080)</td>
<td>$(532,110)</td>
<td>$(544,610)</td>
</tr>
<tr>
<td>Transfers from other government</td>
<td>$(4,194,815)</td>
<td>$(1,328,815)</td>
<td>$(2,730,285)</td>
<td>$(4,473,395)</td>
<td>$(1,391,795)</td>
</tr>
<tr>
<td>Other revenue</td>
<td>$(697,010)</td>
<td>$(697,900)</td>
<td>$(624,700)</td>
<td>$(618,700)</td>
<td>$(608,700)</td>
</tr>
<tr>
<td></td>
<td>$(10,432,930)</td>
<td>$(8,168,875)</td>
<td>$(10,364,054)</td>
<td>$(12,690,280)</td>
<td>$(10,179,460)</td>
</tr>
<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other municipal purposes</td>
<td>5,592,620</td>
<td>5,840,175</td>
<td>6,413,845</td>
<td>6,465,640</td>
<td>6,344,315</td>
</tr>
<tr>
<td>Debt interest</td>
<td>130,260</td>
<td>338,165</td>
<td>482,375</td>
<td>585,355</td>
<td>593,025</td>
</tr>
<tr>
<td>Amortization</td>
<td>1,403,775</td>
<td>1,403,780</td>
<td>1,403,780</td>
<td>1,403,780</td>
<td>1,403,780</td>
</tr>
<tr>
<td></td>
<td>7,126,655</td>
<td>7,582,120</td>
<td>8,300,000</td>
<td>8,454,775</td>
<td>8,341,120</td>
</tr>
<tr>
<td><strong>ADJUSTMENTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acquisition of capital assets</td>
<td>13,090,555</td>
<td>5,330,440</td>
<td>3,492,255</td>
<td>4,614,830</td>
<td>1,297,305</td>
</tr>
<tr>
<td>Add back amortization</td>
<td>(1,403,775)</td>
<td>(1,403,780)</td>
<td>(1,403,780)</td>
<td>(1,403,780)</td>
<td>(1,403,780)</td>
</tr>
<tr>
<td>Proceeds from borrowing</td>
<td>(5,891,725)</td>
<td>(4,214,050)</td>
<td>(525,350)</td>
<td>(210,000)</td>
<td>(157,500)</td>
</tr>
<tr>
<td>Principal payments on debt</td>
<td>407,030</td>
<td>560,420</td>
<td>760,950</td>
<td>897,250</td>
<td>931,220</td>
</tr>
<tr>
<td><strong>TOTAL ADJUSTMENTS</strong></td>
<td>6,202,085</td>
<td>273,030</td>
<td>2,324,075</td>
<td>3,898,300</td>
<td>667,245</td>
</tr>
<tr>
<td><strong>CHANGE IN CONSOLIDATED FUNDS</strong></td>
<td>2,895,810</td>
<td>(313,725)</td>
<td>260,021</td>
<td>(337,205)</td>
<td>(1,171,095)</td>
</tr>
<tr>
<td><strong>TRANSFER FROM RESERVES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserves</td>
<td>(3,275,535)</td>
<td>(1,454,915)</td>
<td>(1,950,790)</td>
<td>(1,746,095)</td>
<td>(1,017,315)</td>
</tr>
<tr>
<td>Development Cost charges</td>
<td>(1,436,075)</td>
<td>(90,140)</td>
<td>(223,480)</td>
<td>(1,480)</td>
<td>-</td>
</tr>
<tr>
<td><strong>TRANSFER TO RESERVES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserves</td>
<td>1,815,800</td>
<td>1,858,780</td>
<td>1,914,250</td>
<td>2,084,780</td>
<td>2,188,410</td>
</tr>
<tr>
<td><strong>TRANSFER TO / (FROM) RESERVES</strong></td>
<td>(2,895,810)</td>
<td>313,725</td>
<td>(260,020)</td>
<td>337,205</td>
<td>1,171,095</td>
</tr>
<tr>
<td><strong>TRANSFER TO/(FROM) ACCUMULATED SURPLUS</strong></td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
</tbody>
</table>
Schedule B
Policies and Objectives
Pursuant to section 165 (3.1) of the Community Charter

Part A: Proportion of Total Revenue Proposed To Come From Each Funding Source

Table 1: The proportion of total revenue proposed to be raised from each funding source in 2019.

<table>
<thead>
<tr>
<th>Revenue Source</th>
<th>% Total Revenue</th>
<th>Dollar Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proceeds from Borrowing</td>
<td>36%</td>
<td>5,891,725</td>
</tr>
<tr>
<td>Government Grants</td>
<td>26%</td>
<td>4,194,815</td>
</tr>
<tr>
<td>Property Value Taxes &amp; Payments in Lieu</td>
<td>17%</td>
<td>2,839,025</td>
</tr>
<tr>
<td>Sale of Services and Fees</td>
<td>14%</td>
<td>2,278,975</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>4%</td>
<td>697,010</td>
</tr>
<tr>
<td>Parcel Taxes</td>
<td>3%</td>
<td>423,105</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
<td><strong>16,324,655</strong></td>
</tr>
</tbody>
</table>

1. The municipality finances vehicles and equipment and secures debenture financing for portions of large committed projects not funded by grants or development cost charges. The municipality reviews all other funding options prior to financing recognizing that borrowing constitutes a long-term commitment and because borrowing authority is limited for an organization of this size. Borrowing revenue is the largest source of revenue for the Village in 2019. This is due to borrowing in the amount of $4 million for the wastewater treatment upgrade project. The Village is currently waiting to hear whether we have been approved for grants for this project and if the grants are approved, the borrowing will be reduced significantly.

2. Grant funding is the second largest source of revenue for the Village in 2019 due to a Clean Water Waste Water Federal and Provincial grant that will fund major upgrades to the Village’s water supply system. The Comox Valley Regional District as part of a landfill host agreement provides amenity funds to the Village and this funding will continue until 2032. The municipality also receives funds under the Strategic Community Initiative (Small Community grant) which provides a significant source of funds for operations and capital maintenance programs. The Village seeks out all grant opportunities that become available.

3. Property value tax is typically the primary source for operating funds for general municipal purposes; however, in 2019, due to extensive grants and expected borrowing, it has become the third highest source. Property taxation is simple to administer, and offers a stable and reliable source of revenue for services that are difficult or undesirable to fund on a user-pay basis.
4. Sale of services and fees form another significant portion of planned revenue. Many municipal services, such as utilities and recreation, lend well to a fee for service basis. Costs can be associated to a level of service provided, particularly where services are optional. In addition, the municipality sells water, fire protection and animal control services to other municipalities.

5. Other revenue includes sources of funds which do not fit in another category and include donations, developer amenity funds, grants from non-government sources, investment revenue, permits and licensing.

6. Parcel taxes fund the capital costs of providing water, sewer and storm water infrastructure. The intention is to use these taxes toward the replacement of water, sewer and storm water infrastructure as well as reducing the Village’s wet weather flows through storm and sewer inflow and infiltration. This source of revenue will increase over the next five years in order to fully fund the capital costs associated with underground utilities.

Objective and Policies

Over the next five years, the municipality has the following objectives and policies:
- to actively seek grants for major infrastructure repair and replacement;
- to annually review utility rates to ensure water, sewer and storm water operating and delivery costs are fully funded;
- to review all other services to determine optimal proportions of cost recovery from fees versus general revenues and taxation; and
- to establish reserve policies to assist in the funding of future capital replacements and to stabilize tax and utility rates.

Part B: Distribution of Property Taxes among Property Classes

Table 2: The distribution of property tax revenue among the property classes

<table>
<thead>
<tr>
<th>Property Class</th>
<th>Ratio</th>
<th>% Total Property Tax</th>
<th>Dollar Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Residential</td>
<td>1.00</td>
<td>72.61%</td>
<td>2,022,662</td>
</tr>
<tr>
<td>2. Utilities</td>
<td>11.70</td>
<td>1.13%</td>
<td>31,483</td>
</tr>
<tr>
<td>3. Supportive Housing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Major Industry</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Light Industry</td>
<td>3.00</td>
<td>2.65%</td>
<td>73,901</td>
</tr>
<tr>
<td>6. Business and Other</td>
<td>2.44</td>
<td>18.98%</td>
<td>528,783</td>
</tr>
<tr>
<td>7. Managed forest</td>
<td>5.00</td>
<td>4.53%</td>
<td>126,211</td>
</tr>
<tr>
<td>8. Recreation &amp; Non Profit</td>
<td>1.00</td>
<td>.1%</td>
<td>2,415</td>
</tr>
<tr>
<td>9. Farm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>100%</td>
<td><strong>2,785,455</strong></td>
</tr>
</tbody>
</table>
Tax rates are set in order to maintain tax stability. Annual tax increases are apportioned over the classes to ensure the following ratios:

- Class 2 is within the provincially mandated tax rate cap;
- Class 5 receives a 3:1 ratio with Class 1;
- Class 6 receives a 2.76:1 ratio with Class 1;
- Class 7 receives a 8.6:1 ratio with Class 1; and
- Class 8 receives a 1:1 ratio with Class 1.

There are no class 3, 4 or 9 properties located within the Village.

The municipality recognizes the need to attract and retain businesses and industry for economic development and not to rely heavily on any one industry as a tax source. Council believes that the non-residential rates based on these ratios reflect that philosophy.

**Part C: The Use of Permissive Tax Exemptions**

Council does not generally support exemptions. Taxpayers within the various property classes are treated equitably and policies are established for each class and not for individual property owners. There are two exceptions to this policy.

1. Parcels that qualify for partial statutory exemption, such as the grounds surrounding places of worship, are granted an exemption from taxes. These exemptions represent a very small dollar value which would not recover the associated costs of administering the taxes.

2. Permissive tax exemptions will also be provided for municipal properties occupied by a community group or partner agency where the group or agency has been granted a reduced or zero lease rate but may be subject to property tax under section 229 of the *Community Charter*. This exemption recognizes that municipal buildings are not subject to property taxes when used for municipal purposes; the groups or agencies are deemed by Council to be providing a valuable community benefit or municipal service; that the group or agency may not be granted exclusive use of the building and/or that the space may be reclaimed by the municipality as and when needed.