

COUNCIL REPORT



REPORT DATE: December 2, 2019

MEETING DATE: December 9, 2019

TO: Mayor and Council

FROM: Joanne Rees, Planner

SUBJECT: Application for an Environmental Protection
Development Permit on 2971 & 2963 Royston Road

FILE: 2019-13-DP

OWNERS: William Crowther and Kevin & Kylie Noble

FOLIO No.s: 516 00813.054 & 00813.052 **PIDs:** 000-392-871 & 000-392-863

LEGAL DESCRIPTIONS: Lot 3 & 2, District Lot 24, Nelson District, Plan 36320

CIVIC ADDRESSES: 2971 & 2963 Royston Road

OCP DESIGNATION Residential **ZONE:** Residential Three (R-3)

RECOMMENDATION

1. THAT Council receive the "Application for an Environmental Protection Development Permit on 2971 & 2963 Royston Road" report dated December 2, 2019.
2. THAT Council waive the requirement for a Neighbourhood Public Meeting and refer the "Application for an Environmental Protection Development Permit on 2971 & 2963 Royston Road" report to the next meeting of the Advisory Planning Commission.

SUMMARY

A subdivision application has been received to relocate property lines on the subject properties (see the attached map) on Royston Road. These properties include a portion of a watercourse and wetland area, and as such they are designated as Environmental Protection Area, the Official Community Plan Bylaw No. 990, 2014' requires that the proposed development is subject to an Environmental Protection Area Development Permit (DPA #1).

BACKGROUND

The subject property was originally subdivided in 1960 and then again in 1981 where the lot lines were changed into its present lot configuration. The proposed lot line change puts one of the original lines back between the properties prior to the subdivision of 1981. (See attached Plan EPP84448)



Lot 2 (2963 Royston Road) currently has a single family dwelling on it and four accessory buildings.

In May 2016, Public Works were made aware of a second, non-metered water connection that had been made without permission. The approximate location is shown as a pink dotted line on the adjacent drawing. This water line serviced the cabin sited on Lot 3. In June 2016, the Owners were notified by letter that this connection would be disconnected by the Village after July 11, 2016.

Fast forward to 2017, Bylaw Enforcement says that the second water line has not been “hooked up correctly”. The decision made by senior staff was to give them this connection and install a meter, despite section 1(a) of Bylaw 1023 which states that: *“There shall be only one Private Connection provided for each lot.”*

Lot 3 (2671 Royston Road) has two single family dwellings, a studio, and three other accessory buildings.

In 1999, the SFD nearest the road was damaged by fire and demolished. A Building Permit to replace this dwelling was granted in 2000. During a regular inspection for this Permit, the Building Inspector noted that there was a second cabin being used as a residence in non-compliance with the Bylaw. The Village demanded that it be removed (at a minimum the cooking facilities could have been removed). Apparently this was never done, and no one checked and in 2017 the Village validated this cabin by giving it a water meter.

Environmentally Sensitive Areas



The adjacent excerpt from Map E of the OCP shows aquatic ecosystem on a portion of the rear property of both lots.

A Bioinventory has been completed by Current Environmental which shows the extent of the wetland and watercourse on the subject properties.

This report has received Peer Review by EcoFish and, with a few minor details, has recommended that the Bioinventory meets the requirements of the OCP.



This 2016 aerial photo of the subject lots is provided for your information.

REFERRALS

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

FINANCIAL IMPLICATIONS

None

OPERATIONAL IMPLICATIONS

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

STRATEGIC OBJECTIVE

None

CITIZEN/PUBLIC RELATIONS IMPLICATIONS

Pursuant to the requirements of the *Village of Cumberland Procedures and Fees Bylaw No. 1073, 2016*:

1. The applicants have been requested to place the required sign on-site.
2. Village Staff will prepare a notice of Council consideration of a Development Permit which will be mailed to owners of adjacent properties meeting the Bylaw minimum of 10days before the Council considers the application.
3. Council may require that the Applicant hold a Neighbourhood Public Meeting, which includes:
 - a) Advertising once in a local paper, at least 10 days prior to the meeting
 - b) Sending an invitation to adjacent neighbours (within 75metres) at least 10 days prior to the meeting; and
 - c) Provide a summary of the meeting, how many attended, if any comments were received.

Staff recommends to Council that a Neighbourhood Public meeting should not be required as the guidelines for the Development Permit Area has already had public process during the public hearing for the Official Community Plan.

In the past, Neighbourhood Public Meetings (as hosted by the applicants), have been confusing to many people as they believe that they are being asked whether or not they “like” the development and many of the comments received are outside the scope of the DP (ie, this shouldn’t be allowed in my neighbourhood, etc). As you are aware, Council discretion when it comes to DP’s are limited to the guidelines, and whether or not they are being met.

Since 2017, the Village notice (No. 2 above) contains the following paragraph In order to clearly outline what comments we would like to receive:

As an adjacent neighbour to the subject property, you are being asked to comment on whether or not the application meets the intent of the Development Permit (DP) Guidelines (a copy is available from the Planning Department upon request). The Local Government Act is very clear that Council cannot require any additional conditions not in the guidelines and any changes to the guidelines would require an amendment to the OCP bylaw. If you want to comment on any land use planning issues that are outside of the DP, please contact the Planning Department to discuss your concerns.

ATTACHMENTS

1. Plan of subdivision (lot line change)

CONCURRENCE

Ken Rogers, Manager of Development Services

KR

COUNCIL REPORT



REPORT DATE: November 25, 2019

MEETING DATE: December 9, 2019

File No. 7260

TO: Mayor and Council

FROM: Mike Williamson, Manager of Protective Services
Rachel Parker, Corporate Officer

SUBJECT: Sole Source Purchasing, Fire Rescue Equipment

RECOMMENDATION

- i. THAT Council receive the Sole Source Purchasing, Fire Rescue Equipment report.
- ii. THAT Council approve the sole source purchase of Holmatro electronic spreader tool from KGC Fire Rescue at a cost of \$13,995.00, plus tax.
- iii. THAT Council approve the sole source purchase of 16 3M Scott Fire & Safety self-contained breathing apparatus from Guillevin International Co. at a cost of \$129,983.36, plus tax.

PURPOSE

The purpose of this report is to request Council approval for two purchases outside of Council's Policy 3.3, Purchasing Management Services Policy.

BACKGROUND

The purpose of Council's Purchasing Management Services policy is

- To encourage competition in the market
- To obtain the best value for goods, services, equipment or construction-related projects
- To ensure fairness, integrity, accountability and transparency throughout the procurement process
- To leverage limited public resources to achieve strategic community outcomes

Under the policy, which is attached to this report, sole source purchases are acceptable in prescribed circumstances. Staff is seeking Council approval for sole source purchase of an electric spreader tool in 2019 and self-contained breathing apparatus in 2020, which are outside of the policy requirements established by Council.

Electric Spreader Tool

The 2019 approved budget includes funds to purchase an electronic tool for the Cumberland Fire Rescue electric auto extrication kit. The kit is comprised of four electric tools: cutter, spreader, ram, and mini-combination tool. The Village currently has the cutter and combination tool. The 2019 purchase is a spreader tool.

Holmatro spreader tool
GSP 5240 EVO 3



There are three companies that manufacture e tools: Genesis, Hurst and Holmatro. Staff is seeking approval to purchase this tool from the same supplier – Holmatro – as the other electric tools currently in the Fire Departments tool kit as well as the Village’s hydraulic line auto extrication kit. Holmatro tools are manufactured in Sweden. The dealer and repair shop is located in Qualicum.

The advantages of purchasing the spreader tool from this supplier are:

- Efficiencies for training and firefighting– firefighters can be trained on one type of controls for all tools, which also leads to more efficient use during rescues
- Excellent quality
- Supplier and repair shop located in Parksville. Supplier provides back up replacement.

Council’s budget is \$16,000 and the quote for the tool is \$13,995.00, plus tax.

Council’s purchasing policy requires three written quotes for purchases of items between \$5,000 to \$25,000. The Manager of Protective Services is authorized to approve purchases of up to \$25,000 through purchase order. The request before Council is to approve the sole source of this purchase from KGC Fire Rescue.

Self-Contained Breathing Apparatus

Council has budgeted to replace its full set of 16 self-contained breathing apparatus (SCBA) in 2020 in its 2019-2023 Five Year Financial plan. The original budget estimate was \$147,000, however the more recent quote of \$129,983.36 will save the Village approximately \$12,000.

The Manager of Protective Services is proposing to sole source the purchase of 3M Scott Fire & Safety Air-Pak X3 Pro SCBA from Guillevin International Co.

The reason for sole sourcing this purchase is

- Compatibility with mutual aid partners. The City of Courtenay uses the same system and tanks and equipment is exchangeable providing advantages when crews are working together at significant incidents.
- Testing and annual inspection of the units. Courtenay has tools for testing which they are willing to share. Courtenay will train Cumberland members to be certified to inspect. Each year each unit must be inspected and tested. Currently the SCBAs must be sent to Calgary annually for testing at approximately at a cost of \$1200.
- Lifetime warranty on system.
- Bayonet tank set up – easy tank replacement.
- 45 minutes tank – current systems has 30 minute tanks.



The quote for 16 units is just under \$130,000. Council' 2020 budget is \$135,000.

FINANCIAL IMPLICATIONS

There are no financial implications to these purchases as there is sufficient funds available in current budgets. The Manager of Protective Services is confident that the purchase price for both purchases is competitive as he has compared prices with equipment from these suppliers and other suppliers from other area Fire Departments.

OPERATIONAL IMPLICATIONS

The Holmatro spreader tool is compatible with existing equipment. The X3 Pro SCBA is compatible with mutual aid partners.

STRATEGIC OBJECTIVE

None. These are operational requirements for the services offered by the Village.

ATTACHMENTS

1. Policy 3.3, Purchasing Management Services Policy

CONCURRENCE

Michelle Mason, Financial Officer

MM

OPTIONS

1. THAT Council approve the sole source purchase of electronic spreader tool from Holmatro at a cost of \$. ; and THAT Council approve the sole source purchase of 16 self-contained breathing apparatus from 3M Scott Fire & Safety at a cost of \$19,983.36, plus tax.
2. Any other action deemed appropriate by Council.

Respectfully submitted,

Mike Williamson

Mike Williamson
Manager of Protective Services

Tanalee Hesse

Tanalee Hesse
Chief Administrative Officer

COUNCIL POLICY



<p>Title: Purchasing Management Services</p> <p>Authority: Council Adopted Date: November 28, 2016 Amended Date: August 14, 2017</p>	<p>No. 3.3</p> <p>Section: Administrative Policies, Equipment and Supplies Original Motion No: 16-594 Amendment Motion No: 17-469</p>
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PURPOSE:

1.0 PURPOSE AND SCOPE OF THE PURCHASING MANAGEMENT SERVICES POLICY:

- 1.1. The purpose of the Purchase of Goods & Services Policy is to establish the responsibilities and accountability associated with the efficient, economical, socially and environmentally responsible acquisition of goods and services.

The Policy applies to all purchases, leases and rentals using operating, capital and restricted funds of the Village as follows:

- To encourage competition in the market
- To obtain the best value for goods, services, equipment or construction-related projects
- To ensure fairness, integrity, accountability and transparency throughout the procurement process
- To leverage limited public resources to achieve strategic community outcomes

2.0 GUIDING PRINCIPLE:

- 2.1. The Purchase of Goods & Services Policy is guided by the principle of probity, meaning all activities are undertaken in a fair, ethical and prudent manner. The Village of Cumberland will align its purchasing decisions with the attached *Village of Cumberland Social Procurement Framework* and support the principles of social procurement as follows:

- Wherever possible opportunities to achieve positive social outcomes and community benefits will be embedded into procurement processes

- Procurement practices will align to support strategic economic, social and environmental goals of the Village
- Wherever possible procurement decisions will be made to achieve broad societal goals, increasing equality and diversity, while contributing to the improved well-being of the community
- Procurement will consider the total cost of ownership in all procurement activities

3.0 POLICY STATEMENT:

- 3.1. The Village seeks an alignment of its Procurement Policy and Principles with its commitment to social, environmental and economic sustainability as defined in its Social Procurement Framework. The expectation is that all organizations doing business with the Village will meet or exceed environmental standards, laws and regulations and ensure safe and healthy places of work where human and civil rights are respected.

4.0 ROLES AND RESPONSIBILITIES:

- 4.1. Purchasing and supply management activities at the Village of Cumberland are decentralized to department managers and key staff, who are delegated the responsibility and authority for acquiring goods, equipment, services and construction for all operational and capital requirements as per appendix A – Spending, commitment and signing authority matrix and in compliance with this policy.
- 4.2. The Financial Officer holds the statutory responsibility and accountability for the acquisition of goods as well as protection and disposal of assets. This officer of the Village is responsible for the day-to-day administration of the Purchase of Goods & Services Policy and to employ such practices, processes, procedures or methods as are determined appropriate to the efficient and effective operation of purchasing management services.
- 4.3. Commitment, Spending and Signing Authority
 - 4.3.1. All acquisitions must comply with appendix A – Spending, commitment and signing authority matrix unless the provisions of 5.9 fully apply.
 - 4.3.2. Persons with commitment, spending and signing authority as outlined in appendix A have the following responsibilities:
 - Ensure that funds have been provided in the approved budget for the proposed expenditures and that the purchase will not result in a budgetary overage
 - Ensure that the Village is able meet its obligations within the terms of the contract and that it is likely the other party can meet their obligation
 - Ensure that any contract complies with WorkSafe BC legislation, labour legislation, employee collective agreements, tax legislation, all trade agreements and other legislative and regulatory requirements
 - Ensure that the appropriate level of approval has been obtained for the contract
 - Be aware of and follow up on any financial and other benefits that are expected to flow to the Village as a result of the contract

4.4. Legal Advice:

- (i) If the contractual obligation is considered straightforward and the language contains no bias, then legal advice is unnecessary.
- (ii) If the contractual obligation is greater than \$50,000, it should be referred to the Financial Officer or Chief Administrative Officer for an opinion as to whether external legal advice should be sought.

4.5. Corporate Seal:

The following officer is authorized to affix the corporate name and seal of the Village on all deeds, transfers, mortgages, instruments or documents required to be in writing and to which the Village is a party: Chief Administrative Officer (or delegate).

5.0 POLICY PROVISIONS:

- 5.1. All Village staff and elected officials shall comply with the letter and spirit of this policy which governs the purchasing of goods and services. Staff responsible for the acquisition of goods or services must ensure that processes used to purchase goods or services are conducted in a manner that best serves the interests of the Village and are consistent with this policy.
- 5.2. Village staff with direct or indirect interest in a vendor or potential vendor must disclose such interest in writing in order to ensure there are no adverse consequences from such conflict. Soliciting or accepting money, loans, credits, or prejudicial discounts, or the acceptance of gifts, entertainment, favours, or services is prohibited where it might influence, or appear to influence, purchasing decisions.
- 5.3. Partnerships in the form of contractual arrangements between the Village and external organizations that set out an agreed-upon exchange of cash, goods and /or services that have a direct measurable value; and where public funds are used to acquire the respective items, shall be approved by Village Council.
- 5.4. In respect to public process purchasing, the Village may, in its absolute discretion, reject a tender, proposal or bid submitted by a tenderer, if the tenderer, or any officer or director of the tenderer is or has been engaged either directly or indirectly through another corporation in a legal action against the Village, its elected or appointed officers and employees in relation to:
 - any other contract for works or services, or
 - any matter arising from the Villages exercise of its powers, duties, or functions under the Local Government Act or another enactment

within five years of the date of the public process.

In determining whether to reject a tender, proposal, or bid under this article, the Village will consider whether the litigation is likely to affect the Tenderer's ability to work with the Village, its consultants and representatives and whether the Villages' experience with the Tenderer indicates that the Village is likely to incur increased staff and legal costs in the administration of the contract if it is awarded to the Tenderer.

- 5.5. All Village staff will make purchases in compliance with legislation and statutory regulations including WCB safety standards, customs duties, excise taxes, Goods & Services Tax and provincial sales tax.
- 5.6. Rental / Leases: Commitments to other parties may not be made, nor items acquired through an agreement, which extend beyond:
- Funding availability, i.e. 5-year financial plan; and is within the Statutory limitation period not requiring the consent of the public;
 - Statutory compliance for agreements requiring the consent of the public.
 - Month-to-month rentals are permitted subject to funding.
- 5.7. The purchase of goods and/or services shall be initiated by properly completed and approved purchase orders or contracts as outlined in appendix A.
- 5.8. Commitments or indications of preference to a supplier are not to be made by staff without written request and approval from the Chief Administrative Officer (or delegate) and the provisions of 5.9 must fully apply.
- 5.9. Exceptions - Circumstances for Sole Supplier Procurement:
- (i) To ensure compatibility with existing products, to recognize exclusive rights, such as exclusive licenses, copyright and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative;
 - (ii) Where there is an absence of competition for technical reasons and the goods or services can be supplied only by a particular supplier and no alternative or substitute exists;
 - (iii) For the procurement of goods or services the supply of which is controlled by a supplier that is a statutory monopoly;
 - (iv) For work to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work;
 - (v) For a contract to be awarded to the winner of a design contest;
 - (vi) For the procurement of a prototype of a first good or service to be developed in the course of and of a particular contract for research, experiment, study or original development, but not for any subsequent purchases;
 - (vii) For the purchase of goods under exceptionally advantageous circumstances;
 - (viii) For the procurement of subscriptions to newspapers, magazines or other periodicals;
 - (ix) For the procurement of real property; and
 - (x) Where previous work of a supplier or contractor has resulted in that supplier or contractor having a unique understanding and knowledge of local systems and circumstances; and where the awarding of a contract to another supplier or contractor would cause the Village to incur additional expense because of their lack of this understanding and knowledge; the locally experienced and knowledgeable supplier or contractor may be used as the sole supplier of related goods and services upon the approval of Council.

6.0 SUSTAINABLE PROCUREMENT PRACTICES:

The Village considers the environmental, social and economic value of the goods and services being purchased with the intent to shift spending away from goods and services that negatively impact the environment and society towards products and services that are more environmentally sound and socially beneficial.

Recognizing its role as a major purchaser of goods and services, the Village will seek opportunities to encourage and influence markets for environmentally and socially preferable products through employee education; supporting pilot testing of potential new products; and adopting innovative product standards, specifications, and contracts where possible. It is the Village's practice to include sustainability guidelines as value added evaluation criteria in RFPs where practical. The evaluation criteria used will be tailored to the specific competition; however, more points may be awarded for higher impact activities.

The Village does not support the purchase of genetically modified (GMO) apples and salmon; and for all other products, the Village prefers to purchase non-genetically modified products where reasonable.

7.0 EMERGENCY ACQUISITIONS:

In an unforeseen circumstance that requires immediate action, such that inaction would result in harm to a person or harm or damage to real or personal property of any type, the methods and procedures set out within this policy may be waived as approved expressly by the CAO or, in the event of a state of emergency, by the Emergency Operations Centre Director or designate; whether that be a designate from the Village of Cumberland, or from a member municipality or Comox Valley Regional District.

Emergency purchases that cannot be accommodated within the Financial Plan will be reported to Council at a regular meeting following the event to confirm the action taken.

8.0 EMPLOYEE CREDIT CARD PURCHASES:

Village employees who have been issued an authorized employee credit card are authorized to purchase goods and services in accordance with appendix A - spending, commitment and signing authority matrix, provided all purchases are made in strict accordance with the Village's policy on the use of such credit cards. See the Corporate Purchasing Cards Policy.

9.0 ASSET DISPOSAL:

The following outlines the responsibilities and accountabilities associated with the sale, gifting or discarding of capital assets purchased by or gifted to the Village of Cumberland:

9.1. Asset Policy Statement:

It is the policy of the Village of Cumberland to dispose of surplus items through a competitive process whenever practical that results in the Village receiving a fair market value in cash, goods or services for the disposal of items.

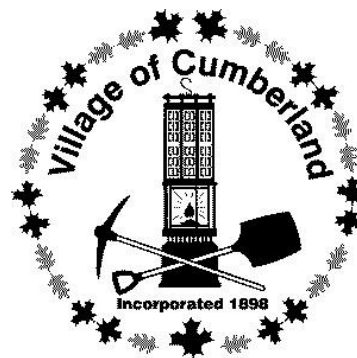
9.2. Roles and Responsibilities:

- a) The Financial Officer holds the statutory responsibility and accountability for the disposal of assets.
- b) The Financial Officer or designate is responsible for the administration (i.e. recording the sale, asset write-down; coordination of annual sale or assisting departments with appropriate disposal method of surplus assets disposal. The administration relates to the disposal of all surplus materials and assets through reallocation, public offer for sale, auction, trade, donation or landfill.
- c) A department may choose to dispose of an asset any time during the year, the Financial Officer or designate is to receive written notification from the appropriate department every time an asset is disposed of.

9.3. Asset Disposal Process:

- a) A department may choose to declare capital or operational assets as surplus at any time during the calendar year.
- b) Once an item or items have been determined to be surplus the department must provide to the Financial Officer or designate a list of the items that have been declared surplus, which includes an estimate of the value of each item.
- c) The following process must be followed for surplus assets:
 - i. If it can be determined that costs to sell the surplus asset is greater than the expected sale price, with the authorization of the Chief Administration Officer, the items may be donated to charitable organizations.
 - ii. If it can be determined to provide the Village with advantageous procurement prices, assets can be traded-in during the purchase of the replacement asset
 - iii. Offer the items on the list to other Village departments for a 15 day period.
 - iv. Offer the items to other local governments in the Region where applicable.
 - v. Offer the items to the public for a 15 day period through any of the following:
 - Offer the items for sale through some form of advertisement
 - Public tender/auction process
 - Any other form of offer for sale deemed applicable
 - If no bids or offers are made for the surplus items the department may dispose of the items as it sees fit.
 - vi. A written report detailing the disposal process(es) that each department undertakes during a calendar year shall be submitted to the Financial Officer or designate by 31 January of the following year.

COUNCIL POLICY



Appendix A

Commitment Authority Thresholds

Column 1 Position	Column 2 Commitment/spending authority
Petty Cash	Employees requesting a reimbursement through petty cash must provide an authorized receipt. Reimbursement through petty cash is up to a maximum of \$100 (inclusive of taxes). Staff who have delegated spending authority can authorize their own petty cash receipts. **
Credit Cardholders	Cardholders and cardholder limits up to \$25,000 authorized by the Chief Administrative Officer. Cardholders must sign user agreement and abide by internal purchasing cards policy.
Other Staff delegated authority by Manager	Commitments/spending to a maximum \$500
Public Works Chargehand, Mechanic and Parks & Outdoor Recreation Coordinator	Commitments/spending to a maximum \$1,000
Corporate/Deputy Corporate Officer and Public Works Foreman	Commitments/spending to a maximum \$5,000
Managers <ul style="list-style-type: none"> • Manager of Operations • Manager of Recreation • Manager of Protective Services • Deputy Financial Officer 	Commitments/spending to a maximum \$25,000
Financial Officer	Commitments/spending to a maximum \$75,000
Chief Administrative Officer	Commitments/spending to a maximum \$200,000
Council	Purchases over \$200,000

** Expense reimbursements that exceed the petty cash authorized limit must be authorized by manager or supervisor.

All amounts in column 2 are exclusive of taxes unless otherwise stated

A summary will be provided to Council for amounts between \$50,000 and \$200,000 quarterly

The Village of Cumberland
 Purchasing Management Services Policy
 Spending, Commitment and Signing Authority Matrix

GOODS AND SERVICES - INCLUDING CONSTRUCTION AND FACILITIES MAINTENANCE - see schedule on page one for commitment authority				
COMMITMENT/ SPENDING \$ LEVEL	COMMITMENT TYPE	MIN. NUMBER OF QUOTES	METHOD OF PURCHASE - QUOTE TYPE	SPECIAL CONDITIONS
To a maximum \$100	Petty cash	Single	Verbal, in person	Detailed receipts/invoices req'd with payment claim - delegated staff signature required
To a maximum \$1,000 per item or aggregate	Purchasing card; cheque requisition; corporate supply arrangements; verbal agreement	Single	fax; e-mail; or written	Detailed receipts/invoices req'd with payment claim
To a maximum \$5,000 per item or aggregate	Purchase order; Contract; supplier account; purchasing card; cheque requisition; corporate supply arrangement (CSA)	Single	fax; e-mail; or written	Detailed receipts/invoices req'd with payment claim
Greater than \$5,000 to \$25,000 per item or aggregate	Contract; purchase order; corporate supply arrangement	Request Three quotes from Vendors; or corporate supply arrangements (CSA) (unless a request for interest has provided manager with a qualified suppliers list)	Written quotes; tender; or request for proposal, request for quotation	Rotate suppliers invited to quote (where availability exists) or advertise; Detailed receipts/invoices req'd with payment claim
Greater than \$25,000 to \$50,000 per item or aggregate	Contract; purchase order with attached specs/details	Public process (RFQ, RFP etc.)	Written quotes, tender, request for proposal (min 1 page specs/details)	Advertise or invite submissions appropriately for the type of goods / services required. Post on the Village website. If purchase of goods or services are greater than \$75,000 (\$200,000 for construction) must post on electronic tendering system unless authorized for Sole Supplier Procurement as per the Purchasing Policy.
Greater than \$50,000 to \$100,000 per item or aggregate	Contract	Public process (RFQ, RFP etc.)	Tender, request for proposal or quote (full specs)	
Greater than \$100,000 per item or aggregate	Contract	Public process (RFQ, RFP etc.)	Tender, request for proposal (full specs)	
Special - volume purchasing	Purchase order, Contract, corporate supply arrangements (CSA)	Public process (RFQ, RFP etc.)	Tender, request for proposal	

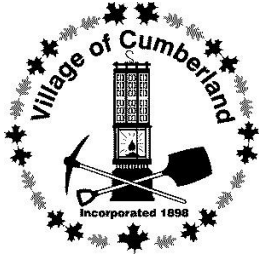
**The Village of Cumberland
Purchasing Management Services Policy
Spending, Commitment and Signing Authority Matrix**

CONSULTING, TRAINING AND PROFESSIONAL SERVICES - see schedule on page one for commitment authority				
COMMITMENT/ SPENDING \$ LEVEL	COMMITMENT TYPE	NUMBER OF PROPOSALS	METHOD OF PURCHASE - PROPOSAL TYPE	SPECIAL CONDITIONS
To a maximum \$20,000 per item or aggregate	Contract; purchase order with scope of work or proposal attached	Single quote	Written	Provide written summary of scope of work
Greater than \$20,000 to \$50,000 per item or aggregate	Contract; purchase order with scope of work or proposal attached	Request at least three quotes (unless a request for interest has provided manager with a qualified suppliers list)	Expression of interest; request for quotation; request for proposal; invitation to tender	Min. 1 page scope of work. Rotate suppliers invited to quote (where availability exists) or advertise
Greater than \$50,000 to \$100,000	Contract	Public process (RFQ, RFP etc.)	Request for proposal; request for quotation; invitation to tender	Advertise or invite submissions appropriately for the services required. Post on Village website. If services are greater than \$75,000, must post on electronic tendering system unless authorized for Sole Supplier Procurement as per the Purchasing Policy.
Greater than \$100,000	Contract	Public process (RFQ, RFP etc.)	Request for proposal; invitation to tender	

EMERGENCY PURCHASES

Emergency purchases	Purchase order; Contract; supplier account; purchasing card; cheque requisition; corporate supply arrangement (CSA)	Direct award	Verbal, written	Written description of circumstances to be forwarded to finance & then to Council
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All amounts are exclusive of taxes



Corporation of the Village of Cumberland

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

Appendix B

The Village of Cumberland - Social Procurement Framework¹

“Not all profit is equal. Profits involving a social purpose represent a higher form of capitalism, one that creates a positive cycle of company and community prosperity.”

Michael Porter, Harvard Business Review, February, 2011

What is Social Public Procurement?

Social Public Procurement leverages existing purchasing to achieve social value.

Moving from do no harm, to do some good.

Over the last thirty years the environmental movement has done an excellent job of educating and increasing awareness surrounding the importance of developing more sustainable practices. This has led to considerable changes in behaviours and societal norms. Environmental considerations in government procurement have now become normalized.

Social procurement seeks to further leverage tax dollars to achieve broad societal goals, increasing equality and diversity, while contributing to improved community wellbeing through the blending of social, environmental and economic considerations in the procurement process.

Social procurement leverages the public procurement process for goods and services, to advance positive economic, workforce, and social development outcomes². Social procurement blends financial and social considerations in public sector purchasing to deliver against two bottom lines:

1. A commitment to purchasing the best value services and products, in keeping with the MEAT criteria, the Most Economically Advantageous Tender; and
2. A commitment to leverage limited public resources to achieve strategic community outcomes³.

¹ The Cumberland Social Procurement framework was designed by Sandra Hamilton

² Adapted from Social Procurement: a Guide for Victorian Local Government. State Government of Victoria, October, 2010

³ Adapted from the [Toronto Social Procurement Framework](#), April 2013

Why is the Village of Cumberland creating a Social Procurement Framework?

- By expanding the traditional understanding of ‘best value’ in procurement, to include the generation of positive societal benefits, alongside high quality and competitive bids,² the Village of Cumberland is working to maximize community benefits and deliver improved socio-economic returns for local taxpayers, within the existing spend.
- To ensure a sustainable and ethical approach to procurement, that is values aligned with the community vision, as outlined in Council’s current Corporate Strategic Priorities document, and constructed to support the strategic priorities.
- To promote diversity and innovation through supply chain partnerships.
- To stimulate growth and build the capacity of social enterprises in the community.
- To align procurement with consideration for People, Planet and Profit.

What are the key pillars guiding Social Procurement in Cumberland?

1. The procurement process will continue to meet all the principles of fairness, integrity, accountability and transparency, while also screening for transformational opportunities to improve social outcomes.
2. The procurement framework continues to evaluate:
 - 1) Quality
 - 2) Price
 - 3) Environmental, while adding the fourth component of
 - 4) Social

Evaluation criteria and weightings will vary by contract; the criteria will be specific to the nature of the procurement and clearly stated in the procurement documents.

3. In advance of carrying out any procurement, the framework imposes a duty on the public sector buyer to consider how the purchase might be better leveraged, to improve the economic, social or environmental wellbeing of Cumberland; to improve access for micro, small businesses and/or social enterprises; or to promote innovation⁴. This duty includes an understanding that the Village will engage in reasonable outreach to engage equity-seeking businesses (those working to integrate the marginalized back into society) in procurement opportunities.
4. Village procurement will continue to be compliant with the obligations set out in both Domestic (New West Partnership Agreement (NWPTA), Agreement on Internal Trade (AIT) and International Trade Agreements (The Agreement between the Government of Canada and the Government of United States of America on Government Procurement (CUSPA), World Trade Organization Agreement on Government Procurement (GPA)).

⁴ Adapted from the Scottish Social Procurement Act

5. **Promotion of Contract Opportunities**

In addition to bid opportunities, at or above an applicable trade threshold being publicly posted on electronic bidding systems such as BC Bid, MERX, or Alberta Purchasing Connection (APC), The Village of Cumberland also encourages all sub-contracts to be posted to the Village website, where local contractors and business associations may choose to sign up for email alerts.

6. **Living Wage Evaluation** ⁵

Staff may choose to evaluate organisations against the percentage of the organisations' employees being paid a living wage for the community they live in.

Living Wage Canada, is a national living wage online resource, providing a searchable database of living wage calculations by community.

If the living wage for your community has not been determined, a national methodology for calculating the living wage will be available soon at Living Wage Canada.

7. **Community Benefit Clauses (CBC's)** may be added to village contracts. CBC's are contractual obligations undertaken by proponents. Evaluation criteria, to determine how the value/points are to be assigned, will be clearly stated in each procurement process.

[The values and criteria assigned will typically vary between a low of 5% and a high of 15%, of the total contract evaluation, depending on the nature of the procurement opportunity.]

8. **Infrastructure planning and investment should promote community benefits** ⁶

Infrastructure planning and investment should promote community benefits, being the supplementary social and economic benefits arising from an infrastructure project that are intended to improve the well-being of a community affected by the project, such as local job creation and training opportunities (including for apprentices), improvement of public space within the community, and any specific benefits identified by the community.

9. **Apprenticeship plan**

Staff may choose to consider apprenticeship opportunities, as part of the evaluation of competitive bids. Bidders entering into a procurement process for the construction or maintenance of Village infrastructure and assets, may be asked to provide the village, with a plan for the intended use of apprentices in the construction or maintenance, in the event of a successful bid. A plan will need to include the following information:

The method by which the bidder intends to create employment/training opportunities arising from the construction or maintenance for apprentices who are: residents of the Village; youth and at-risk youth; aboriginal persons; women; newcomers to Canada or retiring veterans, transitioning into new careers. ⁷

⁵ Strandberg (2014)

⁶ Adapted language from Ontario Provincial Government, Bill 6, Infrastructure for Jobs and Prosperity Act, 2015

⁷ Adapted language from Ontario Provincial Government, Bill 6, Infrastructure for Jobs and Prosperity Act, 2015

What are the key social, employment and economic goals that the Social Procurement framework and Community Benefit Clauses will work to address?

- Contribute to a stronger local economy;
- increase diversity among suppliers;
- promote the Living Wage and fair employment practices;
- improve access to contracts for micro, small business and social enterprises;
- increase the number of local jobs that support young working families;
- increase social inclusion, by improving contract access for equity-seeking groups, such as social enterprises;
- enhance community arts and culture infrastructure;
- improve and enhance public spaces;
- increase training and apprenticeship opportunities;
- help move people out of poverty, providing increased independence and sustainable employment for those in need;
- improve opportunities for meaningful independence and community inclusion for citizens living with disabilities; and
- to stimulate an entrepreneurial culture of social innovation ⁸.

⁸ Language drawn from BC Government Social Impact Purchasing Guidelines, November 2014

COUNCIL REPORT



REPORT DATE: November 25, 2019

MEETING DATE: December 9, 2019

TO: Mayor and Councillors

FROM: Kaelin Chambers, Economic Development Coordinator

SUBJECT: Bevan Industrial Lands Conceptual Masterplan Update

PURPOSE

The purpose of this report is to provide Council with an update and/or information pertaining to the Bevan Industrial Lands Conceptual Masterplan.

SUMMARY

Strategy 1 of the *Cumberland Economic Development Strategy 2018-2023* (the Strategy) identifies the desire of the Village to be to work proactively with the land owner in seeking business and investment for the Bevan Industrial Lands in order to facilitate a change of use from a forestry asset to industrial use. This transition is identified within the Strategy as a key component towards diversifying local employment opportunities as well as broadening the Village's non-residential tax revenue.

In September 2019, with the support of the land owner, the Village of Cumberland engaged/selected EcoPlan International to facilitate and develop a Bevan Industrial lands Conceptual Master Plan (the Conceptual Plan) to determine the optimal location of industrial land parcels within the Bevan Lands, including location of infrastructure, servicing as well as public and/or recreation right-of-ways. The project will also include consideration for existing resources in the area, as well as any recommendations to changes in land use within the Bevan Lands.

The Concept Plan will also provide a means of promotion and attraction of industrial development and investment in the Village of Cumberland.

BACKGROUND

Located within the Village of Cumberland, the Bevan Industrial Lands (the "Bevan Lands") contain approximately 500 ha of land zoned for industrial use and represents approximately 84% of the remaining industrial lands within the entire Comox Valley.

Guided by the Cumberland Economic Development Strategy, the Village is seeking to leverage the opportunities provided by the community's underutilized industrial assets to increase its non-residential tax base and diversify employment opportunities for both the Village and greater Comox Valley region.

Working closely with the current landowner, the Village has engaged EcoPlan International to facilitate and develop a Bevan Industrial lands Conceptual Master Plan which will include:

- A layout and/or schematic design of appropriate industrial lot sizes which take in to account the attributes of the lands and matches to the highest and best use;
- A layout of infrastructure, servicing right-of ways;
- Review of existing public and/or recreation infrastructure and recommendations on better placement of any potential trails/greenspace;
- Recommended timing for phasing of any development;
- Infrastructure cost estimates for the sub-division of the proposed industrial lots , as well as infrastructure needs/requirements (i.e. road upgrades, water and wastewater service),
- An analysis of potential industrial tenants and/or investors;
- Investigation and identification of existing natural resources (and their use) within the Bevan Lands including gravel, forestry or waste management resources (to better understand adjacent land uses vs zoning issues); and,
- Recommended changes to land use(s) (i.e zoning).

Development of the Conceptual Plan began in September 2019 and is scheduled for completion in early 2020. To-date, related work has included baseline research, market analysis and a stakeholder workshop.

Baseline Research

In order to gain an understanding of best future uses of the Bevan Lands, context regarding the current existing conditions of both the Bevan Lands and greater Cumberland economy and community was gathered. Specific information collected included:

- Policy review;
- Current and future land uses; and
- Environmental attributes.

As the Bevan lands are currently not serviced (i.e. water, wastewater), additional information was gathered to better understand the environmental and economic challenges in the absence of existing infrastructure. Specifically with respect to the current need for on-site servicing (e.g. wells, septic) and the associated, cumulative impact and/or risk to environmentally sensitive areas (e.g. groundwater, wetlands, streams, etc.), as well as the limits the lack of available servicing has on the value/attraction of opportunities afforded within the Bevan Lands.

Market Assessment

Included within the baseline research was the completion of a preliminary market assessment for the Bevan lands. This included an analysis of the supply of, and demand for industrial lands in the greater Comox Valley including an assessment of current available supply and forecasts of future demands for industrial land in the region.

The market assessment also consider notable trends in recent industrial developments and provided a review of current examples of successful industrial developments in communities of similar size to Cumberland.

A summary of the baseline research undertaken, including the market assessment is provided in Schedule A of this report.

Bevan Industrial Lands Stakeholder Workshop

The Bevan industrial lands workshop was held on Tuesday, October 22, 2019 at the Village Hall in Cumberland.

The purpose of the workshop was to work with stakeholders in developing a framework and outline to guide the development of the Bevan Lands Conceptual Plan.

In total, 20 people attended the workshop. Approximately 48% of attendees were observers/staff from local government, 35% from business/industry, and 13% representation from environmentally focused organizations, community or other external interested observers.

The workshop included three short presentations and table discussions. During the table discussions, attendees were divided into three groups. Participants could ask questions, discuss information presented, and express their values and ideas for the land area. Facilitators recorded information and used this to develop a framework for a future conceptual site plan for the lands.

A summary of the workshop and each table discussion is provided in Schedule B of this report.

Next Steps

Information from the workshop is being used to further discussions and to develop an initial preliminary conceptual plan framework for the Bevan lands industrial area. It is expected that a draft concept will be developed in the New Year for further stakeholder and community review (time/date TBD).

The Village continues to invite interested parties to continue to provide input/feedback both on the development of the conceptual design, as well as ideas and/or opportunities related to servicing infrastructure within these lands. All feedback will be incorporated into the Master Plan, including further engagement processes in early 2020.

FINANCIAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

The Conceptual Plan relates directly to Council's draft 2019 strategic objectives of *Developing and implementing an economic development strategy*.

ATTACHMENTS

- i. Schedule A – Bevan Industrial Lands Workshop Brief
- ii. Schedule B – Bevan Industrial Lands Workshop Summary

CONCURRENCE

Ken Rogers, Manager of Development Services

KR

Respectfully submitted,

Kaelin Chambers

Kaelin Chambers
Economic Development Officer

Tanalee Hesse

Tanalee Hesse
Chief Administrative Officer

BEVAN INDUSTRIAL LANDS

Village of Cumberland

Conceptual Planning Workshop Brief



DATE: Tuesday, October 22nd, 2019
TIME: 10:00 - 2:00pm
LOCATION: Council Chambers, Village of Cumberland, 2673 Dunsmuir Avenue
250-336-2291



Agenda

- 10:00 am** *Welcome & Introductions*
- 10:15 am** *Presentation: Overview of Bevan Lands*
- 10:30 am** *Table Discussion: Opportunities & Constraints*
- 11:00 am** *Presentation: Market Analysis & Industrial Development Examples*
- 11:30 am** *Table Discussion: Ideas and Interests for Bevan Lands*
- 12:00 pm** *Lunch (included)*
- 12:30 pm** *Table Discussion: Site Concept Planning & Principles (or Key Features) for Development*
- 1:30 pm** *Presentation: Review and Next Steps*
- 2:00 pm** *Workshop ends*

— *A summary of the workshop proceedings will be provided to the participants within a few weeks after the workshop.* —

Welcome!

This workshop brief provides you with a summary of the background information we currently have for the Bevan Lands Industrial site. As you read through, make notes on missing information, key interest areas for your organization, and ideas and questions you have about the lands. In this way, we hope to get a full picture of the Bevan Lands and combine our knowledge and ideas in creating a plan for the area at the workshop.

PURPOSE OF THE WORKSHOP

To work with stakeholders in developing the framework and conceptual schematic plan for Bevan Industrial Lands (see map 1).

INTRODUCTION

Cumberland's Bevan Industrial Lands (the "Bevan Lands") contain approximately 500 hectares (1,235 acres) of land zoned for industrial use and represent approximately 84% of the remaining industrial lands within the entire Comox Valley.

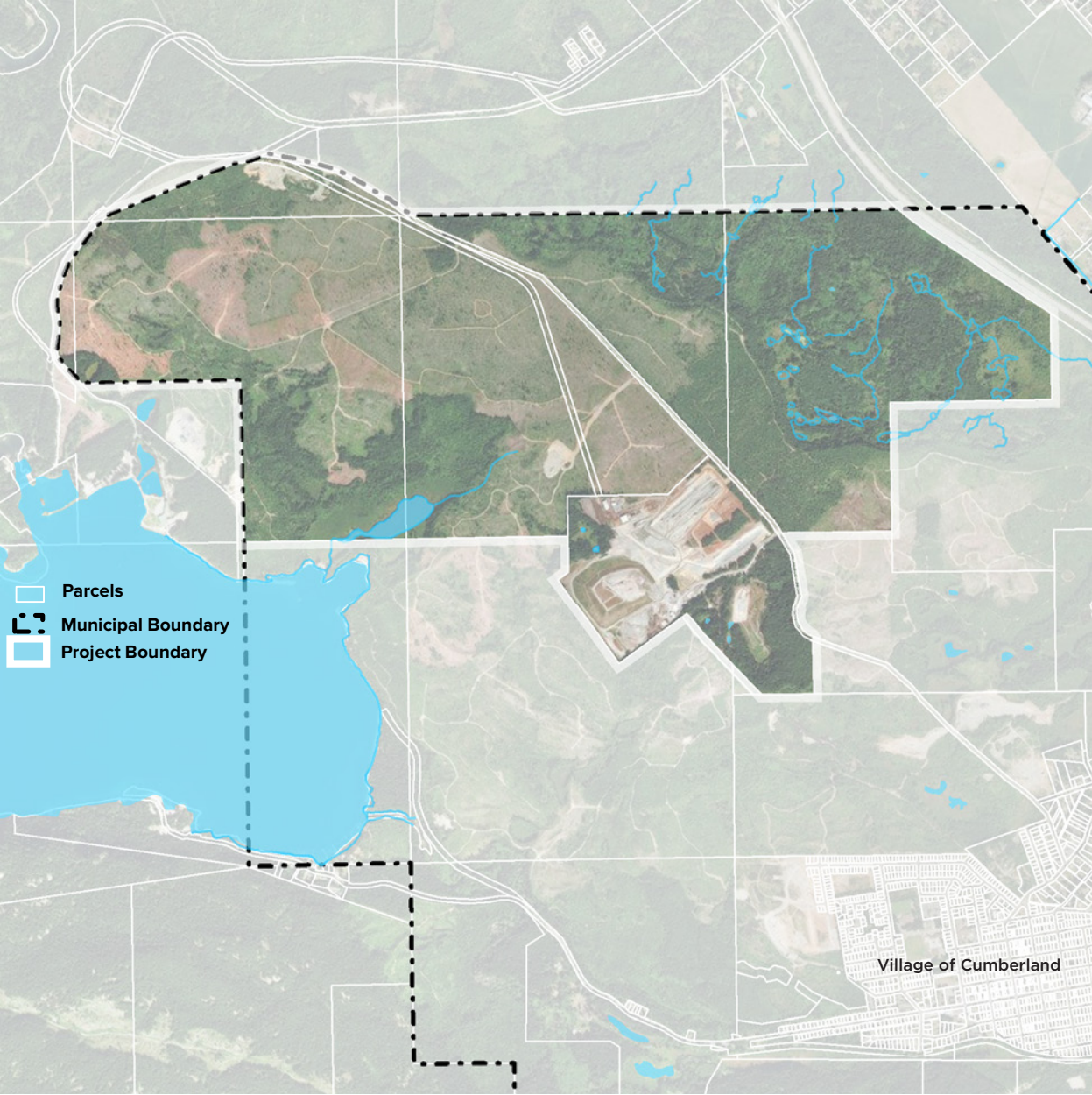
MAPS

The following section includes a number of maps that outline key physical and policy related attributes of the Bevan lands.



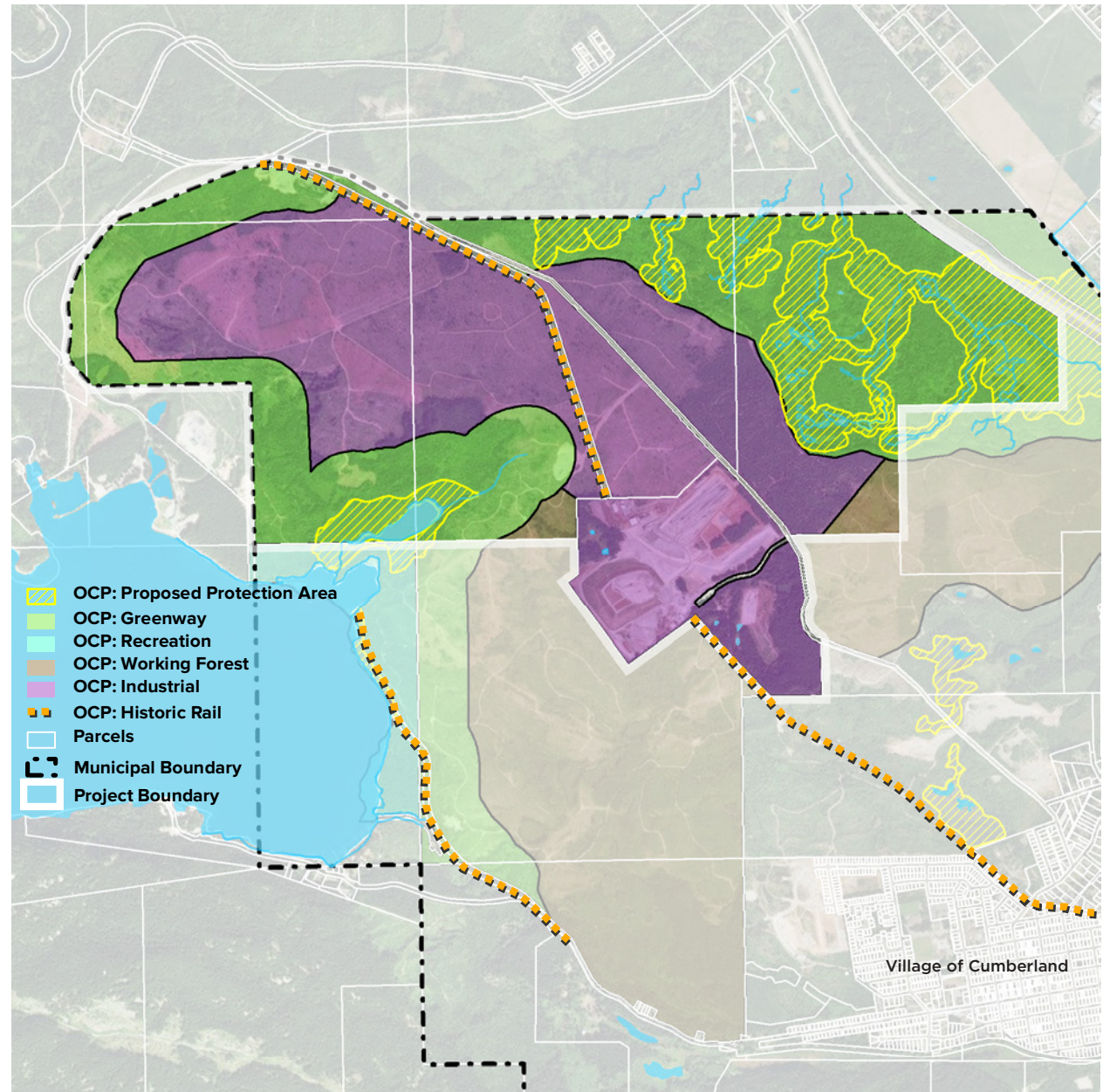
Map 1. Bevan Industrial Lands - Context and Subject Area

The Bevan lands are located along Bevan Road situated approximately 2.5 kilometers north of the Village core.



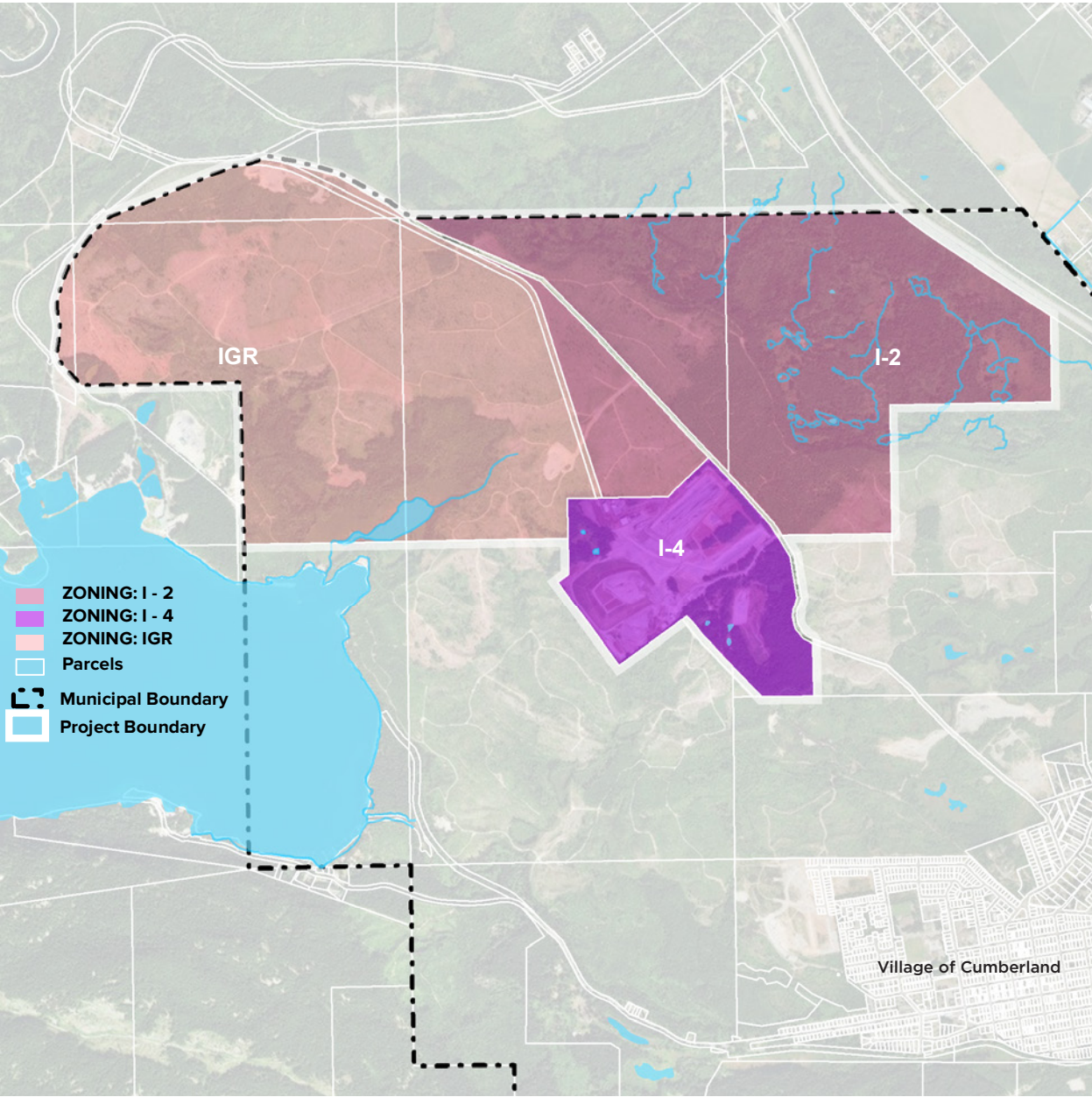
Map 2. Official Community Plan - Future Land Use

- This area is largely designated 'Industrial' with 'Greenway', 'Recreation', and 'Working Forest' along the perimeter of the site.
- There is a "Historic Railway" bisecting the site.
- The Area designated as "Industrial" is also Development Permit Area (DPA) for Industrial.
- The Official Community Plan (OCP) designates several environmental protection areas on the subject lands, including 'Wetlands' and Watercourses' and 'Connectivity'.
- Development Permit Areas - DPA (not shown on the map, but available online in the Official Community Plan):
 - Industrial DPA
 - Groundwater Protection DPA
 - Parcel Requiring Farmland Protection DPA
 - Wildlife Urban Interface Lands and Working Forest DPA



Map 3. Zoning – Schedule A with Bevan Lands Outlined

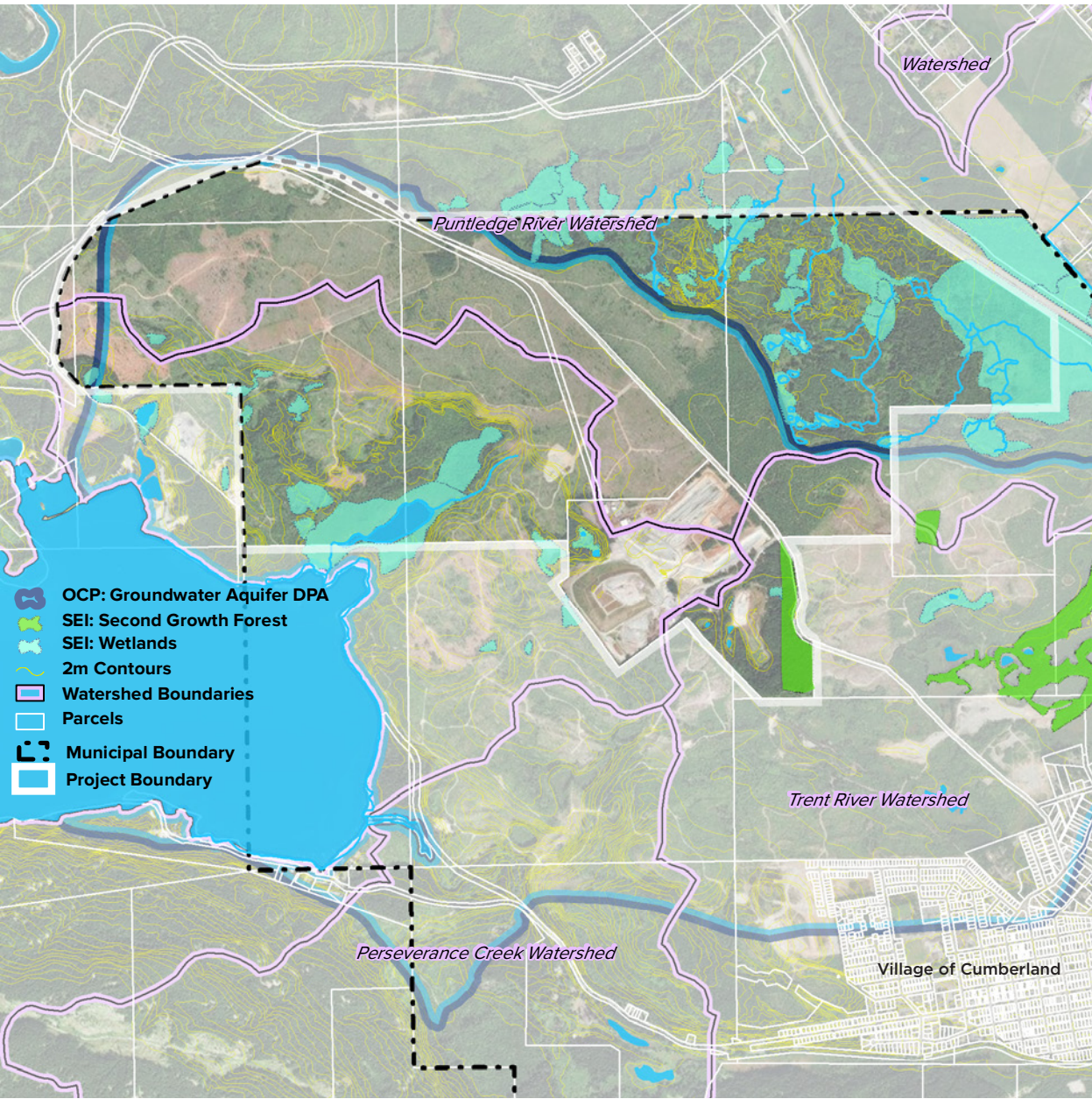
This area is primarily Private Managed Forest Land and accounts for approximately 300 hectares of land specifically zoned for heavy industrial use (I-2), as well as a further 300 hectares (approximate) zoned as Industrial Greenways Reserve Zone (IGR) which allows for a variety of uses, including such industries as tree and shrub nurseries, cannabis manufacturing and forest management (i.e. silviculture). It also includes Refuse Industrial zone (I-4), with principal uses as compost facility, recycling facility, and refuse disposal site.



Map 4. Environment Attributes

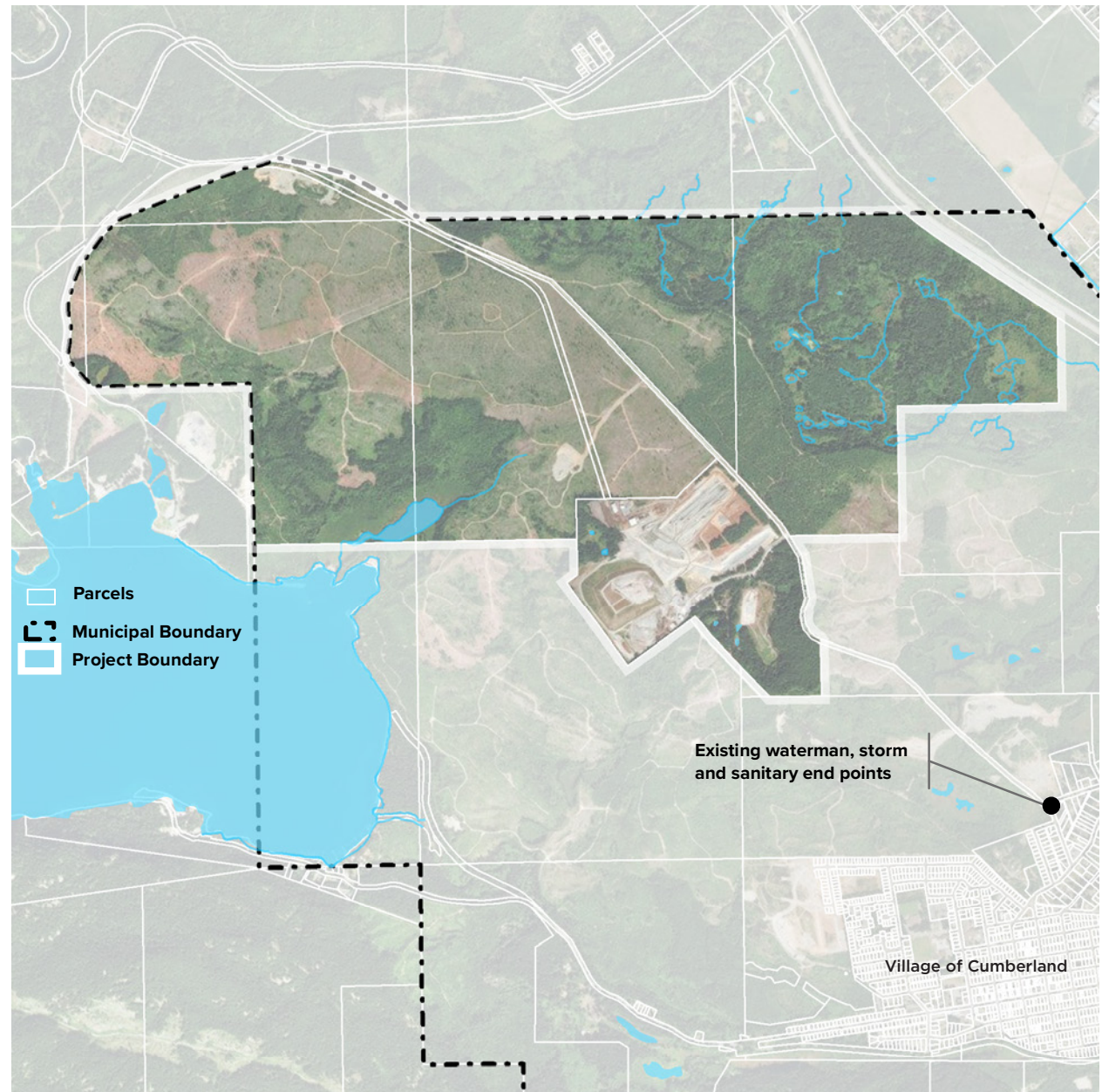
The Bevan lands occupy an area with important physical and environmental attributes to be considered in the planning of the site:

- Sensitive Environmental Inventory areas
 - Second growth forest
 - Wetlands, lakes, streams (including fish bearing waters)
 - Groundwater aquifer and sensitive springs
 - Parks, Community Forest
 - OCP Proposed protection area
- Trails – proposed and existing
- Land topography and slopes, including a significant escarpment
- The Village supports the protection and enhancements of these environmental assets within the Official Community Plan, and Economic Development Strategy.



Map 5. Infrastructure & Servicing

- The Bevans Lands are currently not serviced with major infrastructure. However if serviced, this would add significant value/attraction to the interest in, and development of these lands.
- Currently, newly proposed developments must incorporate/ utilize onsite services (i.e. wells, septic).
- The Village recognizes that expansion of on-site servicing as part of ongoing development has the potential to adversely effect environmentally sensitive areas (e.g. groundwater, wetlands, streams, etc).
- Based on current interest/ demand, the Village is exploring options to service the Bevan Lands as it would:
 - *Protect sensitive environmental assets such as groundwater, wetlands, streams, etc.*
 - *Add value to investment/ development opportunities within these industrial lands.*



Policy Review

The following are some of the key policy considerations for the Bevan Lands.

- The Regional District plans reference the need to protect industrial lands from conversion to commercial uses.
- The Cumberland economic development strategy and engagement reference a range of diverse options and issues, such as: challenges for businesses to expand, desire to diversify tax base, prioritizing quality of life and ecological protection, desire for sustainable forms of business.
- To proactively enable industrial intensification/densification, refinements to the zoning bylaw and more assertive municipal policies would need to be explored.
- Although a wide range of industrial uses should be permitted, accessory or other uses should be limited to a scale that is supportive of industrial activities, unless there is conscious intent to introduce commercial and/or residential uses to the area.
- Knowledge-based and tech sectors with many employees in office space are generally more appropriately located in urban centres and close to downtown amenities.
- The OCP outlines support for development which “includes industries that are aimed at mainstreaming environmental, climate, and social considerations into the operations of enterprises.”
- Previous plans for the Bevan Lands suggest interest in having a focused theme (for example, forestry / wood products in early 2000) or, more recently, an openness to discussion of mixed use, commercial, residential on the Bevan lands. Should this be an idea to explore, impacts to business and housing throughout the Village should be considered.

Market Assessment

The following is a summary of key findings of a preliminary market assessment done for the Bevan lands.

REGIONAL CONTEXT

- The Comox Valley region has a strong demand and under-supply of industrial lands. It is likely the development of the Bevan lands would serve the entire region, not just the Village of Cumberland.
- The Comox Valley's net vacant industrial land supply was estimated at 1,135 acres; 956 acres in the Village of Cumberland (2016). The projected regional demand for employment land is in the range of 300 to 430 acres between 2011 and 2045. That equals 3.9 acres per year of industrial land under status quo forecast, or up to 7.2 acres per year under the high growth scenario.
- It is important to understand that in a market that has an under-supply of lands, absorption rates are not an accurate reflection of demand. Instead if more land were to become available (such as the Bevan lands coming to market), the demand could be significantly higher. Also that demand can be cyclical and linked to wider economic conditions or specific major initiatives.

NOTABLE INDUSTRIAL TRENDS

- There is trend, internationally and North America, towards industrial intensification / densification, that can take different forms, ranging from higher ceilings with racking in distribution centres, more shift workers or investments in automation equipment, and multi-level buildings in inner-city locations. However, this trend is focused in high cost locations, and likely limited in Cumberland.
- The types and definitions of industrial activities are evolving and becoming more diverse, with different types of increasingly lighter and less impactful industrial, some with a higher proportion of accessory uses, requiring new and different types of spaces.
- Industrial areas can contain a certain amount of accessory and commercial activities that are related or supportive to the primary industrial use, and may also provide local-employee serving amenities. However, substantial commercial development in an industrial district can destabilize or displace industrial uses by increasing values and by introducing land use conflicts.
- Stratification or condominium tenure of industrial buildings, with units individually owned rather than leased, is not a new concept, but has increased over the past few years.

Industrial Development Examples



FUNCTION JUNCTION WHISTLER

Inclusive industrial and supporting industrial services, including retail

- Function Junction is located 10mins south of Whistler Village. Properties are zoned industrial and include light industrial uses, commercial services and certain office uses supporting industrial uses. This includes small cafes, workshop spaces, warehouses, breweries and retail shops, described in a local website as “an eclectic smorgasbord of culture...” (Whistler Insider). The area is popular for businesses, in that, rents are considerably lower in the area. In addition, as the name ‘Function’ states, the area historically was seen as a place for locals to meet daily needs, less touristic than the village site.



INNOVISTA ECO-INDUSTRIAL PARK, HINTON AB

- Innovista is an eco-industrial park located on Highway 16 near Hinton Alberta. The industrial park includes 108 acres of greenfield development site, with 32 acres of parks and ecological reserves. Lot sizes vary (phase 1 included 2 - 7 acres lots) and it is zoned M-E1 Eco-Industrial District. Key features include its own eco-industrial zone (land use bylaw in Alberta), provisions for district energy, green roofs, and reduced development set-backs. The site layout includes easements to allow for transfer of resources between facilities, infrastructure that allows for biological pre-treatment at each site to reduce the amount of wastewater sent to a central WWTP, onsite energy from renewable resources, building orientation to maximize passive heating and cooling, etc. within design guidelines to implement green building strategies, attractive recreational connections, continuity of landscape features, shared facilities, and reduced roadway widths.

Industrial Development Examples



PEMBERTON

Industrial zone that allows residential units with business, live-work and cultural amenities.

- The Pemberton Industrial Park is located 7mins east of downtown Pemberton. The area is fully serviced and offers flexible zoning that allows for up to 4 accessory residential units allowed per lot (800 sqft. each) in conjunction with a business. The area has been an opportunity for new businesses to establish themselves fairly close to the town centre in an area that provides low cost properties and rents. The area is growing in popularity and new developments (Ts'zil Learning Centre and Downtown Enhancement project) scheduled for start-up nearby.



TIN TOWN, COURTENAY

Light industrial zone district that has become a small community

- Tin Town is an eclectic cluster of services with 30 tin clad mixed use residential commercial buildings. This area has grown into a small but unique community/district. Zoned I-2 and MU-4, the area offers a combination of live-work, commercial and light industrial. There are cafes, autobody shops, studio spaces, a school, etc.

— *The information presented in this brief will be discussed in more detail at the workshop. Thank you for attending.* —

Bevan Industrial Lands - Workshop Summary

Cumberland's Bevan Industrial lands (the "Bevan Lands") contain approximately 500 hectares (1,235 acres) of land zoned for industrial use and represent approximately 84% of the remaining industrial lands within the Comox Valley.

Workshop Overview

The Bevan industrial lands workshop was held on Tuesday, October 22, 2019 at the Village Hall in Cumberland.

The purpose of the workshop was to work with stakeholders in developing a framework and outline a conceptual schematic plan for the "Bevan Lands."

In total, 20 people attended the workshop. Approximately 48% of attendees were from the Village/CVRD, 35% from business/industry, and 13% representation from environmentally focused organizations, community or other external interested observers.

Workshop Process

The workshop is part of phase 2 in the planning process for the Bevan Lands. The workshop included three short presentations and table discussion. During the table discussions, attendees were divided into three groups. Participants could ask questions, discuss information presented, and express their values and ideas for the land area. Facilitators recorded information and used this to develop a framework for a future conceptual site plan for the lands.

The workshop concluded with the three groups sharing their ideas and discussion, highlighting the key similarities, differences, and directions forward.

Workshop Outcomes

The following provides a short summary of each group's discussion. See mapping outcomes corresponding to each group following this section.

Summary – Group 1.

Group 1 acknowledged a strong demand for industrial lands within the region and indicated the need to ensure the plan maintains a high degree of flexibility to accommodate various industrial

businesses into the future. There was a limited interest in incorporating retail or residential uses on the site, with the exception of perhaps a small local-serving coffee shop or similar business. There was a strong desire to see the lands serviced (water in particular) in order to avoid on-site wells and therefore the negative impacts to groundwater and environmentally sensitive areas.

A need to explore options and to coordinate (costs, benefits and agreements) for infrastructure was discussed, including a possible transportation link to the north that would reduce travel times and connect to the highway or through to Courtenay. The recreational values in the area were also acknowledged and trails considered.

Additional considerations for further work were expressed and included, a clarification with the owner on whether this property is for sale, a need for better mapping of the site area, and the need to consider or have public review of the plan as it emerges (especially if taxpayers are contributing to infrastructure out to the site).

Summary - Group 2.

Group 2 identified a need to consider the lands in the greater context of the Cumberland area. In particular, environmental, access and other connections, as well as opportunities and impacts for other industrial areas in the Village, including Cumberland Rd. and Ulverston Rd. (mapping out the businesses and their needs) as an important initial step in understanding the lands' potential and uses. Similar to group 1, to ensure opportunities are not lost and to broaden or ensure flexibility for businesses within these lands was a key aspect.

This group outlined the opportunity for a type of "industrial ecology" within the site and identified the need to look at possible zoning changes to accommodate this along with potential for businesses that may present synergies with the waste management facility, energy generation (geothermal, gas) or initial occupants of the site lands.

Group 2 also outlined the need to begin working with business and regional partners on infrastructure and access to the site as well as mitigating any potential public concerns (e.g. traffic in/out of the site). This group placed great value on the surrounding environmental assets and recreational opportunities, in particular a well-developed and defined trail system, as well as noting key historic locations not to be lost. Additional considerations and further work were identified for mapping of groundwater and water resources and trail systems.

Summary - Group 3.

Group 3 also identified the context of these lands as an important conversation to have, in particular for other industrial areas and the opportunity to grow business in these areas or to relocate existing Village industries to the Bevan lands area. Potential uses were varied and open but focused on those with synergies to the waste facility, building on existing industry and allowing for the attraction of

additional heavy industrial to the north west portion of the site. Infrastructure was identified as a key issue to resolve. It was noted that servicing the site either through public-private partnerships or private with latecomer agreements should be explored and that servicing overall was needed to provide greater certainty to ensure future interest.

Access to the site was identified as a key constraint. In particular, access to the highway via Cumberland Rd could potentially be a significant barrier for businesses wanting to establish operations within Bevan Lands. With this, options via Maple Lake and to the north were discussed and noted as important aspects to work on for the conceptual planning of the site.

Group 3 also acknowledged and indicated the importance of environmentally sensitive areas within and surrounding the site overall, as well as the recreational values and existing/proposed trails within the area. With this, a request to look at east-west corridor connections across the lands was suggested. In addition, further detail on how the industrial uses planned for the site could allow for, and build on the value of a green network and trail options was noted as a key consideration for conceptual planning.

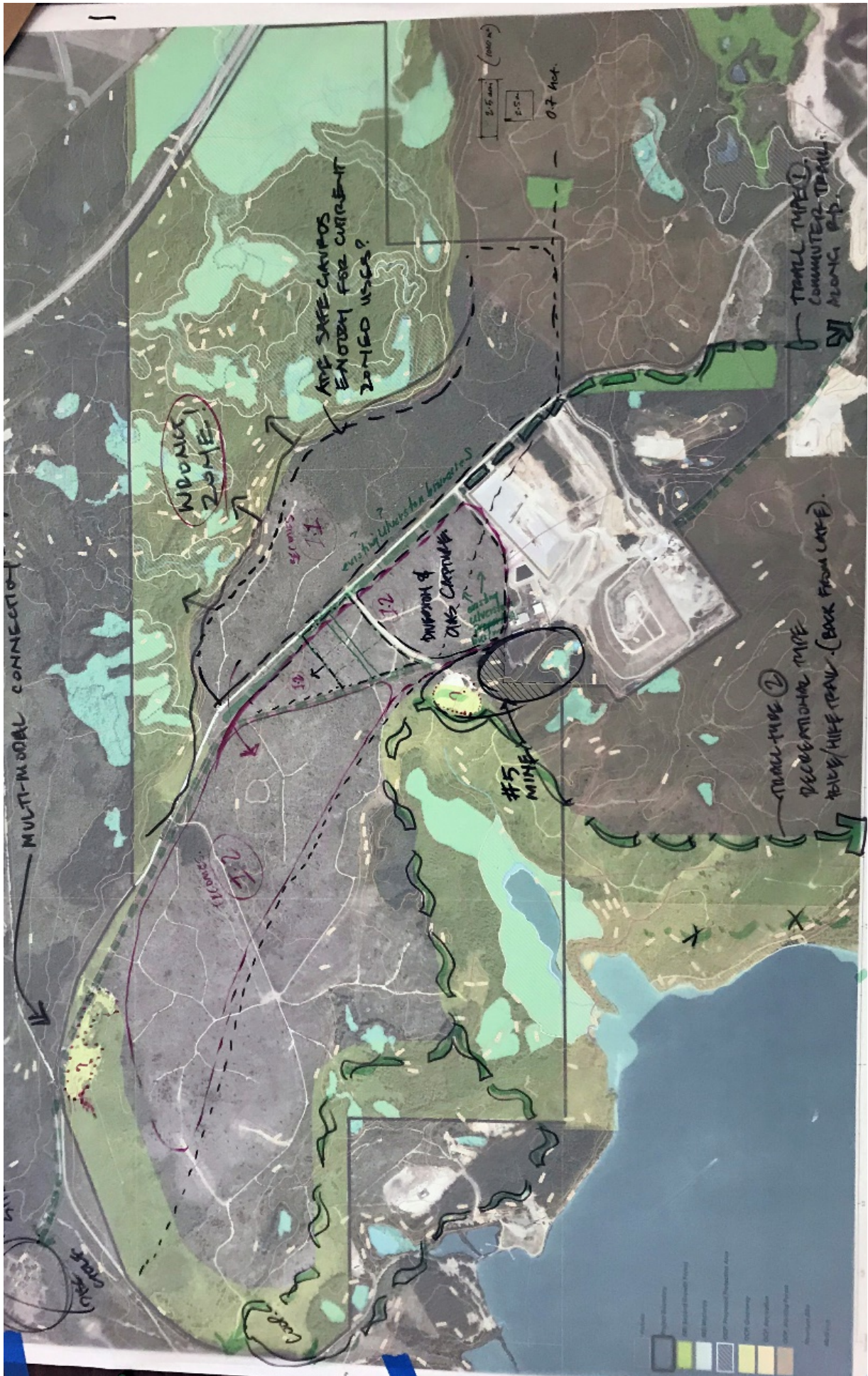
Next Steps

Information from the workshop is being used to further discussions and to develop an initial preliminary conceptual plan framework for the Bevan lands industrial area. It is expected that a draft concept will be developed in the new year for stakeholder and community review.

The Village of Cumberland invites interested parties to continue to provide input/feedback both on the conceptual design, as well as ideas and/or opportunities related to servicing infrastructure within these lands. Additional feedback will be incorporated into the Master Plan, including any further engagement processes in early 2020.

Contact Information

For additional information or to provide input regarding Bevan Industrial Lands Conceptual Master Plan, please contact Kaelin chambers (Economic Development Coordinator) at ecdev@cumberland.ca.

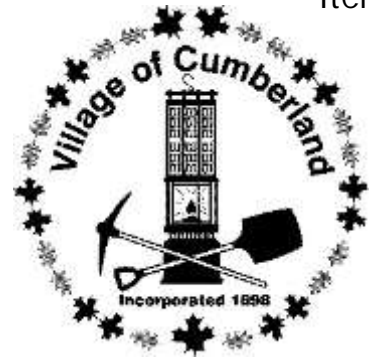


Group 2. Notes and mapping.



Group3. Notes and mapping.

COUNCIL REPORT



REPORT DATE: December 3, 2019
MEETING DATE: December 9, 2019

File No.

TO: Mayor and Councillors
FROM: Ryan Coltura, Manager of Recreation
SUBJECT: Application of Roller Derby Fees for Usage of the Cumberland Recreation Centre

RECOMMENDATION

THAT Council receive the Application of Roller Derby Fees for Usage of the Cumberland Recreation Centre report for information.

PURPOSE

This report is provided in response to the Brick House Betties delegation that attended the October 15th 2019 Council meeting. The content of this report is intended to provide Council with information with regards to how Recreation Fees Bylaw No. 1111, 2019 is being applied.

BACKGROUND

The Brick House Betties roller derby team has been operating out of the Cumberland Recreation Centre since 2011. The team offers girls and women of Cumberland and the Comox Valley the opportunity to participate in a unique team sport that provides a variety of recreational and social benefits.

When the roller derby team first began using the Cumberland Recreation Centre they were given the option of paying either a rental fee (\$44.80/hour) or having their participants pay a facility drop-in fee (\$3.75). The group chose the latter and has been operating under that structure up until September 2019.

In preparing Recreation Fees Bylaw No. 1111, 2019 for Council consideration staff reviewed our current practices at the time and found instances of inconsistent application of fees.

Fee Types

Both the current Recreation Fees Bylaw No. 1111, 2019 and the previous version included different fees based on various types of usages including:

Drop-In: use characterized by a person or group of persons deciding on a use by use basis to attend a public session where the public or a subset of the public is welcome to attend. (e.g. Parent & Tot, Family Open Gym, Climbing, etc.)

Program: use where an individual or group of individuals pre-commits to a series of uses through a registration process. These Village of Cumberland run programs are offered to the general public and seek to meet the needs of the community. (e.g. Spin, Learn to Belay, Learn to Roller Skate, Climbing Club, etc.)

Rental: use where a group rents a space through a rental contract and then controls the uses and the users of that space during the period of rental (e.g. Tuesday Night Basketball, CV Pickleball Ladder, Comox Valley Kickers, North Island Field Lacrosse, etc.)

In conversations with the Brick House Betties in late 2018 and early 2019 it became evident that there were elements of the Roller Derby program (skills testing, membership requirements, team fees, insurance requirements) that did not fit within the framework of what would be considered a public drop-in program and that it would be more appropriate for them to be charged a facility rental rate like other similar organizations.

The Brick House Betties were advised of this change in fee structure by the Manager of Recreation and Recreation Coordinator at a meeting held on April 10, 2019.

In a follow up meeting in June 12, 2019 the Recreation Coordinator reconfirmed that the Fall 2019 roller derby bookings would be set up as facility rentals with the cost still to be determined.

On July 26, 2019 the Brick House Betties were informed via email of the new Not-for-Profit gymnasium rental rate of \$30 per hour.

Subsequent meetings and conversations throughout August and September 2019 resulted in staff offering to reduce the rental rate to \$22.25 per hour for the Fall 2019 season to allow for a transitional period.

In addition recreation staff suggested that the Village of Cumberland and Brick House Betties partner on a public Learn to Roller Skate program that could also be used as a recruitment tool for the team to secure additional members to help offset any increased costs. The Brick House Betties agreed and the Fall 2019 Learn to Roller Skate program was a huge success with 18 registered participants and over \$700 being paid back to the team for their role in coaching the program. The Learn to Roller Skate program is scheduled to return in Winter 2020.

FINANCIAL IMPLICATIONS

As per Recreation Fees Bylaw No. 1111, 2019 all Not-for-Profit organizations renting the gymnasium are charged a fee of \$30 per hour. Based on the 54 hours booked by the Brick House Betties during the Fall 2019 season this would equate to a total of \$1,701 (including taxes). Staff have already offered a reduced amount of \$22.25 per hour during this transitional season which would see the Brick House Betties pay a total of \$1,275 (including taxes).

The previous drop-in fee model did not provide the Village with any certainty in terms of the total amount of fees that would be paid. It also did not reflect a fee based on amount of time the facility was utilized by the organization. The same \$4.20 per participant was paid regardless of if the rental was 1 hour or 3 hours in length.

For comparison purposes assuming an average attendance of 12 participants the Village would have collected \$1,360 in drop-in fees under the previous system.

While there may be an increase in fees paid to the Village as a result of this reclassification in usage it should be noted that financial considerations were not the driving force behind the change but rather a desire to address inconsistencies around how various user groups were being charged. It is for this reason that recreation staff have been diligently working with the impacted organizations to help ease the transition.

OPERATIONAL IMPLICATIONS

The need for fees to be applied in a consistent manner is critical to ensuring transparency and fairness amongst our various facility users. Having pre-defined rental fees and conditions that determine when they are to be applied will assist staff in the communication of those fees and help users have a better understanding of what their actual costs will be.

OPTIONS

1. Accept the Application of Roller Derby Fees for Usage of the Cumberland Recreation Centre report for information.
2. Any other action deemed appropriate by Council.

Respectfully submitted,

Ryan Coltura

Ryan Coltura
Manager of Recreation

Tanalee Hesse

Tanalee Hesse
Interim Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: November 18, 2019

MEETING DATE: December 9, 2019

File No. 5400-11

TO: Mayor and Councillors

FROM: Rachel Parker, Corporate Officer

SUBJECT: Snow and Ice Removal Policy Update

RECOMMENDATION

- i. THAT Council receive the Snow and Ice Removal Policy Update.
- ii. THAT Council approve the Policy 11.6 Snow and Ice Removal Policy as amended.

PURPOSE

With new development in the Village, Council's Snow and Ice Removal Policy requires an updated priority route map. Staff is seeking Council's approval of the update policy map and other minor amendments.

BACKGROUND

The Village provides snow removal and ice control service for public roads in the Village. When providing services, a council must attempt to strike a balance between competently being able to provide an acceptable level of service and being financially accountable. Municipalities may determine service levels through policy that give direction to staff. A service level policy may be based on social, political, financial and economic factors or constraints and be based on realistic circumstances in the community, including available resources. Setting a service level also may provide the community with a legal defence against litigation and is recommended by the Village's insurers. It is important that staff is operationally able to meet the service level set out in a policy. If the service level cannot be achieved, the policy should be amended or the budget reviewed.

The Village provides a fairly high level of snow and ice control service, which may include service to local residential roads as well as sidewalks in the Village business centre and to institutional facilities when financial, staff and equipment resources allow.

The 2020 budget for snow and ice control is \$51,600 primarily for labour, equipment and supplies. Any service beyond current budget due to significant snow events is determined by the Manager of Operations using Council's policy and available additional funding in the Financial Stabilization Reserve. Council should recognize that it is possible under the proposed policy that snow and ice control could be limited to priority 1 and 2 routes in major snow events. Expenditures beyond the

budget would be analyzed against budget, and staff would proposed a transfer from the Financial Stabilization Reserve as part of an amendment to the Financial Plan Bylaw.

Council’s 2014 policy is attached to this report with proposed updates marked, which include

- For third and fourth priority routes, add “and as staff, equipment and financial resources allow as determined by the Manager of Operations” – the purpose of this is to reflect the current practice that clearing of routes three and four would only take place if the Village had resources to do so
- Change to the reference to the route map
- Add new section:
 4. The Village relies on property owners and occupiers to remove snow and ice from paved sidewalks adjacent to their property and to remove hazardous snow and ice from roofs adjacent to a highway.

In addition to current winter road maintenance practices, staff are hoping to add a liquid brine system that will allow for expanded operation controls during the winter.

FINANCIAL IMPLICATIONS

There is no service level change proposed in the policy that cannot be accommodated within existing budget. However there continues to be service expansion due to new development and this includes adding various priority routes, that does have financial implications related to increased salt and sand and equipment/labour. A review of adequate annual and reserve budgets should be undertaken in 2020, to ensure proper funding for 2021 and beyond.

OPERATIONAL IMPLICATIONS

Additional development in the Village does impact demand for labour and equipment. Staff believe that the additional areas can be serviced within existing budget and staff resources.

STRATEGIC OBJECTIVE

None

ATTACHMENTS

1. Policy 11.6, Snow and Ice Removal Policy with amendments noted and updated route map

CONCURRENCE

Rob Crisfield, Manager of Operations

RC

Michelle Mason, Chief Financial Officer

MM

OPTIONS

1. THAT Council approve Policy 11.6 Snow and Ice Removal Policy as amended.
2. Any other action deemed appropriate by Council.

Respectfully submitted,

Rachel Parker

Rachel Parker
Corporate Officer

Tanalee Hesse

Tanalee Hesse
Chief Administrative Officer

COUNCIL POLICY



<p>Title: Snow and Ice Removal Policy</p> <p>Authority:</p> <p>Adopted Date: December 8 2014</p> <p>Amended Date: DRAFT Nov 14 2019</p>	<p>No. 11.6</p> <p>Section: Engineering and Public Works</p> <p>Motion No. 2014-618</p>
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Policy Statement

The Village establishes the policy of designating priority ice control and snow removal operations due to the limited equipment, financial, and human resources of the Village.

Policy

Ice Control and Snow Removal Operations

1. The Village will commence ice control and snow removal operations
 - (a) upon verification of poor road conditions as determined by the Public Works Foreman or designate;
 - (b) upon request from the RCMP; and/or
 - (c) as pre-scheduled in response to weather forecasts as determined by the Manager of Operations

2. The Public Works Foreman may initiate ice control and/or snow removal operations for minor localized conditions upon investigation and assessment of road conditions.

Priorities of Work

3. The Village will undertake commence ice control and/or snow removal operations on the following priority basis as shown on the map to this policy:

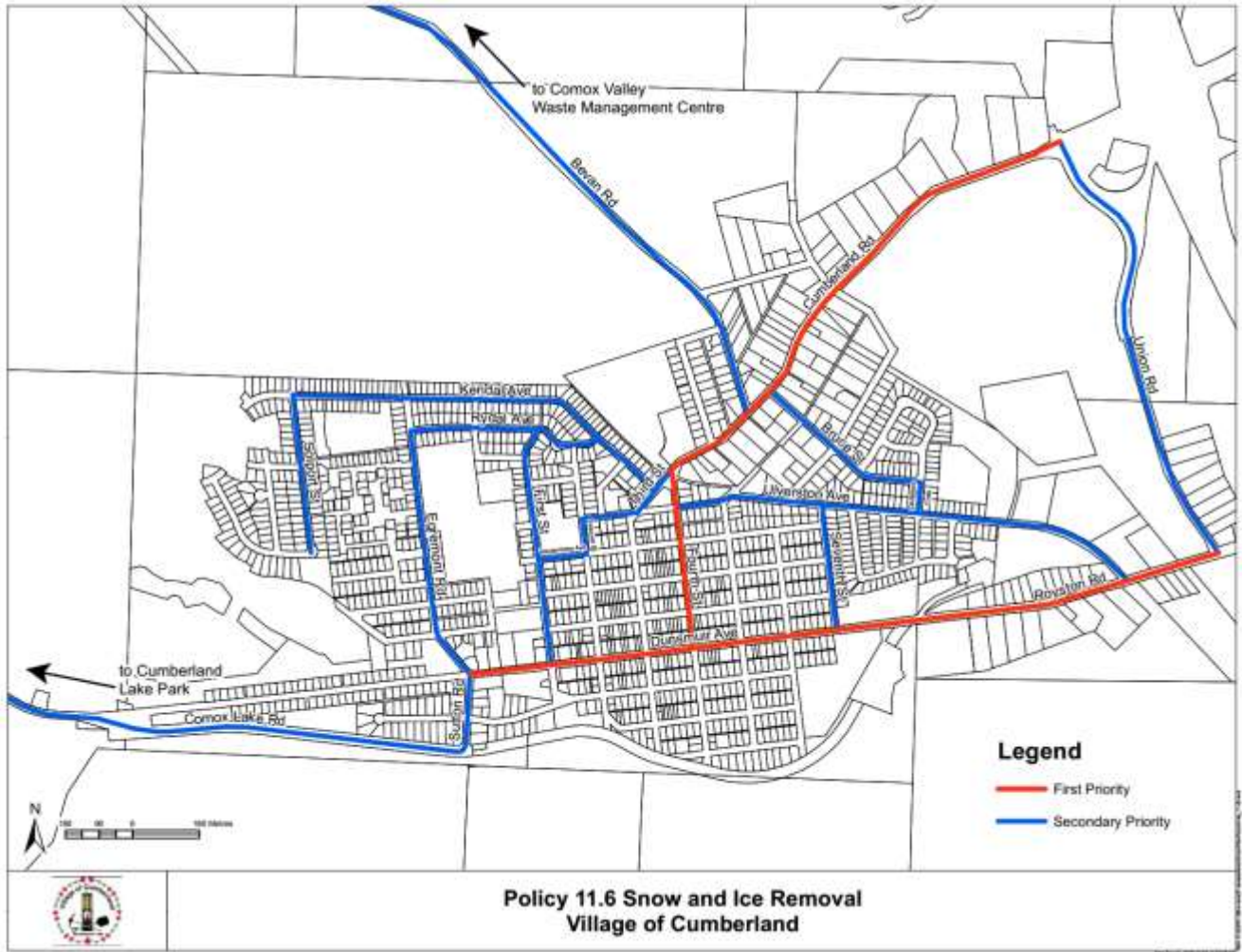
- (1) **First Priority:** Arterial roads providing access in and out of the Village for emergency purposes (shown in pink on the map to this policy)
- (2) **Second Priority:** Local collector roads, public transit routes and school bus routes, and emergency access routes to any long term care facility (shown in blue on the map to this policy)

The following priority services will take place only after adverse weather conditions subside, after ~~and~~ all first and second priority routes are cleared for safe motor vehicle passage, and as staff, equipment, and financial resources allow as determined by the Manager of Operations.

- (3) **Third Priority:** All other local roads
- (4) **Fourth Priority:** Sidewalks in the Historic Village Commercial Core and sidewalks servicing schools and other institutional facilities

4. The Village relies on property owners and occupiers to remove snow and ice from paved sidewalks adjacent to their property and to remove hazardous snow and ice from roofs adjacent to a highway.

Village of Cumberland
Policy 11.6 Snow and Ice Removal Policy



COUNCIL REPORT



REPORT DATE: November 28, 2019

MEETING DATE: December 9, 2019

File No. 0540-20

TO: Mayor and Councillors

FROM: Rachel Parker, Corporate Officer

SUBJECT: Accessibility Committee, Terms of Reference

RECOMMENDATION

- i) THAT Council receive the Accessibility Committee, Terms of Reference report.
- ii) THAT Council adopt amended Policy 1.7, Accessibility and Inclusion Select Committee, Terms of Reference.

PURPOSE

This policy presents an amended Policy 1.7, terms of reference for the Accessibility Committee as recommended by the Accessibility Committee for Council's consideration.

BACKGROUND

Council first established the Accessibility Select Committee in January 2015 to develop a 10-year accessibility plan for Village facilities and infrastructure, and to develop a strategy to encourage and support owners of existing public and commercial buildings in making accessibility improvements. However members support the continuation of the Committee in order to continue to be a resource to Council and Village staff.

The Committee has done an excellent job keeping accessibility and inclusion on the radar of Council and staff who now use an accessibility lens when looking at municipal services and projects, including infrastructure and facility upgrades, economic development, and community planning.

In June 2019, after staff recommended a reduction of scope for the Committee in which the Committee would only meet when Council or staff requested a recommendation, Council referred the terms of reference to the Committee for review. The Committee is recommending that Council adopt the amended policy 1.7 attached to this report, with amendments shown underlined. Staff is recommending that the words "as directed by Council" (shown highlighted) be added under the "Purpose of the Committee".

The Committee has set its 2020 meeting schedule for the third Tuesday of every second month. There are currently five members on the Committee and the Village has advertised for new members. Applications will be brought forward to Council in January 2020.

FINANCIAL IMPLICATIONS

The Committee has a small annual budget for an awareness event, meeting expenses, and education budget. Through its financial plan, Council has approved \$1,000 for a staff workshop on accessibility awareness.

OPERATIONAL IMPLICATIONS

The Corporate Officer provides basic administrative support to the Committee. For the most part, support other than for drafting agendas and minutes has been withdrawn due to workload. The Committee has reduced its meeting schedule from monthly to every second month further reducing the necessary staff time for support.

STRATEGIC OBJECTIVE

- Consider accessibility

ATTACHMENTS

1. Scope of work and status of projects
2. Policy 1.7, Accessibility and Inclusion Committee Terms of Reference

CONCURRENCE

None

OPTIONS

1. THAT Council adopt revised Policy 1.7, Accessibility and Inclusion Select Committee, Terms of Reference.
2. Any other action deemed appropriate by Council.

Respectfully submitted,

Rachel Parker

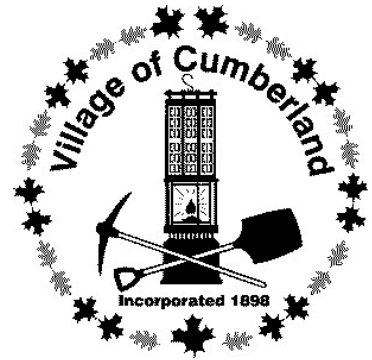
Rachel Parker
Corporate Officer

Tanalee Hesse

Tanalee Hesse
Chief Administrative Officer

Tasks assigned by Terms of Reference		Status
2015	Make recommendations to Council on a strategy to encourage and support owners of existing public and commercial buildings in making accessibility improvements.	Complete: Brochure complete. Outreach with businesses in process. Brochure to be mailing to commercial property owners. Seeking opportunities to liaise through Economic Development Officer.
2015	Make recommendations to Council on a 10 year accessibility plan for Village-owned public facilities and spaces, including projects and budget estimates.	Complete: Facility and Infrastructure Accessibility Review (2016). Implementation through staff.
2015	Make recommendations to Council on a designated parking for people with disabilities	Complete: Designated parking plan completed. Implementation in process through Operations.
2018	Review of community event manual with recommendations to make events more accessible; and outreach with special event coordinators.	In Process: Review complete and recommendations made to staff to implement with review of event application guidelines. Outreach with event organizers once event manual is updated by staff.
2018	Consult with emergency planning staff on accessibility	Completed with consultation with Comox Valley Emergency Program review of Emergency Support Services emergency preparation material and tour of Cumberland reception centres.
2018	Explore and investigate accessible tourism, and parks and trails mapping.	In Process: Rick Hansen Foundation assessment of South Wellington Colliery Trail complete. Recommendations to be implemented by staff. Staff exploring opportunity for adaptive mountain biking trail in Community Forest. Committee begun preliminary trail mapping data for South Wellington Colliery Trail. Potential project for general tourism accessibility mapping/web portal. Recommendations from RHF assessment to be implemented through budget.

COUNCIL POLICY



<p>Title: Accessibility <u>and Inclusion</u> Select Committee, Terms of Reference</p> <p>Adopted Date: January 26, 2015 Amended Date: February 12, 2018 Amended Date: DRAFT Nov 12 2019</p>	<p>No. 1.7</p> <p>Section: Administration Motion No. 15-41, 18-85</p>
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Policy Statement

The 2014 official community plan sets out the following universal design policies:

- Public spaces, facilities, services and places of employment shall be accessible to people of all abilities.
- The Village will encourage business partners, governments, and employers on public and private lands to improve the physical accessibility of their property and facilities.
- Provide adequate designated parking for people with disabilities.

Purpose of the Committee

The purpose of the committee is to ~~undertake and complete the scope of work set out in this policy by June 2019, act as a resource to council, village staff, and other community representatives as directed by Council~~ **on issues related to accessibility and inclusion in the Village of Cumberland. The Accessibility and Inclusion Committee aims to collaborate, educate and advise on matters of accessibility and inclusion in the Village.**

Scope of Work

1. (a) To make recommendation to Council on a strategy to encourage and support owners of existing public and commercial buildings in making accessibility improvements to the built environment and to create environments that are inclusive to all community members.
 - (b) Review of community event manual with recommendations to make events more accessible; and outreach with special event coordinators.
 - (b) Consult with emergency planning staff on accessibility and inclusion and provide resources on emergency preparedness.
 - (c) Explore and investigate accessible tourism, and parks and trails mapping.
 - ~~(d) Make recommendations to Council on BC Accessibility 2024 opportunities.~~

- (e) Recognize businesses and community members who are engaging in efforts to make Cumberland a more inclusive and accessible place to live and visit.
- (f) Monitor and support recommendations of the 2016 Facility and Infrastructure Review (SPARC BC).
- ~~(e)(g)~~ Matters referred to it by Council.

- 2. To make recommendation to Village staff on Village facilities, service provision, and other matters upon request.

Reporting

- 3. The Committee will report to the Council through
 - (a) meeting minutes, which may include recommendations to Council,
 - (b) reports, and
 - (c) consultant reports.

Membership

- 4. Council will appoint up to seven members to the committee, including
 - (a) one member of council who may not sit as chair or vice-chair,
 - (b) up to six community-at-large members, with a preference given to individuals with knowledge of accessibility-related issues as they pertain to the built environment and individuals with disabilities.
- 5. The members must select a chair and a vice-chair from amongst the members.
- 6. Representatives from local and regional not-for-profit organizations and community service organizations may attend Committee meetings as non-voting liaisons.

Procedures and Administration

- 7. The Committee is subject to the open meeting, conflict of interest, and procedural rules and other applicable rules under the *Community Charter* and the Council Procedure Bylaw.
- 8. The Committee will meet at least five times a year. ~~must meet monthly on a regularly recurring day at least 5 times a year. At its first meeting and a meeting in fall each year after, the Committee must set out its schedule of meetings for the following year.~~
- 9. The Committee will have the following staff resources:
 - (1) Administrative support for
 - Scheduling and public notice of meetings
 - Preparation of meeting agendas and agenda items for discussion
 - Assistance with the preparation of work plans and budgets
 - Taking of the minutes
 - Submission of minutes to Council agenda for receipt

- (2) Planning and support for
 - BC Building Code advice
 - Guidance on the official community plan and any zoning bylaw review
 - Provision of data and resources

10. Each year by August in the fall, the ~~Commission-Committee~~ must develop and submit to Council a work plan and budget request for the following year.

COUNCIL REPORT



REPORT DATE: December 3, 2019

MEETING DATE: December 9, 2019

TO: Mayor and Councillors

FROM: Kevin McPhedran, Parks and Outdoor Recreation Coordinator

SUBJECT: Cumberland Trail Network: License Agreement Extension

RECOMMENDATION

THAT Council receive the *Cumberland Trail Network: License Agreement Extension* report for information.

SUMMARY

The current trails License Agreement between TimberWest, Comox Timber, United Riders of Cumberland and the Village of Cumberland, scheduled for termination on December 31 2019, has been extended for six months. The extension retains the terms of the existing agreement until June 30 2020.

BACKGROUND

In December 2015, Village Council entered into a two year trails License Agreement with TimberWest Forest Company, Comox Timber Ltd. and the United Riders of Cumberland (UROC), an agreement that was amended and restated for 2018-19. These agreements designate the trails in the Cumberland Forest Trail Network as non-motorized recreational trails, and authorize UROC management authority and responsibility over trails on private timber lands and the Village's 230 hectares of forest lands.

The existing License is scheduled to terminate on December 31 2019. Through deliberations with the other parties, the current terms of the License have been extended for six months, to June 30 2020.

While representatives of each of the parties have indicated their broad support to continue under a cooperative arrangement for trail access and management over the long term (i.e. the general "spirit and intent" of the four party collaboration), the short term extension was requested by Mosaic Forest Management (Mosaic), a new corporate entity that formed as an outcome of the recent TimberWest-Island Timberlands corporate affiliation.

Mosaic provides forest management services to both TimberWest and Island Timberlands, and is now responsible for managing public access on TimberWest properties, including those in the Cumberland area. The six month extension allows Mosaic additional time to review and evaluate the terms of the License Agreement while concurrently working to merge TimberWest and Island Timberlands corporate access policies into Mosaic operations. At a broader level, the extension will also give Mosaic additional time to review legal best practices for instruments such as the Cumberland Trails License Agreement – which was ground-breaking when struck back in 2015, and has set a precedent for collaborative solutions to public recreation access to private forest land issues in the region.

The parties are scheduled to engage once again in late winter 2020 to prepare terms for a future agreement. Staff will report back to Council on the outcomes of this process in spring 2020.

Key terms of the 2018-19 Agreement and 2020 extension, include:

- **Term:** January 1 2016 to December 31 2019, extended to June 30 2020.
- **Subject Lands:** all Village, TimberWest and Comox Timber owned lands west of Highway 19, south of the Trent River, and west to approximately the height of land at the north end of the Beaufort Mountains.
 - Exception: the Cumberland Community Forest, Coal Creek Historic Park and Cumberland Lake Park (i.e. Village park lands) are excluded. The Village has retained trail management responsibilities in these parks, with UROC supporting trail maintenance where applicable and as per current Park Management Plans.
- **Summary of the Grant of Licence:** grants UROC use of the lands for constructing and maintaining new and existing trails, and for non-motorized, recreational use.
- **UROC Covenant:** to manage the trails, including: inventorying the trails and establishing trail difficulty ratings; installing and maintaining signage; and submitting an Annual Trail Management Plan to the Licensors that outlines maintenance priorities, new trail proposals and other works.
- **UROC indemnifies** the Licensors from all losses stemming from the use and occupation of the lands and is to obtain commercial general liability, automobile and fire fighting expenses liability insurances, naming each of the licensors as additional insured's.
- **Village covenant:**
 - Allow UROC use of the 230 hectares of Village forest lands for the construction, maintenance and use of trails¹.
 - Assist UROC in their various responsibilities under the agreement.

¹ Village staff are currently working on a land management plan for *Village Forest Lands*, a process that is considering recreational trails and other land values. An update on this planning process can be found in a separate report in the December 9 2019 Council Agenda package.

FINANCIAL IMPLICATIONS

There are no specific Village financial commitments in the License Agreement. Operating funds to support trail management and maintenance costs for trails on Village Forest Lands are included in the Village's 2020-2024 Financial Plan bylaw, as is \$13,000 in annual funding for UROC under the Community Grant Program.

OPERATIONAL IMPLICATIONS

The Parks and Outdoor Recreation Coordinator is the Village's administrative lead on the agreement, liaising with UROC and the timber companies, and working with UROC on trail projects on Village's subject lands. The position also supports UROC on their responsibilities under the agreement, although this role has lessened over time as UROC has correspondingly increased their internal capacities.

STRATEGIC OBJECTIVE

Ongoing trail initiatives are in alignment with the following goals in Council's 2019-2022 Corporate Strategic Priorities:

- *Support tourism through parks and recreation, heritage and environmental conservation (Ongoing / Operational);*
- *Develop a land management strategy for Village-owned forest land (In process).*

ATTACHMENTS

None.

CONCURRENCE

Ryan Coltura, Manager of Recreation

OPTIONS

1. That Council provide additional input and direction on the management of trails on Village forest lands via the ongoing Village Forest Lands Management Planning Process.
2. Any other action deemed appropriate by Council.

Respectfully submitted,

Kevin McPhedran

Kevin McPhedran
Parks and Outdoor Recreation Coordinator

Tanalee Hesse

Tanalee Hesse
Interim Chief Administrative Officer

COUNCIL MEMBER REPORT



DATE: December 9, 2019
 TO: Mayor and Councillors
 FROM: Mayor Baird
 SUBJECT: November Monthly Report

Date	Event
1 st	Village Budget meeting.
3 rd	2019 Comox Valley Child Development Association Telethon answering phones.
4 th	Wachiay Friendship Centre opening ceremony to help honour the space that they created together for children.
5 th	Attended the Comox Valley Regional District meeting and election of chair.
6 th	<p>Student Council meeting held in the Library of the school. Agenda items Logo, Vandalism, Graffiti, Traffic and Climate Change.</p> <p>North Island College to attend Regional Community Forum-Strategic Planning Process. Facts 23 percent of jobs will be open for high school diploma (more education will be required). - 35 percent of staff are at retirement age. - 2018 564 International students 74 percent are from India.</p>
7 th	Social Planning Workshop held in Courtenay from 1:00pm-7:00pm. Well attend by local politicians. They wanted to hear what each community is working on in recognizing the Social impacts on each community. For a small community we continue to program a board spectrum of projects, events and engagement.
8 th	North Island Sunshine Coast Regional Advisory Committee meeting. (NISCRAC)
11 th	<p>Attended the Cumberland Legion Remembrance Day Service, laying the wreath on behalf of the Village.</p> <p>Attended 19 Wing Comox Air Base for a social, returning to the Cumberland Legion to welcome the Base Commander.</p>
12 th	Interviewed by the Fair Wage Commission on Social Procurement and a living wage.
13 th	<p>Meeting with Steve Morgan to discuss the wetlands with specialist Robin Anshild. Robin spent two days in Cumberland looking for opportunities for enhancement and restoration.</p> <p>Attended meeting in Parksville for the executive of ICET.</p>
14 th	Meeting with residents on School traffic.
15 th	<p>Leadership lunch at 19 Wing.</p> <p>Staff and Council get together at the Legion.</p>

16 th	<p>North Island Elder College to thank the speaker Ray Hickey Executive Director of the Cumberland Energy Authority in Nova Scotia. They started by Council requesting a committee be formed.</p> <p>KEY OBJECTIVES: Community Stability Renewable energy Special Projects</p> <p>STRATEGIC PRIORITIES: Wind Solar Geo-thermal Tidal</p> <p>I would propose that Council have this discussion at our Strategic Priorities meeting in May.</p>
17 th	<p>Interviews for CAO position.</p> <p>Cumberland Events Society AGM held at the museum.</p>
18 th	<p>Fire Hall open house during the day and Village hall meeting to discuss the proposed budget.</p>
19 th	<p>Meeting with Leaders of the Indigenous Women's Society.</p> <p>Cumberland Community School AGM held in the School Library. Congratulations to the new board members.</p>
20 th	<p>Attended the Homelessness and Affordable Housing Select Committee meeting and on behalf of Council thanked members for volunteering to sit on the committee. Presentation by Gather Planning and Engagement and Turner Drake Partners Ltd.</p>
21 st	<p>Local Immigrant Partnership Collaborator y needs and gaps to Supporting welcoming communities.</p> <ul style="list-style-type: none"> - 350,000 estimated number of immigrants to Canada will be needed annually by 2035 to meet its workforce needs. - 1.3 million immigrants have made BC their home. 28 percent are immigrants. - immigrants are coming from 87 different countries. <p>1. Philippines 2. Vietnam 3. China</p> <p>Customer Appreciation in downtown Cumberland.</p>
22 nd	<p>Meeting with Dawn to Dawn and the Transition Society.</p> <p>Lighting the Christmas tree in Courtenay.</p>
23 rd	<p>Attended the Christmas Fair for the Museum-well attended first time held over two days.</p> <p>The Royal Canadian Legion celebration of 100 years of continuous support of veterans. On behalf of Council I presented our Minders Lamp in recognition of the programs and support they give to community groups.</p>
29 th	<p>ICET meeting.</p>

COUNCIL MEMBER REPORT



DATE: December 9th, 2019

TO: Mayor and Councillors

FROM: Councillor Sproule

SUBJECT: Monthly Report – November and December 2019

Date	Event	Comments
Nov. 1 st	COTW Budget meeting	
1st to 3rd	Woodstove Festival	Amazing production
4th	Heritage Committee	Discussed Statements of Significance
5th	Went to see Councillor Ketler win the election for the chair of the CVRD board	
8th 11th	Volunteered at CCFS Trivia Night Remembrance Day at the Legion.	
23rd, 25th	Winter Fair	
Dec. 1st	Volunteered at Santa's Breakfast	

COUNCIL MEMBER REPORT

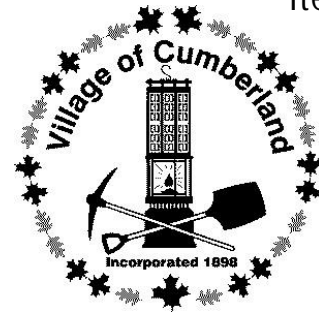


DATE: December 9, 2019
 TO: Mayor and Councillors
 FROM: Councillor Brown
 SUBJECT: November 2019 Monthly Report

Date	Event	Comments
Nov 1/2	BCAFM Retreat	Away for BC Association of Farmers' Markets Board Planning Retreat
Nov 6	Student Council	Ms Kraft has created a community leadership class, the class created a 'council' and Mayor Baird is working with them to create model council meetings and bring projects forward. It's a great group of kids with some great ideas: Climate change event, traffic, graffiti etc. It's really inspiring to be able to support them.
Nov 6	Coalition to end Homelessness regular meeting	Regular updates: PIT count planning underway, tent event, applications for funding for 2020.
Nov 6	SD71 cross boundary meeting at Cumberland Community School	District hosted the first round of consultations around cross boundary and space limitations in the district. 170 people turned out! More info here: https://www.comoxvalleyschools.ca/apps/events/2019/11/?id=0
Nov 7	Meeting with constituents	Looking for insight from a couple of awesome people in the Village.
Nov 7	Meeting with constituent	Looking for ways for the Cumberland Community School to dispose of organics waste from Christmas lunch for 600 people. I think we found a way!
Nov 7	Social Planning Workshop	Attended along with Mayor Baird for an afternoon of exploring what social planning is and how we might bring more of it into the Valley and the Village. More info here: https://mail.google.com/mail/u/0/?tab=wm#inbox/FMfcgxwGCGrQFCfjrKssGbMTsWWXSwXz?projector=1&messagePartId=0.1
Nov 8/9	HR Governance	Away for credit union director training
Nov 11	Remembrance Day	Attended the Remembrance Day Event in the Village
Nov 12	Regular Council Meeting	View full agenda here: https://cumberland.ca/wp-content/uploads/2019/11/31.19.R-November-12-2019-Agenda-Package-Merged.pdf
Nov 13	BC Community	Webinar on Community Investment Co-ops including a panel of

	Impact Investment Forum	experienced leaders in the sector.
Nov 14	Preparation for CAO Interviews	Reviewed and made suggestions for revising questions and process
Nov 16	Party for the Bulletin	Attended to support fundraiser for Avalanche Bulletin
Nov 17	CAO Interviews	A full day of interviews with Mayor and council
Nov 18	Firehall Open House	Attended open house to hear input from constituents on the Firehall Project
Nov 18	Village Financial Plan Open House	Attended to answer questions and gather input on the Financial plan.
Nov 19	Accessibility Committee	Full Agenda Here: https://cumberland.ca/wp-content/uploads/2019/11/2019-11-19-agenda-package.pdf
Nov 19	CCSS AGM	Attended the AGM to get the update on what the Cumberland Community Schools Society has been up to this year, and to run their board election.
Nov 20	Social Procurement	Attended MAIBC webinar on how to get more out of your social procurement policy and practice.
Nov 21	Community Justice Centre	Regular Board Meeting
Nov 21	Customer Appreciation Day	Visited 3 of my favorite shops in Cumberland to share some love and do a little shopping.
Nov 21	CCS PAC Meeting	Attended PAC Meeting at Cumberland Community School
Nov 22	Circular Economy	Phone interview with a consultant who hosted a Circular Economy Event in Victoria to see how we might create an event like this in the Village (or Valley).
Nov 23	Vancouver Island Regional Library Board	Regular Board Meeting (in Nanaimo) full agenda here: https://virl.bc.ca/wp-content/uploads/2019/11/2019-11-23-Agenda-Pkg_FINAL-opt.pdf
Nov 25	Regular Council Meeting	Urban Forest Management Plan, 4 storey apartment building on Dunsmuir, Financial Plan Bylaw. Full agenda here: https://cumberland.ca/meetings/32-19-r/
Nov 28	Community Justice Centre	Community Justice Centre pre AGM Meeting, AGM, and post AGM Meeting Elected 2 new members to the board including Ingrid Brown (Weird Church) and Haley Brooks (VIU student)
Nov 28	Forest Family Fundraiser Meeting	Gathered with a few fellow Cumberlanders to discuss setting up a fundraiser for the forestry workers who have been out on strike since July.

COUNCIL REPORT



REPORT DATE: November 28, 2019
 MEETING DATE: December 9, 2019
 TO: Mayor and Councillors
 FROM: Karin Albert, Senior Planner
 SUBJECT: 4693 Cumberland Road OCP and Zoning Bylaw Amendments

FILE: 2019-01-OCP&RZ 4693 Cumberland Road
OWNER: Tom Brown
PID: 018-258-794 **FOLIO No.:** 516 00820.550
LEGAL DESCRIPTION: Lot A, District Lot 24, Plan VIP56393
CIVIC ADDRESS: 4693 Cumberland Road

PROPOSED AMENDMENTS	EXISTING BYLAW	REQUESTED AMENDMENT
OCP DESIGNATION:	Residential	Commercial
ZONE:	R-3 Large Lot Residential	C-1 Commercial General

RECOMMENDATION

- i) THAT Council receive the “4693 Cumberland Road OCP and Zoning Bylaw Amendments”, dated November 28, 2019.
- ii) THAT Council deny an Amendment Bylaw to the Official Community Plan Bylaw No. 990 to change the land use designation of the property legally described as Lot A, District Lot 24, Plan VIP56393 from Residential to Commercial.
- iii) THAT Council deny an Amendment Bylaw to the Zoning Bylaw No. 1027 to amend the zone of the property legally described as Lot A, District Lot 24, Plan VIP56393 from R-3 Large Lot Residential to C-1 Commercial General.

SUMMARY

The Village has received an application to amend the Official Community Plan and the Zoning Bylaw to change the land use designation from Residential to Commercial and rezone the property at 4693 Cumberland Road from Residential Three (R-3) to Commercial One (C-1) to allow for the existing auto repair shop use of the property.



Figure 1: Existing zoning of Subject Property

Staff does not support the OCP amendment and rezoning for the reasons discussed in the report.

BACKGROUND

The property at 4693 Cumberland Road has been used as an auto repair shop since approximately 1993 when the previous owner, Mr. Hartley, purchased the property and established Hartley's Automotive Repair. Mr. Hartley applied for and was granted a business licence by Council in 1994. At the time, auto repair was a permitted home occupation in the R-3 zone. In 1998, Zoning Bylaw No. 717, 1997 was adopted. The 4693 Cumberland Road property remained R-3 in the updated Zoning Bylaw and the Bylaw excluded repair of automobiles as a home



Figure 2: View of the Property from Cumberland Road

occupation. It also required accessory buildings to be no larger than 50 m² (583 ft²) or 10 percent of the lot area, whichever was less. Hence, Mr. Hartley's Automotive Repair became legally non-conforming both as a home occupation and with a 1038 ft² accessory building.

The applicant, Tom Brown, purchased the property in 2016 and rented out the residence on the property. As a result, the required condition of the previously legally non-conforming home occupation use was no longer met and Mr. Brown was no longer able to obtain a business licence. Mr. Brown has since moved back onto the property. However, as per section 533(3) of the *Local Government Act*, if the legally non-conforming use is discontinued for a continuous period of six months, it no longer applies to this property.

In September 2017, Zoning Bylaw No. 1027, 2016 was adopted. The new Zoning Bylaw increased the maximum size of accessory buildings to 100m² (1076.4 ft²). As a result, the accessory building that houses the auto repair shop now conforms to the Bylaw requirements. However, the property remains R-3 and the auto repair use continues to be in contravention of the Zoning Bylaw.

Due to unsightliness of the property and complaints received by the Village in early 2018, the Village bylaw enforcement officer sent Mr. Brown a letter requesting clean-up of the site and repair to the fence. He also made Mr. Brown aware that he is operating a commercial business in a residential zone.

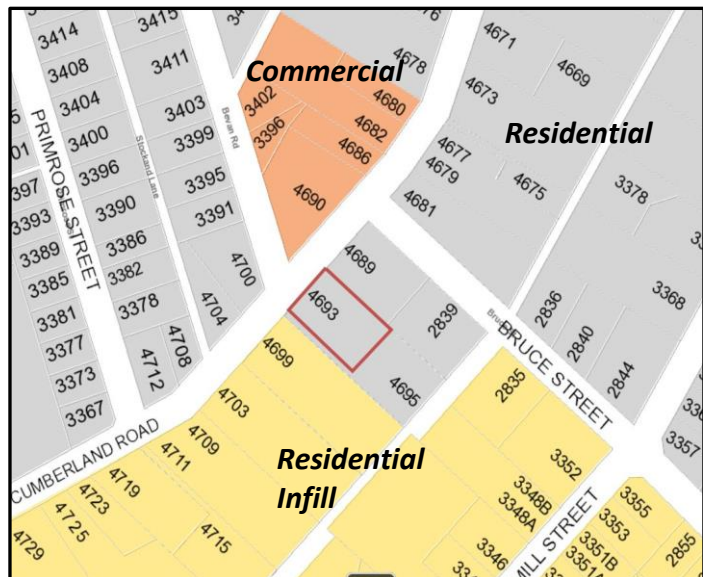


Figure 3: OCP Land Use Designation

Mr. Brown has since repaired the fence and cleaned up the property. Village staff informed Mr. Brown that one of his options is to apply for an Official Community Plan (OCP) and Zoning Bylaw amendment to seek to bring the property into compliance with both bylaws. At the writing of this report, Mr. Brown has several outstanding tickets for bylaw infractions. He has not been able to obtain a business licence since he is operating his business illegally in a residential zone.

The OCP designates the properties immediately to the northeast and southeast of 4693 Cumberland Road as Residential. The land use designation across the street, encompassing the Gas-N-Go and a few properties behind the Gas-N-Go, is designated Commercial. The land use designation of the properties to the southwest is Residential Infill (R-1A) (figure 3 above).

The existing adjacent zoning is R-3 to the northeast and southeast, C-1 across the street (Gas-and-Go) and R-1A to the southwest (figure 1 above).

The neighbour to the Northeast (4689 Cumberland Road) has expressed an interest in rezoning to Commercial and, if approved, this could turn the area into a small commercial node increasing the need to redesign the intersection and road in this area.

Official Community Plan Policies

The Official Community Plan land use designation for Commercial states:

This designation is intended for development designed to service the commercial needs of the Village, and the region. Commercial activities located in the Village include pedestrian oriented neighbourhood and community services as well as various forms of tourist accommodation and related services and microbreweries and micro-distilleries.

Commercial properties adjacent to Highway 19 are likely to serve the wider region. Such properties will provide services to accommodate a wide range of activities from regional wholesale centers to educational facilities, large scale tourist accommodation centres and regionally scaled shopping services among others.

A key objective in Section 5.1.2. General Land Use Objectives related to this property is:

- (1) *Maintain a compact urban form by directing new development to the Village Centre (see the figure 8) and along major transportation corridors that are served by frequent transit service, and by focusing new commercial and mixed use development in and around the Historic Village Commercial Core.*

The land use objective and conceptual land use map do not support a commercial use at 4693 Cumberland Road. Permitting a commercial use on that property will require an amendment to the *Future Land Use Map* which designates the land Residential as well as inclusion of policy language which identifies the Bevan Road–Cumberland Road intersection area as a small commercial node.

An alternative to changing the OCP policies would be to permit the existing use only through a spot rezoning of the property (permitting auto repair as an accessory use to residential). This is generally not desirable as it legitimizes the existing use but disregards broader land use planning objectives and a larger long term vision for commercial cores in the community.

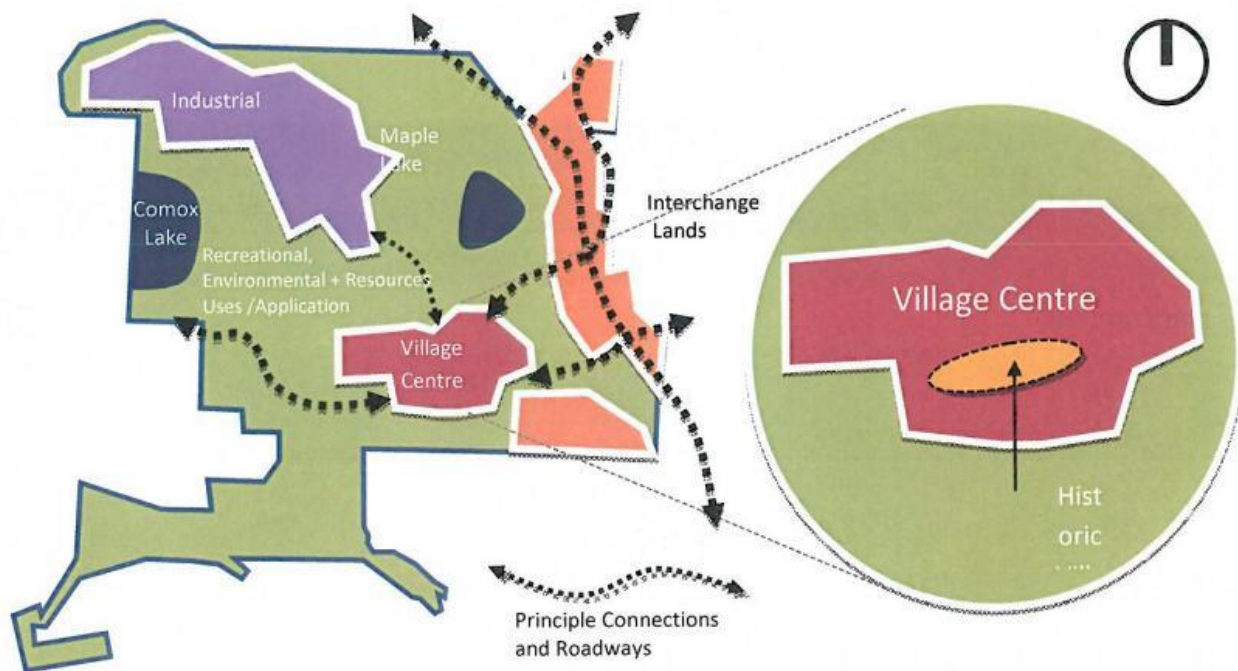


Figure 8: Conceptual Land Use and Location of Village Centre

With respect to the evaluation of zoning and OCP amendments, paragraph 6 under 5.1.5 General Land Use Policies states:

Zoning and OCP amendment applications shall demonstrate that the project proposed will provide benefit to the community as a whole. Council and staff will evaluate the proposal on this basis. Demonstrable community benefit includes:

- a. *Providing a use that is responding to community need.*
- b. *Providing an amenity that will benefit the residents of Cumberland (including but not limited to):*
 - i. *Affordable housing, with a signed housing agreement with the Village*
 - ii. *Park dedication (in addition to the minimum requirements for subdivision that trigger a five percent dedication)*
 - iii. *Fire and emergency services department contributions*
 - iv. *Provision of off-site infrastructure, or upgrades*
 - v. *Inclusion of universal designed and adaptable housing.*
- c. *Appropriateness of the development proposal.*
- d. *Integration with the immediate community.*

Given that the existing auto repair shop has a clientele, it may be said that it is responding to or meeting a community need as per (a) above. However, this need could be met at a different location that is in keeping with the vision of the OCP for commercial use in the Village core.

With respect to (b), planning staff have not discussed an amenity contribution with the owner at this point. Rezoning to a commercial use generally requires a review of traffic impacts on the intersection, a design to deal with those impacts and may require road upgrades, or, at a minimum,

additional road dedication to allow for future road widening at the intersection (iv. above). Commercial properties are also typically required to landscape the property where it fronts the street.

The visibility of the current driveway right after the Bevan Road – Cumberland Road intersection is restricted due to the tall fence. Visibility of vehicles exiting the driveway could be improved if the fence was removed and replaced by landscaping, provided that the sightliness of the property from the street is maintained.

In addition, the commercial entrance to the property would need to be more clearly marked. Currently, customers appear to be using both the driveway in front of the garage and the driveway along the south property line which is also used by the owner of the panhandle lot behind, 4695 Cumberland Road (see figure 4 below).



Figure 4: Bevan and Cumberland Road intersection

The Village acknowledges that it would be challenging for a single property owner to fund road upgrades. However, typically owners/developers are asked to pay for infrastructure improvements associated with a change in use of property so as not to burden the taxpayers with the expense.

Instead of a contribution to road upgrades, a contribution to the new firehall (iii. above) could be requested. However, the connection between this rezoning and the need for a new firehall is not as clear as to the need for road improvements.

Zoning Bylaw Regulations

The existing zoning of the property is R-3 and permits the following principal use:

Single family dwelling

Accessory uses are:

Accessory buildings and structures
Accessory dwelling unit
Home occupation
Market garden
One secondary suite or one accessory dwelling unit
Urban agriculture

While Home Occupation is permitted, the zoning bylaw explicitly excludes the commercial repair of automobiles not owned or operated by those living on the subject lot.

The applicant has applied to rezone the property to C-1 which allows for the following principal uses:

Automobile service facility
Personal service
Restaurant, minor
Retail, minor
Retail, convenience

Permitted accessory uses are:

Accessory buildings and structures
Retail liquor outlet, minor
Residential use forming an integral part to a principal use

The public area of *Restaurant, minor* would need to be less than 150 m² and may be licensed. Note that a drive-through would not be permitted in that area.

The conditions of use specify that

On a lot where there is combined non-residential and residential use, all dwelling units shall:

- i. be contained in the same building that contains the principal use;*
- ii. be located over or to the rear of the building that contains the principal use; and*
- iii. have a separate entrance from the outside.*

If rezoned to C-1, the existing separate residential building will not be permitted.

Neighbour Concerns

Pursuant to the requirements for OCP and zoning bylaw amendments, the applicant distributed flyers to the neighbours within a 75m radius and has advertised and held a neighbourhood meeting. No one attended; however, Village staff have received comments from a neighbour with respect to the rezoning outlining the following concerns. The neighbour expressed concern about the access by customers and delivery companies to the property given the centre median on Cumberland Road in front of 4693 Cumberland Road. The neighbour also stated that customers use the adjacent private driveway instead of the driveway in front of the automotive garage. When raising this with the applicant, he informed the Village that he offered to put a fence on the property line; however, that would require taking out a row of trees which the neighbour wishes to retain. Clear signage directing customers to the other driveway and/or blocking off access to the garage from the other driveway may be alternate solutions.

A further concern expressed by neighbours is the unsightliness of licensed and unlicensed vehicles stored on the property for extended periods of time. A question raised was whether there will be

a requirement for fencing of the yard (currently the property is partially fenced) to reduce the impact on adjacent properties. Noise in the evening related to the use of machinery, such as air compressors, was also a concern raised.

If the rezoning is granted, the Village can restrict the hours of operation when issuing the applicant's business licence. Provision of further fencing to the neighbouring properties can be discussed with the applicant as part of the rezoning.

REFERRALS

The application was referred to the APC for comment at their November 14, 2019 meeting. The APC passed the following resolution:

That Council consider a property specific amendment to the Zoning Bylaw to permit automotive repair facility as a permitted accessory use on the subject property in the existing R-3 zone.

The reasons provided by the APC are:

- *The APC does not support an amendment of the OCP to change the land use designation to Commercial in that area.*
- *The APC also does not wish to see other commercial uses be possible on the site. Those should require a full rezoning with associated infrastructure upgrades that might be needed.*
- *The current business has been operating in Cumberland and serving the community for over 28 years.*
- *The owner states that he was not aware of the requirement to live on site to continue auto repair facility as a non-conforming use when he bought the property.*
- *Spot rezoning won't require changes to the intersection or a traffic study. It legitimizes what's been working on that site for many years.*
- *The spot rezoning will resolve the contravention of Village bylaws.*

The APC also provided the following further comments:

- *The fee paid for the rezoning by the owner should negate any bylaw fines.*
- *The owner should obtain a business licence.*
- *The preferred solution would be for the property to remain legally non-conforming. That would mean the existing use could continue until such time that the owner closes the business. At that time the property would revert to a residential only use. It was acknowledged that as a result of the Village's bylaw enforcement action, the Village may no longer have the option to recognize the property as legally non-conforming.*

FINANCIAL IMPLICATIONS

If an OCP amendment and rezoning are supported by Council, the Village will discuss possible amenity contributions with the applicant such as providing additional width to the Cumberland Road right-of-way, improved visibility of the entrance to the garage driveway, a higher fence to along the back of the property to the neighbour, landscaping to Cumberland Road and/or a contribution to the firehall.

OPERATIONAL IMPLICATIONS

OCP and zoning bylaw amendments are part of the regular services provided by the Development Services Department.

STRATEGIC OBJECTIVE

None

ATTACHMENTS

- A. R-3 – Large Lot Residential Zone (existing)
- B. C-1 – Commercial General Zone (proposed)
- C. Site plan sketch
- D. Neighbourhood meeting notes and advertisement

CONCURRENCE

Ken Rogers, Manager of Development Services
Rob Crisfield, Manager of Operations

KR
RC

OPTIONS

That Council recommend:

1. THAT Council deny the application for an Amendment Bylaw to the Official Community Plan Bylaw No. 990 to change the land use designation of the property legally described as Lot A, District Lot 24, Plan VIP56393 from Residential to Commercial and THAT Council deny the application for an Amendment Bylaw to the Zoning Bylaw No. 1027 to amend the zone of the property legally described as Lot A, District Lot 24, Plan VIP56393 from R-3 Large Lot Residential to C-1 Commercial General (*staff recommendation*).
2. That staff be directed to draft amendments to the OCP and Zoning Bylaw to designate the subject property as Commercial and rezone it to C-1 Commercial for first and second reading at an upcoming Council meeting.
3. That staff be directed to draft amendments to the OCP and Zoning Bylaw to permit automotive repair facility as a permitted accessory use on the subject property in the existing R-3 zone with conditions such as a maximum building area and no outside storage of more than a certain number of vehicles for first and second reading at an upcoming Council meeting.
4. Any other action deemed appropriate by Council.

Respectfully submitted,

Karin Albert

Karin Albert
Senior Planner

Tanalee Hesse

Tanalee Hesse
Interim Chief Administrative Officer

Existing Zone

7.4 R-3—Large Lot Residential Zone

1. Principal Uses		<i>Single family dwelling</i>	
2. Accessory Uses		<i>Accessory buildings and structures</i> <i>Accessory dwelling unit</i> <i>Home occupation</i> <i>Market garden</i> <i>Secondary suite</i> <i>Urban agriculture</i>	
3. Lots Created by Subdivision	Area, minimum	2,024.0square metres (21,786.9square feet)	
	Frontage, minimum	25.0metres (82.0feet)	
4. Density	<i>Principal buildings or uses per lot, maximum</i>	<i>One single family dwelling</i>	
	<i>Accessory buildings or uses per lot, maximum</i>	<i>One secondary suite or One accessory dwelling unit</i>	
	<i>Building GFA, maximum</i>	<i>Accessory buildings shall have a combined Floor Area no greater than 100.0square metres (1,076.4square feet).</i>	
5. Lot Coverage	Coverage, maximum	35%	
6. Principal Buildings and Structures	<i>Setbacks, Minimum</i>	Front	7.5metres (24.6feet)
		Rear	4.5metres (14.8feet)
		Side	1.5metres (4.9feet)
		Side, Exterior	3.0metres (9.8feet)
	Height, maximum	10.0metres (32.8feet)	
7. Accessory Buildings and Structures	<i>Setbacks, minimum</i>	Front	3.0metres (9.8feet)
		Rear	1.5metres (4.9feet)
		Side	1.5metres (4.9feet)
		Side, Exterior	3.0metres (9.8feet)
	Height, maximum	6.0metres (19.8feet)	
	<i>One storey accessory dwelling unit height, maximum</i>	6.5metres (21.3feet)	
	<i>Two storey accessory dwelling unit height, maximum</i>	7.5metres (24.8feet)	
8. Conditions of Uses	An <i>accessory dwelling unit</i> shall only be permitted if the property is connected to all available municipal servicing.		

End – R-3

Some Definitions	
Accessory	means clearly incidental and subordinate to the <i>principal use, building or structure</i> on the same <i>lot</i> .
Dwelling Unit	means accommodation for residential occupancy with sleeping and sanitary facilities, and not more than one set of cooking facilities, but specifically excludes <i>recreational vehicles</i>
Floor Area, Gross (GFA)	means the sum of all floors of a <i>building</i> , as measured to the interior walls, or to the centre line of the common walls, as calculated in accordance with Section 3.7
Home Occupation	means an <i>accessory</i> use within a <i>dwelling unit</i> operated by a resident of the <i>dwelling unit</i> , established and operating in accordance with Section 4.6.
Market Garden	means the commercial growing and harvesting, which contributes to the production of agricultural, floricultural, or horticultural products for on-site agriculture or on-site sales, established and operating in accordance with Section 4.14.
Secondary Suite	means a separate <i>dwelling unit</i> located within a <i>building of residential use</i> and occupancy containing only one other <i>dwelling unit</i> and located in and part of a <i>building</i> which is a single real estate entity, established and operating in accordance with Section 4.10.
Urban Agriculture	means the growing of fruits and vegetables, flowers, native and ornamental plants, edible berries and food perennials for beautification, education, recreation, community use, personal consumption, sales of produce grown on the <i>lot</i> or the donation of vegetables, fruits, edible flowers and berries only. Includes the keeping of <i>honey bees</i> , keeping of backyard <i>hens</i> , and <i>livestock</i> established and operating in accordance with Section 4.13. Excludes <i>agriculture intensive</i> .

4.2 Accessory Dwelling Units

- a) Where an *accessory dwelling unit* (ADU) is permitted, excluding ADU's in the Residential Four (R-4) zone, which have their own regulations, the following regulations shall apply:
 - i) an ADU shall not be located in a front *yard*;
 - ii) the ADU must be fully detached from (and with no breezeway to) any *single family dwelling* on the subject *lot*;
 - iii) the floor area of the ADU:
 - 1) must not exceed 90.0square metres (968.8square feet); and
 - 2) must be less than 75% of the *GFA* of the *single family dwelling*.
- b) The Height of an ADU must not exceed:
 - i) if one *storey*, 6.5metres (21.5feet); or
 - ii) if two *storeys*, 7.5metres (24.6feet).
- c) Notwithstanding the *setback* regulations for the Zone:

- i) *lots* with interior side yards less than 1.5metres (4.9feet); and
 - ii) with a rear *lane* less than 6.0metres (19.7ft) wide or a *lane* which is greater than 6.0metres but is not accessible year-round;
- must provide no less than 1.5metres (4.9feet) clearance, past the principal *building* for firefighting access from a *highway*.

4.10 Secondary Suites

- c) *Secondary suites* may only be located within a *single family dwelling*.
- d) Unless a Zone specifically provides for otherwise, only one *secondary suite* is permitted per *lot*.
- e) Where a *lot* is not serviced by the *Village's* sanitary sewer system, written confirmation from the applicable licensing body that the capacity of the *lot's* sewer system will not be compromised by the presence of a *secondary suite* is required.
- f) *Secondary Suites* must have a total *GFA* of not more than 90.0square metres (968.8square feet). For the purposes of this section, *GFA* does not include areas *used* for common storage, common laundry facilities, or common areas *used* for egress.
- g) *Secondary Suites* must have a *GFA* of less than 40% of the *GFA* of the residence. For the purposes of this section, *GFA* calculation does not include attached garages).
- h) *Secondary Suites* cannot be subdivided from the *building* of which it is part under the Strata Property Act.

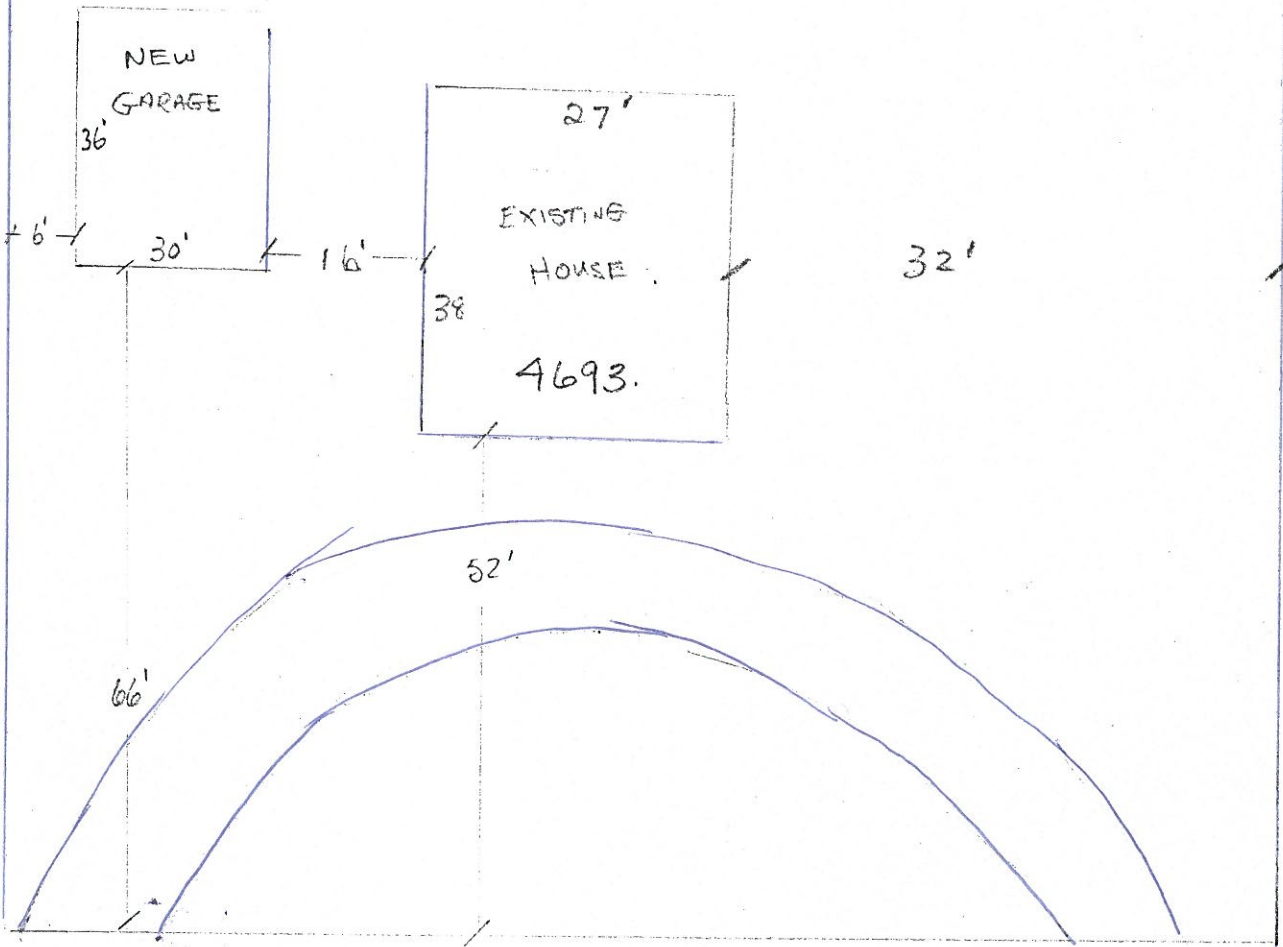
Proposed Zone

9.1 C-1—Commercial General Zone

1. Principal Uses		<i>Automobile service facility</i> <i>Personal service</i> <i>Restaurant, minor</i> <i>Retail, minor</i> <i>Retail, convenience</i>	
2. Accessory Uses		<i>Accessory buildings and structures</i> <i>Retail liquor outlet, minor</i> <i>Residential use forming an integral part to a principal use</i>	
3. Lots Created by Subdivision	Area, minimum	550.0square metres (5,920.3square feet)	
	Frontage, minimum	15.0metres (49.2feet)	
4. Density	Floor area ratio	1.0	
	Building GFA, maximum	<i>Accessory buildings</i> shall have a floor area not exceeding 10% of the <i>lot area</i>	
5. Lot Coverage	Coverage, maximum	40%	
6. Principal Buildings and Structures	Setbacks, Minimum	Front	3.0metres (9.8feet)
		Rear	3.0metres (9.8feet)
		Side	1.5metres (4.9feet)
		Side, Exterior	3.0metres (9.8feet)
	Height, maximum		10.0metres (32.8feet)
7. Accessory Buildings and Structures	Setbacks, minimum	Front	3.0metres (9.8feet)
		Rear	1.5metres (4.9feet)
		Side	1.5metres (4.9feet)
		Side, Exterior	3.0metres (9.8feet)
	Height, maximum		4.5metres (14.8feet)
8. Conditions of Uses	<p>a) Fuel service pumps or pump islands shall be located a minimum or 4.5metres (14.8feet) from any property line.</p> <p>b) On a <i>lot</i> where there is combined non-residential and <i>residential use</i>, all <i>dwelling units</i> shall:</p> <p style="margin-left: 20px;">i) be contained in the same <i>building</i> that contains the <i>principal use</i>;</p> <p style="margin-left: 20px;">ii) be located over or to the rear of the <i>building</i> that contains the <i>principal use</i>; and</p> <p style="margin-left: 20px;">iii) have a separate entrance from the outside.</p>		
9. Additional Regulations	The maximum size of a <i>dwelling unit</i> in this zone is 90.0square metres.		

Some Definitions	
Automobile Service Facility	means the use of land, <i>buildings</i> or other <i>structures</i> for the selling and dispensing of vehicular fuels, automotive parts and accessories, and includes <ul style="list-style-type: none"> - the washing of vehicles; and - the servicing and repair of motor vehicle only within <i>buildings</i>.
Personal Service	means the use of land, <i>buildings</i> or other <i>structures</i> where services are provided with or without the <i>accessory retail sales</i> of goods related to the services provided, and includes: barber shops, hairdressers, beauty salons, tanning salons, shoe repairs shops, dry cleaning, laundromat, tailor shop, travel agency, printing shops.
Restaurant, Minor	means the use of a <i>building</i> for the sale of prepared foods and beverages, with a public area of less than 150.0square metres (1,614.6square feet), which may be licensed pursuant to the <u>Liquor Control and Licensing Act</u> .
Retail Liquor Outlet, Minor	means the use of a <i>building</i> for the retail sale of alcoholic beverages to the public, having a total floor area less than 140.0square metres (1,506.9square feet) that is not <i>accessory</i> to a <i>licensed premises</i> and is licensed under the regulations of the <u>Liquor Control and Licensing Act</u> or has an appointment or agreement under the <u>Liquor Distribution Act</u> , and includes liquor stores and wine and beer stores.
Retail, Minor	means the use of a <i>building</i> having a total floor area less than 2,800.0square metres (30,138.9square feet) but equal to or greater than 300.0square metres (3,229.2square feet) for the retail sale and rental of consumer goods, but does not include a <i>Retail Liquor Outlet, Major</i> or <i>Retail Liquor Outlet, Minor</i> .
Retail, Convenience	means the use of a <i>building</i> having a total floor area less than 300.0square metres (3,229.2square feet) for the retail sale of consumer goods from within an enclosed <i>building</i> , but does not include a <i>Retail Liquor Outlet, Major</i> or <i>Retail Liquor Outlet, Minor</i> .

HARTLEY CAMPBELL
LOT A D.L. 24
BLOCK 5 PLAN 4222



CUMBERLAND RD.

Summary of Comments Received at Neighbourhood Meeting

1.	Neighbourhood meeting held in regards to:	OCP Amendment and Rezoning to permit auto service facility at 4693 Cumberland Road.	
2.	Meeting Date and Time:	FRIDAY JULY 12/2019	
3.	Meeting Location:	HARTLEY'S PLACE 4693 CUMBERLAND	
4.	Advertising:	Newspaper (attach tear sheet)	Date: JULY 9 TH & 11 TH 2019
		Notices Mailed	Date: JULY 1ST 2019
		Notices Hand delivered	Date: JULY 1ST 2019.
5.	Numbers of attendees	Attach sign in sheet	NO SHOW
6.	Summarize the comments received		
7.	Attach copies of written comments received		
	Signature of Applicant or Agent certified that the information is accurate and complete.		<u>S Blown</u>
			Signature

Legal Notices

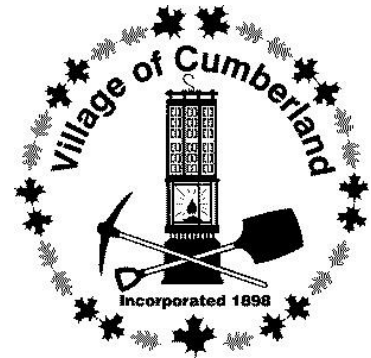
Legal Notices

**INVITATION TO
NEIGHBOURHOOD
MEETING**

To review an application to amend
the Village of Cumberland Official
Community Plan and Zoning bylaws
to permit the automobile service
facility on 4693 Cumberland Road,
Cumberland BC.

The meeting will be held on
*July 12th 2019 at 7:00p.m. at 4693
Cumberland Road, Cumberland, BC.*

COUNCIL REPORT



REPORT DATE: November 29, 2019

MEETING DATE: December 9, 2019

TO: Mayor and Council

FROM: Michelle Mason, Chief Financial Officer/Deputy Chief Administrative Officer

SUBJECT: 2020-2024 Financial Plan Bylaw – Second and Third Readings

RECOMMENDATION

- i. THAT Council receive the 2020-2024 Financial Plan Bylaw - Second and Third Readings report.
- ii. THAT Council give second and third reading of 2020-2024 Financial Plan Bylaw No. 1117, 2019.

PURPOSE

The purpose of this report is to provide the attached Financial Plan Bylaw for consideration of second and third reading. The bylaw is scheduled to come back to Council for adoption at the January 13, 2020 Council meeting.

BACKGROUND

Staff met with Council on November 1, 2019 to review the proposed 2020-2024 Financial Plan. The proposed Plan was provided to the public for further comment at the Village Hall meeting on November 18, 2019. Council gave first reading to the bylaw at the November 25, 2019 meeting. At that meeting, Council did not make any changes to the financial plan. However, Council may make amendments to the financial plan at this meeting, once any amendments are made, Council may give second reading to the bylaw as amended, followed by third reading. The amendments will then be included in the bylaw for adoption.

There has been no further public comment received to date since the first reading of the bylaw. Any comments received at any time regarding the financial plan will be added to the Council reader file for review. The Bylaw is currently scheduled to come back to Council January 13th, 2020 for adoption.

Once the BC Assessment revised roll is available (late March), an amendment to the Financial Plan Bylaw based on the revised roll will come to Council for consideration and adoption. Tax rate bylaws (based on the revised roll and the amended financial plan) will come to Council for consideration in April and May. Both the Financial Plan and Tax Rate Bylaws must be adopted before May 15th to meet statutory deadlines.

FINANCIAL IMPLICATIONS

The bottom line proposed increases to municipal revenues for the municipality in 2020 from existing 2019 rate payers are:

- Municipal taxes is 4.62%
- Utility fees is 1.96%
- Frontage taxes is 9.6%.

OPERATIONAL IMPLICATIONS

Finance oversees the financial planning process and all staff are involved in the financial planning process prior to the bylaw coming to Council for consideration.

ATTACHMENTS

1. 2020-2024 Financial Plan Bylaw No. 1117, 2019

STRATEGIC OBJECTIVE

The financial planning process starts with Council setting strategic priorities for the Village. Several projects in the financial plan will achieve these strategic priorities.

CONCURRENCE

None

OPTIONS

1. Receive this report for information.
2. Council may direct staff to make any required amendments to the Financial Plan.
3. Council may give second and third reading of bylaw number 1117.
4. Any other action deemed appropriate by Council.

Respectfully submitted,

Michelle Mason

Michelle Mason
Chief Financial Officer/Deputy CAO

Tanalee Hesse

Tanalee Hesse
Interim Chief Administrative Officer

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1117

A Bylaw to adopt the 2020 - 2024 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 “2020 - 2024 Financial Plan Bylaw No. 1117, 2019”.
- 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, 2020 and ending December 31, 2024.
- 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, 2020 until amended, repealed or replaced.

READ A FIRST TIME THIS	25TH	DAY OF	NOVEMBER	2019.
READ A SECOND TIME THIS		DAY OF		2019.
READ A THIRD TIME THIS		DAY OF		2019.
ADOPTED THIS DAY OF		DAY OF		2020.

Mayor

Corporate Officer

Schedule A
2020 – 2024 Financial Plan

	2020	2021	2022	2023	2024
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
REVENUES					
Property taxes & payments in lieu	\$ (3,206,480)	\$ (3,418,980)	\$ (3,649,200)	\$ (3,886,730)	\$ (4,130,540)
Parcel taxes	(520,935)	(696,900)	(760,750)	(831,980)	(876,370)
Sale of services & fees	(2,104,980)	(2,164,270)	(2,234,860)	(2,307,460)	(2,382,030)
Sale of services to other government	(432,320)	(512,530)	(515,620)	(519,780)	(524,030)
Transfers from other government	(5,124,140)	(3,269,330)	(5,042,580)	(1,616,490)	(1,138,890)
Other revenue	(678,870)	(685,730)	(668,490)	(674,440)	(680,580)
	<u>(12,067,725)</u>	<u>(10,747,740)</u>	<u>(12,871,500)</u>	<u>(9,836,880)</u>	<u>(9,732,440)</u>
EXPENSES					
Other municipal purposes	5,922,255	5,847,615	6,220,760	6,561,725	6,672,345
Debt interest	242,285	400,620	411,200	448,270	451,020
Amortization	1,499,380	1,499,395	1,499,395	1,499,395	1,499,395
	<u>7,663,920</u>	<u>7,747,630</u>	<u>8,131,355</u>	<u>8,509,390</u>	<u>8,622,760</u>
NET (REVENUES) EXPENSES	<u>(4,403,805)</u>	<u>(3,000,110)</u>	<u>(4,740,145)</u>	<u>(1,327,490)</u>	<u>(1,109,680)</u>
ADJUSTMENTS					
Acquisition of capital assets	11,446,305	4,222,690	5,133,090	2,533,970	1,298,895
Add back amortization	(1,499,380)	(1,499,390)	(1,499,390)	(1,499,390)	(1,499,390)
Proceeds from borrowing	(5,824,520)	(985,000)	(308,000)	236,440	(100,350)
Principal payments on debt	503,480	704,580	707,890	928,180	924,400
TOTAL ADJUSTMENTS	<u>4,625,885</u>	<u>2,442,880</u>	<u>4,033,590</u>	<u>2,199,200</u>	<u>623,555</u>
CHANGE IN CONSOLIDATED FUNDS	<u>222,080</u>	<u>(557,230)</u>	<u>(706,555)</u>	<u>871,710</u>	<u>(486,125)</u>
TRANSFER FROM RESERVES					
Reserves	(2,529,575)	(1,644,965)	(1,658,475)	(2,697,990)	(1,748,375)
Development Cost charges	-	(37,000)	(59,200)	(584,920)	(377,720)
TRANSFER TO RESERVES					
Reserves	2,307,495	2,239,195	2,424,230	2,411,200	2,612,220
TRANSFER TO / (FROM) RESERVES	<u>(222,080)</u>	<u>557,230</u>	<u>706,555</u>	<u>(871,710)</u>	<u>486,125</u>
TRANSFER TO/(FROM)					
ACCUMULATED SURPLUS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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 2020 (based on 2019 Revised Assessment Roll)

Revenue Source	% Total Revenue	Dollar Value
Proceeds from Borrowing	33%	5,824,520
Government Grants	29%	5,124,140
Property Value Taxes & Payments in Lieu	18%	3,206,480
Sale of Services and Fees	14%	2,537,300
Other Revenue	3%	678,870
Parcel Taxes	3%	520,935
Total	100%	17,892,245

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 2020. This is due to borrowing in the amount of \$4.2 million for the construction of a new fire hall (subject to a successful elector approval) and the wastewater treatment capital upgrades.
2. Grant funding is the second largest source of revenue for the Village in 2020 due to a *Investing in Canada Infrastructure Program* Federal and Provincial grant that will fund major upgrades to the Village's wastewater treatment 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 2020, 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; and
- to review all other services to determine optimal proportions of cost recovery from fees versus general revenues and taxation.

Part B: Distribution of Property Taxes among Property Classes

Table 2: The distribution of property tax revenue among the property classes (based on 2019 Revised Assessment Roll)

Property Class	Ratio	% Total Property Tax	Dollar Value
1. Residential	1.00	74%	2,336,870
2. Utilities	21.09	2%	58,360
3. Supportive Housing			
4. Major Industry			
5. Light Industry	3.11	2%	77,441
6. Business and Other	2.93	18%	558,093
7. Managed forest	9.18	4%	122,923
8. Recreation & Non Profit	1.00	0%	2,238
9. Farm	1.00	0%	7
Total		100%	3,155,932

Tax rates are set in order to maintain tax stability. Annual tax increases are apportioned over the classes to ensure stability.

There are no class 3 or 4 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.

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1118

A bylaw to amend the Water Rates 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 ‘Water Rates Amendment Bylaw No. 1118, 2019.’
2. “Water Rates Bylaw No. 1002, 2014”, as amended, is amended as follows:
 - (a) by repealing Schedule A to the Bylaw in its entirety and substituting Schedule A to this Bylaw.

READ A FIRST TIME THIS	25TH	DAY OF	NOVEMBER	2019.
READ A SECOND TIME THIS	25TH	DAY OF	NOVEMBER	2019.
READ A THIRD TIME THIS	25TH	DAY OF	NOVEMBER	2019.
ADOPTED THIS		DAY OF		2019.

Mayor

Corporate Officer

Schedule A

Water Charges

1. Water System Service Fees:

(a) Fees effective January 1, 2019:

Parcel Classification	Fixed Charge	Water Consumption Charge Rate
Residential:	\$50.00 per quarter	\$0.72 per cubic meter
Duplex Dwelling Unit:	\$50.00 per quarter	\$0.72 per cubic meter
Multi-Family:	\$43 per unit per quarter	\$0.70 per cubic meter
ICI:	Based on the meter size shown in section 2 of this schedule	\$1.09 per cubic meter

(b) Fees effective January 1, 2020:

Parcel Classification	Fixed Charge	Water Consumption Charge Rate
Residential:	\$51.25 per quarter	\$0.72 per cubic meter
Duplex Dwelling Unit:	\$51.25 per quarter	\$0.72 per cubic meter
Multi-Family:	\$41.50 per unit per quarter	\$0.71 per cubic meter
ICI:	Based on the meter size shown in section 2 of this schedule	\$1.09 per cubic meter

ICI Fixed Charge

2. The fixed charge for ICI parcel classification is based on the meter size of the service connection to the property as follows:

(a) Fees effective January 1, 2019:

Meter size:	5/8"	3/4"	1"	1.25"	1.5"	2"	3"	4"	6"
Quarterly charge:	\$37.00	\$44.00	\$58.00	\$73.00	\$86.00	\$113.00	\$169.00	\$225.00	\$336.00

(b) Fees effective January 1, 2020:

Meter size:	5/8"	3/4"	1"	1.25"	1.5"	2"	3"	4"	6"
Quarterly charge:	\$39.00	\$46.00	\$60.00	\$76.00	\$90.00	\$118.00	\$176.00	\$235.00	\$351.00

3. Flat Rate Fees:

	Use of Land or Real Property	Water Flat Charge effective January 1, 2019	Water Flat Charge effective January 1, 2020
(a)	For each dwelling unit:	\$104.00 per quarter	\$105.25 per quarter
(b)	For a motel, hotel, or non-profit seniors' housing (per room/unit):	\$47.00 per quarter	\$60.00 per quarter
(c)	For a lodging house or hostel (per bed):	\$21.00 per quarter	\$25.00 per quarter
(d)	For a school (per classroom):	\$54.00 per quarter	\$70.00 per quarter
(e)	For a church or a recreation hall:	\$61.00 per quarter	\$70.00 per quarter
(f)	For a medical clinic:	\$177.00 per quarter	\$200.00 per quarter
(g)	For a restaurant, pub, or bar:	\$177.00 per quarter	\$200.00 per quarter
(h)	For a coffee shop or take out:	\$118.00 per quarter	\$130.00 per quarter
(i)	For a business, store, or office (per suite):	\$61.00 per quarter	\$70.00 per quarter
(j)	For a beauty parlour, medical office, or veterinarian (per suite):	\$118.00 per quarter	\$130.00 per quarter
(k)	For a laundromat:	\$286.00 per quarter	\$320.00 per quarter
(l)	For a service station:	\$146.00 per quarter	\$165.00 per quarter
(m)	For a car wash:	\$286.00 per quarter	\$320.00 per quarter
(n)	For regional hospital laundry:	\$9125.00 per quarter	\$10120.00 per quarter

(o)	For any use not identified in this table (per washroom):	\$61.00 per quarter	\$70.00 per quarter
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Administration Charge

4. Leak adjustment administration fee: \$20.00

Bulk Water

5. Charges for bulk water are imposed as determined pursuant to an agreement for the purchase and sale of bulk water.

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1119

A bylaw to amend the Sewer Rates 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 ‘Sanitary Sewer Rates Amendment Bylaw No. 1119, 2019.’
2. “Corporation of the Village of Cumberland Sanitary Sewer Rates Bylaw No. 862, 2007”, as amended, is amended by repealing Schedule “A” to the Bylaw in its entirety and substituting Schedule “A” to this Bylaw.

READ A FIRST TIME THIS	25TH	DAY OF	NOVEMBER	2019.
READ A SECOND TIME THIS	25TH	DAY OF	NOVEMBER	2019.
READ A THIRD TIME THIS	25TH	DAY OF	NOVEMBER	2019.
ADOPTED THIS		DAY OF		2019.

Mayor

Corporate Officer

Schedule "A"
Sanitary Sewer Rates

	Use of Land or Real Property	Sanitary Sewer Rate Charge Effective January 1, 2019	Sanitary Sewer Rate Charge Effective January 1, 2020
1	For each residential unit:	\$102.75 per quarter	\$104.50 per quarter
2	For a motel, hotel, or non-profit seniors' housing (per room/unit):	\$60.25 per quarter	\$63.00 per quarter
3	For a lodging house or hostel (per bed):	\$27.50 per quarter	\$28.75 per quarter
4	For a school (per classroom):	\$80.25 per quarter	\$84.00 per quarter
5	For a church or a recreation hall:	\$90.00 per quarter	\$94.00 per quarter
6	For a medical clinic:	\$261.25 per quarter	\$273.25 per quarter
7	For a restaurant, pub, or bar:	\$252.25 per quarter	\$263.75 per quarter
8	For a coffee shop or take out:	\$88.75 per quarter	\$92.75 per quarter
9	For a business, store, or office (per suite):	\$88.75 per quarter	\$92.75 per quarter
10	For a beauty parlour, medical office, or veterinarian (per suite):	\$109.75 per quarter	\$114.75 per quarter
11	For a laundromat:	\$356.75 per quarter	\$370.00 per quarter
12	For a service station:	\$107.50 per quarter	\$112.50 per quarter
13	For a car wash:	\$356.75 per quarter	\$373.25 per quarter
14	For regional hospital laundry:	\$9250.50 per quarter	\$9675.25 per quarter
15	For any use not identified in this table (per washroom):	\$90.00 per quarter	\$94.00 per quarter

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1120

A bylaw to amend the Solid Waste 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 ‘Solid Waste Collection Fees Amendment Bylaw No. 1120, 2019.’
2. “Corporation of the Village of Cumberland Solid Waste Bylaw No. 1003, 2014” is amended by repealing Schedule “A” to the Bylaw in its entirety and substituting Schedule “A” to this Bylaw.

READ A FIRST TIME THIS	25TH	DAY OF	NOVEMBER	2019.
READ A SECOND TIME THIS	25TH	DAY OF	NOVEMBER	2019.
READ A THIRD TIME THIS	25TH	DAY OF	NOVEMBER	2019.
ADOPTED THIS		DAY OF		2019.

Mayor

Corporate Officer

Schedule "A"
Solid Waste Collection Fees

Use of Land or Real Property	Solid Waste Fees Effective January 1, 2019	Solid Waste Fees Effective January 1, 2020
Residential unit:	\$23.40 per quarter	\$24.45 per quarter
Commercial, Industrial, Institutional premises:	\$46.25 per quarter	\$47.20 per quarter
Additional garbage tags:	\$2 per bag	\$2 per bag