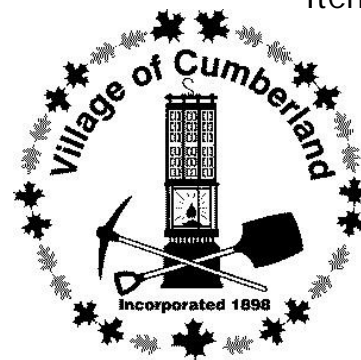


# COUNCIL REPORT



REPORT DATE: July 10, 2020  
 MEETING DATE: August 10, 2020  
 TO: Mayor & Council  
 FROM: Ken Rogers, Manager of Development Services  
 SUBJECT: CVRD 3L Developments Inc. 0768816 BC Ltd. Referral

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## RECOMMENDATION

- i) THAT Council receive the Comox Valley Regional District 3L Developments Inc. 0768816 BC Ltd. Referral report;
- ii) THAT Council direct staff to provide the following comments to the Comox Valley Regional District 3L Developments Inc. 0768816 BC Ltd. Referral:  
 THAT the Council for the Village of Cumberland not support the proposed 3L Developments Inc. 0768816 BC Ltd. Request to the CVRD with the following comments:

The proposal does not meet the RGS requirement that Settlement Nodes are not (or planned to be) contiguous with Municipal Areas.

## SUMMARY

The Comox Valley Regional District has submitted a referral on an application to develop the land legally described as:

That Part of the NW ¼ of Section 10, Township 9, Comox District, Plan 552G, Lying West of Puntledge River, except that part in Plan VIP70188 and EPP24391, PID 000-866-792;  
 The south west ¼ of Section 15, Township 9, Comox District, Plan 552G, except that part shown coloured red on Plan 79 RW and except that part in plan VIP70188, PID 000-866-814;

Lot A, Sections 10 and 15, Township 9, Comox District, Plan EPP23059, PID 028-915-194;  
 That Part of the north ½ section 14, Township 9, Comox District, Plan 552G lying to the South of the North bank of the Puntledge River, PID 003-922-308;

That Part of the south east ¼ of section 14, Township 9, Comox District, Plan 552G lying to the west of the east bank of the Puntledge River except those parts in Plans 8304 and 9343, PID 003-922-391;

The south west ¼ section of Section 14, Township 9, Comox District, Plan 552G, except that part in Plan 9343 and except that part shown coloured red on Plan 829 R.W., PID 003-924-033;

With 780 housing units, 1,400 square meters of neighbourhood commercial floor area, and 97 hectares of open space. The proposal triggers the need for an amendment to the Regional Growth Strategy.

In examination of the Regional Growth Strategy, the proposal sets in motion a future conflict between the intent of settlement nodes, the non-contiguous nature of such nodes with municipal areas, and the intention of settlement expansion areas to become part of a municipal area.

## **BACKGROUND**

The following are excerpts from the Regional Growth Strategy that deal with Settlement nodes and Settlement expansion areas. Under the Regional Growth Strategy, section 4.4 Growth Management Principles, section 8 states:

Limit the number of existing and planned Settlement Nodes outside of the Municipal Areas and ensure that such nodes are developed in a compact and transit-supportive manner.

The MG Policy 1A-1 – Municipal Areas states:

### **1. (b) Settlement Nodes**

Settlement Nodes have been identified to accommodate compact forms of development but are not contiguous with Municipal Areas. Settlement Nodes consist of defined areas around Union Bay, Saratoga Beach and Mt. Washington. These Settlement Nodes are established through local planning policy documents around existing communities with significant planned capacity to accommodate new growth. Each Settlement Node is unique and will develop based on its particular characteristics and Local Area Plan. New Settlement Nodes can only be created through amendment to the RGS.

The MG Policy 1B-2 – Uses within Settlement Nodes states:

Settlement Nodes will be identified within the Comox Valley Regional District OCP and will have a Local Area Plan that provides for specific land-uses and development criteria.

Settlement Expansion Areas are fringe areas located on the edges of Municipal Areas that have been identified because:

(1) they contain existing settlements with private or public water and/or sewer servicing that will eventually require the extension of publicly owned water and sewer services, coincident with boundary extensions, or satisfactory servicing agreements, in order to address public health and environmental issues before they arise; or,

(2) they have the long-term potential to accommodate future growth subject to boundary extensions and the provision of publicly-owned water or sewer services, provided that appropriate phasing policies are established, new development does not detract from compact growth options within Municipal Areas and that infrastructure capacity is available and

financially sustainable. Any growth in Settlement Expansion Areas will occur in a phased and orderly manner and will undergo a public planning process in order to determine the appropriate scale and form of development.

The MG Policy 1E-1 – Boundary Extensions within Settlement Expansion Areas states:

It is the intention of Local Governments in the Comox Valley that Settlement Expansion Areas, as identified on Map No. 5, shall become part of a Municipal Area through a boundary extension. Local governments will work cooperatively with regard to such boundary extensions and ensure that the policies of the RGS are maintained.

The Regional Growth Strategy requires that Settlement Nodes are not contiguous with Municipal Areas.

For the purposes of the referral response, please note the definition of Contiguous; adjective; "...sharing a common border; touching..."

The proposed amendment by 3 L Developments Inc. 0768816 BC Ltd. would create a settlement node that is part of a portion and is contiguous with a settlement expansion area. The settlement expansion area is, by policy, shall become part of the municipal area through a boundary expansion. Thus if a settlement node were to be established as propose, it will be in conflict with the requirement of the Regional Growth Strategy and have a settlement node sharing a common border with a municipality.

Note that existing settlement nodes are not beside a settlement expansion area.

#### **FINANCIAL IMPLICATIONS**

none

#### **OPERATIONAL IMPLICATIONS**

none.

#### **STRATEGIC OBJECTIVE**

- ☐ Quality Infrastructure Planning and Development
- ☒ Comprehensive Community Planning
- ☐ Healthy Community
- ☐ Climate Change
- ☐ Effective communication, administrative, financial and support services

#### **ATTACHMENTS**

Attachment 1 - CVRD Referral 3350-20 /CP 1C 20, 3360-20/ RZ 1C 20

Attachment 2 - Excerpt from Appendix A Map 3 of the Rural Comox Valley Official Community Plan Bylaw, 2014

Attachment 3, - Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010 Map 5 of RGS

**CONCURRENCE**

none

**OPTIONS**

- i) THAT Council direct staff to provide the following comments to the Comox Valley Regional District 3L Developments Inc. 0768816 BC Ltd. Referral:
  - a. Approval recommended with the following reasons.
  - b. Approval recommended subject to the following conditions
  - c. Interests unaffected
  - d. The following comments in relation to this development proposal
- ii) Council receive the Comox Valley Regional District 3L Developments Inc. 0768816 BC Ltd. Referral report for information only.
- iii) Any other action deemed appropriate by Council.

Respectfully submitted,

Ken Rogers

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Ken Rogers  
Manager of Development Services

Clayton Postings

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Clayton Postings  
Chief Administrative Officer

**Bylaw Referral Form**

**File: 3350-20 /CP 1C 20**

**3360-20 /RZ 1C 20**

**3L Developments Inc., 0768816 BC Ltd.**

**Date Sent: July 3, 2020**

Please comment on the attached bylaw for potential effect on your agency's interests. Section 475 of the *Local Government Act* (RSBC 2015 c. 1) (LGA) outlines that a local government must provide one or more opportunities for consultation with persons, organizations and authorities affected by the development of an Official Community Plan (OCP), or the repeal or amendment of an OCP. In keeping with Section 475, the Comox Valley Regional District (CVRD) wishes to ensure that all future consultations with applicable adjacent regional districts and municipalities, First Nations, school and improvement district boards, provincial and federal government agencies is considered early and ongoing as required by the LGA. You will note on the response form a number of choices that describe your agency's interests. All details that support your position are appreciated as are official legislative, governance and policy considerations that may affect the CVRD's consideration of this bylaw.

We would appreciate your response within thirty (30) days of July 3, 2020. If no response is received within that time, it will be assumed that your agency's interests are unaffected. If required, please contact the CVRD to assist you in determining the type of information that would be helpful or to better understand how the proposed bylaw amendments may impact land use and development. Should you have any specific questions regarding the proposed bylaw amendment, please contact Alana Mullaly at 250-334-6051 or by email to [planning@comoxvalleyrd.ca](mailto:planning@comoxvalleyrd.ca).

<b>Applicant:</b>	3L Developments Inc., 0768816 BC Ltd.
<b>Agent:</b>	Rob Buchan
<b>Civic address:</b>	None assigned
<b>Proposed Bylaw Amendments:</b>	<p>To re-designate the subject properties to 'Settlement Node' and 'Rural Settlement Area' to enable their subdivision and development with residential use of various densities, commercial uses, park land, and private water and wastewater utilities.</p> <p>To rezone the subject properties to one or more zones that would allow for 780 housing units (335 single detached units each with provision for a secondary suite, 54 townhouse units and 56 multi-family units), 1,400 square meters of neighbourhood commercial floor area, and 97ha of open space (e.g. park land).</p>
<b>Legal Description:</b>	<b>That Part of the NW ¼ of Section 10, Township 9, Comox District, Plan 552G, Lying West of Puntledge River, except that part in Plan</b>

	<p><b>VIP70188 and EPP24391, PID 000-866-792;</b>  <b>The south west ¼ of Section 15, Township 9, Comox District, Plan 552G, except that part shown coloured red on Plan 79 RW and except that part in plan VIP70188, PID 000-866-814;</b></p> <p><b>Lot A, Sections 10 and 15, Township 9, Comox District, Plan EPP23059, PID 028-915-194;</b></p> <p><b>That Part of the north ½ section 14, Township 9, Comox District, Plan 552G lying to the South of the North bank of the Puntledge River, PID 003-922-308;</b></p> <p><b>That Part of the south east ¼ of section 14, Township 9, Comox District, Plan 552G lying to the west of the east bank of the Puntledge River except those parts in Plans 8304 and 9343, PID 003-922-391;</b></p> <p><b>The south west ¼ section of Section 14, Township 9, Comox District, Plan 552G, except that part in Plan 9343 and except that part shown coloured red on Plan 829 R.W., PID 003-924-033;</b></p>
<b>OCP Bylaws:</b>	<p>Rural Comox Valley Official Community Plan Bylaw No. 337, 2014</p> <p>Rural Comox Valley Official Community Plan Bylaw No. 2042, 1998</p>
<b>Current OCP Designation:</b>	<p>Rural Settlement Area and Settlement Expansion Area (Bylaw No. 337);</p> <p>Rural Area (Bylaw No. 2042)</p>
<b>Proposed OCP Designation:</b>	<p>Settlement Node (Bylaw No. 337) and Rural Settlement Area (Bylaw No. 337)</p>
<b>Zoning Bylaw:</b>	<p>Bylaw No. 520, being the “Rural Comox Valley Zoning Bylaw No. 520, 2019”</p>
<b>Current Zone:</b>	<p>Rural Twenty (RU-20)</p>
<b>Proposed Zone:</b>	<p>To be determined</p>

#### **Other Information:**

An application has been received to develop the above noted properties with 780 housing units (335 single detached units each with provision for a secondary suite, 54 townhouse units and 56 multi-family units), 1,400 square meters of neighbourhood commercial floor area, and 97ha of open space (e.g. park land). The proposal triggers the need for an amendment to the Regional Growth Strategy (RGS).

In 2018, the Board initiated an RGS amendment process to review 3L Developments Inc.’s proposal to re-designate the subject lands from “Rural Settlement Area” and “Settlement Expansion Area” to “Settlement Node” in order to develop the lands with 1,100 residential dwelling units and provide lands for public use (i.e. park). The Board adopted a consultation plan to consider the proposal as a standard amendment to the RGS.

A public information meeting was held and over 200 citizens attended. The RGS Steering Committee (i.e. Chief Administrative Officers for the CVRD and each member municipality) recommended, following analysis of the proposal by the RGS Technical Advisory Committee (i.e. CVRD and municipal planning staff), that the Board deny the proposed amendment on the basis of existing and approved housing supply within the Core Settlement Areas (i.e. a new Settlement Node was not needed to accommodate projected growth). The Board denied the application in October 2018.

In December 2018, the Board amended the implementation section of the RGS to state that an amendment to the RGS may be proposed by a member municipality, the CVRD Electoral Areas Services Committee, or the CVRD Board, including on behalf of an external agency or private land owner. Essentially, any proposed amendment requires a local government to bring it forward for the Board's consideration. No longer can a landowner make an application to amend the RGS directly to the CVRD Board. The idea is that the local government that is most likely affected by the proposed amendment (e.g. the lands are within the local government's planning area jurisdiction) should have an opportunity to consider how any given proposal to amend the RGS impacts the local OCP and zoning.

3L Developments Inc. has therefore submitted an application to the CVRD to amend the Rural OCP and Zoning Bylaw in order to develop a new Settlement Node comprising 780 residential units (335 single detached dwellings, 335 secondary suites, 54 townhouse units, 56 multi-family units), 1,400 square meters of commercial floor area, 97 hectares of open space (proposed to be park and trails), a "community room and gathering place", and a 10 hectare parcel for K'ómoks First Nation. The applicant has submitted the following studies in support of the application:

- Archaeological Overview Assessment, I.R. Wilson Consultants Ltd., August 2009
- Transportation Assessment, Bunt and Associates Engineering Ltd., October 2009
- Ecology and Wildlife Summary, FishFor Contracting Ltd., December 2009
- Floodplain Assessment, McElhanney Consulting Ltd., July 2018
- Geohazard Assessment, Base Geotechnical Inc., July 2018

The applicant proposes water and sewer *systems "to be provided and operated by on-site private utilities"*. The application package also notes that *"storm water (is) to be managed with an integrated storm water management plan"*. Minimum parcel sizes are not identified (Appendix A). The applicant states *"in responding to comments regarding the previous application, this OCP and rezoning proposal has set out to reduce the development foot print and maximize rural and green space...As a result it has less impact and protects more land"*.

#### Official Community Plan Designations

The majority of the subject properties are designated "Rural" under Bylaw No. 2042 (Rural Comox Valley Official Community Plan Bylaw, 1998). Note that these are the only lands in the electoral areas that still have a designation under the former OCP. The balance of the subject properties are subject to the current Rural OCP (Bylaw No. 337, being the "Rural Comox Valley Official Community Plan Bylaw No. 337, 2014") and are designated either "Rural Settlement Area" or "Settlement Expansion Area" (Appendix B).

Official Community Plan Bylaw No. 2042

3L Development Inc.'s proposal would require repeal of the "Rural" designation and replacement with a new designation under Bylaw No. 337. The "Rural" designation was intended to encourage land use patterns that minimize urban sprawl, ensure "appropriate and adequate" rural servicing, minimize potential negative impacts on the environment and the productive potential of adjacent resource lands, and support the provision of affordable housing appropriate to its rural setting. Permitted land uses include: residential (i.e. single detached, secondary suites, mobile homes), forestry, agriculture, manufacturing and processing. The minimum parcel size for subdivision (in the absence of public water and/or sewer systems) defaults to the minimum specified in the applicable zone (i.e. Rural Twenty – 20 hectares).

Official Community Plan Bylaw No. 337

The portions of the properties designated under Bylaw No. 337 are "Rural Settlement Area" and "Settlement Expansion Area". The Rural Settlement Area designation allows residential development with parcel sizes ranging between 4 hectares and 20 hectares. The Plan envisions that each new residential lot shall have its own potable water source (well) and its own septic system (with both onsite primary and secondary disposal lands identified). The intent of the Rural Settlement Area is to provide for rural living without causing fragmentation of rural lands or negative impact on working landscapes (e.g. agriculture, silviculture). One of the reasons for the minimum 4 hectare parcel size is to ensure that over the long-term lands proposed for subdivision will be self-sustaining and not require an unplanned extension of public water and sewer services.

The "Settlement Expansion Area" designation was created to identify lands with either the potential for increased density (once incorporated into a municipal area and connected to public water and sewer service) or historically developed lands that will require public servicing given historic densities and related on-site servicing challenges. Until such time as settlement expansion area lands may be incorporated in a municipality and provided with public water and sewer service, the lands have minimal development potential. For example, the OCP states that the minimum parcel size for subdivision is 4ha.

Zoning Bylaw No. 520

All of the lands are subject to Zoning Bylaw No. 520, being the "Rural Comox Valley Zoning Bylaw No. 520", adopted in 2019. The majority of the subject properties are zoned Rural Twenty (RU-20); one portion is zoned Upland Resource (UR-40), including a portion of the land identified by the applicant as K'ómoks First Nation "development lands". The RU-20 zone permits a range of principal uses, including single detached dwellings, agriculture, forestry, sawmills, wood processing, mineral extraction, crushing and screening. The UR-40 zone includes principal uses such as agriculture, silviculture, wood processing, firearm ranges, and mineral extraction, crushing and screening (Appendix C). Surrounding and nearby lands, particularly north of the Puntledge, are similarly zoned for rural density (e.g. on-site services) and land use (including Agricultural Land Reserve lands).

3L Development Inc.'s Proposed OCP Designations and Zoning Amendment

The applicant is proposing to re-designate the lands to "Settlement Node" and "Rural Settlement Area" under Bylaw No. 337 (i.e. eliminate the Settlement Expansion Area designation entirely) (Appendix A).

Settlement nodes are one of four types of “core settlement areas”: this is an electoral area designation that applies to the communities of Union Bay, Saratoga, and Mt. Washington. When the RGS was being developed, these communities were identified as existing settlements that could benefit from full public servicing and, if publically serviced, could have potential to accommodate additional rural density and uses. The scale and density of the Union Bay and Saratoga Settlement Nodes in particular was deemed viable to support, in future, provision of public utilities and services such as rural transit and access to elementary schools (and/or sufficient economy of scale to support bussing to schools). They are not contiguous with municipal areas nor are they intended to replicate all of the features and services that are found in a municipal area. New settlement nodes can only be created through an amendment to the RGS.

The applicant characterizes the proposed settlement node as follows:

*“The Riverwood Settlement Node is an approximate 445 residential unit village. It incorporates a mix of housing forms including single family dwellings with Secondary Suites, Townhouses, Low Rise Apartments. Within this mix, it is contemplated that there will be rental housing, social and assisted housing opportunities. Riverwood will be a compact village scale neighbourhood that will include opportunity for living, recreating, working, playing and growing food. Riverwood is sited to protect the surrounding ecosystems and access to greenway, bikeway and trail systems.”*

The applicant’s reference to “445 residential units” does not include the potential for 335 secondary suites.

Although the applicant has submitted a concurrent rezoning application, no zoning has been proposed (e.g. permitted uses, minimum parcel size for subdivision). Within the application package it is stated that “*the community facility along with trails, parks and allotment gardens will be provided as community amenities*”. Staff note that the Board has adopted a voluntary community amenity policy that would need to be considered if and when the Board considers the proposed zoning amendment. The appropriate time to consider any voluntary offer of community amenities is through the public re-zoning process. The applicant has also stated that a separate development parcel will be given to K’ómoks First Nation but no new OCP designation or zoning is proposed to enable its subdivision from the balance of the lands or development with uses other than what currently exists.

#### Water, Wastewater and Rainwater Management

As noted elsewhere, 3L Developments Inc. is proposing greenfield development (i.e. a new community) with private water and wastewater utilities owned and operated by a private entity. The properties are not within a local service area. Although the applicant has not yet provided any servicing details, staff note that many private water and wastewater services in BC are challenged in maintaining operations and infrastructure in accordance with provincial utility standards over the long-term. The CVRD has seen several recent examples of private utility operators approaching the CVRD to take over their private systems including Sandwick, King Coho, and Watutco. The Union Bay and Graham Lake Improvement Districts have also requested that the CVRD undertake conversion studies. None of the long term planning for the regional water and sewer systems has included development in this area, which would significantly increase the cost and operational impacts of extending community water and sewer to this location if requested by future residents.

The Board received a report from staff in September 2019 outlining some of the factors to be considered in both supporting development that relies on privately owned and operated community

utility systems and factors to be considered when approached by private utility operators with a request to take over service to a community. At present, there are two non-CVRD utility operators serving a population with more than 300 connections in the electoral areas (i.e. Union Bay Improvement District's water service – currently part of a provincially sponsored governance review, and Mt. Washington's water and sewer services). The majority of the private utility systems serve populations with fewer than 15 non-residential connections.

As noted in staff's September 2019 report, there are very few opportunities for the CVRD to influence private utility decisions, despite the CVRD potentially being required to take over those utilities in future. To be clear, the opportunity to consider whether development that relies on private utility servicing should be enabled is at the OCP amendment/rezoning stage. There is no opportunity at the subdivision stage or building permit stage.

In respect to rainwater management, the documents provided by the applicant are silent on how the proposed development will manage rainwater (although the application package states that "*storm water to be managed with an integrated storm water management plan*"). A Rainwater Management Plan will need to be developed that demonstrates how the proposed development will meet the rainwater management policies and objectives of the OCP. Additionally the applicant will have to demonstrate how the proposed development will meet the requirements of the Ministry of Transportation and Infrastructure's *TAC BC Supplement*, Chapter 1000. The proposed scale of development suggests that some level of community rainwater management infrastructure may be necessary to maintain the natural water balance of the development site. This would likely require either a private utility or the establishment of a local service area to construct, operate and maintain the community infrastructure. Again, staff highlights the concern with the long-term ability of a private utility to sustain this type and scale of infrastructure on behalf of a residential community.

#### Cultural values

The lands are within the territory of the K'ómoks First Nation. The applicant has provided an archaeological overview assessment, completed by I.R. Wilson Consultants in 2009. Note that it is not attached to this report as it identifies the location of archaeological sites. The author states that the overview assessment is intended to identify and assess heritage resource potential. It is not to be used as a detailed assessment or mitigation plan.

#### Multi-modal Transportation

The applicant states that "traffic sustainability measures including walking, cycling, car pooling and car sharing" will be incorporated in the development in accordance with Bunt and Associates' 2009 Transportation Assessment. Note that this report was prepared while the RGS was in preparation and prior to the current OCP but does reference the Comox Valley Sustainability Strategy. The report has not been updated to reflect the proposed number of residential units or commercial floor area, rather is based on a phased construction plan of 60 single detached dwellings in 2012 and 540 single detached dwelling units in 2022. The Bunt assessment proposes ideas to:

1. Encourage walking (i.e. "*Centrally located services (convenience shopping, daycare, etc.) to reduce the need to travel outside the neighbourhood; walkable access to a variety of transportation and community services; traffic calmed streets with (sic) achieve 20-30km/h operating speeds; an extensive, inviting and safe network of sidewalks and trails within the neighbourhood and connecting to destinations outside of the neighbourhood with good lighting, signage and way finding maps; pedestrian-permeable and/or small development blocks. Approximately half of the development land is dedicated as park land to ensure continued public access to the Puntledge River and Browns River Trail systems and other natural amenities of the area.*")

2. Encourage cycling (e.g. on-street bike lanes, multi-use pathways within the right-of-way or off-street paved multi-use pathways, connections to future cycling network, way-finding, bike racks, charging station for electric bikes and scooters).
3. Provide transit to key destination: No BC Transit service therefore the “*developer could provide a community shuttle van and operating funds for a private transit service*”.
4. Encourage car-pooling: “*the developer could include a community amenity space in the central transportation hub that includes a ‘Ride Share Board’ and/or internet access that would allow residents to match to other residents*”.
5. Encourage car sharing: “*the neighbourhood could potentially support two car-share vehicles...it may be that the development is too small or not sufficiently dense to be a good candidate (for a car share operator to invest)*”.
6. Discourage excessive parking supply.
7. Eliminate trips: “*high speed internet should form a key requirement for the development and it should be something delivered to each unit at time of purchase*” – the assessment includes this idea in the context of shopping online and working from home as means to eliminate trips.

While the assessment proposes some ideas for reducing the reliance on private vehicles it does not address how a greenfield residential development in a rural area achieves viable multi-modal connectivity or overcomes the challenges of economies of scale required to achieve modal shift. Staff note that many of the ideas suggested within the report are outside of the control of the developer and the CVRD and would instead rely on external agencies to alter rural standards of service provision (or require a CVRD service area establishment).

#### Parks, the Environment and Climate Change

The applicant is proposing a voluntary community amenity of dedicated land for public use, including Stotan Falls and the bed of the Puntledge River. The Board has adopted a voluntary community amenity policy that would need to be considered at the rezoning stage (i.e. following an amendment to the RGS to create a new settlement node). The applicant states that “*once Riverwood is rezoned, there will be public access to Stotan Falls and River trails*”.

Lands along the Puntledge River and Browns River (Puntledge Triangle) including Stotan Falls have been identified as a priority acquisition piece in the Rural Comox Valley Parks and Greenways Strategic Plan 2011 – 2030. The large contiguous park size being proposed would address a gap in the current parks and greenways system for larger nature parks that could provide recreation opportunities as well as provide sufficient size to protect wildlife habitat and ecological integrity. As such, the proposed parkland dedication meets the following specific park objective as per the Rural Comox Valley Parks and Greenways Strategic Plan 2011 – 2030:

Objective 2.2 – “*Secure access to community amenities and special features, such as Stotan Falls, swimming holes, beaches, fossil beds, cultural and historic sites.*”

If this proposal proceeds, staff will work with the applicant to refine the terms of the proposed park dedication, including assessment of the geohazard and floodplain considerations within the riverine and terraced systems and will report back to the Board accordingly.

The applicant has provided an “Ecology and Wildlife summary” prepared in 2009 by FishFor Contracting Ltd. If the rezoning application proceeds, an updated report will be requested per the CVRD’s Development Approval Information Bylaw.

In addition to the parks and open space policies, the OCP includes climate change policies. Adopted in 2014, the policies are primarily focussed on the reduction of greenhouse gas emissions and include targets for those reductions. Recognizing fossil-fuel burning transportation and home heating as the largest sources of emissions, the OCP directs the majority of rural development to existing settlement nodes where transit and active transportation infrastructure can be more readily provided. Conversely, the applicant is proposing a new Settlement Node in order to develop the subject lands. One of the fundamental principles of growth management in respect to mitigating climate change is to direct new development to existing developed areas. Compact development is infill development within existing core settlement areas with existing or planned infrastructure. It is difficult to suggest that greenfield development in the rural area on the fringe of a municipality is anything but urban sprawl that detracts from the ability to make the most efficient use of already developed lands and infrastructure.

The applicant states that through the use of covenants (i.e. private contracts between the CVRD and individual landowners) the dwellings will be required to be constructed to “Built Green” standards. “Built Green” is a third-party, non-profit organization that promotes and certifies energy efficiency in new construction. BC has introduced the “Energy Step Code”: these are performance requirements for new construction. The goal is to move BC towards net zero energy readiness by 2032. In the meantime, local governments have the authority to require that new construction meets one or more steps of the Energy Step Code as an alternative to the BC Building Code’s prescriptive energy efficiency requirements. Staff do not foresee the need to introduce covenants (which take more local government resources to monitor and enforce than public law such as requirements of the Building Bylaw). Rather, compliance with the Energy Step Code will assure that new buildings are performing as advertised.

#### Housing and Affordability

The applicant states that the creation of a new settlement node will augment housing supply and therefore contribute to increased housing affordability in the Valley.

*“We suggest that not all of the capacity for new housing identified in the RGS may be easily or readily developed. One solution to this is to increase the sources of new housing through an additional settlement node so that additional housing is actually produced...As long as the core areas are actually approving sufficient development, the new settlement node would augment the housing produced in the core hopefully with the result working towards a better balance of supply and demand.”*

The applicant does not provide any detail on how the proposed housing units will be made affordable. To be clear, “affordable” means that household shelter costs equate to less than 30 per cent of total before-tax household income. Increasingly, however, affordability calculators include consideration of a household’s transportation costs. The findings of our Housing Needs Assessment include a strong connection between housing and transportation needs. For example, if a household must have a private vehicle to travel to work/school/services the household’s costs increase. Housing location is a key factor in a household’s ability to use travel modes other than private vehicles. As the subject properties are not within a BC Transit service area, households will not have the option to swap a vehicle for a transit pass in order to improve household affordability. It is also important to consider the impact of proposed private utilities on household costs and the degree to which this type of servicing impacts the overall affordability of housing. Finally, the property is outside of the Courtenay Fire Protection District: households may experience increased home insurance premiums.

The soon to be completed Regional Housing Needs Assessment identifies the gaps that have been created in our reliance on market housing to achieve true affordability. There is a need for more non-market housing, particularly dedicated rental housing (i.e. purpose built rental). The services that can readily improve household affordability are generally not found in rural areas.

### Growth Management

The applicant states that the *“Riverwood Settlement Node is key to the ability of the Comox Valley Regional District to achieve several of its important regional growth management...goals”* and that the proposal is *“consistent with many of the CVRD’s growth management policies”*. The applicant continues that the proposal *“does not create additional planned settlement areas; rather it simply shifts planned growth from one part of the property to another part”*. The applicant suggests that the removal of lands from the future, municipal land base (i.e. settlement expansion area lands) is akin to the creation of a new settlement node in the rural areas.

To be clear, the RGS and both OCPs designate the entirety of the subject properties for rural uses and density (until such time as the Settlement Expansion Area portion may be incorporated into a municipal area). The applicant’s proposal does, in fact, alter the growth management scheme for the subject properties as well as the Region as a whole (including proposal of a different future municipal boundary). As noted previously in this report, settlement expansion areas were identified as either having existing residential density that may require public water and sewer servicing in the future to avoid an environmental or health crisis, or because of their potential (once incorporated in a municipality and serviced) to absorb additional density. In the meantime, development in the settlement expansion area lands is limited and change that would increase density, impact or intensity of use is not envisioned (i.e. OCP identifies a minimum 4ha area parcel size for subdivision).

Also noted previously, settlement nodes are not intended to replicate the density and related services found within a municipal area. Creation of a new Settlement Node within the rural area before the existing settlement nodes or municipalities have reached build-out is not consistent with the growth management objectives of the RGS.

3L Development Inc.’s proposal to “shift planned growth” is regionally significant in that investment decisions by private landowners, local government and higher level governments (e.g. land use and infrastructure development) will be affected. Shifting the location for growth potential will also shift or detract from the infrastructure opportunities and needs within existing Core Settlement Areas. These are the same arguments that were presented to the Board in 2018 in the context of 3L Development Inc.’s RGS amendment application. Since the Board last considered a proposed new settlement node, region-specific population, housing and employment data has been collected (through the Regional Housing Needs Assessment project in 2019 and 2020) and re-confirms that, on balance the Region is building enough housing for its growth needs. The Region is challenged by a lack of truly affordable housing that the market has not, to date, been able to provide.

Sincerely,

***A. Mullaly***

Alana Mullaly, RPP, MCIP  
Senior Manager of Sustainability and RGS  
Planning and Development Services Branch

Attachments: Appendix A – “3L Development Inc.’s Application”  
Appendix B – “OCP designation map”  
Appendix C – “RU-20 and UR-40 zoning”

At its regularly scheduled meeting of June 23, 2020, the Comox Valley Regional District Board endorsed forwarding the proposed bylaw(s) to the following agencies as listed below. As part of this motion, it was decided to circulate this referral to your office for comments in order to enable you to take the proposed development into consideration as part of the future expansion of your operations.

### AGENCY AND FIRST NATIONS REFERRAL LIST

Pursuant to Section 475(2) and (4) of the *Local Government Act* (RSBC, 2015, c. 1), this list specifically considers whether consultation is required with the listed agencies. Those denoted with an ☒ will receive a referral of the proposal prior to a public hearing.

#### First Nations

<input checked="" type="checkbox"/>	K'ómoks First Nation	<input checked="" type="checkbox"/>	Homalco Indian Band
<input checked="" type="checkbox"/>	We Wai Kai First Nation	<input checked="" type="checkbox"/>	Wei Wai Kum First Nation of the Kwiakah Treaty Society
<input checked="" type="checkbox"/>	Laich-Kwil-Tach Treaty Society		

#### Provincial Ministries and Agencies

	Agricultural Land Commission		Ministry of Municipal Affairs and Housing
<input checked="" type="checkbox"/>	BC Assessment		Ministry of Energy & Mines
	BC Parks	<input checked="" type="checkbox"/>	Ministry of Forests, Lands and Natural Resource Operations and Rural Development
<input checked="" type="checkbox"/>	Ministry of Environment and Climate Change	<input checked="" type="checkbox"/>	Ministry of Transportation and Infrastructure
<input checked="" type="checkbox"/>	BC Transit		Ministry of Jobs, Tourism & Skills Training (responsible for Labour)
	Ministry of Agriculture	<input checked="" type="checkbox"/>	Ministry of Indigenous Relations and Reconciliation
<input checked="" type="checkbox"/>	BC Hydro		

#### Local Government

<input checked="" type="checkbox"/>	Comox (Town of)		Alberni-Clayoquot Regional District
<input checked="" type="checkbox"/>	Courtenay (City of)		Strathcona Regional District
<input checked="" type="checkbox"/>	Cumberland (Village of)		Regional District of Mount Waddington
	Islands Trust		Regional District of Nanaimo

**Other**

<input checked="" type="checkbox"/>	Advisory Planning Commission Area C	<input checked="" type="checkbox"/>	Vancouver Island Health Authority (Environmental Health)
<input checked="" type="checkbox"/>	Advisory Planning Commission Area B	<input checked="" type="checkbox"/>	Advisory Planning Commission Area A
<input checked="" type="checkbox"/>	School District No.71 (Comox Valley)	<input checked="" type="checkbox"/>	Coalition to End Homelessness

### Bylaw Referral Form Response Summary

#### Development Proposal Referral Form

File: 3350-20/CP 1C 20

3360-20/RZ 1C 20

3L Developments Inc., 0768816 BC Ltd.

(Planner: A. Mullaly)

☐ Approval recommended for reasons outlined below

☐ Interests unaffected or general comments related to this development proposal outlined below

☐ Approval recommended subject to conditions outlined below

☐ Approval NOT recommended due to reasons outlined below

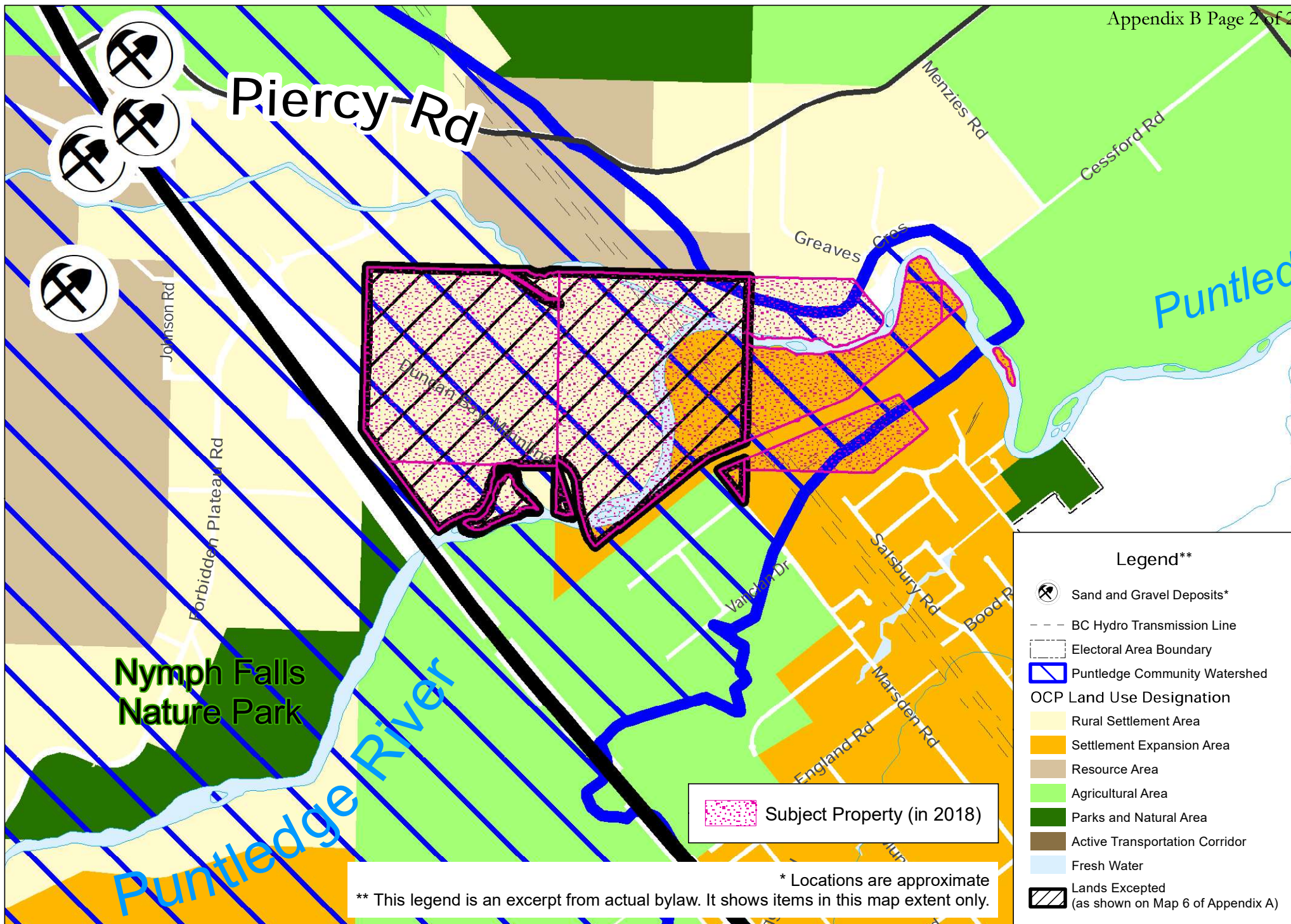
Signed By: \_\_\_\_\_

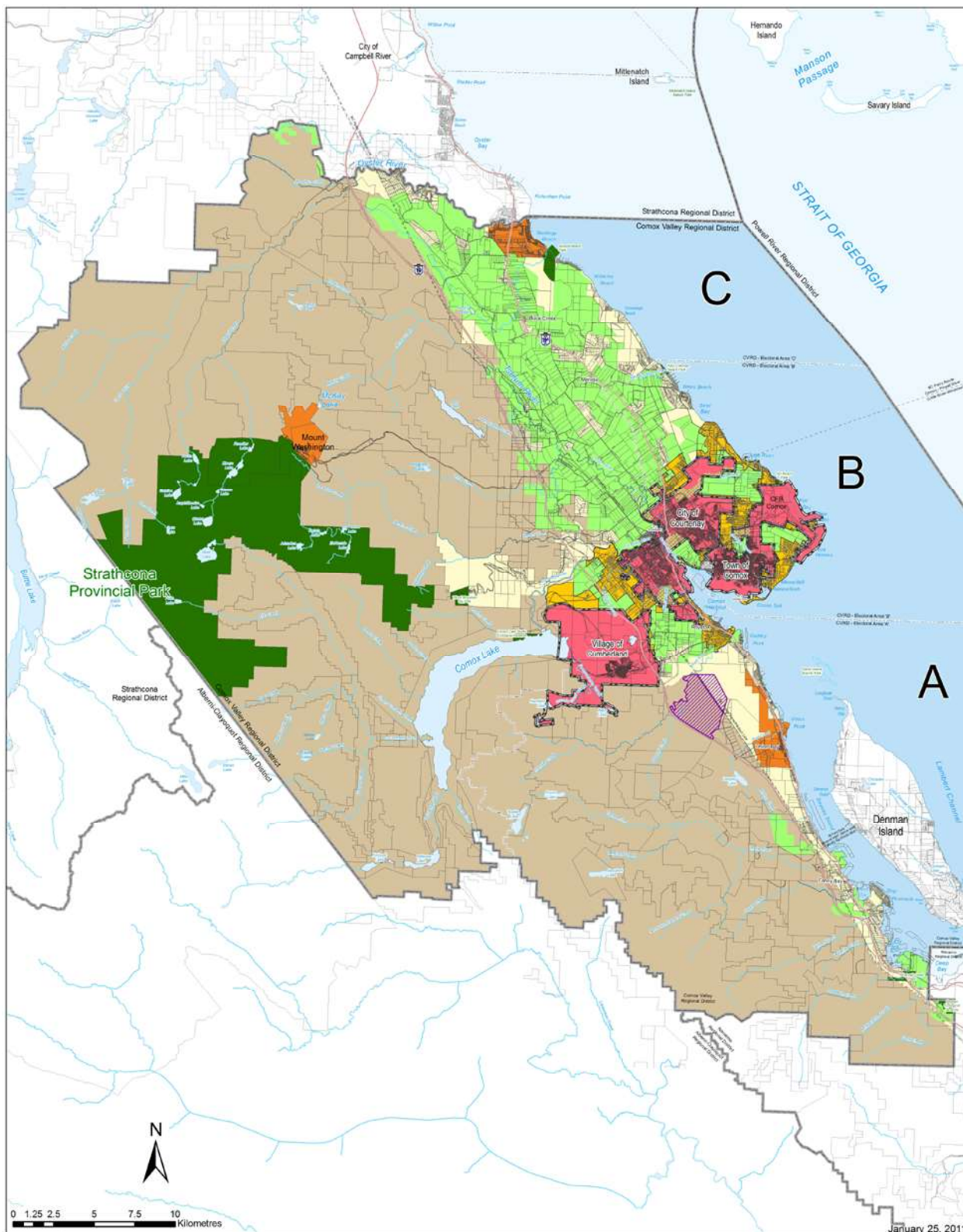
Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Date: \_\_\_\_\_

Please return your response by **August 7, 2020**  
or by email to [planning@comoxvalleyrd.ca](mailto:planning@comoxvalleyrd.ca)





## Growth Management Map

### Core Settlement Areas:

- Municipal Areas
- Settlement Nodes
- K'ómoks First Nation Lands
- Sage Hills Employment and Settlement Node
- Settlement Expansion Areas
- Agricultural Areas within Municipal Areas

### Rural Areas:

- Rural Settlement Areas
- Agricultural Areas

### Resource Areas and Provincial Parks:

- Resource Areas
- Provincial Park

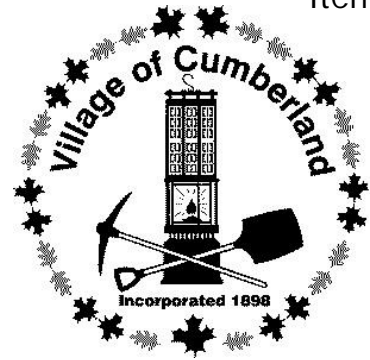
### Other:

- Regional District Boundary
- Electoral Area Boundary
- Municipal Boundary
- Major Highway

This map was prepared by the CVRD for information purposes only and is not a legal document. This map is a compilation of various data sources and is not intended to be used for legal purposes. The map is subject to change without notice. The CVRD is not responsible for any damages resulting from the use of this map.



# COUNCIL REPORT



REPORT DATE: August 4, 2020  
MEETING DATE: August 10, 2020

File No. 0640

TO: Mayor and Councillors  
FROM: Rachel Parker, Corporate Officer  
SUBJECT: 2020-2023 Strategic Priorities

---

## RECOMMENDATION

- i. THAT Council receive the 2020-2023 Strategic Priorities report.

## PURPOSE

The purpose of this report is to present Council's 2020-2023 Strategic Priorities to the community.

## BACKGROUND

Council has developed and finalized its Strategic Priorities for the current four year period. Changes from the 2019 document include minor changes to the Introduction and Vision reflecting the need to allocate resources to address COVID-19, and a shift away from tourism recreation to focus on community recreation; and a new Priorities page (p.3) which reinforces a number of ongoing priorities to support the overall vision of the community.

The four strategic priorities areas are highlighted on page 4, with Economic Development identified as a stand-alone priority. The next four pages identify strategic objectives within each priority area each with a target date for completion.

The strategic priorities will be implemented by the Chief Administration Officer who will report to Council quarterly on the Village's progress. It is not expected that Council will revisit this plan until after the next general local election, and any new objectives that arise through the planning period will be considered within the priorities included in the document.

## **FINANCIAL IMPLICATIONS**

The 2020 budget process should see some funding allocated to some of these priorities. The budget process for 2020 Five Year Financial Plan will begin in September with Council's scheduled community consultation taking place on November 16, 2020.

## **STRATEGIC OBJECTIVE**

None

## **ATTACHMENTS**

1. 2020-2023 Strategic Priorities

## **CONCURRENCE**

None

Respectfully submitted,

Rachel Parker

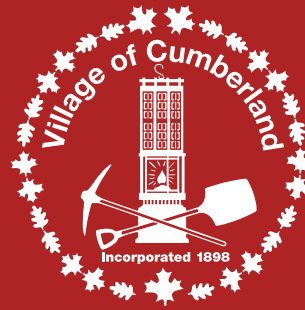
---

Rachel Parker  
Corporate Officer

Clayton Postings

---

Clayton Postings  
Chief Administrative Officer



# STRATEGIC PRIORITIES 2020-2023

THE VILLAGE OF  
**CUMBERLAND**

-266-

250.336.2291  
info@cumberland.ca  
cumberland.ca

2673 Dunsmuir Avenue  
Box 340, Cumberland, BC  
V0R 1S0

## INTRODUCTION

The Village of Cumberland Strategic Priorities guide the Village's corporate management and decision-making. The primary purpose of the Strategic Priorities is to communicate the priorities of Council and the community and to focus and coordinate the resources of the Village of Cumberland Council and staff.

The Council updated at a workshop held May 8, 2020 the Strategic Priorities. The key task of the workshop was to review, modify and revise 2019-2022 Strategic Priorities as needed. Included in this review was consideration of impacts which COVID-19 has on the community moving forward. This plan is a living document that is used in the day to day work of the Council and staff. It will be reviewed and revised annually so that it remains relevant and current.



*In photo L to R: Councillor Jesse Ketler, Councillor Gwyn Sproule, Councillor Sean Sullivan, Mayor Leslie Baird, Councillor Vickey Brown*



## VISION

The Village of Cumberland is a unique community. Its rich coal mining history is visible everywhere - from the heritage homes in the historic core, to the abandoned mine sites scattered throughout the surrounding forests.

Despite the challenging fiscal realities that the Village of Cumberland faces, the people of Cumberland are here because this Village offers an unmatched quality of life. They envision that Cumberland will continue to be a community vibrating with activity. Surrounded by living forests, the Village is a mecca for outdoor recreation, with opportunities for anyone who wants to immerse themselves in nature. Protected by living natural corridors, the wetlands, forested areas, lakes and streams attract a diversity of wildlife and the network of walking and biking paths attracts visitors from all over the world.

## **OUR COMMUNITY**

People choose to live in Cumberland for its small town friendliness and values. The core of Cumberland retains its historic look and feel. Small shops and unique or innovative businesses offer respite from the sameness of shopping malls and commercial establishments found elsewhere. People of all ages and backgrounds greet each other on the streets. They come here for opportunity, to be part of a vibrant community that values diversity, creativity and hard work.

## **OUR FUTURE**

The Village is growing. As it grows, it will embrace the best land use practices to ensure that it is a livable community, with the objective to create housing for all income levels. Walkability, accessibility, greenways, bikeways, opportunities for urban farming and public spaces will all contribute to continuing to make Cumberland a great place to live.

The Village of the future is managed in a sustainable and orderly fashion with full public participation. It has a thriving, resilient and diversified economy including tourism and other industries and businesses that are compatible with community values and provide jobs to residents.



# Priorities



The vision for the Village is built upon the following priorities, some of which may be reinforced through collaborative community and regional partnerships:



**Sustainable Infrastructure**



**Effective and Ongoing Community Engagement**



**Diversified Economy**



**Food Security**



**Maintaining Village Character and Retaining Heritage**



**Healthy and Accessible Community**



**Climate Change Mitigation and Adaptation**



**Attainable Housing**



**Diverse Recreation, Arts and Culture Opportunities**



**Quality Administration through Accountability and Transparency**



**Protection and Enhancement of Natural Environment**

# The Four Strategic Focus Areas

The Village has four strategic focus areas and for each there are a number of objectives identified to achieve these priorities. Each task has a targeted timeframe.

## HEALTHY COMMUNITY

The Village of Cumberland seeks to create and improve the social, environmental and economic assets that support the health and well-being of residents.

## QUALITY INFRASTRUCTURE PLANNING & DEVELOPMENT

The Village of Cumberland seeks to maintain, replace and expand the utility, dedicated road and building assets of the Village in an organized and responsible fashion.

## COMPREHENSIVE COMMUNITY PLANNING

The Village of Cumberland seeks to move towards environmental sustainability through a broad range of means including effective land use planning, waste reduction and protection of resources.

## ECONOMIC DEVELOPMENT

The Village of Cumberland seeks to support the local economy by facilitating and leveraging the energy and resources in the private and non-profit sectors.





The strategic objectives to accomplish this priority are:

**1 Food security**

- Regional Food Security Council participation (ongoing)

**2 Child care space creation**

- Community Child Care Space Creation Program Funding application (2021)
- Child care Policy and Bylaw development (2021)

**3 Arts and Culture**

- Arts and Culture Master plan (2022)



# QUALITY INFRASTRUCTURE PLANNING & DEVELOPMENT



The strategic objectives to accomplish this priority are:

## 1 Asset Management

- Construct new Fire Hall (2020)
- Inventory Natural Assets (2022)
- Civic facilities and properties review (2021)
- Asset Management Policy (2021)

## 2 Liquid Waste Management

- High performance waste water treatment project (2020 - 2025)
- Future Waste Water Treatment Approval (2022 - 2023)

## 3 Drinking Water

- Dam #2 reconstruction funding (2020 - 2023)
- Watershed Management Plan (2020 - 2023)

## 4 Transportation assessment

- Traffic and Pedestrian study (2020 - 2021)
- Transportation Master plan (2022)



# COMPREHENSIVE COMMUNITY PLANNING



The strategic objectives to accomplish this priority are:

- 1 **Community climate change assessment**
  - Climate assessment, mitigation and adaption (2022)
- 2 **Zoning Bylaw update**
  - Zoning bylaw review (2020)
- 3 **Official Community Plan updates**
  - Enhance Heritage protection tools (2021)
  - Housing Needs Assessment report (2020)
- 4 **Urban Forest**
  - Urban forest management consultation (2020 - 2021)
  - Urban Forest Bylaw and policy development (2021 - 2022)





The strategic objectives to accomplish this priority are:

## 1 COVID- 19 Recovery

- Local / Regional Economic Development recovery initiatives (2020 - 2021)
- Administrative Functions (2020)

## 2 Economic Development Strategy

- Bevan industrial area development (2020 - 2021)
  - Bevan Industrial Lands Concept Plan (2020)
  - Develop Area Plan for Bevan Industrial Lands (2020 - 2021)
  - Bevan Lands Servicing plan (2020)
- Business Invest Attraction Action Plan (2020)
- Economic Development webportal (2020)
- Village Business Association (2020 - 2021)



## IMPLEMENTATION

The Village of Cumberland has laid a solid foundation for its Strategic Priorities. A number of steps should follow to move the objectives forward.

Council will review its draft strategic priorities and once satisfied consider adoption of the priorities.

The Chief Administrative Officer will support Council to determine what resources are required to carry out each objective. Financial resources will be determined through the development of Council's five year financial plan.

The Chief Administrative Officer will provide quarterly progress updates to Council on the status of the strategic objectives. Reports to Council will, where appropriate, provide references to Strategic Priorities.

New objectives that arise through the term of the Council will be considered through the lens of these strategic focus areas and the resources necessary to implement new objectives will be contemplated alongside the objectives in this plan.



*Cumberland Recreation climbing wall*



*Cumberland Village Park*





# COUNCIL REPORT



REPORT DATE: August 4, 2020  
MEETING DATE: August 10, 2020

File No. 0640-20

TO: Mayor and Council  
FROM: Rachel Parker, Deputy Corporate Officer  
SUBJECT: 2019 Annual Meeting

---

## RECOMMENDATION

THAT Council receive the 2019 Annual Meeting report and receive any submissions and questions from the public.

## PURPOSE

The purpose of this report is to present the 2019 Annual Report at Council's annual meeting and for Council to consider submissions and questions from the public.

## BACKGROUND

The *Community Charter* requires that all municipalities in BC prepare an annual report. After the report is made public and statutory notice is published, Council is required to consider the annual report and submissions and questions from the public at a public meeting. The report has been available at [cumberland.ca](http://cumberland.ca) and at the Village office since the July 13, 2020 council meeting.

Council directed staff to publish notice of the meeting at which Council will receive submissions and questions from the public. Through this notice, the public was invited to submit written questions on the report, and none have been received as of the date of this report. Any written submissions received after the date of this report will be provided to Council as a late item to the agenda. Questions may also be received during Question Period.

## FINANCIAL IMPLICATIONS

None

## STRATEGIC OBJECTIVE

None

**ATTACHMENTS**

- 2019 Annual Report

**CONCURRENCE**

None

**ALTERNATIVES**

1. THAT Council make any changes it sees fit to the 2019 Annual Report.
2. Any other action deemed appropriate by Council.

Respectfully submitted,

Rachel Parker

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Rachel Parker  
Corporate Officer

Clayton Postings

---

Clayton Postings  
Chief Administrative Officer



# Annual Report 2019

July 13, 2020

The Village of Cumberland

2673 Dunsmuir Avenue, Box 340, Cumberland, BC V0R 1S0

[cumberland.ca](http://cumberland.ca)

250-336-2291

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## Mayor's Message

I am pleased to present the 2019 Annual Report to the community highlighting the accomplishments for the year. I thank members of Council and our committee volunteers for their continued hard work.

I am proud to be mayor of such a special community that celebrates its roots and welcomes change.

Sincerely,



Leslie Baird



## Village of Cumberland Council



Left to right: Councillor Jesse Ketler, Councillor Gwyn Sproule, Councillor Sean Sullivan, Mayor Leslie Baird, and Councillor Vickey Brown.

## Advisory Committees

### **Accessibility Select Committee**

Trond Halle  
Judy Norbury, vice-chair  
Brenda Lenahan  
Jaye Mathieu  
Laurel Rankin, chair  
Councillor Vickey Brown

### **Advisory Planning Commission**

Janet Bonaguro  
Neil Borecky  
Dan Griffin  
Roger Kishi  
Eric Krejci  
Jaye Mathieu  
Nick Ward

### **Coal Creek Historic Park Advisory Committee**

Florence Bell  
Marianne Bell  
May Gee, chair  
Imogene Lim  
Steve Morgan  
Lillian Tosoff  
Carol Snaden

### **Economic Development Steering Committee**

Roger Albert  
Sean Carberry  
Meaghan Cursors  
Troy Ellis  
Chris Higgins  
Mike Manara  
Melissa Roeske  
Nick Ward  
Councillor Sullivan

### **Heritage Commission**

Meaghan Cursors  
Sheila Davis  
Donna Mae Frawley  
Paul Laronde  
Lena McCliesh  
Melissa Roeske  
Councillor Gwyn Sproule

### **Homelessness and Affordable Housing Select Committee**

Ian Cooper  
Kathy Duperron  
Mark Fortin  
Bobby Herron  
Lindsay Monk  
Councillor Jesse Ketler

## Code of Responsible Conduct

Adopted January 28, 2019

As local elected representatives, we recognize that responsible conduct is essential to providing good governance for the Village of Cumberland.

We further recognize that responsible conduct is based on the foundational principles of integrity, accountability, respect, and leadership and collaboration.

In order to fulfill our obligations and discharge our duties, we are required to conduct ourselves to the highest ethical standards by being an active participant in ensuring that these foundational principles, and the standards of conduct set out below, are followed in all of our dealings with every person, including those with other members, staff, and the public.

### 1. How to Apply and Interpret this Code of Conduct

This Code of Conduct applies to the members of Council of the Village of Cumberland. It is each member's individual responsibility to uphold both the letter and the spirit of this Code of Conduct in their dealings with other members, staff, and the public.

Elected officials must conduct themselves in accordance with the law. This Code of Conduct is intended to be developed, interpreted and applied by members in a manner that is consistent with all applicable Federal and Provincial Laws, as well as the bylaws and policies of the local government, the common law and any other legal obligations which apply to

members individually or as a collective council or board.

### 2. Foundational Principles and Standards of Responsible Conduct

These four principles, in conjunction with the key standards of conduct, can be used as a guide for elected officials against which to assess their own conduct.

**2.1 Integrity** means being honest and demonstrating strong ethical principles. Conduct under this principle upholds the public interest, is truthful and honourable.

Integrity is demonstrated by the following conduct:

- Members will be truthful, honest, and open in all dealings, including those with other members, staff and the public.
- Members will ensure that their actions are consistent with the shared principles and values collectively agreed to by the council.
- Members will follow through on their commitments, correct errors in a timely and transparent manner, and engage in positive communication with the community.
- Members will direct their minds to the merits of the decisions before them, ensuring that they act on the basis of relevant information and principles and in consideration of the consequences of those decisions.

- Members will behave in a manner that promotes public confidence in all of their dealings.

2.2 **Respect** means having due regard for others' perspectives, wishes and rights; it also means displaying deference to the offices of local government, and the role of local government in community decision making. Conduct under this principle is demonstrated when a member fosters an environment of trust by demonstrating due regard for the perspectives, wishes and rights of others and an understanding of the role of the local government.

Respect is demonstrated through the following conduct:

- Members will treat every person with dignity, understanding, and respect.
- Members will show consideration for every person's values, beliefs, and contributions to discussions.
- Members will demonstrate awareness of their own conduct, and consider how their words or actions may be perceived as offensive or demeaning.
- Members will not engage in behaviour that is indecent, insulting or abusive. This behaviour includes unwanted physical contact, or other aggressive actions that may cause any person harm or makes them feel threatened.

2.3 **Accountability** means an obligation and willingness to accept responsibility or to account for one's actions. Conduct under this principle is demonstrated when council members, individually and collectively, accept responsibility for their actions and decisions.

Accountability is demonstrated through the following conduct:

- Members will be responsible for the decisions that they make and be accountable for their own actions and the actions of the collective council.
- Members will listen to and consider the opinions and needs of the community in all decision making, and allow for appropriate opportunities for discourse and feedback.
- Members will carry out their duties in an open and transparent manner so that the public can understand the process and rationale used to reach decisions and the reasons for taking certain actions.

2.4 **Leadership and Collaboration** means an ability to lead, listen to, and positively influence others; it also means coming together to create or meet a common goal through collective efforts. Conduct under this principle is demonstrated when a council member encourages individuals to work together in pursuit of collective objectives by leading, listening to, and positively influencing others.

Leadership and collaboration is demonstrated through the following conduct:

- Members will behave in a manner that builds public trust and confidence in the local government.
- Members will consider the issues before them and make decisions as a collective body. As such, members will actively participate in debate about the merits of a decision, but once a decision has been made, all members will recognize the democratic majority, ideally acknowledging its rationale, when articulating their opinions on a decision.
- Members will recognize that debate is an essential part of the democratic process and encourage constructive discourse while empowering other members and staff to provide their perspectives on relevant issues.
- As leaders of their communities, members will calmly face challenges, and provide considered direction on issues they face as part of their roles and responsibilities while empowering their colleagues and staff to do the same.
- Members will recognize, respect and value the distinct roles and responsibilities others play in providing good governance and commit to fostering a positive working relationship with and among other members, staff, and the public.
- Members will recognize the importance of the role of the chair of meetings, and treat that person with respect at all times.

### 3. Recognition and Distribution

To support a culture of responsible conduct, this Code of Conduct will be included in Council's annual report, and will be provided to new members of Council and new members of working and advisory committees and commissions. This Code of Conduct will also be published on the municipal website.



## 2019 Municipal Services and Operations

### Parks & Recreation Services

Parks and Recreation services continued to provide quality recreation programming and services to residents of Cumberland in its facilities and parks. Tasks accomplished included installing a new play feature at No. 6 Mine Heritage Par. Surfacing options were explored for the tennis and basketball courts at Village Park.

A baseline inventory of ecological and anthropogenic features of the Village's forest land was completed as the first phase of the Forest Land Management Plan. A highlight of the year was the opening of the No. 1 Japanese Town interpretive signage project, which brought past and present-day residents together to celebrate Cumberland's history.

### Protective Services & Bylaw Enforcement

Cumberland Fire Rescue continue to update equipment and apparatus continues with the purchase and delivery of a new engine, self-contained breathing apparatus, and auto-extrication tools.

Bylaw enforcement's efforts focused on parking warnings and ticketing and solid waste regulation for the purpose of wildlife protection. Dumping and vandalism were also prevalent enforcement tasks during the year.

### Public Works & Operations

Successes in 2019 include the construction new ultra violet water treatment plant and treated storage reservoir to improve water supply resiliency, along with necessary land access negotiations to provide power to the new treatment plant. A new recreational vehicle sani-dump station was installed on Dunsmuir Avenue adjacent to Village Park, low flow toilets were installed in all washroom facilities, investigation and repairs took place on the wastewater collection system, the water control SCADA system was reviewed for upgrades, and capital project designs were completed for future road and utility upgrades. A number of parking spaces for people with disabilities were marked in the Village commercial core area. The Village was awarded a \$7.1 million grant for waste water treatment upgrades.

Road and utility construction projects took place on Allen Avenue, from Fifth to Sixth Street; on Egremont Road from Windermere to Ulverston; and in the alley north of Maryport Avenue from Egremont to Silecroft Road.

Improvement of infrastructure maintenance was a focus with a new sanitary sewer flushing program and ongoing training for new positions of utility operations staff.

## Building & Development

Building Inspection services provided two days a week on Tuesdays and Thursdays through a service contract with the Comox Valley Regional District (CVRD).

	2014	2015	2016	2017	2018	2019
Building Permits Issued	55	54	60	103	111	88

Staff continued to work with property owners on an increasing number of development applications, including the Carlisle Lane development, new phases of Coal Valley Estates, Stoneleigh Station, applications to convert or build secondary suites, and accessory dwelling units.

In 2019, an Urban Forest Management Plan, Child Care Space Creation Plan, and Age Friendly Assessment and Action Plan were completed.

## Economic Development

The Village received \$80,000 in funding through the Province's Rural Dividend Program to draft and implement the Cumberland Investment Attraction Plan, the Bevan Industrial Lands Concept Master Plan as well as the creation of an Economic Development Web portal. These key projects are all component parts in implementing the Village's Economic Development Strategy 2018-2023.

## Corporate Services

Corporate Services was restructured to reallocate budgeted hours for a new legislative services assistant position to support Council and administrative work, while finance staff continue to focus on meeting financial system requirements.

The Village's Asset Management Plan was completed and presented to Council in early 2019. Information from this plan is being used in future financial planning processes. The plan shows that most facilities are past their useful life and future focus should be on these Village facilities.

## Land and Facilities

Four parcels of private managed forest land were purchased for \$1.3 million with the intention of one of the larger parcels to be utilized for a future public works yard. This package purchase of lands consists of a 0.63 linear parcel, which was a section of the Colliery railway line, a 4.39 hectare parcel between Comox Lake Road and the Cumberland Community Forest; and a 4.25 hectare and 7.28 hectare parcel in the vicinity of Union Road.

A detailed design was completed for the new fire hall at the Cumberland Road site and the community approved the borrowing of \$4.2 million to construct a new fire hall on Cumberland Road in 2020.

## Community Service Agreements

Cumberland Council entered into five year service agreements with the following organizations:

1. Cumberland and District Historical Society for the operation of the Cumberland Museum and Archives
2. Cumberland Community Schools Society for the operation of the youth centre, lunch and afterschool programming
3. Cumberland Events Society for the Victoria Day and associated activities, as well as the provision of umbrella event insurance
4. United Riders of Cumberland for management and maintenance of trails on private managed forest land under the trail access agreement.

## Community Grants

Council awarded the following community grants:

Cascadia Poetics Lab:	\$2,000
Comox Valley Farmers Market:	\$2,000
Comox Valley Pipe Band Society:	\$1,000
Cumberland Culture and Arts Society:	\$2,000
Steam Donkey Racing Club:	\$1,000



## 2019 -2022 Corporate Priorities and Progress Report

This report identifies the progress of the objectives and measures established in the 2019-2022 Corporate Strategic Priorities.

<b>1. Quality Infrastructure Planning and Development</b> <i>The Village Cumberland seeks to replace and expand the utility, dedicated road and building assets of the Village in an organized and responsible fashion.</i>		
Objective	Time Frame	Progress Report
▪ Establish an adequate and high quality source of water for the current and future residents of the Village	Short term	Ongoing
▪ Develop an environmentally sustainable method of treating the liquid waste that is produced by the Village	Short term	In Progress
▪ Undertake planning for civic facilities replacement (Village Hall, recreation, public works)	Short term	Not started
▪ Update the Transportation Master Plan	Short term	Not started
▪ Update the Sanitary Sewer Master Plan	Short term	Not started
▪ Update the Storm Sewer Master Plan	Short term	Not started
▪ Work with Mosiac on a fire smart and cut block plan on the Village's watershed parcel and adjacent parcels	Short term	Not started
▪ Prioritize asset management	Ongoing	In Progress

<b>2. Comprehensive Community Planning</b> <i>The Village of Cumberland seeks to move towards environmental sustainability through a broad range of means including effective land use planning, waste reduction and protection of natural resources.</i>		
Objective	Time Frame	Progress Report
▪ Update the Zoning Bylaw	In Progress	In Progress

▪ Develop an urban forest management plan	In Progress	Complete
▪ Work in conjunction with other local governments to create an updated housing needs report	In Progress	Complete
▪ Develop an industrial land development and promotion strategy	In Progress	In Progress
▪ Develop a land management strategy for Village-owned forest lands	In Progress	In Progress
▪ Update the Official Community Plan	Short term	Not started
▪ Implement the economic development strategy	Short term	In Progress
▪ Create a Perseverance Creek stewardship plan	Long term	Not Started
▪ Create a Village Core Parking Strategy	Long term	Not Started
▪ Examine all solid waste management options, including alternative energy and integrated resource recovery	Ongoing	In Progress
▪ Revitalize the historic Village commercial core	Ongoing	In Progress
▪ Ensure trail connectivity to regional trail networks	Ongoing	In Progress
▪ Prioritize affordable housing	Ongoing	In Progress

### 3. Healthy Community

*The Village of Cumberland seeks to create and improve the social, environmental and economic assets that support the health and well-being of residents*

Objective	Time Frame	Progress Report
▪ Create a child care inventory and space creation plan	In Progress	Complete
▪ Undertake an age friendly assessment	In Progress	Complete
▪ Explore Bear Smart Program	In Progress	In Progress
▪ Implement the Village Park Master Plan (field house, parking and hard surface projects)	Short term	Not started
▪ Implement the Lake Park Master Plan	Long term	In Progress
▪ Implement the Cemeteries Master Plan	Long term	In Progress
▪ Implement the Coal Creek Historic Park Master Plan	Long term	In Progress

▪ Develop a public art policy	Long term	Not Started
▪ Support tourism through parks and recreation, heritage and environmental conservation	Ongoing	In Progress
▪ Continue to work with local governments to address air quality issues	Ongoing	In Progress
▪ Support arts and culture	Ongoing	In Progress
▪ Consider accessibility	Ongoing	In Progress

#### 4. Climate Change

*In addition to being carbon neutral, the Village of Cumberland seeks to advance itself as a sustainable community now and for the future by addressing climate change.*

Objective	Time Frame	Progress Report
▪ Explore the feasibility of siting a multi-fueling station on the Village's Union Road property	Short term	In Progress
▪ Initiate a Climate Energy and Emissions Plan	Short term	Not started
▪ Reduce corporate greenhouse gas emissions	Ongoing	In Progress
▪ Promote active transportation	Ongoing	
▪ Investigate water conservation and grey water reuse programs	Ongoing	Complete
▪ Explore eco-asset management	Ongoing	Not started

#### 5. Effective Administrative, Financial and Support Services

*The Village of Cumberland seeks to deliver effective services to the community for the benefit of its citizens, businesses and visitors.*

Objectives	Time frame	Progress Report
▪ Review the business license scheme	In Progress	In Progress
▪ Use new and emerging technologies for internal and external communications	Ongoing	In Progress
• Maintain a civic engagement process	Ongoing	In Progress



## Permissive Tax Exemptions

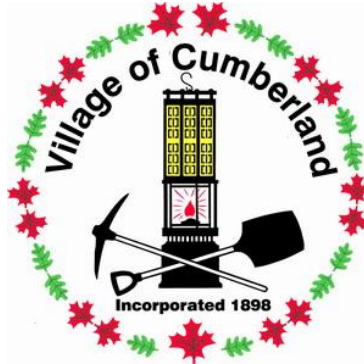
The following properties were granted a permissive property tax exemption for the 2019 taxation year.

The amount shown is the property taxes that would have been imposed on the property in 2019 if it were not exempt.

Organization/ Occupier Of Municipal Property	Property Granted Exemption	2019 Property Tax Exemption*
Cumberland United Church	Lot 1, Block 4, Plan 522, District Lot 21, Nelson Land District (Land surrounding church)	\$271.61
Cumberland Community Church	Lot B, Plan 43397, District Lot 21, Nelson Land District (Land surrounding church)	\$287.38
Cumberland and District Historical Society (Cumberland Museum and Archives)	Lot 3, Block H, Plan 522E, District Lot 21, Nelson Land District, EXC NLY 76FT	\$2117.72
Cumberland Old Age Pensioners	Lot B, Plan 29219, District Lot 21&24, Nelson Land District	\$7927.45
<b>Total Permissive Tax Exemption</b>		<b>\$ 10,604.17</b>

\* These amounts do not include the amounts exempted relating to other agency collections such as the Regional District, Hospital District, Municipal Finance Authority, BC Assessment, library, and school and police taxes. The total tax exemption including these other agency collections was \$20,832.10.





**THE CORPORATION OF THE  
VILLAGE OF CUMBERLAND**

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2019**

**THE CORPORATION OF THE  
VILLAGE OF CUMBERLAND**  
**Index to Financial Statements**  
**For the year ended DECEMBER 31, 2019**

**INDEPENDENT AUDITOR'S REPORT**

**STATEMENTS**

- A Statement of Financial Position
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**SCHEDULES**

- 1 Tangible Capital Assets
- 2 Debenture and Long-Term Debt
- 3 Segment Disclosure
- 4 Segment Disclosure with Budget Information

# Independent Auditor's Report

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To the Mayor and Council of Corporation of the Village of Cumberland:

## Opinion

We have audited the financial statements of Corporation of the Village of Cumberland (the "Village"), which comprise the statement of financial position as at December 31, 2019, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Village as at December 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

## Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Village in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## Other Matter

The financial statements of the Village for the year ended December 31, 2018 were audited by another firm of public accountants who issued an unqualified audit opinion on April 23, 2019.

## Other Information

Management is responsible for the other information, consisting of the annual report, which is expected to be made available to us after the date of this auditor's report.

Our opinion on the financial statements does not cover the other information and we will not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above when it becomes available and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

When we read the annual report, if we conclude that there is a material misstatement therein, we are required to communicate the matter to those charged with governance.

## Responsibilities of Management and the Council for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Village's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Village or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Village's financial reporting process.

## Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Courtenay, British Columbia

April 27, 2020

*MNP* LLP

Chartered Professional Accountants

## STATEMENT A

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**  
**Statement of Financial Position**  
**As at December 31, 2019**

	<u>2019</u>	<u>2018</u>
<b>Financial Assets</b>		
Cash and cash equivalents	\$ 8,619,393	\$ 5,150,175
Property taxes receivable	143,002	162,488
Accounts receivable (Note 2)	1,150,127	2,477,911
Investments (Note 3)	4,804,133	4,632,214
	<u>14,716,655</u>	<u>12,422,788</u>
<b>Liabilities</b>		
Accounts payable and accrued liabilities (Note 4)	1,103,626	1,815,534
Service and other deposits (Note 5)	967,711	1,171,983
Deferred revenue (Note 7)	5,304,716	3,612,887
Debenture and long term-debt (Note 9, Schedule 2)	4,573,894	3,154,008
	<u>11,949,947</u>	<u>9,754,412</u>
<b>Net Financial Assets</b>	<u>2,766,708</u>	<u>2,668,376</u>
<b>Non-financial Assets</b>		
Tangible capital assets (Schedule 1)	58,129,282	53,985,805
Inventories	115,515	121,390
Prepaid expenses	153,610	43,234
	<u>58,398,407</u>	<u>54,150,429</u>
<b>Accumulated Surplus (Note 16)</b>	<u><u>\$ 61,165,115</u></u>	<u><u>\$ 56,818,805</u></u>
Contingent liabilities (Note 8)		
Contractual rights and commitments (Note 17)		
Subsequent event (Note 19)		

*See accompanying notes to the financial statements*

Approved by:

Leslie Baird

\_\_\_\_\_  
 Leslie Baird  
 Mayor

Michelle Mason

\_\_\_\_\_  
 Michelle Mason  
 Chief Financial Officer

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**  
**Statement of Operations and Accumulated Surplus**  
**For the Year Ended December 31, 2019**

	<b>2019 Budget</b>	<b>2019 Actual</b>	<b>2018 Actual</b>
	(Note 14)		
<b>Revenues</b>			
Taxes	\$ 2,785,415	\$ 2,966,965	\$ 2,581,029
Grants in lieu of taxes	53,610	53,123	50,483
Frontage taxes	423,105	498,634	366,142
Sale of services	1,857,405	2,048,584	1,761,721
Transfers from other governments	4,194,815	2,848,805	4,145,133
Services to other governments	421,570	403,398	401,618
Other revenue	697,010	859,447	988,888
Development cost charges	1,436,075	46,464	13,118
Contributed assets	-	1,595,885	1,858,601
	<u>11,869,005</u>	<u>11,321,305</u>	<u>12,166,733</u>
<b>Expenses</b>			
General government services	1,025,600	1,079,010	857,363
Transportation services	1,552,165	1,505,589	1,397,039
Protective services	687,035	678,381	693,667
Environmental health services	2,058,530	1,898,487	1,747,601
Public health services	37,090	44,856	32,770
Environmental planning and development services	478,840	488,504	359,562
Recreation and cultural services	1,287,395	1,280,168	1,220,705
	<u>7,126,655</u>	<u>6,974,995</u>	<u>6,308,707</u>
<b>Annual Surplus</b>	<b>4,742,350</b>	<b>4,346,310</b>	<b>5,858,026</b>
<b>Accumulated Surplus, Beginning Of Year</b>	<u>56,818,805</u>	<u>56,818,805</u>	<u>50,960,779</u>
<b>Accumulated Surplus, End Of Year</b>	<u><b>\$ 61,561,155</b></u>	<u><b>\$ 61,165,115</b></u>	<u><b>\$ 56,818,805</b></u>

*Please see accompanying notes to the financial statements.*

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**  
**Statement of Changes in Net Financial Assets (Debt)**  
**For the Year Ended December 31, 2019**

	<b>2019 Budget</b>	<b>2019 Actual</b>	<b>2018 Actual</b>
	(Note 14)		
<b>Annual Surplus</b>	\$ 4,742,350	\$ 4,346,310	\$ 5,858,026
Amortization of tangible capital assets	1,403,775	1,368,548	1,317,356
Change in supplies inventories	-	5,875	(3,835)
Change in prepaid expense	-	(110,376)	3,808
Proceeds on disposal of tangible capital assets	-	-	21,972
(Gain) loss on disposal of tangible capital assets	-	18,748	(5,991)
Acquisition of tangible capital assets	(13,090,555)	(5,530,773)	(6,997,940)
<b>Change In Net Financial Assets</b>	(6,944,430)	98,332	193,396
<b>Net Financial Assets, Beginning Of Year</b>	2,668,376	2,668,376	2,474,980
<b>Net Financial Assets/(Debt), End Of Year</b>	<u><u>\$ (4,276,054)</u></u>	<u><u>\$ 2,766,708</u></u>	<u><u>\$ 2,668,376</u></u>

*Please see accompanying notes to the financial statements.*

## STATEMENT D

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**  
**Statement of Cash Flows**  
**For the Year Ended December 31, 2019**

	<b>2019</b>	<b>2018</b>
<b>Cash Flows From Operating Transactions</b>		
Annual surplus	\$ 4,346,310	\$ 5,858,026
Non-cash items		
Amortization	1,368,548	1,317,356
Contributed assets	(1,595,885)	(1,858,601)
Long-term debt actuarial reduction	(27,871)	(23,954)
(Gain) loss on disposal of tangible capital assets	18,748	(5,991)
Change in prepaid expense	(110,376)	3,808
Change in inventories	5,875	(3,835)
Change in deferred revenue	1,691,829	321,764
Change in working capital		
Change in property taxes receivable	19,486	(25,526)
Change in accounts receivable	1,327,784	(843,909)
Change in accounts payable	(711,908)	460,576
Change in trust and other deposits	(204,272)	654,469
Cash provided by operating transactions	<u>6,128,268</u>	<u>5,854,183</u>
<b>Cash Flow From Capital Transactions</b>		
Purchase of tangible capital assets	(3,934,887)	(5,139,339)
Proceeds on disposal of tangible capital assets	-	21,972
Cash applied to capital transactions	<u>(3,934,887)</u>	<u>(5,117,367)</u>
<b>Cash Flow From Financing Transactions</b>		
New debt issued	1,796,102	507,408
Long-term debt repaid	(348,346)	(262,096)
Cash applied to financing transactions	<u>1,447,756</u>	<u>245,312</u>
<b>Cash Flow From Investing Transactions</b>		
Change in investments	(171,919)	(727,763)
Cash applied to investing transactions	<u>(171,919)</u>	<u>(727,763)</u>
<b>Increase in Cash and Cash Equivalents</b>	3,469,218	254,365
<b>Cash and Cash Equivalents, Beginning Of Year</b>	<u>5,150,175</u>	<u>4,895,810</u>
<b>Cash and Cash Equivalents, End Of Year</b>	<u><u>\$ 8,619,393</u></u>	<u><u>\$ 5,150,175</u></u>
<b>Interest Included In Operating Transactions</b>		
Interest received in the year	\$ 300,677	\$ 216,907
Interest paid in the year	\$ (142,038)	\$ (110,814)

*Please see accompanying notes to the consolidated financial statements.*

The Corporation of the Village of Cumberland (the “Municipality”) was incorporated in 1898 under the provisions of the *British Columbia Municipal Act* and is subject to the provisions of the *Community Charter and related legislation*. Its principal activities are the provision of local government services to the residents of the Municipality.

## **1. SIGNIFICANT ACCOUNTING POLICIES**

- a) It is the Municipality’s policy to follow Canadian public sector accounting standards (PSAS) as developed by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.
- b) In accordance with PSAS, the Municipality reports a combination of all funds. The financial statements reflect the removal of internal transactions and balances.
- c) Financial instruments consist of cash and cash equivalents, receivables, investments, accounts payable and accrued liabilities, trusts and other deposits, and debenture and long-term debt. Unless otherwise noted, it is management’s opinion that the Municipality is not exposed to significant interest, currency or credit risk arising from these financial instruments.
- d) Tangible capital assets and other non-financial assets are accounted for as non-financial assets by the Municipality because they can be used to provide municipal services in future periods. These assets do not normally provide resources to discharge liabilities unless they are sold.
- e) Cash and cash equivalents include short-term deposits held both with the Municipal Finance Authority (in its Money Market Fund) and with the First Credit Union and are carried at cost, which approximates market value. The short-term deposits have maturities of less than 90 days at the time of purchase and/or can be liquidated on demand.
- f) Investments represent term deposits with maturities in excess of 90 days and are recorded at cost.
- g) Inventories are valued at the lower of cost and replacement value.
- h) Sources of Funds for the Municipality
  - i) Tax revenues are recognized in the year that they are levied.
  - ii) Government transfers are recognized as revenues when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Restricted grants are recognized when the related expenses are incurred and when collection is reasonably assured.
  - iii) Other transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.
  - iv) Sewer and water fees are recognized when the commodity has been used by the customer.
  - v) Other sales of services and other revenue from own sources are recognized when the service is provided or the amount is earned and when the amount can be estimated and collection is reasonably assured.
  - vi) Restricted revenues from collections of development cost charges are deferred and then recognized as revenue in the year that an expense, authorized by bylaw, is incurred.

- i) The Municipality is statutorily obligated to collect and transmit the tax levies of the following bodies:

- i) Provincial Government – Schools;
- ii) Provincial Government – Police;
- iii) Comox Valley Regional District;
- iv) Regional Hospital District of Comox Strathcona;
- v) British Columbia Assessment Authority;
- vi) Municipal Finance Authority; and
- vii) Vancouver Island Regional Library.

Such levies are not included in the revenues of the Municipality.

- j) Expenses are recorded in the period in which the goods or services are acquired and a liability is incurred.
- k) The preparation of financial statements in conformity with PSAS requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements, as well as the reported amounts of revenue and expenditures during the reporting period. Significant areas requiring the use of estimates include the ability to collect property taxes receivable and accounts receivable, obsolete or damaged inventory, amortization of tangible capital assets and post employment benefits. Actual results may vary from the estimates and adjustments, if any, will be reported and reflected in operations, as they become known.
- l) The Municipality recognizes the expenses relating to employee benefits in the period in which the employees render the services in return for the benefits, including compensated employee absences that accumulate but do not vest. Absences due to employee illness are paid when an injury or illness occurs, but entitlement to such compensation arises as employees render service. Entitlement to compensated absence due to illness or injury is measured as the expected future utilization of this benefit.

- m) Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Buildings	25-40
Equipment, furniture and vehicles	5-15
Water and waste water plant and networks	
Underground networks	60-100
Plants and lift stations	50-100
Pumping stations and reservoirs	100
Other infrastructure	50-100
Transportation	
Road surfaces	15-25
Road base structure	75
Poles and luminaries	100
Parks and other	
Land improvements	10-40
Playing fields and trails	15-20
Parking lots	10-20

Contributions of tangible capital assets are recorded as an asset at their fair value at the date of receipt and as revenue.

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases and the associated asset is recorded at the lower of the present value of future minimum lease payments or fair value.

- n) Liability For Contaminated Sites

Contaminated sites are a result of contamination of a chemical, organic or radioactive material or live organism that exceeds an environmental standard, being introduced into soil, water or sediment. The liability is recorded net of any expected recoveries. A liability for remediation of contaminated sites is recognized when all of the following criteria are met:

- i) an environmental standard exists;
- ii) contamination exceeds the environmental standard;
- iii) the Municipality is directly responsible or accepts responsibility; and
- iv) is directly responsible; or
- v) accepts responsibility; and
- vi) a reasonable estimate of the amount can be made.

As at December 31, 2019 and 2018 the Municipality has reported no liabilities related to contaminated sites.

## 2. ACCOUNTS RECEIVABLE

Accounts receivable is comprised of the following:

	2019	2018
Due from federal government	\$ 313,883	\$ 1,580,244
Due from provincial government	197,264	216,914
Due from other governments	54,360	46,129
Other receivables	584,620	634,624
	<b>\$ 1,150,127</b>	<b>\$ 2,477,911</b>

## 3. INVESTMENTS

Investments are comprised of the following:

	2019	2018
Credit Union Term Deposits with interest rates of 2.64% (2018 – 2.70%)	\$ 3,880,000	\$ 4,082,627
Emergency & Safety Reserve Term Deposit with interest rate of 2.64% (2018 – 2.70%)	502,000	209,924
Parkland Reserve Credit Union Term Deposit with interest rate of 2.64% (2018 – 2.70%)	106,133	102,300
Sewer Capital Reserve Term Deposit with interest rate of 2.64% (2018 – 2.70%)	316,000	237,363
	<b>\$ 4,804,133</b>	<b>\$ 4,632,214</b>

## 4. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

Account payable is comprised of the following:

	2019	2018
Due to federal government	\$ 4,609	\$ 3,213
Due to provincial government	25	235
Due to other government	429	1,507
Salaries, wages and benefits payable	562,622	394,333
Other payables	535,941	1,416,246
	<b>\$ 1,103,626</b>	<b>\$ 1,815,534</b>

## 5. SERVICE AND OTHER DEPOSITS

Service and other deposits are securities and deposits held by the Municipality to ensure performance of requirements under contract or for approval of development or subdivision applications, or to safeguard against damages to facilities and infrastructure. The balance includes deposits collected for building, plumbing and development permits, subdivision and landscaping performance bonds, lien holdbacks and park and facility rentals.

## 6. BANK INDEBTEDNESS

The Municipality has an available unsecured line of credit of \$2 million from the First Line Credit Union bearing interest at prime. No balance was drawn on the line of credit as at December 31, 2019 (2018 – \$Nil).

## 7. DEFERRED REVENUE

	Balance 31-Dec-18	Collections	Recognized As Revenue	Interest Income	Balance 31-Dec-19
Deferred Revenue – DCC					
Parks	\$ 483,997	\$ 207,390	\$ (5,382)	\$ 14,230	\$ 700,235
Roads	553,468	209,929	(15,035)	15,986	764,348
Sanitary Sewer	1,564,848	843,914	(15,282)	47,833	2,441,313
Storm Drainage	94,334	76,162	(5,382)	3,064	168,178
Waterworks	225,302	283,313	(5,382)	8,075	511,308
	2,921,949	1,620,708	(46,463)	89,188	4,585,382
Other Deferred	690,938	696,220	(677,629)	9,805	719,334
	<b>\$ 3,612,887</b>	<b>\$ 2,316,928</b>	<b>\$ (724,092)</b>	<b>\$ 98,993</b>	<b>\$ 5,304,716</b>

## 8. CONTINGENT LIABILITIES

- a) The Municipality's loan agreements with the Comox Valley Regional District and the Municipal Finance Authority provide that if at any time the scheduled payments required are not sufficient to meet obligations in regards to borrowings, the resulting deficiency becomes a joint and several liability of the Municipality and the other member Municipalities.
- b) The Municipality is involved with a number of legal actions, the outcomes of which cannot be determined at this time. Management has determined that any potential liabilities arising from these outstanding claims are not significant.
- c) As at December 31, 2019, the Municipality has no record of any assessment appeals pending with respect to properties.
- d) The Municipality is a Subscribed member of the Municipal Insurance Association of British Columbia (the "Exchange") as provided by Section 3.02 of the Insurance Act of the Province of British Columbia. The main purpose of the Exchange is to pool the risks of liability so as to lessen the impact upon any Subscriber. Under the Reciprocal Insurance Exchange Agreement the Municipality is assessed a premium and specific deductible for its claims based on population. The obligation of the Municipality with respect to the Exchange and/or contracts and obligations entered in to by the Exchange on behalf of its Subscribers in connection with the Exchange are in every case several, and not joint and several.
- e) The Municipality makes every reasonable effort to comply with all environmental regulations that apply to its operations. These regulations may require future expenditures to meet applicable standards. Amounts required to meet these obligations will be charged to operations when incurred or set aside as future reserves when they can be reasonably estimated.

In 2019, the Municipality received a notice from the Ministry of Environment and Climate Change Strategy (MOE) notifying them that the MOE was considering imposing a number of administrative penalties. The Municipality has been in remediation meetings with the MOE, and at this point is unable to determine the administrative penalties to be levied and as a result, no liability has been recorded.

## 9. LONG-TERM DEBT

- a) The Municipality is party to several equipment loans financed through the Municipal Finance Authority for the acquisition of vehicles and operating equipment. Loan terms are five years or less. The vehicles and equipment under these loans have a carrying value of \$564,753 (2018 - \$608,894) and are recorded as non-financial assets in the statements.

The following is a schedule of future minimum loan payments under the equipment financing loans with various expiry dates to 2024 together with the balance of the obligations under the loans, which is included in the debenture and long-term debt as detailed in Schedule 2:

2020	\$	142,521
2021		83,610
2022		74,565
2023		59,765
2024		7,006
Total minimum loan payments		367,467
Less: amount representing interest (December 31 <sup>st</sup> at 2.58%)		(15,118)
Obligations under equipment loans	\$	<u><b>352,349</b></u>

- b) Principal payments on debenture and long-term debt over the next five years are as follows:

2020	\$	299,713
2021		1,770,862
2022		306,547
2023		311,128
2024		287,504
Thereafter		1,245,791
	\$	<u><b>4,221,545</b></u>

Total balance for equipment loans, debenture and long-term debt equal \$4,573,894 (2018 - \$3,154,008).

## 10. DEPOSITS AND RESERVES – MUNICIPAL FINANCE AUTHORITY

Under borrowing arrangements with the Municipal Finance Authority (MFA), the Municipality is required to lodge security by means of demand notes and interest-bearing cash deposits based on the amount of the borrowing. As the debt principal is retired, demand notes are released and the cash deposits are refunded and recorded as operating income in the period received.

As a condition of these borrowings, a portion of the debenture proceeds is withheld by the MFA as a debt reserve fund. These deposits, which are contingent in nature, are held by the MFA to act as security against the possibility of debt repayment default, and together with the demand notes are not recorded in the accounts. If the debt is repaid without default, the deposits are refunded to the Municipality.

Cash deposits at December 31, 2019 equal to \$35,213 (2018 - \$34,412) and are not reported elsewhere in these financial statements.

#### **11. EMPLOYEE BENEFITS LIABILITY**

Employees who retire qualify for a one-time payout of up to 72 days of their accumulated unused sick leave bank after 10 years of service. The Municipality calculates the value of this liability for employees based on review of the total vested and non-vested accrued time to date.

Probabilities of 10 – 100% are assigned based on years of service and length of time to retirement and discounted at 2.58% (2018 – 2.80%). At December 31, 2019, the value of sick leave for all vested employees is calculated at \$75,765 (2018 - \$78,524). The total estimated employee retirement benefit liability at December 31, 2019 is \$245,939 (2018 - \$222,122). Employee retirement benefit amounts are being funded by an accounting charge on sick time accrued during the year and are included in the accounts payable and accrued liabilities.

#### **12. PENSION LIABILITY**

The Municipality and its employees contribute to the Municipal Pension Plan (the “Plan”), a jointly trustee pension plan. The Board of trustees, representing Plan members and employers, is responsible for administering the Plan, including investment of the assets and administration of benefits. The pension plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2018, the Plan has approximately 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the Plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the Plan. The actuary’s calculated contribution rate is based on the entry- age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the Plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The next valuation will be as at December 31, 2021 with results available later in 2022.

Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

The Municipality paid \$191,872 (2018 - \$170,499) for employer contributions while employees contributed \$168,879 (2018 - \$150,268) to the Plan in fiscal 2019.

### 13. TRUST FUNDS

Cash and cash equivalents at December 31, 2019 held in trust by the Municipality for cemetery care equal to \$64,957 (2019 - \$59,282). Neither the assets nor related liabilities have been recorded in the financial statements.

### 14. ANNUAL BUDGET

Budget figures are based on the *2019-2023 Financial Plan Bylaw No. 1092, 2018* approved by Council in January of 2019. Figures are presented on the basis used for actual results and were adjusted as follows to comply with financial statement presentation:

Surplus per 2019 – 2023 Financial Plan	\$ -
Remove proceeds from borrowing	(5,891,725)
Remove principal payments on debt	407,030
Add back amortization	(1,403,775)
Remove capital acquisitions	13,090,555
Transfer to reserves	(1,459,735)
Surplus restated for financial statement purposes	<u>\$ 4,742,350</u>

During the year, the adopted budget can be amended and Council will adopt a new bylaw to reflect the approved amendments. A reconciliation between the original financial plan adopted by Council by May 15th of each year and the final amended financial plan bylaw is as follows:

	Original Financial Plan Bylaw 1092	Final Amended Financial Plan Bylaw 1124	Difference
Revenues	\$ (10,432,930)	\$ (10,755,145)	\$ (322,215)
Expenses			
General government services	1,025,600	1,037,600	12,000
Transportation services	1,552,165	1,562,815	10,650
Protective services	687,035	712,035	25,000
Environmental health services	2,058,530	2,127,280	68,750
Public health services	37,090	37,090	-
Environmental planning and development services	478,840	528,840	50,000
Recreation and cultural services	1,287,395	1,291,400	4,005
	<u>7,126,655</u>	<u>7,297,060</u>	<u>170,405</u>
Net (Revenues) Expenses	<u>(3,306,275)</u>	<u>(3,458,085)</u>	<u>(151,810)</u>
Adjustments	6,202,085	6,225,105	23,020
Transfers (from) to reserves	(1,459,735)	(1,330,945)	128,790
Development costs charges	(1,436,075)	(1,436,075)	-
	<u>3,306,275</u>	<u>3,458,085</u>	<u>151,810</u>
Transfer to/(from) accumulated surplus	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

## 15. FEDERAL GAS TAX AGREEMENT FUNDS

Gas Tax Agreement funding is provided by the Government of Canada. The use of the funding is established by a funding agreement between the local government and the Union of British Columbia Municipalities. Gas Tax Agreement funding may be used towards designated categories that include public transit, community energy, water, wastewater, solid waste, transportation, tourism, sports, culture and recreation infrastructure, disaster mitigation and capacity building projects, as specified in the funding agreements.

Revenues under the Community Works Fund portion of the program will be recognized when allocated to the Municipality.

The Municipality continues to track the unspent amounts in the Community Works Reserve Fund. The continuity of this fund is presented in the table below:

	<b>2019</b>	<b>2018</b>
Opening balance of unspent funds	\$ 157,996	\$ 211,593
Add:		
Amounts received during the year	418,369	205,269
Interest earned on funds	7,249	7,230
Less:		
Amounts allocated to projects during the year	(183,551)	(266,096)
Closing balance of unspent funds	<b>\$ 400,063</b>	<b>\$ 157,996</b>

**16. ACCUMULATED SURPLUS**

Operating Funds - comprise the principal operating activities of the Municipality and are separated into General, Water, and Sanitary Sewer Funds.

Reserve Funds - created to hold cash, and investments for specific future requirements.

Equity In Tangible Capital Assets - used to record the acquisition and disposal of tangible capital assets and related financing and similarly separated into General, Water and Sanitary Sewer Funds.

<b>Accumulated Surplus:</b>	<b>2019</b>	<b>2018</b>
Operating Funds:		
General Fund	\$ 1,190,647	\$ 2,893,994
Water Fund	441,416	963,286
Sanitary Sewer Fund	362,945	466,640
	<u>1,995,008</u>	<u>4,323,920</u>
Reserve Funds:		
Community Works Funds Reserve	400,063	-
Emergency & Safety Reserve	510,031	212,299
Fire Vehicles & Protective Equipment Replacement	483,870	-
General Financial Stabilization Reserve	1,104,977	-
General Village Assets Reserve	3,103	-
Host Amenity Funds Reserve	236,205	-
Infrastructure Asset Renewal Reserve	1,190,347	1,057,881
Land Sale Reserve	1,161	1,133
Parkland Reserve	155,708	150,808
Sewer Stabilization Reserve	206,038	-
Water Meter Renewal Reserve	387,685	-
Water Stabilization Reserve	300,000	-
Water & Sewer Infrastructure Asset Renewal Reserve	635,531	240,967
	<u>5,614,719</u>	<u>1,663,088</u>
Equity In Tangible Capital Assets:		
General Fund	22,365,366	21,819,236
Water Fund	16,119,344	14,718,409
Sanitary Sewer Fund	15,070,678	14,294,152
	<u>53,555,388</u>	<u>50,831,797</u>
Accumulated Surplus	<u><b>\$ 61,165,115</b></u>	<u><b>\$ 56,818,805</b></u>

## **17. CONTRACTUAL RIGHTS AND COMMITMENTS**

Contractual rights are rights to economic resources arising from contracts or agreements that will result in revenues and assets in the future. As at December 31, 2019, the Municipality had the following contractual rights and significant commitments:

The significant contractual rights of the Municipality consisted of developer contributions. These rights exist as the Municipality has entered into a number of public works development agreements which require the developers to contribute various infrastructure assets to the Municipality, including roads and underground utilities. The timing and extent of these future contributions vary depending on development activity and fair value of the assets received at time of contribution. The contributions will be recorded as revenue based on the fair value of the assets received at the time that the Municipality assumes the risks and responsibilities related to the assets.

On December 11, 2018, the Municipality entered into an agreement with Fort Garry Fire Trucks Ltd. to purchase a fire truck with delivery date of November 22, 2019 for \$501,869 before taxes. Due to modifications to the original design, the cost increased to \$543,884 inclusive of PST and the fire truck was received on March 6, 2020.

## **18. SEGMENTED INFORMATION**

The Municipality is a diversified local government institution that provides a wide range of services to its citizens, including the provision of water, sewer, garbage disposal, recreation, parks, and cemetery services. The services and functions of the Municipality have been segregated or grouped based on factors such as delivery method, similarity in regulations, restrictions or cost recovery and the nature of the service as voluntary or essential services. Consideration has been given to comparability to other Municipal bodies.

The segments are categorized and described as follows:

### **General Government Services**

This segment includes activities pertaining to the general administration and governance of the organization and those services that are provided on a centralized basis for all other segments and departments of the organization. Council, management, corporate and financial services are included as are other general costs which are not easily allocated to individual activity areas.

### **Transportation Services**

This segment includes general roadway maintenance and upgrade, street lighting, sidewalk and other general duties of the Public Works department. The Department is responsible to ensure transportation infrastructure is safe and well maintained.

### **Protective Services**

This segment includes fire protection services, emergency preparedness, bylaw enforcement and animal control. The function's mandate is to ensure the safety of the lives and property of citizens and preserve peace and good order.

**Environmental Health Services**

The Water and Waste segment consists of three distinct utilities: sewerage and drainage, water, and solid waste disposal. The department provides collection and treatment of sewage and storm water, treatment and delivery of drinking water and contracts garbage collection and recycling services. Ensuring environmental and public safety standards are the key concern for the functions within this segment.

**Public Health Services**

The Municipality owns and/or operates three cemeteries. Although some of the maintenance activities are similar to those provided in the Parks function, a larger portion of the cost and activity is specific to performing cemetery services. The function has been segregated due to the unique regulatory requirements and because these services would be delivered as a separate business function in the private sector. The administrative and maintenance services for this function are divided between two departments but costs for administration are not substantial nor easily attributed to this function and are, therefore, not reallocated from General Government.

**Environmental Planning and Development Services**

The Planning Department manages land use planning, building and development functions. The department is responsible for ensuring that these functions are planned and managed to address environmental and building regulations, heritage matters and community and public concerns.

**Recreation and Cultural Services**

This segment captures all activities relating to the health and well-being of the citizens and community. The function includes recreational services such as a fitness centre and gym, facilities rentals and contributions to community and cultural events as well as provision and maintenance of parks and park facilities. The services in this category are not considered essential services but are important for economic and community development.

For each reported segment, revenues represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Property taxes, payments in lieu and the small community grant funds are apportioned based on budget with any variance in actual revenue being attributed back to General Government. All other revenues can be directly attributed to a particular segment. With the exception of some general fiscal services and centralized supply and services charged directly to the General Government function, all other costs are instigated for and charged directly to the specific segments when incurred.

**19. SUBSEQUENT EVENT**

Subsequent to year-end, there was a global outbreak of COVID-19 (coronavirus), which has had a significant impact on municipalities through the restrictions put in place by the Canadian provincial and municipal governments regarding travel, municipality operations and isolation/quarantine orders. At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on the Corporation of the Village of Cumberland as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographic spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, office closures or disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus.

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**  
**Tangible Capital Assets**  
**For the Year Ended December 31, 2019**

			Equipment / Furniture / Vehicles	Engineering Structures			Land Improvements	Assets Under Development	2019 Total	2018 Total
	Land	Building		Water	Sewer / Drainage	Roads				
<b>Cost</b>										
Opening balance	\$ 6,302,427	\$ 1,918,572	\$ 4,014,734	\$ 13,180,881	\$ 18,882,779	\$ 23,820,600	\$ 3,042,360	\$ 4,001,132	\$ 75,163,485	\$ 68,492,164
Add: Additions	1,053,148	-	75,857	410,689	857,672	1,074,314	77,380	2,050,582	5,599,642	7,648,842
Less: disposals	-	-	-	(9,101)	(8,398)	(60,339)	(11,967)	(68,870)	(158,675)	(977,521)
Closing balance	7,355,575	1,918,572	4,090,591	13,582,469	19,732,053	24,834,575	3,107,773	5,982,844	80,604,452	75,163,485
<b>Accumulated Amortization</b>										
Opening balance	-	1,396,157	2,392,285	2,827,057	2,930,510	10,300,958	1,330,713	-	21,177,680	20,170,962
Add: amortization	-	19,676	271,743	145,309	200,901	597,439	133,480	-	1,368,548	1,317,356
Less: disposals	-	-	-	(5,291)	(8,258)	(49,132)	(8,377)	-	(71,058)	(310,638)
Closing balance	-	1,415,833	2,664,028	2,967,075	3,123,153	10,849,265	1,455,816	-	22,475,170	21,177,680
<b>Net Book Value, December 31, 2019</b>	<b>\$ 7,355,575</b>	<b>\$ 502,739</b>	<b>\$ 1,426,563</b>	<b>\$ 10,615,394</b>	<b>\$ 16,608,900</b>	<b>\$ 13,985,310</b>	<b>\$ 1,651,957</b>	<b>\$ 5,982,844</b>	<b>\$ 58,129,282</b>	
<b>Net Book Value, December 31, 2018</b>	<b>\$ 6,302,427</b>	<b>\$ 522,415</b>	<b>\$ 1,622,449</b>	<b>\$ 10,353,824</b>	<b>\$ 15,952,269</b>	<b>\$ 13,519,642</b>	<b>\$ 1,711,647</b>	<b>\$ 4,001,132</b>		<b>\$ 53,985,805</b>

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**  
**Debenture and Long-Term Debt**  
**As at December 31, 2019**

	<u>2019</u>	<u>2018</u>
<b>General Capital Fund</b>		
Equipment Financing Loans with various expiry dates to 2021, interest charged at floating rate (December 31st at 2.58%), secured by equipment with carrying value of \$564,753 (2018 - \$608,894)	\$ 352,349	\$ 313,528
Short-term loan		
Comox Lake Road 5 year loan # 305-6 interest charged at floating rate (December 31st at 2.58%)	-	21,395
Land Purchase-LUAR 4.1 5 year loan #305-6 interest charged at floating rate (December 31st at 2.58%)	933,419	-
	<u>1,285,768</u>	<u>334,923</u>
<b>Water Capital Fund</b>		
Interim Construction Financing		
Temporary Borrowing Bylaw #982, interest charged at floating rate (December 31st at 2.58%)	447,021	447,021
Temporary Borrowing Bylaw #1066 interest charged at floating rate (December 31st at 2.58%)	1,021,700	450,827
	<u>1,468,721</u>	<u>897,848</u>
<b>Sewer Capital Fund</b>		
Debenture Debt		
Sanitary Sewer Improvements Bylaw #781, due 2036 interest charged at 2.1% annual principal payment of \$15,797	623,338	648,630
Sanitary Sewer Improvements Bylaw #914, due 2031 interest charged at 3.25% annual principal payment of \$58,164	1,196,067	1,272,607
	<u>1,819,405</u>	<u>1,921,237</u>
<b>Total Debenture and Long-Term Debt</b>	<u><u>\$ 4,573,894</u></u>	<u><u>\$ 3,154,008</u></u>

**SCHEDULE 3**

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**  
**Segment Disclosure**  
**For the Year Ended December 31, 2019**

	General government services		Transportation services		Protective services		Environmental health services		Public health services		Environmental planning and development services		Recreation and cultural services		Total	
	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018
<b>Revenue</b>																
Tax revenue	\$ 921,958	\$ 583,443	\$ 893,018	\$ 791,142	\$ 449,700	\$ 439,479	\$ 423,419	\$ 366,142	\$ 14,560	\$ 34,258	\$ 194,333	\$ 138,780	\$ 621,734	\$ 644,410	\$ 3,518,722	\$ 2,997,654
Sale of services	-	-	-	-	168,256	173,656	1,910,604	1,701,225	31,801	15,993	-	-	341,321	272,465	2,451,982	2,163,339
Transfer from other governments	886,256	689,807	161,646	192,511	123,128	138,060	1,459,350	2,924,915	1,943	1,379	86,577	10,649	129,905	187,812	2,848,805	4,145,133
Other revenues and contributions	261,621	201,830	913,565	688,521	28,615	30,544	980,828	1,487,557	168	110	264,900	355,218	52,099	96,827	2,501,796	2,860,607
<b>Total revenues</b>	<b>2,069,835</b>	<b>1,475,080</b>	<b>1,968,229</b>	<b>1,672,174</b>	<b>769,699</b>	<b>781,739</b>	<b>4,774,201</b>	<b>6,479,839</b>	<b>48,472</b>	<b>51,740</b>	<b>545,810</b>	<b>504,647</b>	<b>1,145,059</b>	<b>1,201,514</b>	<b>11,321,305</b>	<b>12,166,733</b>
<b>Expenses</b>																
Wages, salaries and benefits	1,058,748	415,656	490,445	429,371	366,388	364,721	288,182	677,022	21,696	14,185	293,233	230,339	564,649	533,813	3,083,341	2,665,107
Good and services	3,573	422,821	250,774	266,261	267,437	281,790	1,068,433	566,788	20,078	15,849	195,271	129,223	575,231	553,876	2,380,797	2,236,608
Debt expense	-	-	18,041	6,357	813	1,483	103,983	86,718	-	-	-	-	724	1,069	123,561	95,627
Amortization	16,689	18,886	731,532	709,349	43,743	45,673	433,938	409,592	3,082	2,736	-	-	139,564	131,120	1,368,548	1,317,356
Loss/(Gain) on disposal of assets	-	-	14,797	(14,299)	-	-	3,951	7,481	-	-	-	-	-	827	18,748	(5,991)
<b>Total Expenses</b>	<b>1,079,010</b>	<b>857,363</b>	<b>1,505,589</b>	<b>1,397,039</b>	<b>678,381</b>	<b>693,667</b>	<b>1,898,487</b>	<b>1,747,601</b>	<b>44,856</b>	<b>32,770</b>	<b>488,504</b>	<b>359,562</b>	<b>1,280,168</b>	<b>1,220,705</b>	<b>6,974,995</b>	<b>6,308,707</b>
<b>Annual Surplus (Deficit)</b>	<b>\$ 990,825</b>	<b>\$ 617,717</b>	<b>\$ 462,640</b>	<b>\$ 275,135</b>	<b>\$ 91,318</b>	<b>\$ 88,072</b>	<b>\$ 2,875,714</b>	<b>\$ 4,732,238</b>	<b>\$ 3,616</b>	<b>\$ 18,970</b>	<b>\$ 57,306</b>	<b>\$ 145,085</b>	<b>\$ (135,109)</b>	<b>\$ (19,191)</b>	<b>\$ 4,346,310</b>	<b>\$ 5,858,026</b>

**SCHEDULE 4**

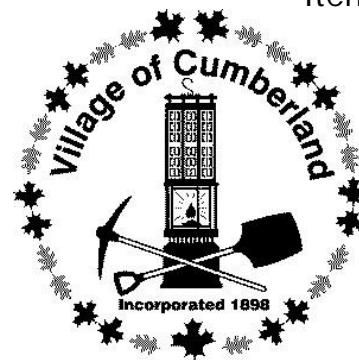
**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**

**Segment Disclosure With Budget Information**

**For the Year Ended December 31, 2019**

	General government services		Transportation services		Protective services		Environmental health services		Public health services		Environmental planning and development services		Recreation and cultural services		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
<b>Revenue</b>																
Tax revenue	\$ 921,958	\$ 756,445	\$ 893,018	\$ 811,650	\$ 449,700	\$ 446,535	\$ 423,419	\$ 423,105	\$ 14,560	\$ 14,490	\$ 194,333	\$ 192,900	\$ 621,734	\$ 617,005	\$ 3,518,722	\$ 3,262,130
Sale of services	-	-	-	-	168,256	186,570	1,910,604	1,822,555	31,801	15,900	-	-	341,321	253,950	2,451,982	2,278,975
Transfer from other governments	886,256	701,145	161,646	158,410	123,128	118,530	1,459,350	3,040,390	1,943	1,900	86,577	37,120	129,905	137,320	2,848,805	4,194,815
Other revenue and contributions	261,621	145,200	913,565	171,075	28,615	24,560	980,828	1,486,240	168	160	264,900	247,820	52,099	58,030	2,501,796	2,133,085
<b>Total revenue</b>	<b>2,069,835</b>	<b>1,602,790</b>	<b>1,968,229</b>	<b>1,141,135</b>	<b>769,699</b>	<b>776,195</b>	<b>4,774,201</b>	<b>6,772,290</b>	<b>48,472</b>	<b>32,450</b>	<b>545,810</b>	<b>477,840</b>	<b>1,145,059</b>	<b>1,066,305</b>	<b>11,321,305</b>	<b>11,869,005</b>
<b>Expenses</b>																
Wages, salaries and benefits	1,058,748	993,390	490,445	493,050	366,388	377,200	288,182	395,445	21,696	16,140	293,233	331,970	564,649	638,175	3,083,341	3,245,370
Good and services	3,573	13,310	250,774	288,310	267,437	243,565	1,068,433	1,124,365	20,078	17,810	195,271	146,870	575,231	513,020	2,380,797	2,347,250
Debt expense	-	-	18,041	24,675	813	5,190	103,983	100,255	-	-	-	-	724	140	123,561	130,260
Amortization	16,689	18,900	731,532	746,130	43,743	61,080	433,938	438,465	3,082	3,140	-	-	139,564	136,060	1,368,548	1,403,775
Loss/(Gain) on disposal of assets	-	-	14,797	-	-	-	3,951	-	-	-	-	-	-	-	18,748	-
<b>Total expenses</b>	<b>1,079,010</b>	<b>1,025,600</b>	<b>1,505,589</b>	<b>1,552,165</b>	<b>678,381</b>	<b>687,035</b>	<b>1,898,487</b>	<b>2,058,530</b>	<b>44,856</b>	<b>37,090</b>	<b>488,504</b>	<b>478,840</b>	<b>1,280,168</b>	<b>1,287,395</b>	<b>6,974,995</b>	<b>7,126,655</b>
<b>Annual Surplus (Deficit)</b>	<b>\$ 990,825</b>	<b>\$ 577,190</b>	<b>\$ 462,640</b>	<b>\$ (411,030)</b>	<b>\$ 91,318</b>	<b>\$ 89,160</b>	<b>\$ 2,875,714</b>	<b>\$ 4,713,760</b>	<b>\$ 3,616</b>	<b>\$ (4,640)</b>	<b>\$ 57,306</b>	<b>\$ (1,000)</b>	<b>\$ (135,109)</b>	<b>\$ (221,090)</b>	<b>\$ 4,346,310</b>	<b>\$ 4,742,350</b>

# COUNCIL REPORT



REPORT DATE: August 4, 2020  
MEETING DATE: August 10, 2020

File No.

TO: Mayor and Councillors  
FROM: Clayton Postings, Chief Administrative Officer  
SUBJECT: Updated - Workplace Bullying and Harassment Policy and Policy Statement

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## RECOMMENDATION

THAT Council receive the Village of Cumberland Workplace Bullying and Harassment policy and policy statement report;

THAT Council adopt the Village of Cumberland Workplace Bullying and Harassment policy and policy statement.

## PURPOSE

The purpose of this report is to seek Council support and adoption of the proposed Workplace Bullying and Harassment Policy and Policy Statement date August 10, 2020, the new updated policy satisfies the Worksafe requirements.

## PREVIOUS COUNCIL DIRECTION

None identified

## BACKGROUND

The Village of Cumberland continues to ensure a workplace which creates and maintains a work environment which is free of bullying and harassment. The Village has had various forms of respect in the workplace policies over the years, however these past policies currently require updating to ensure they conform to the legislated criteria outlined by Worksafe BC relating to Workplace bullying and harassment.

The updated Workplace Bullying and Harassment policy and policy statement will ensure the Village is current with existing Worksafe requirements. Once the policy is adopted The Village will ensure all employees are trained and provided the policy with information on how it is to be administered. Future ongoing updates and review will occur on an annual basis.

## ALTERNATIVES

Implementation of the policy is a legislated and mandatory.

**STRATEGIC OBJECTIVE**

- ☐ Healthy Community
- ☐ Quality Infrastructure Planning and Development
- ☐ Comprehensive Community Planning
- ☐ Economic Development

**FINANCIAL IMPLICATIONS**

None identified.

**OPERATIONAL IMPLICATIONS**

No impacts to operations or service delivery. The policy ensure that the Village continues to commit to maintaining a work environment which is free of bullying and harassment.

**ATTACHMENTS**

1. Village of Cumberland Workplace bullying and harassment policy
2. Village of Cumberland Workplace bullying and harassment policy statement

**CONCURRENCE**

N/A

Respectfully submitted,  
Clayton Postings

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Clayton Postings  
Chief Administrative Officer

# COUNCIL POLICY



<b>Title: Workplace Bullying and Harassment Policy</b>  Adopted Date: August 10, 2020 Amended Date:	<b>No.</b>  <b>Section:</b> <b>Motion No.</b>
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**PURPOSE:** This policy has been developed in order to:

- Demonstrate and promote the Village's commitment to human rights and equality issues.
- Aid in the prevention of bullying, harassment and discrimination in the workplace.
- Provide a standard and consistent process to address and resolve complaints.
- Ensure that every complaint is regarded as a serious matter and dealt with in a confidential, objective and timely manner, while respecting the rights of all parties.
- Establish a basis upon which training can be provided for the purposes of:
  - promoting general awareness of human rights and equality issues
  - providing human rights information
  - teaching investigative techniques
  - Ensure compliance with the British Columbia Human Rights Act and Workers Compensation Act.

**POLICY:** It is the policy of the Village of Cumberland (hereinafter called the Village) to provide every employee with a safe workplace. The Village is committed to creating and maintaining a work environment which is free of bullying, harassment and discrimination.

**Principles:**

All employees and/or volunteers of the Village have a responsibility to respect the dignity and human rights of their co-workers and the public they serve, as well as to expect compliance with the British Columbia Human Rights Act and Workers Compensation Act. The Village prohibits all bullying, harassment and discrimination in the workplace.

This policy applies to all employees, management staff, elected officials, contractors, volunteers and members of the public in their dealing with the Village. In support of this policy, the Village will endeavour to educate and inform those persons under the direction of the Village of their rights and responsibilities.

Appropriate disciplinary measures may be imposed against any person under the Village's direction for breach of this policy.

### **Guidelines:**

#### **1. Policy Application**

This policy shall not affect the Village's right to manage its business, direct its workforce or implement employment and performance practices. Complaints involving such issues shall be resolved through the union grievance process, as outlined in the collective agreement applicable to the Village's employees.

#### **2. Definitions**

PROHIBITED GROUNDS – refers to any of the following grounds:

- age
- race, colour, ancestry, national or ethnic origin
- criminal or summary conviction offense (that is unrelated to employment)
- political belief
- religion
- marital status
- family status
- disability
- sex (including sexual harassment and pregnancy)
- sexual orientation

WORKPLACE INCLUDES:

All locations where the business of the Village is conducted.

Other locations, provided the incident complained of impacts on work relationships, status or environment, including (but not limited to) unwelcome phone calls, messaging or visits to a person's home by a person under the direction of the Village.

DISCRIMINATION:

Discrimination relates to conduct based on, or motivated wholly or in part by any of the prohibited grounds contained in the British Columbia Human Rights Act and are illegal behaviours.

#### HARASSMENT:

Discrimination and harassment relate to conduct based on, or motivated wholly or in part by any of the grounds contained in the British Columbia Human Rights Act and are illegal behaviours.

It is an offensive comment(s) and/or behavior that demean and belittle an individual and/or cause personal humiliation.

#### WORKPLACE BULLYING AND HARASSMENT:

Is any action, conduct, comment, gesture or contact in the workplace, by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be;

- Humiliated or intimidated;
- To be perceived as placing an improper condition on employment, benefits, training or promotional opportunities, work assignments or compensation; or
- To create an environment that is hostile, intimidating or offensive.

Bullying and/or harassment may result from either one incident or a series of incidents and may be directed at either specific individuals or groups.

Bullying and harassing behavior do not include:

- Expressing differences of opinion;
- Offering constructive feedback, guidance or advice about work-related behavior;
- Reasonable action taken by an employer or supervisor, relating to the management and direction of workers, or the place of employment. (e.g. managing a workers performance, taking reasonably disciplinary actions, assigning work)

#### PERSONAL HARASSMENT:

It is behavior by any person under the direction of the Village which, on a reasonable basis, is personally offensive to another person and jeopardizes that person's job or undermines another person's position through intimidation, threats, blackmail, coercion or favouritism.

It is an abuse of authority by any person under the direction of the Village which undermines another person's position through intimidation, threats, blackmail, coercion or favouritism.

## SEXUAL HARASSMENT:

This is defined as unwelcome behavior and/or comments of a sexual nature by any person under the direction of the Village, which detrimentally affects the working environment, such as creating an intimidating, hostile or offensive working environment.

It can be an unwanted sexual advance which consists of an abuse of authority if this includes or implies a threat and/or reprisal which will adversely affect the complainant or have adverse job-related consequences after the sexual advance is rejected.

### **3. Confidentiality**

In order to protect the privacy and reputation of all parties involved in a complaint, all information concerning a harassment complaint, up to and including the final decision, shall remain confidential, subject to the privacy rules of the Freedom of Information and Protection of Privacy Act or any other course of action available through common law or statute.

No records of a complaint will be placed on the personnel file of a Respondent involved in a complaint unless the remedies involve disciplinary action.

### **4. Responsibilities Under the Workers Compensation Act and Policies**

#### **4.1. Worker Duties (Workplace Bullying and Harassment)**

A worker's obligation to take reasonable care to protect the health and safety of themselves or others includes:

- a. Not engaging in bullying or harassment of workers, other supervisors, the employer or persons acting on behalf of the employer; and
- b. Reporting if bullying and harassment is observed or experienced in the workplace (see Appendix A); and
- c. Applying and complying with the employer's policies and procedures on bullying and harassment.

#### **4.2. Supervisor Duties (Workplace Bullying and Harassment)**

A supervisor's obligation to ensure the health and safety of workers includes:

- a. Not engaging in bullying and harassment of workers, other supervisors, the employer or persons acting on behalf of the employer; and
- b. Applying and complying with the employer's policies and procedures on bullying and harassment.

#### 4.3. Employer Duties (Workplace Bullying and Harassment)

WorksafeBC considers that reasonable steps by an employer to prevent where possible or otherwise minimize, workplace bullying and harassment include the following:

- a. Developing a policy statement with respect to workplace bullying and harassment not being acceptable or tolerated.
- b. Taking steps to prevent where possible, or otherwise minimize, workplace bullying and harassment.
- c. Developing and implementing procedures for workers to report incidents or complaints of workplace bullying and harassment including how, when and to whom a worker should report incidents or complaints. Included must be procedures for a worker to report if the employer, supervisor or person acting on behalf of the employer, is the alleged bully and harasser.
- d. Developing and implementing procedures for how the employer will deal with incidents or complaints of workplace bullying and harassment including:
  - i. How and when investigations will be conducted;
  - ii. What will be included in the investigation;
  - iii. Roles and responsibilities of employers, supervisors, workers and others;
  - iv. Follow up to the investigation (description of corrective actions, timeframe, dealing with adverse symptoms etc.); and
  - v. Record keeping requirements.
- e. Informing workers of the policy statement in (a) and steps taken in (b);
- f. Training supervisors and workers on:
  - i. Recognizing the potential for bullying and harassment;
  - ii. Responding to bullying and harassment; and
  - iii. Procedures for reporting, and how the employer will deal with incidents or
  - iv. complaints of bullying and harassment in (c) and (d) respectively.
- g. Annually reviewing (a), (b), (c) and (d);
- h. Not engaging in bullying and harassment of workers and supervisors; and
- i. Applying and complying with the employer's policies and procedures on bullying and harassment.

#### 4.4. Human Resources:

Will confidentially provide general advice and assistance to all parties to a complaint and provide specific guidance and direction to managers and supervisors in all matters relating to harassment and discrimination, including:

- informal problem solving
- complaint preparation
- mediation

- investigation
- corrective action

Will coordinate the Village's training and education process pursuant to this policy.

#### 4.5. Managers and Supervisors:

Are obliged by law to create and maintain a bullying and harassment-free workplace. They are responsible for ensuring that harassment is not allowed, condoned or ignored and for dealing promptly and responsibly with a situation, once aware of the alleged harassment.

ANY PERSON WHO HAS THE AUTHORITY TO PREVENT OR ADDRESS HARASSMENT MAY BE HELD RESPONSIBLE FOR FAILING TO DO SO.

### 5. Bullying and Harassment Investigations

Employees are encouraged to report all incidents of bullying and harassment without fear of reprisal.

The Goals of the bullying and/or harassment investigation are to:

1. Provide a fair process
2. Obtain all relevant information
3. Make findings of fact
4. Make a decision based on those facts

Complainant:

- Refers to the individual who feels he/she is being bullied, harassed or discriminated against
- Has the right to confidential, timely and appropriate action being taken on his/her behalf
- Shall report the complaint within six (6) months of the incident, unless the delay incurred in good faith and no substantial prejudice will result to any person affected by the delay
- Shall protect the privacy of the Respondent
- Shall be advised of the remedy applied to the complaint
- Shall maintain confidentiality other than to process complaint

Respondent:

- Refers to the person against whom the complaint is being lodged
- Has the right to a confidential, timely and unbiased investigation, with a full opportunity to respond to allegations
- Shall maintain confidentiality other than for the purposes of obtaining advice with respect to responding to the complaint

Investigator(s):

- Will be a person(s), internal or external, with considerable expertise and experience investigating and resolving bullying and harassment complaints
- Shall consist of one (1) management employee and one (1) bargaining unit employee
- Alternate representation from management and the bargaining unit shall be appointed to serve as replacements for absent investigators
- Shall initiate an investigation within three (3) working days of receiving a complaint
- Shall report their findings and recommendations to the Adjudicator within one (1) month of receiving the complaint
- Has the authority, pursuant to this policy, to speak with anyone, request and review documents and enter any work locations that are relevant to the complaint
- Will report the findings and recommendations to the Adjudicator

Adjudicator:

- Shall be the Chief Administrative Officer of the Village and/or the Village's solicitor
- Shall prepare and issue a final report within ten (10) working days of receiving the Investigators' recommendations

The Investigation:

Individual interviews by the Investigators will be conducted with the:

- Complainant,
- Respondent, and
- Any and all witnesses.

The Investigators will conduct a review of evidence, including the interviews, relevant documents, phone messages, electronic evidence, other materials and/or correspondence.

Investigations will:

- be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances
- be fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations
- be sensitive to the interests of all parties involved, and maintain confidentiality
- be focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses
- incorporate, where appropriate, any need or request from the complainant or respondent for assistance during the investigation process

Results of the Investigation:

The results of the investigation including facts and recommendations will be reported to the Adjudicator.

Final Resolution:

The Adjudicator will decide the matter and may require remedial action.

Remedial Actions:

Remedial actions may include but are not limited to:

- Education and training
- Review and modification of policies, procedures and practices
- Disciplinary action up to and including dismissal
- Continuous monitoring and follow-up
- Any other strategy designed to eliminate and/or prevent bullying, harassment and discrimination

Program Documents:

- Appendix A - Workplace, Bullying, Harassment and Discrimination Reporting Procedure
- Workplace, Bullying, Harassment and Discrimination Complaint Form
- Workplace Bullying, Harassment and Discrimination Investigation Form
- Investigation Guide

**APPENDIX A**  
**Village of Cumberland**  
**Workplace Bullying, Harassment and**  
**Discrimination Reporting Procedure**

If you feel you are experiencing bullying, harassment or discrimination:  
Say **“NO”** and do not ignore the behavior. If you can, immediately make the alleged harasser aware of your disapproval and/or discomfort with their comments, actions or behaviour.

**1. How to report**

Workers at the Village of Cumberland can report incidents or complaints of workplace bullying and harassment verbally or in writing. When submitting a written complaint, please use the workplace bullying and harassment complaint form. When reporting verbally, the reporting contact, along with the complainant, will fill out the complaint form.

**2. When to report**

Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.

**3. Reporting contact**

Report any incidents or complaints to your supervisor, your Department Manager or the Manager of Human Resources.

**4. Alternate reporting contact**

If the employer, the complainant’s supervisor, or the reporting contact named in Step 3 is the person engaging in bullying and harassing behavior, contact another supervisor, manager or the Chief Administrative Officer.

**5. What to include in a report**

Provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint. Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

**6. Annual review**

These reporting procedures will be reviewed on an annual basis. All workers will be provided with a copy.

<b>Date created</b> August 10, 2020	<b>Annual review date</b> August 10, 2021
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# Village of Cumberland

## Workplace bullying and harassment policy statement

### 1. Workplace conduct

Bullying and harassment is not acceptable or tolerated in this workplace. All workers will be treated in a fair and respectful manner.

### 2. Bullying and harassment

- (a) includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but
- (b) excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Examples of conduct or comments that might constitute bullying and harassment include verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumours.

### 3. Workers must:

- not engage in the bullying and harassment of other workers
- report if bullying and harassment is observed or experienced
- apply and comply with the employer's policies and procedures on bullying and harassment

### 4. Application

This policy statement applies to all workers, including permanent, temporary, casual, contract, student workers and Council. It applies to interpersonal and electronic communications, such as email.

### 5. Annual review

This policy statement will be reviewed every year. All workers will be provided with a copy.

<b>Date created</b>	<b>Annual review date</b>

# COUNCIL REPORT



REPORT DATE: August 5, 2020  
MEETING DATE: August 10, 2020

File No. 0550-01

TO: Mayor and Councillors  
FROM: Committee of the Whole  
SUBJECT: Committee of the Whole Report

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## RECOMMENDATION

- i) THAT Council receive the Committee of the Whole Report.
- ii) THAT Council refer the Bevan Industrial Lands Conceptual Master Plan to the Economic Development Steering Committee for discussion, and to provide feedback to Council for consideration.

## PURPOSE

The purpose of this report is to seek Council ratification of recommendations of the Committee of the Whole at its meeting on July 27, 2020.

The recommendation relating to the Coal Valley Estates comprehensive development agreement amendment is expected to be brought forward with a staff report and update at a future regular Council meeting.

Respectfully submitted,

Leslie Baird

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Leslie Baird, Mayor  
Chair, Committee of the Whole