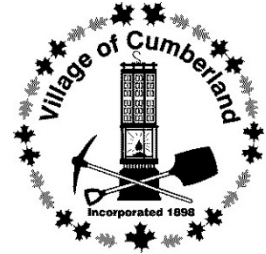


**The Corporation of the Village of Cumberland  
Inaugural Council Meeting**

**November 7, 2022 at 5:30 p.m.  
Council Chamber, 2675 Dunsmuir Avenue**



We are honoured to gather on the unceded traditional territory of the K'ómoks First Nation.

The meeting may be viewed live on the [Village of Cumberland Youtube](#) channel.

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1. Call to Order by the Chief Administrative Officer
2. Oaths of Office Administered by Shawn Gabel, Lawyer, Swift Dato, Commissioner for Taking Oaths for British Columbia  
  
Vickey Brown, Mayor  
Neil Borecky, Councillor  
Jesse Ketler, Councillor  
Sean Sullivan, Councillor  
Troy Therrien, Councillor
3. Approval of Agenda  
**Recommendation:**  
THAT Council approve the agenda for the Inaugural Meeting, November 7, 2022.
4. Greeting from Donna Mitchell of the K'ómoks First Nation
5. Mayor's Inaugural Address
6. Code of Responsible Conduct  
**Recommendation:**  
THAT Council receive the Code of Responsible Conduct for information.

7. Designation of Acting Mayors for 2023

**Recommendation:**

THAT Council designate the following members as Acting Mayor for the period indicated:

November 2022 to January 2023	Councillor Ketler
February to April 2023	Councillor Borecky
May to July 2023	Councillor Sullivan
August to October 2023	Councillor Therrien

8. Council Members Appointments

**Recommendation:**

THAT Council make the following appointments:

Comox Valley Regional District Board	Director: Councillor Ketler Alternate Director: Councillor Sullivan Each for a one-year term effective November 15, 2022, with <ul style="list-style-type: none"> <li>• Councillor Ketler as primary representative on the Comox Valley Recreation Commission, and</li> <li>• Councillor Sullivan as primary representative on the Comox Strathcona Regional Hospital District Board and Comox Strathcona Waste Management Board</li> </ul>
Comox Valley Regional District Parks and Trails Committee	Member: Mayor Brown Alternate: Councillor Therrien
Comox Valley Community Justice Society Board	Director: Councillor Borecky Alternate: Councillor Therrien
Vancouver Island Regional Library Board	Trustee: Councillor Therrien Alternate Trustee: Councillor Borecky
BC Social Procurement Initiative Steering Committee	Member: Mayor Brown
Municipal Insurance Association of BC	AGM Voting Delegate: Mayor Brown Alternate:
Island Coastal Economic Trust, North Island-Sunshine Coast Regional Advisory Committee	Mayor Brown
Comox Valley Coalition to End Homelessness	Advisory Participant: Councillor Ketler
Comox Valley Food Policy Committee	Non-Voting Liaison: Councillor Ketler for a two year term

Comox Valley Social Planning Society	Non Voting Liaison:
Accessibility and Inclusion Select Committee	Member: Councillor Therrien Alternate: Councillor Sullivan
Cumberland 125 <sup>th</sup> Anniversary Committee	Chair: Mayor Brown Vice-Chair:
Wastewater Advisory Committee for the Liquid Waste Management Plan	Non-Voting Member: Councillor Sullivan Alternate:

9. Appointment of Financial Authorities

**Recommendation:**

THAT Council delegate financial signing authority for the Village of Cumberland to the following Council members:

Vickey Brown, Mayor

and, when designated as Acting Mayor:

Neil Borecky, Councillor

Jesse Ketler, Councillor

Sean Sullivan, Councillor

Troy Therrien, Councillor

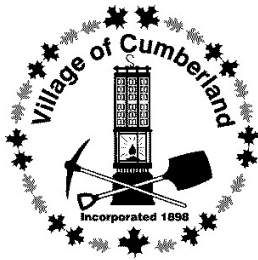
10. 2023 Council Meeting Schedule

**Recommendation:**

THAT Council approve the 2023 Council Meeting Schedule.

11. Adjournment

*Reception to follow.*



# Corporation of the Village of Cumberland

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

File No. 0530-05  
January 28, 2019

## Code of Responsible Conduct

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.

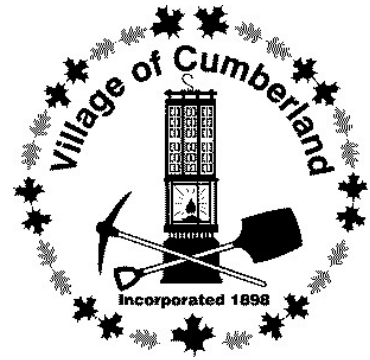
Leadership and collaboration is demonstrated through the following conduct:

- 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.

# COUNCIL MEMBER REPORT



DATE: November 1, 2022  
TO: Mayor and Councillors  
FROM: Mayor Brown  
SUBJECT: Appointment of Acting Mayors

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File No. 0530-06

The *BC Community Charter* requires councils to provide for the designation of a councillor as the member responsible for acting in the place of the mayor when the mayor is absent or otherwise unable to act or when the office of the mayor is vacant. This designation must be in accordance with the Council's procedure bylaw.

Council's Procedure Bylaw sets out that

- (1) Annually in November, Council must from amongst its members
  - (a) designate a Councillor, or
  - (b) designate Councillors on a rotating basis,to serve as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
- (2) Each Councillor designated under subsection (1) must fulfill the responsibilities of the Mayor in his or her absence.
- (3) If both the Mayor and the member designated under subsection (1) are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.
- (4) The member designated under subsection (1) or chosen under subsection (3) has the same powers and duties as the Mayor in relation to the applicable matter.

In addition to chairing meetings of Council, an acting mayor may also be called upon as financial signing authority and authorize correspondence on behalf of Council, attend protocol events, work with the chief administrative officer in planning meeting agendas, review public communications and act as media contact on behalf of Council, carry out other duties on behalf of the Council, and act as policy group representative in an emergency operations centre.

Therefore it is essential that an acting mayor be available during the period of their appointment.

Council may make adjustments to the proposed appointments as necessary.

**Recommended motion:**

THAT Council designate the following members as acting mayor for the period indicated:

November 2022 to January 2023	Councillor Ketler
February to April 2023	Councillor Borecky
May to July 2023	Councillor Sullivan
August to October 2023	Councillor Therrien

Respectfully submitted,

Vickey Brown

---

Vickey Brown, Mayor



# COUNCIL MEMBER REPORT



DATE: November 1, 2022  
TO: Mayor and Councillors  
FROM: Mayor Brown  
SUBJECT: Council Member Appointments

---

File No. 0530-06

At Council's inaugural meeting, the Council must make certain statutory appointments.

Along with the list below, new opportunities will come up for casual participation in initiatives across the Valley along with invites to functions and learning opportunities and I will do my best to share them in a timely way so that Council has the opportunity to participate.

## **Regional Appointments**

Attached to this report are requests from the Comox Valley Regional District and the Vancouver Island Regional Library. The Village is also a member of the Community Justice Society, which is funded by CVRD tax requisition. The Society's bylaw requires the Village to appoint a Council member to the board.

## **Regional and Provincial Working Groups**

The BC Social Procurement Initiative is a working group steering committee. The Village has been active in this initiative and social procurement is included in our Village procurement policy.

The Village is also a member of the Municipal Insurance Association of BC. The Village obtains both its liability and property insurance through MIABC. As a member of the Association, the Village must appoint a voting delegate to the MIABC annual general meeting that takes place at the Union of BC Municipalities conference.

The Island Coastal Economic Trust North Island-Sunshine Coast Regional Advisory Committee is made up of mayors of north Island communities. I ask that council consent to this appointment.

## **Non-Voting Liaisons to Regional and Community Boards**

There are three organizations that have requested representation from Council.

Council Ketler has sat as the non-voting advisory participant representative from the Village and I would like to recommend Councillor Ketler's re-appointment.

Both the Comox Valley Regional Food Policy Council and the Comox Valley Social Planning Society have requested Council member representatives to their meetings. The Council members would act as a non-voting liaison.

### **Village Committees**

For the Accessibility and Inclusion Committee, the Province of BC has recently mandated through the *Accessible BC Act* that every municipality in BC establish an accessibility committee. Our Council has had an accessibility committee since 2015. Last year, we expanded the TOR for this committee to include social and political diversity and will be hosting a learning opportunity later this month. The Village will continue its Accessibility and Inclusion Committee with a review of its terms of reference in 2023.

The Wastewater Advisory Committee, after a hiatus, is expected to be renewed in 2023 for the development of Stage 3 of the Liquid Waste Management Plan.

Council established the Cumberland 125<sup>th</sup> Anniversary Committee in 2022. Under the terms of reference for the Committee, the Council must appoint two members – a chair and co-chair of the committee.

In regard to the Village's Heritage Committee, and Homelessness and Affordable Housing Committee, it is expected that staff will be bringing forward reports to Council at upcoming meetings to discuss the structure and terms of reference for these committees. Staff has requested that Council delay considering Council member appointments to these committees until that review is completed.

I also ask that Council not consider appointments to the Economic Development Steering Committee until Council has considered the future of the economic development service during its strategic priority sessions in the spring of 2023.

### **Attachments**

1. Comox Valley Regional District, Notice of Inaugural Meeting
2. Vancouver Island Regional Library, Appointments to the 2023 Vancouver Island Regional Library Board
3. BC Social Procurement Initiative
4. Comox Valley Food Policy Council request for 2 year appointment,
5. Comox Valley Society Planning Society, Request for Representative
6. Policy 1.7 Accessibility and Inclusion Committee Terms of Reference
7. Liquid Waste Management Plan – Wastewater Advisory Committee, Terms of Reference
8. Policy 1.14 Cumberland 125<sup>th</sup> Anniversary Committee Terms of Reference

## Requested Motion

THAT Council make the following appointments:

Comox Valley Regional District Board	Director: Councillor Ketler Alternate Director: Councillor Sullivan Each for a one-year term effective November 15, 2022, with <ul style="list-style-type: none"><li>• Councillor Ketler as primary representative on the Comox Valley Recreation Commission, and</li><li>• Councillor Sullivan as primary representative on the Comox Strathcona Regional Hospital District Board and Comox Strathcona Waste Management Board;</li></ul>
Comox Valley Regional District Parks and Trails Committee	Member: Mayor Brown Alternate: Councillor Therrien
Comox Valley Community Justice Society Board	Director: Councillor Borecky Alternate: Councillor Therrien
Vancouver Island Regional Library Board	Trustee: Councillor Therrien Alternate Trustee: Councillor Borecky
BC Social Procurement Initiative Steering Committee	Member: Mayor Brown
Municipal Insurance Association of BC	AGM Voting Delegate: Mayor Brown Alternate:
Island Coastal Economic Trust, North Island-Sunshine Coast Regional Advisory Committee	Mayor Brown
Comox Valley Coalition to End Homelessness	Advisory Participant: Councillor Ketler
Comox Valley Food Policy Committee	Non-Voting Liaison: Councillor Ketler for a two year term
Comox Valley Social Planning Society	Non Voting Liaison:
Accessibility and Inclusion Select Committee	Member: Councillor Therrien Alternate: Councillor Sullivan

Cumberland 125 <sup>th</sup> Anniversary Committee	Chair: Mayor Brown Vice-Chair:
Wastewater Advisory Committee for the Liquid Waste Management Plan	Non-Voting Member: Councillor Sullivan Alternate:

Respectfully submitted,

Vickey Brown

Vickey Brown, Mayor

File: 530.01

October 18, 2022

**Sent via email only:** rparker@cumberland.ca

Rachel Parker  
Deputy Corporate Officer  
Village of Cumberland  
2673 Dunsmuir Avenue  
Cumberland, BC V0R 1S0

Dear Ms. Parker:

**Re: Notice of Inaugural Meeting**

Please note that the Comox Valley Regional District (CVRD) inaugural board meeting will take place as follows:

Date: Tuesday, November 15, 2022

Time: 4:00 pm

Location: CVRD Civic Room, 770 Harmston Avenue, Courtenay, BC

This correspondence serves as a reminder that the Village of Cumberland Council must make the following appointments:

- One director and at least one alternate director from its mayor and council to the CVRD Board;
- One member and at least one alternate member to the Regional Parks and Trails Committee.

Please bring this matter forward to your council in advance of the inaugural meeting with an effective date for such appointments being November 15, 2022.

As a director to the CVRD Board, the Village of Cumberland appointment is automatically a member of the Comox Strathcona Waste Management Board, the Comox Strathcona Regional Hospital District Board and the Comox Valley Recreation Commission (note: the Regional Parks and Trails Committee appointment is made separately as identified above).

Further, the council appointment to the board may also be named to any standing or select committees, such as the Committee of the Whole.

If the Village of Cumberland appoints more than one alternate director, please advise of the system established to determine which alternate director is to act in the place of the absent director.

### **Weighted Voting**

Under the *Local Government Act*, regional districts follow Part 6 - Regional Districts: Governance and Procedures to determine voting entitlements and procedures for most matters at board meetings. The voting unit in the Comox Valley Regional District is 1500 and based on the 2021 census, the Village of Cumberland director has three votes (see Appendix A).

Please forward this information to your mayor and council as you see fit. I have attached a suggested resolution for your consideration (Appendix B). I would appreciate a response by November 9, 2022 in order for us to prepare for our inaugural meeting.

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

***L. Dennis***

Lisa Dennis  
Manager of Legislative Services

Encl. Appendix A – 2021 Census figures for voting strength  
Appendix B – Sample resolution

cc: R. Dyson, Chief Administrative Officer  
J. Martens, General Manager of Corporate Services

## APPENDIX A – 2021 CENSUS FIGURES FOR VOTING STRENGTH

### Comox Valley Regional District (incorporated February 15, 2008) Voting Unit: 1,500 population

	2021 Census including subsequent population changes certified by the Minister <sup>1</sup>	Number of Directors (voting strength/5)	Voting Strength (population/ voting unit)
<b>City:</b>			
Courtenay	28,420	4	19
<b>Town:</b>			
Comox	14,806	2	10
<b>Village:</b>			
Cumberland	4,447	1	3
<b>Electoral Areas:</b>			
A (Baynes Sound / Denman Island )	7,926	1	6
B (Lazo North)	7,683	1	6
C (Puntledge-Black Creek)	9,163	1	7
<b>Totals:</b>	<b>72,445</b>	<b>10</b>	<b>51</b>

Populations certified as necessary by the Minister of Municipal Affairs under sections 196 and 197 of the *Local Government Act* as per the definition in the Schedule to the *Community Charter*.

Effective November 1, 2022.

These population figures are to be used only in the determination of voting strength and Director representation.

1. Population includes people residing on Indian Reserves and boundary extensions to December 31, 2021.

**APPENDIX B**

**SAMPLE Resolution**

THAT the following appointments be made to the Comox Valley Regional District effective November 15, 2022:

**Comox Valley Regional District Board of Directors:**

Councillor \_\_\_\_\_

**Alternate Regional District Directors:**

Councillor(s) \_\_\_\_\_

**Regional Parks and Trails Committee:**

Councillor \_\_\_\_\_;

Alternate(s): \_\_\_\_\_.





Administration  
Box 3333 | 6250 Hammond Bay Road  
Nanaimo, BC Canada V9R 5N3  
t: 250.758.4697 f: 250.758.2482  
e: [info@virl.bc.ca](mailto:info@virl.bc.ca) w: [www.virl.bc.ca](http://www.virl.bc.ca)

October 18, 2022

Mayor Vickey Brown  
Village of Cumberland  
PO Box 340  
Cumberland, BC V0R 1S0  
Original sent: [Mayor.Brown@cumberland.ca](mailto:Mayor.Brown@cumberland.ca)

Dear Mayor Brown,

**Re: Appointment to the 2023 Vancouver Island Regional Library Board**

In appointing your 2023 Vancouver Island Regional Library (VIRL) Board representative, the *Library Act* (August 12, 2020), section 17 (2) states:

**"All subsequent regular appointments must be made each November at the first meeting of the municipal council or regional district board."**

The term of office is January 1 to December 31. Reappointment of sitting members is encouraged for continuity, with no more than 8 consecutive years served.

2023 meetings of the VIRL Board and Executive Committee will be hybrid, with a couple exceptions where it is explicitly stated as in-person on the meeting schedule (see pg. 2).

The *Library Act*, section 55, reimbursement of expenses states: "(1) The members of a library board are not entitled to be paid by the library board for their services but may be reimbursed by it for reasonable travelling and out of pocket expenses, including child care expenses, necessarily incurred by them in performing their duties under this Act. (2) A library board may not reimburse a member for any expenses if another body reimburses the member for the expenses or pays the expenses."

Please submit for both your appointed Trustee and Alternate:

1. Certified copy of the Resolution (by provincial legislation)
2. VIRL 2023 Appointment Form
3. 2023 Financial Statement of Disclosure
4. Direct Deposit Authorization form (for travel expense reimbursement)
5. Recording Release Form

**By November 25, 2022, return completed forms to Mariah Patterson, Executive Assistant, [mpatterson@virl.bc.ca](mailto:mpatterson@virl.bc.ca).** Please call 250-729-2310 or [email](mailto:mpatterson@virl.bc.ca) if you have any questions.

Thank you for your continued support of Vancouver Island Regional Library!

Sincerely, <sup>1</sup>

Ben Hyman  
Executive Director

cc: Michelle Mason, Interim CAO, Village of Cumberland  
Rachel Parker, Administrator, Village of Cumberland

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay Woss

## 2023 Meeting Schedule

With the missed opportunity to meet in the 4<sup>th</sup> quarter due to the election, there is a special meeting of the Board and Executive Committee in December 2022.

Date	Meeting	Format & Location
<b>Sat. Dec. 3</b>	<b>Board of Trustees Special Meeting</b>	<b>Hybrid</b>
Fri. Dec. 9	Executive Committee Special Meeting	Hybrid
<b>Sat., Jan. 28</b>	<b>Annual General Meeting</b>	<b>In-person: Nanaimo</b>
Fri., Feb. 24	Executive Committee	In-person: TBD
<b>Sat., March 25</b>	<b>Board of Trustees</b>	<b>Hybrid</b>
Fri., May 5	Executive Committee	Hybrid
<b>Sat., June 3</b>	<b>Board of Trustees</b>	<b>Hybrid</b>
Fri., June 23	Executive Committee – Budget Only	In-person: TBD
Fri., July 21	Executive Committee – Budget & Regular	In-person: TBD
<b>Sat., Sept. 16</b>	<b>Board of Trustees – Budget &amp; Regular</b>	<b>In-person: TBD</b>
Fri., Oct. 27	Executive Committee	<b>Hybrid</b>
<b>Sat., Nov. 25</b>	<b>Board of Trustees</b>	<b>Hybrid</b>
Fri., Dec. 8	Executive Committee - Optional	Hybrid



## **Village of Cumberland**

The Village is a member of the British Columbia Social Procurement Initiative (BCSPI). This document provides information for elected officials about the Village's progress to-date, social procurement, and the benefits of BCSPI membership.

### **What steps has the Village taken to-date?**

To-date the village has undertaken the following activities through its BCSPI membership:

- Trained staff and senior team in social procurement concepts and implementation
- Successfully implemented social procurement in a variety of projects (see attached case study)
- Included social and sustainable procurement considerations in the Village's purchasing policy (see attached policy and framework).

### **What are the recommended next steps for the Village?**

Recommended next steps for social procurement implementation include:

- Continue to implement social procurement in all eligible projects
- Develop a vendor and supplier engagement strategy with support from BCSPI
- Impact measurement using the BCSPI impact measurement framework and tools
- Continue to celebrate success with additional case studies and BCSPI marketing support.

### **What can elected officials do to support the success of social procurement?**

Recommended actions for elected officials to support success include:

- Appoint a member of Council to take part in quarterly BCSPI steering committee meetings
- Understand how social procurement aligns with your community's strategic priorities and your organization's impact to-date
- Champion staff capacity to move forward, track and achieve social procurement goals and outcomes
- Communicate the benefits and outcomes to members of the community (please refer to the key messages section of this document)
- Encourage your peers at neighbouring communities, other local purchasers (school board, healthcare, community college etc.), and other municipalities across BC to explore social procurement and BCSPI membership.

## Are the dollars you spend supporting your community?

### What is social procurement?

Every purchase has an economic, social, cultural, and environmental impact, whether intentional or not. Social procurement is an emerging best practice being used by governments and other public purchasers. It is a strategic approach to spending that can create additional social and sustainable value to help address a wide range of community challenges, while still ensuring best value for money and quality of service.

Local governments spend billions of dollars annually through procurement, the process of purchasing goods, services, and building infrastructure. Implementing social procurement practices within this existing spending helps ensure these dollars go further by creating the opportunity for additional social, environmental, and cultural value that aligns with governments' strategic goals and objectives. Social procurement supports things like:

- Creating healthy and resilient local economies
- Contributing to climate and sustainability objectives
- Creating employment, training, and apprenticeship opportunities
- Creating social and sustainable value in the supply chain
- Supporting vulnerable populations
- Contributing to equity, diversity, and inclusion
- Enhancing engagement with local First Nations

### What is the British Columbia Social Procurement Initiative (BCSPI)?

In 2016, a group of elected officials looked at the billions of dollars being spent across the province, and asked, "Is this spending creating the best value and outcomes for our communities?". They were interested in exploring how an emerging, strategic approach called social procurement could help mobilize their existing financial resources to support their social, environmental, and cultural goals, while still delivering best value and high-quality services.

Two years of later, with support from the Island Coastal Economic Trust (ICET), the Coastal Communities Social Procurement Initiative (CCSPI) was launched with six member governments as a 2-year shared learning pilot for the Vancouver Island and the Coast region. The Initiative was designed to provide training, expert support, and other resources to help governments develop, pilot, and implement social procurement best practices through a collaborative learning model.

From 2019-2021, CCSPI grew from its initial six members to over 20 local governments, creating [significant local impact](#). In 2021, the Government of British Columbia, through the Ministry of Municipal Affairs, recognized the work and impact of the initiative and [provided funding](#) to expand access to CCSPI to all governments across the province.

Since 2021, BCSPI has [continued to grow](#) and now comprises over 35 member organizations including municipalities, regional districts, institutional purchasers, and Crown Corporations. To-date, BCSPI members have mobilized over \$350 million of local government spending through projects that have included social and sustainable value. The initiative has trained over 200 staff and elected officials, adding significant capacity and knowledge to the municipal workforce.

## **How is BCSPi governed?**

BCSPi is a public initiative governed by a steering committee, comprised of elected officials and senior staff from participating member communities. The steering committee meets quarterly online and provides guidance on next steps for the project and the support required based on the challenges and success member communities are seeing within their own implementation processes. Decisions at the steering committee are made based on the consensus of those present at the time of discussion.

BCSPi is funded by a combination of Provincial Government funding and annual member fees. Member fees are based on population size to ensure that the Initiative remains highly accessible for smaller communities.

Services for members are contracted to and delivered in partnership by Scale Collaborative, Buy Social Canada, and the Vancouver Island Construction Association. The combined industry experience and expertise of these organizations ensures that BCSPi members receive the best possible support for social procurement implementation.

## **How does BCSPi membership support the goals of municipal governments?**

BCSPi membership supports the social, environmental, and cultural goals of governments by providing the capacity building, skills and knowledge needed to unlock additional social value from their existing spending. This strategic approach to public spending helps provide the “best value” for every dollar spent while still ensuring the best price and quality for public purchasing.

BCSPi provides training, resources, and coaching for government staff to support the implementation of social procurement across all levels of government purchasing. From smaller, discretionary spending like corporate credit card purchasing, to contracting for goods and services, to integrating social value into multi-stage construction and infrastructure projects.

## **What are we getting with our membership?**

As an existing BCSPi member you are:

- Ensuring your spending is strategic, and that every dollar spent can go further
- Mobilizing your existing financial resources to address economic, social, and environmental challenges
- Providing professional development opportunities for staff
- Adding capacity to existing resources through access to support, tools, and resources
- Collaborating with other municipalities around best practices
- Taking advantage of a highly affordable annual membership fee subsidized by the Government of British Columbia

BCSPi supports municipalities of all sizes, with solutions for both centralized and decentralized purchasing models. Members start by working with the BCSPi team to create a customized plan for their social procurement implementation journey. This reflects the unique needs of their community or region, their existing purchasing practices, and their resource capacity. Members' social procurement objectives are connected to their existing strategic goals and policies for economic development, inclusion, diversity, reconciliation, poverty reduction, and climate action.

BCSPI guides members through the steps of their social procurement implementation journey. Each step is supported by professional development and training, expert consulting and advice, a rich library of resources, tools and templates, and a thriving community of practice. The initiative provides resources for all levels of government, from elected officials to senior team members to departmental and purchasing staff. There is no limit to the number of staff who can participate, and additional staff members can be added as required.

BCSPI also provides supplier engagement resources and communication tools to help members communicate change both internally and externally, and impact measurement support through access to a common measurement framework and measurement tools aligned with the United Nations Sustainable Development Goals (SDGs).

## **Frequently Asked Questions:**

### **What is social procurement?**

Every purchase has a social, economic, cultural, and environmental impact. Social procurement is about using your existing purchasing strategically, to capture those impacts to achieve overarching institutional, governmental, or individual goals that help shape inclusive, vibrant, and healthy communities. It is a shift from requiring 'lowest price' to achieving 'best value'.

### **What is BCSPi?**

BCSPi is here to foster social, environmental, cultural, and economic impact across British Columbia. Our team of experts support local governments and institutional purchasers to make the money you spend do more for your community. Through the initiative, BCSPi members can build capacity through training, consulting, resources, and support to implement purchasing that achieves community goals.

### **Why is social procurement important?**

Local governments spend millions of dollars annually. There is an opportunity for local governments to look at the potential for their spending to support local employment, economic and community benefits. For smaller communities and those in economic transition, local government spending can be a significant lever to generate positive local and community impacts.

### **What are the goals of social procurement?**

Each community will set their goals depending to their needs and opportunities. Social procurement includes social value as part of the procurement bidding and evaluation process. The information and questions centre around employment, training and apprenticeships, supply chain and/or community engagement. Bidders will be asked to describe their current practices, and what community benefits they can provide should they be the successful proponent.

### **Is it legal for governments to use social procurement? Don't we have trade agreements to comply with?**

Yes, governments must comply with trade agreements. You cannot restrict competition, but you can seek social value outcomes from all bidders. The important part is making the process competitive and transparent for all bidders.

### **Does social procurement mean buying from local businesses?**

No, social procurement is not about 'buying local'- this is not allowed under trade agreements. Instead, social procurement looks for ways to structure procurement to make it more possible for local businesses to bid and demonstrate the value they provide to the community. They still need to compete in a fair and transparent process. It is also a way to ask businesses from outside the community how they are going to provide local benefits to the communities where they do business.

### **Does social procurement cost taxpayers more?**

In terms of proposals received, so far there has not been an increase in costs. In fact, by unbundling projects (breaking large contracts into smaller, clearly separate parts), there has even been significant cost savings that result from goods and services being delivered by local businesses. However, depending on what the goals might be, a decision could be made to pay more for greater value.

## **Key Messages**

The following key messages are intended to communicate the benefits of social procurement, and can be used in written or oral communications, at events or formal or informal meetings, in presentation slides, for press and media, on your website, on social media, and in briefing notes. They are split into two categories: messages for community members, and messages for vendors and businesses.

**Please note:** These messages are intended to provide only baseline language. Please review each accordingly to ensure the specific content is accurate to what your jurisdiction is doing and update as required.

### ***Messages for community members***

- We work hard to ensure every purchase delivers on community priorities. That's why we're implementing social procurement, a practice that leverages our supply chain and purchasing to amplify benefits to our community and our environment.
- We're committed to making the money we spend go further by working towards social, environmental and community outcomes.
- How we purchase matters. We're working to align our purchasing to achieve social, environmental, and community outcomes.
- Purchasing decisions enable the re-circulation of money in the local economy to create a cascading effect of impact. Learn more about how we're amplifying benefits in our community.
- We're working to deliver impact through our purchasing decisions. Implementing social procurement helps us benefit people, planet, and community.
- Social purchasing is a critical tool to reach our goals.

### ***Messages for vendors and businesses***

- Purchasing decisions enable the re-circulation of money in the local economy to create a cascading effect of impact. That's why we're implementing social procurement to create more opportunities for small businesses, social enterprises, and diverse-owned businesses in our community.
- We want to hear from you. Help us purchase with social value in a way that is accessible and beneficial to our local community.
- We know that a purchase in the local economy is an investment into local business, local employment, affordability, community vibrancy and resilience. That's why we're implementing social procurement to leverage our supply chains and purchasing.
- There are many ways for the local vendor community to get involved and benefit from social procurement (list them or add relevant CTA).



- We want to create more opportunities to do business with small businesses, social enterprises, and diverse-owned businesses in our community. We're using our purchasing power to create best value and amplify social and environmental benefits.
- Social procurement has a proven track record of creating thriving businesses and resilient local economies (provide BCSPI Case Study or another example).

Explore other ways to engage vendors in the [BCSPI Vendor Outreach Guide](#).

## Social Procurement Myths and Facts:

**Myth:** Trade agreements don't allow for social procurement.

**Fact:** Trade agreements have parameters to work within, but they do allow social value outcomes.

### Additional Information:

- A procurement process that meets trade agreement thresholds cannot limit who can bid
- Procurement processes that meet trade agreement thresholds cannot give preference to local bidders, but can seek social value outcomes from all bidders
- There are exceptions within the trade agreements for direct purchasing from non-profits and other groups.
- For more information about local preferences, refer to Buy Social Canada's [Trade Agreements Local Briefing Note](#).

**Myth:** Social procurement costs more.

**Fact:** There is no evidence to support that claim.

### Additional information:

- In some cases, social procurement can reduce costs, for example when contractors utilize local social value supply chains as opposed to bringing in outside resources
- Cost does not always have to be the deciding factor when "best value" includes social, environmental, and cultural benefits to the community
- "There were no known cost implications associated with the social procurement concepts that were included in the RFP." - Scott Hainsworth, Comox Valley Regional District – Water Treatment Project, 2020

**Myth:** Social procurement means lower quality.

**Fact:** There is no evidence to support that claim.

### Additional information:

- While a social value weighting is added to the RFx process, the weighting factors and percentages are still determined based on the needs of the buyer for the goods or services. Price and quality/technical criteria remain important considerations.

**Myth:** The social procurement journey is straightforward and linear.

**Fact:** The social procurement journey is complex and iterative.

### Additional Information:

- The journey will require changes in policy, practice and culture and can have incredible impact in communities – it's worth it!
- BCSPi is here to support and make this journey simpler, with trainings, resources, templates and guides, and learnings from peers to support best practices. We have done the heavy lifting and taken most of the testing and risk out of the process.



**November 2nd, 2022**

**Attn:** Mayor and Council, Village of Cumberland

**RE:** Request to the Village of Cumberland to appoint a Councillor to sit as a member for one two-year term on the Comox Valley Food Policy Council (CVFPC)

**Term:** November 2022-November 2024 (with possibility of extending to a second term)

This letter is a formal request to the Mayor and Council to support the appointment of one Mayor or Councillor to sit on the CVFPC for a 2-year term starting late November, 2022.

The purpose of the CVFPC is to help support regional, municipal and territorial governments, and community leaders to include food systems policy in planning processes and initiatives, where appropriate. The CVFPC supports best practices and advocates towards food policy and implementation in the areas of local food production, food security and food systems education for the region.

The CVFPC has been in operation since November 2019, initiated by a motion at the CVRD Board of Directors to support its establishment. The CVRD has provided annual funding, which LUSH Valley has matched through funding and in-kind support. LUSH Valley will provide the coordination (hopefully shared with a member this term) and administrative support to the group.

The appointed Council member would act in a liaison role, and would be expected to attend monthly meetings. This appointed member may also choose to sit on one or more additional subcommittees.

Please note that our current Terms of Reference allow for any interested community members to submit an Expression of Interest to sit on the CVFPC. Therefore, any additional interested Cumberland Village Councilor that is not appointed could be vetted to join the CVFPC through this process.

For more information on the CVFPC including the Terms of Reference, and latest Annual Report <https://lushvalley.org/cvfpc/about/>

Please don't hesitate to contact me should you require further information in order to support this decision.

Thank-you for your support and consideration,

Maurita Prato  
Coordinator, Comox Valley Food Policy Council



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November 2, 2022

Mayor Vickey Brown  
Village of Cumberland  
2673 Dunsmuir Ave,  
Cumberland,  
BC V0R 1S0

Dear Mayor Brown

Congratulations on your election as the Mayor of Cumberland! I am writing on behalf of the Comox Valley Social Planning Society to request that the Village of Cumberland once again appoint a representative from Council to the Social Planning Society. We gained a great deal from having you attend our meetings on behalf of the Village of Cumberland and your participation and advice was invaluable.

The Social Planning Society and our partner the Comox Valley Accessibility Committee value our relationships with both elected officials and staff at the Village of Cumberland and very much want this to continue over the next four years as we work together to increase the social health and well-being of our community.

We look forward to welcoming our Village of Cumberland representative for the next 4 years!

Sincerely,

Betty Tate  
President, Comox Valley Social Planning Society  
Website: <https://cvsocialplanning.ca>  
Email: [betty.tate@shaw.ca](mailto:betty.tate@shaw.ca)

cc: Michelle Mason, CAO, Village of Cumberland



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### **Comox Valley Social Planning Society Foundational Principle**

Strong communities need social, economic and environmental health.

### **Comox Valley Social Planning Society Vision**

Connected people and organizations improving the quality of life of citizens in the Comox Valley by impacting social issues.

### **Comox Valley Social Planning Society Mission**

The CVSPS provides information to individuals, organizations and policy makers to advocate for and guide the development of social planning strategies throughout the Comox Valley

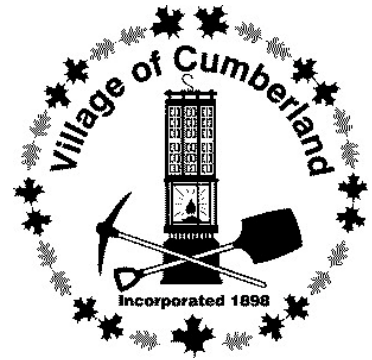
### **What is Social Planning?**

A process that involves local governments and community members working together to address social issues and build healthy communities. Integrated with other types of planning, social planning focuses on the people themselves in the community planning context.

### **Current Work and Community Support of the Comox Valley Social Planning Society**

- Raises the profile of social planning in the community and increases community engagement.
- Conducts annual Living Wage Campaign in the Comox Valley.
- Hosts bi-monthly meetings for social sector agencies in the Comox Valley.
- Project lead for the 2023 Equity in Public Policy Project that local government elected officials and staff will be invited to participate in. The project is in partnership with the City of Courtenay, LUSH Valley Food Action Society, the Comox Valley Community Health Network, and the Comox Valley Coalition to End Homelessness.
- Host agency of the Comox Valley Accessibility Committee.
- A community partner of the Comox Valley Community Health Network.

# COUNCIL POLICY



<p>Title: <b>Accessibility and Inclusion Select Committee, Terms of Reference</b></p> <p>Adopted Date: January 26, 2015  Amended Date: February 12, 2018  Amended Date: December 9, 2019  Amended Date: August 9, 2021</p>	<p>No. 1.7</p> <p>Section: Administration  Motion No. 15-41, 18-85</p>
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## Policy Statement

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

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

## Purpose of the Committee

The purpose of the committee is to act as a resource to council, village staff, and other community representatives as directed by Council on issues related to accessibility and inclusion in the Village of Cumberland. The Accessibility and Inclusion Committee aims to collaborate, educate and advise on matters of accessibility and inclusion in the Village.

## Scope of Work

1. (a) To make recommendation to Council on a strategy to encourage and support owners of existing public and commercial buildings in making accessibility improvements to the built environment and to create environments that are inclusive to all community members.
- (b) Review of community event manual with recommendations to make events more accessible; and outreach with special event coordinators.
- (b) Consult with emergency planning staff on accessibility and inclusion and provide resources on emergency preparedness.
- (c) Explore and investigate accessible tourism, and parks and trails mapping.
- (e) Recognize businesses and community members who are engaging in efforts to make Cumberland a more inclusive and accessible place to live and visit.
- (f) Monitor and support recommendations of the 2016 Facility and Infrastructure Review (SPARC BC).

- (g) Matters referred to it by Council.
- 2. To make recommendation to Village staff on Village facilities, service provision, and other matters upon request.
- 2.1. To promote social and political equity as follows:
  - (a) Identify barriers to social inclusion and accessibility and make recommendations as to how to remove these barriers;
  - (b) Identify best practices in other communities and make recommendations based on the findings to promote social and political equity;
  - (c) Participate in reviewing the Village of Cumberland's draft plans, policies and procedures to prevent the creation of barriers in the future;
  - (d) Draft a strategy for engaging with the community on issues relating to accessibility and inclusiveness;
  - (e) Work with Council to increase public awareness on issues related to accessibility and inclusion for all citizen

### **Reporting**

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

### **Membership**

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

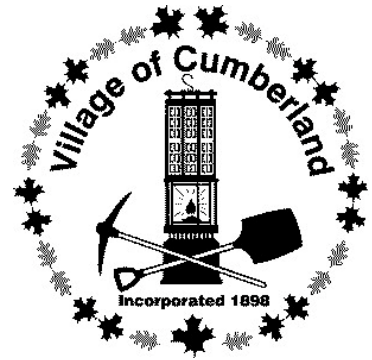
### **Procedures and Administration**

- 7. The Committee is subject to the open meeting, conflict of interest, and procedural rules and other applicable rules under the *Community Charter* and the Council Procedure Bylaw.
- 8. The Committee will meet at least five times a year.



9. The Committee will have the following staff resources:
- (1) Administrative support for
    - Scheduling and public notice of meetings
    - Preparation of meeting agendas and agenda items for discussion
    - Assistance with the preparation of work plans and budgets
    - Taking of the minutes
    - Submission of minutes to Council agenda for receipt
  - (2) Planning staff support for
    - BC Building Code advice
    - Guidance on the official community plan and any zoning bylaw review
    - Provision of data and resources
10. Each year by August , the Committee must develop and submit to Council a work plan and budget request for the following year.

# COUNCIL POLICY



## **Liquid Waste Management Plan - Wastewater Advisory Committee**

### **Terms of Reference**

**March 29, 2016**

The Terms of Reference defined in this document outline the purpose of the Wastewater Advisory Committee, and the expectation and commitments of its members in developing the Liquid Waste Management Plan (LWMP) for the Village of Cumberland.

### **Purpose of the Wastewater Advisory Committee**

The LWMP process is a consultative process, involving municipal staff and elected officials, technical specialists, Provincial government, regional stakeholders, First Nations and extensive public consultation.

While the responsibility for the management of the LWMP ultimately rests with Village Council, the Wastewater Advisory Committee's purpose is to be the gathering and discussion portal for all relevant information for the LWMP, and subsequently make recommendations to the Steering Committee for the major decisions relating to the LWMP.

With broad representation from government, technical and public interests, the Wastewater Advisory Committee will;

- Act as a representative for, and liaison to the general public or other unrepresented stakeholders, as appropriate;
- Develop plans for public consultation;
- Review information provided by the Village, consultants, Committee members, special interest groups and the general public;
- Identify knowledge gaps, if any, and provide feedback to Village staff and consultants; and,
- Make recommendations to the Steering Committee.

The Wastewater Advisory Committee will run for the duration of the LWMP, though membership may be adjusted along the way. Once the LWMP is implemented, a new Monitoring Committee will be struck.

### **Membership**

It is proposed that the Wastewater Advisory Committee will have from 10 to 15 members. This committee will be made up of the following:

- General public – Members at large selected from residents of Cumberland to provide a mix of environmental, social and economic perspectives, and age and gender representation;
- Local environmental groups;
- K'omoks First Nations;
- Local business groups;
- Provincial and federal ministries or agencies who have indicated interest or whose mandate will be affected by or will affect the planning process (e.g. Environment Canada, Fisheries and Oceans Canada);
- Council member (ex-officio);
- Staff – LWMP Project Coordinator, Chief Administrative Officer, Director of Operations, and other staff as required (ex-officio);and,
- Technical Consultant – advisor (ex-officio).

A posting will be made for Members from the general public, with the number and identity of participants to be selected by the Village Council.

### **Roles and Responsibilities of members**

Participating on the Committee is both privilege and an obligation. It is not necessary for members to have a technical or even environmental background to participate. They are expected to bring their own perspectives to the table, but must also develop a broad understanding of the issues and process. Members must participate constructively in the process, and be prepared to provide to, and disseminate from the Committee, the full range of perspectives, including those with which they may disagree.

Members are expected to:

- Prepare themselves for meetings by reading all relevant materials;
- Support open and inclusive discussion;
- Speak in terms of interests versus positions;
- Be open to outcomes, not attached them;
- Where a member is espousing a favored position or course of action, they must fully and honestly disclose the reasons for their positions;
- Disclose any potential conflicts of interest;
- Liaise with any groups which they may represent, and ensure that they have the authority to speak on behalf of such groups; and,
- Attend all meetings as practical.

For members representing specific groups, an alternate representative must be nominated in the event the original member cannot attend. If an individual member cannot continue to attend meetings, they must inform the Chair, and assist in making arrangements for an alternate.

If a member consistently misses meetings, or conducts themselves poorly at meetings, they may be excluded from the Committee at the discretion of the Village.

## **Meeting Frequency**

Meetings will be expected to occur both on an ongoing basis and as required to addressing pressing LWMP process issues that arise. It is expected that five to eight Committee meetings will be held during business hours over Stage 1 of the LWMP Process. Meetings will nominally be once a month, but may be more or less frequent as the workload and rate of progress demands. There will be several public open houses during the process and Committee members are expected to attend these, though it is not mandatory.

## **Committee Protocol**

The Committee will select a Chair and an alternate from amongst its representative at its inaugural meeting. The main role of the Chair is to manage the meetings and ensure all voices are heard, and that meetings stay to their agenda. Being the Chair does not preclude them from taking part in discussion or voting. Large portions of the meetings will be facilitated by the Project Coordinator and/or Technical Consultant, who will work with the Chair on the arrangements for such.

Meetings will be held in public, unless there is some information to be discussed that would require a closed meeting under the provisions of the *Community Charter*. The public may listen to, but not participate in the Committee process, unless specifically invited to do so by the Chair. Where time permits, there can be a public question and answer period after the Committee meetings.

Any committee member can request an item of new business to be included on the agenda for a meeting, but such inclusion will be at the discretion of Village project staff in consultation with the Chair.

## **Decision Making**

Wherever possible, decision making will be made by consensus, and recorded as such. Where the decision is regarding a recommendation to be made to the Steering committee, there will be a formal motion and a vote. A consensus recommendation may include the identification of a specific issue or concern to be noted in the record as a consideration, but not a limiting factor. If a consensus cannot be reached after suitable deliberation, then a vote will be taken. The dissenting members will be required to provide a statement for the record, at the meeting, outlining their rationale for dissenting, and this statement will be included in the meeting minutes and both majority and dissenting opinions presented to the Steering Committee for final decision.

The Council representative, Village Staff and consultants will be non-voting members of the Committee.

The Advisory Committee does not have the authority to incur expense on behalf of the Village. Any recommendations or decisions that require significant study of new issues by the consultants, thus incurring significant time and expense, are subject to review by staff and consultants, and must be approved by the Steering Committee.

## **Reporting and Communications**

Village staff will prepare any official reports from or to the Advisory Committee. These may also be to the Steering Committee, other levels of government or third parties.

Any official communication on behalf of the Committee to the media or other official entities will be by Village staff or the Chair. The latter only applies if there is agreement by the Village project staff and committee.

All agendas, minutes and reports will become part of the public record and be published as soon as practicable unless required to be kept in-camera.

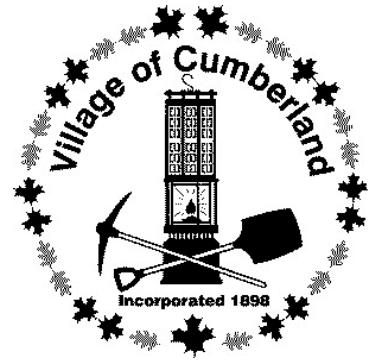
Committee Members are expected to interact with the general public, and should do so in accordance with the principles of good conduct outlined in the Members Roles and Responsibilities. In such discussions, members can give their personal opinions, and accounts of the meetings, but may not purport to represent either the Committee or the Village. Similarly, members should not discuss opinions expressed by other members without their consent first.

## **Administration and Resources**

Village staff and consultants will be responsible for providing administrative support to the Committee. This will include arranging the meetings, preparing agendas and minutes, reports and recommendations for both the Advisory committee and the Steering Committee. Meeting minutes shall include the key points from discussion of agenda items, and the ensuing decisions and action items, and voting records where appropriate.

Direct meeting expenses such as venues, advertising, materials, food and beverage (other than sponsored product) will be covered by the Village. Committee members are responsible for their own travel and expenses, if any. Participation on the Committee by public members is voluntary, with no remuneration provided.

# COUNCIL POLICY



<b>Title: Cumberland 125<sup>th</sup> Anniversary Celebration Committee</b>  Adopted Date: June 14, 2021	No. 1.14  Section: Administration Motion No.
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## Policy Statement

The Council wishes to establish a Cumberland 125<sup>th</sup> Anniversary Celebration Committee made up of representatives of community event organizations to advise Council on a calendar of performing arts, visual arts and heritage activity events held through the 2023 calendar year in celebration of Cumberland's 125<sup>th</sup> anniversary of incorporation as a local government.

Under the *Community Charter*, a council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council. At least one member of a select committee must be a council member.

## Purpose of the Committee

1. The purpose of the committee is to report to Council in January 2022 on a draft celebration plan for local arts and culture events in celebration of Cumberland's 125<sup>th</sup> anniversary and to draft a funding application in support of the community anniversary events.

## Scope of Work

2. The Cumberland 125<sup>th</sup> Anniversary Celebration Committee will:
  - (a) Develop a celebration plan for the 2023 calendar year presenting local performing artists and/or the work of local creators and/or aspects of local heritage as a primary component of the celebration and that meets the requirements of the Canadian Heritage *Community Anniversaries* Guide.
  - (b) Prepare an overall celebration budget that includes a budget for each event in the celebration plan.
  - (c) Develop a plan to actively encourage local community engagement through volunteerism and citizen involvement in the planning and management of the event.
  - (d) Consult with Canadian Heritage staff on the proposed celebration plan during its development to determine the best fit for Heritage Canada *Community Anniversaries* program funding.

- (e) Make recommendations to Council on event administrative and funding management for the event.
  - (f) Draft a funding application to the Canadian Heritage *Community Anniversaries* program by January 10, 2022.
  - (g) Any other matters referred to it by the Council.
3. The Committee will report its final celebration plan, budget and draft funding application to Council at a Committee of the Whole meeting in January 2022.
  4. The Cumberland 125<sup>th</sup> Anniversary Celebration Committee will be made of
    - (a) a steering group
    - (b) a roundtable working group
  5. The steering group will meet on a regular basis to lead the development of a celebration plan in consultation with members of the roundtable working group.
  6. The members of the roundtable working group may prepare or collaborate with other member organizations to prepare a proposal for an event or events within the 2023 calendar year presenting local performing artists and/or the work of local creators and /or aspects of local heritage from their respective organization. Events must not be part of, or an extension of, regular ongoing performance or exhibition program.

### **Steering Group Membership**

7. Council may appoint the following to the steering group:
  - (a) two members of Council, one of which will sit as chair and vice-chair as determined by Council,
  - (b) two to four members representing the arts and culture community, and
  - (c) one youth member (19 years or younger in age).

### **Working Group Membership**

8. The roundtable working group will consist of one member of the governing body of the following not for profit societies and associations, who will be nominated by each organization:
  - Cumberland and District Historical Society
  - Cumberland Business Association
  - Cumberland Community Forest Society
  - Cumberland Community School Society
  - Cumberland Community Church
  - Cumberland Culture and Arts Society
  - Cumberland Events Society
  - Cumberland Firefighters Society
  - Cumberland Food Forest
  - Cumberland Lake Wilderness Society
  - Cumberland Lamplighters OAP Branch #51

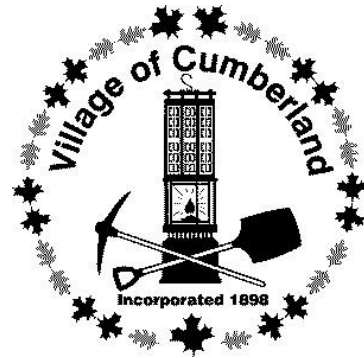
- Cumberland Seniors Housing Society
  - Canadian Legion, Cumberland Branch #28
  - Parent Advisory Committee, Cumberland School
  - Masonic Lodge, Cumberland Branch
  - Rebekahs Harmony Lodge #22 Cumberland
  - Rotary Club of Cumberland Centennial
  - United Riders of Cumberland
  - Weird Church Cumberland
9. The following agencies will be invited to assign a non-voting liaison to the round table working group:
    - Cumberland Community School (SD71)
    - K'ómoks First Nation
    - Island Health for Cumberland Lodge
  10. Local performing arts and local heritage related businesses will be invited to assign a non-voting volunteer advisor to the Committee, including:
    - The Abbey Studio
    - Cumberland Village Works
    - Lucky Village Enterprises
  11. Council will invite a member of the Accessibility and Inclusion Committee to volunteer on the Committee as a non-voting advisor.
  12. Any other organization that wishes to participate as an appointed member or non-voting liaison to the Committee must submit a written request to the Council.

### **Procedures and Administration**

14. The Committee is subject to the open meeting, conflict of interest, and procedural rules and other applicable rules under the *Community Charter* and the Council Procedure Bylaw.
15. The Committee steering group will assign a volunteer secretary who will
  - (a) prepare an agenda for each meeting, which will be distributed to members and to a staff liaison at least 48 hours before the meeting and will be posted on the Village website, and
  - (b) provide draft meeting minutes to the staff liaison to be provided to Council for information.



# COUNCIL POLICY



<b>Title: Delegation of Financial Signing Authority</b>	<b>No. 3.4</b>
Authority: Adopted Date: February 14, 2017 Amended Date:	Section: Administrative Policies, Equipment and Supplies Motion No: 17-79

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## 1.0 PURPOSE AND SCOPE OF THE DELEGATION OF FINANCIAL SIGNING AUTHORITY:

- 1.1. The purpose of the Delegation of Financial Signing Authority Policy is to outline the signing authority and responsibilities for employees who have the authority to approve payment of money in all forms including cheques, drafts or orders for payment of money, and electronic payments. This policy applies to all council members and officers of the Village as defined in section 3.2 of this policy.

## 2.0 POLICY STATEMENT:

- 2.1. The Council has the authority to delegate financial signing authority for the Corporation of the Village of Cumberland ("Village") subject to Schedule of Signing Authority matrix in Schedule A, to:
1. the Mayor, or in absence of the Mayor, the Acting Mayor
  2. an officer of the municipality:
    - The chief administrative officer
    - The financial officer, and
    - The deputy financial officer.

### **3.0 DEFINITIONS:**

#### **3.1. In this policy:**

1. Mayor means the elected head of the Corporation of the Village of Cumberland Council, who is assigned mayor responsibility under section 116 of Community Charter.
2. Councillor means a member of the Corporation of the Village of Cumberland Council, who is assigned council member responsibility under section 115 of Community Charter.
3. Chief Administrative Officer (CAO) means the senior officer of the Village, who is assigned chief administrative officer responsibility under section 147 of Community Charter.
4. Financial Officer (FO) means the senior officer of the Village, who is assigned financial officer responsibility under section 149 of Community Charter.
5. Officer means any person holding the officer positions of the Village as established by section 3.2 of this policy.

#### **3.2. Officer positions:**

The following positions are established as officers of the Corporation of the Village of Cumberland in this policy:

- (a) The chief administrative officer
- (b) The financial officer, and
- (c) The deputy financial officer.

#### **3.3. Electronic transfer means the disbursement of funds from the Village account using internet or other electronic means including the following:**

- (a) Automated Clearing House (ACH)
- (b) Electronic File Transfer (EFT)
- (c) Online Bill Payment
- (d) Pre-authorized Payment (PAP), and
- (e) Wire Transfer (WT).

### **4.0 ROLES AND RESPONSIBILITIES:**

- 4.1. All Village staff and elected officials shall comply with the letter and spirit of this policy which governs the approval of payments on behalf of the Village.
- 4.2. Delegated financial signing officers shall be responsible for ensuring that all invoices are properly reviewed and approved in accordance with the Purchasing Management Services Policy and Social Procurement Framework.

- 4.3. Delegated financial signing officers have the obligation to understand the extent and limits of their authority, if any, and understand and comply with the Village's policies, regulations, procedures and processes.
- 4.4. Delegated financial signing officers have the obligation to ensure that payment of the Village funds to settle obligations are properly reviewed and approved in a manner that protects the assets of the Village and is operationally efficient.
- 4.5. Delegated financial signing officers cannot sign a cheque made payable to themselves, or a blank cheque. All details on the cheque form must be filled in before signature.

## **5.0 POLICY:**

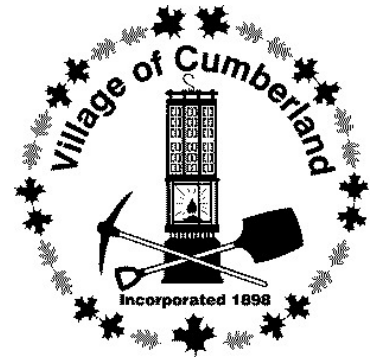
Subject to Schedule of Signing Authority matrix in Schedule A:

- 5.1. All payments in all forms, cheques or orders for the payment of money ("money order" or "voucher") or electronic payments will be signed by two authorized signatories.
- 5.2. Two electronic signatures may be used for payments less than \$500 provided each payment is reviewed by the Financial Officer or designated financial signing officer.
- 5.3. For payments of \$500 up to and including \$10,000, one electronic signature and one manual signature are required.
- 5.4. For payments of more than \$10,000, two manual signatures are required.  
  
The first financial signature would be the Chief Administrative Officer (CAO) or the Financial Officer (FO) with the second signature being the CAO, the FO, the Mayor or the Acting Mayor, or the Deputy Financial Officer (DFO).
- 5.5. Electronic payments may be used for payments including payroll, of less than the set limit of the bank. The designated financial signing officers shall be the same as that used for the endorsement of cheques and payment orders except that the approvals and signatures are manually done in the supporting documents. Further, use of a secure electronic access and identity verification system of the CAO, FO or DFO is required.

**Schedule A**  
**Schedule of Signing Authority**

<b>Payment Mode</b>	<b>Payment Value</b>	<b>Signing Authority</b>
<b>Cheques and Payment Orders (voucher, money order):</b>		
	Less than \$500	Two electronic signatures, the Chief Administrative Officer (CAO) and the Financial Officer (FO).
	Up to and including \$10,000	One electronic signature of the CAO and a manual signature of the FO. In absence of the FO, the manual signature can be the Mayor or the Acting Mayor, or the Deputy Financial Officer (DFO).
	Up to and including \$75,000	Two manual signatures, the first financial signature would be the CAO or the FO with the second signature being the CAO, the FO, the Mayor or the Acting Mayor, or the DFO.
	Over \$75,000	Two manual signatures, the first financial signature would be the CAO or the FO with the second signature being the CAO, the FO, or the Mayor or the Acting Mayor.
<b>All Electronic Payments (see section 3.3)</b>		The designated signing officers shall be the same as that used for the endorsement of cheques and payment orders except that the approvals and signatures are manually done in the supporting documents. Further, use of a secure electronic access and identity verification system of the CAO, FO or DFO is required.

# COUNCIL REPORT



REPORT DATE: October 27, 2022  
MEETING DATE: November 7, 2022

File No. 550-01

TO: Mayor and Councillors  
FROM: Rachel Parker, Corporate Officer  
SUBJECT: 2023 Council Meeting Schedule

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## RECOMMENDATION

THAT Council approve the 2023 Council Meeting Schedule and direct staff to give public notice of the availability of the annual schedule.

## PURPOSE

The purpose of this report is to present a proposed Council meeting schedule for the 2023 year for Council's approval.

## PREVIOUS COUNCIL DIRECTION

None

## BACKGROUND

Council's Procedure Bylaw requires that Council prepare and make available to the public an annual schedule of regular Council meetings. Under the bylaw, regular Council meetings must be held on Mondays at 5:30 pm in the Council Chamber. Meetings may be held on the Tuesday if Monday is a holiday. The *Community Charter* requires Council to give notice of the availability of the schedule.

Attached to this report is a proposed schedule for Council's discussion and consideration for approval. Council may also request staff to revise the schedule and bring back to the November 14 or 28 regular Council meeting.

### Regular Council meetings:

Typically held on the second and fourth Monday of the month at 5:30 p.m. Occasionally these meetings are moved to alternate Mondays where there is holiday Monday, or where Council members are away at conference.

**Committee of the Whole meetings:**

The purpose of regular COTW meetings is to give an opportunity for Council members to have more discussion on matters that do not require an immediate decision, such as policy changes. The Committee of the Whole may make preliminary decisions through a recommendation to Council. Other additional Committee of the Whole meetings may be scheduled throughout the year by the Mayor as required.

**Village Hall Meetings:**

Unique to Cumberland, these are informal Village Hall meetings held 3-4 times a year. Typically there are no specific matters on the agenda, and residents who attend lead the discussion. Council may select special topics if it wishes. The proposed Financial Plan is also presented at a Village Hall meeting each year, followed by an open house.

**Summer Schedule:**

Staff is proposing that two regular meetings take place in July and that no regular meeting be scheduled in August to help accommodate Council member and staff vacations.

If a particular matter arises that requires more timely response, the Mayor may call a special meeting to address that particular matter. While 24 hour notice is required for a special Council meeting, staff would provide as much advance notice as possible.

**Financial Plan and Strategic Priority workshops:**

Financial Plan development usually takes place in late fall for the following year, however due to the election it has been delayed to January 2023. Three full-day budget workshops are scheduled as Committee of the Whole meetings open to the public in January. At these meetings, staff will present a draft detailed budget for discussion and preliminary decision. A Financial Plan Village Hall and open house will follow in early February 2023.

Council's Committee of the Whole sessions to develop its Strategic Priorities are expected to take place in March, but final dates were not yet available to include in the schedule. Council's Strategic Priorities will be used to build the 2024-2028 Financial Plan. Financial Plan workshops are scheduled in October with the goal to have the 2024-2028 Financial Plan approved by Council at the first meeting of 2024, which will aid in 2024 operational spending.

**Conferences:**

The dates of some conferences are also included in the schedule for information. A report will be present at the November 14 or 28 Council meeting for members to discuss attendance at conferences.

**ALTERNATIVES**

1. Council may direct staff to revise the schedule and bring back to Council for approval.

**STRATEGIC OBJECTIVE**

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

**FINANCIAL IMPLICATIONS**

None

**OPERATIONAL IMPLICATIONS**

None

**CLIMATE CHANGE IMPLICATIONS**

None

**ATTACHMENTS**

1. Proposed 2023 meeting schedule.

**CONCURRENCE**

None

Respectfully submitted,

R. Parker

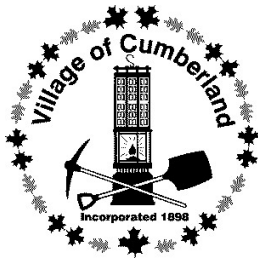
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Rachel Parker  
Corporate Officer

M. Mason

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Michelle Mason  
Chief Administrative Officer



# Corporation of the Village of Cumberland

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P.O. Box 340  
Cumberland, BC V0R 1S0  
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cumberland.ca

File No. 0550-01

Oct 2022 DRAFT

## 2023 Council Meeting Schedule

### Regular Council Meetings at 5:30 p.m.

### Village Hall/COTW

January 9		Jan 4 at 9am: COTW budget Jan 11 at 9am: COTW budget Jan 18 at 9am: COTW budget Jan 23 at 2pm: COTW
January 23		
February 13	(FCM SC Feb 8-10)	Feb 6 at 7pm: Village Hall Financial Plan
February 27	(LGLA Feb 15-17)	Feb 27 at 2pm: COTW Mar 6 at 7pm: Village Hall
March 13		
March 27		Mar 27 at 2pm: COTW
April 11 (Tues)	(AVICC Apr 14-16)	
April 24		Apr 24 at 2pm: COTW
May 8		
May 29 <sup>+</sup>		May 29 at 2pm: COTW
June 12	(FCM Jun 2-5)	June 5 at 7pm: Village Hall*
June 26		June 26 at 2pm: COTW
July 10		
July 24		July 24 at 2pm: COTW
September 11		
September 25	(UBCM Sep 18-22)	Sep 25 at 2pm: COTW
October 16 <sup>+</sup>		Oct 18 at 9am COTW: Budget Oct 25 at 9am COTW: Budget Oct 30 at 2pm: COTW
October 30 <sup>+</sup>		
November 14 (Tues)		Nov 20 at 7pm: Village Hall Financial Plan
November 27		Nov 27 at 2pm: COTW
December 11		

**Meetings will be held at 2675 Dunsmuir Avenue unless determined otherwise by Council.  
This schedule is subject to change pursuant to the Council Procedure Bylaw.**

\*Weather-dependent: meetings will be held outdoors at location to be determined

<sup>+</sup> Meeting held on alternate Mondays

COTW = Committee of the Whole