

The Corporation of the Village of Cumberland
Regular Council Meeting Agenda

Monday, December 12, 2022, 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 public may view the meeting live on the [Village of Cumberland YouTube channel](#)

Pages

1. Call To Order

2. Agenda

2.1 Agenda for Regular Council Meeting, December 12, 2022

Recommendation:

THAT Council approve the agenda for the December 12, 2022 Regular Council Meeting.

3. Minutes

3.1 Adoption of Minutes

4

Recommendation:

THAT Council adopt the following minutes:

- Committee of the Whole, November 28, 2022
- Regular Council Meeting, November 28, 2022

4. Delegations

5. Correspondence

6. Unfinished Business

7. Reports

7.1 No. 2 Dam: Project Orientation Presentation
Prepared by Kevin McPhedran, Interim Deputy Chief Administrative Officer

15

Recommendation:

THAT Council receive a presentation on the No. 2 Dam project from Tim Ennis of Latitude Conservation Solutions, Village consultant for engagement services for project.

7.2 Wastewater Upgrade Project – Contract Value Increase for Project Manager and Direct Award for Geotechnical Work
Prepared by Paul Nash, Project Coordinator, Liquid Waste Management

18

Planning

Recommendation:

THAT Council authorize staff to increase the contract value for Colliers Project Leaders from \$235,000 to a value not to exceed \$438,600 (excluding GST) for Project Management Services for the Wastewater Upgrade Project; and

THAT Council authorize the CAO or designate to execute the revised contract value; and

THAT Council authorize a direct award contract in the amount of \$55,800 to WSP Canada Inc. for geotechnical engineer consulting services per section 5.9 (x) of Council Policy 3.3 – Purchasing Management Services.

- 7.3 Funding Contribution to K’ómoks First Nation Guardian Watchmen Program 23
Prepared by Kevin McPhedran, Interim Deputy Chief Administrative Officer

Recommendation:

THAT Council receive the “Funding Contribution to K’ómoks First Nation Guardian Watchmen Program” report.

- 7.4 Rural Cumberland Fire Protection Agreement Proposed Extension 26
Prepared by Kevin McPhedran, Interim Deputy Chief Administrative Officer

Recommendation:

THAT Council enter into an agreement with the Comox Valley Regional District to provide fire protection services to the Rural Cumberland Fire Protection Service Area for a one-year term commencing January 1, 2023; and authorize the Mayor and Chief Administrative Officer to execute the agreement.

- 7.5 Association of Vancouver Island and Coast Communities (AVICC) Resolutions 37
Prepared by Rachel Parker, Corporate Officer

Recommendation:

THAT Council direct staff to prepare resolutions on identified topics for submission to the Association of Vancouver Island Coastal Communities conference.

- 7.6 Council Member Appointments 49
Prepared by Mayor Brown

Recommendation:

THAT Council appoint Councillor Borecky to the Heritage Committee and Councillor Therrien as alternate.

8. Bylaws

- 8.1 2022 – 2026 Financial Plan Amendment Bylaw No. 1180, 2022 54

Recommendation:

THAT Council adopt the "2022 – 2026 Financial Plan Amendment Bylaw No. 1180, 2022".

- 8.2 Revenue Anticipation Borrowing Bylaw No. 1181, 2022 56

Recommendation:

THAT Council adopt the "Revenue Anticipation Borrowing Bylaw No. 1181, 2022".

- 8.3 Water Rates Amendment Bylaw No. 1182, 2022 57

Recommendation:

THAT Council adopt the "Water Rates Amendment Bylaw No. 1182, 2022".

- 8.4 Sanitary Sewer Rates Amendment Bylaw No. 1183, 2022. 61

Recommendation:

THAT Council adopt the "Sanitary Sewer Rates Amendment Bylaw No. 1183, 2022".

- 8.5 Solid Waste Amendment Bylaw No. 1184, 2022. 63

Recommendation:

THAT Council adopt the "Solid Waste Collection Fees Amendment Bylaw No. 1184, 2022".

9. New Business

10. Notices, Motions and Announcements

Matters considered here may include notices or motions to hold a meeting of the Committee of the Whole, a Village Hall meeting, a Public Hearing, and noticed of motion introduced by a Council Member.

- Committee of the Whole Budget Meetings: January 4, 11, 18 at 9 a.m.

11. Question Period

A member of the public may only inquire about items included on the agenda for that meeting during a question period.

- Please send questions by email to info@cumberland.ca using subject line "Question Period"; Note: please limit to questions only - comments will not be read.

12. Adjournment

**The Corporation of the Village of Cumberland
Committee of the Whole Meeting Minutes**

**November 28, 2022, 1:00 p.m.
Council Chamber, 2675 Dunsmuir Avenue**



Council Present: Mayor Vickey Brown
Councillor Neil Borecky
Councillor Jesse Ketler
Councillor Troy Therrien

Regrets: Councillor Sean Sullivan

Staff Present: Michelle Mason, Chief Administrative Officer
Kevin McPhedran, Interim Deputy Chief Administrative Officer
Courtney Simpson, Manager of Development Services
Rachel Parker, Corporate Officer

Mayor Brown called the Meeting to order at 1:00 p.m. and offered a territorial acknowledgement.

1. Agenda

Moved by: Borecky

Seconded by: Therrien

THAT the Committee approve the agenda for the November 28, 2022 Committee of the Whole.

Carried Unanimously

2. Delegations

2.1 Development Approvals Process Modernization Project

Ms. Henderson, consultant with Urban Systems Planning, presented part two of the Council orientation on the Development Application Procedures, Heritage Conservation Area, and information on small housing, and a procedures bylaw workshop and feedback from Council on proposed changes to the bylaw.

Committee discussion took place on public expectations for heritage conservation areas and Council's lack of ability to prevent demolition if the land owner chooses and the limited control of Council over new building design

features, as well as lack of strong control over preservation and protection of buildings. Concern was expressed for the Village to be able to take advantage of regulations to meet community expectations. Ms. Henderson noted the option for façade preservation, and that a review of existing guidelines and the use of other powers that have not yet been implemented is key.

Discussion took place on small housing and use of temporary use permits and building code standards for water and wastewater. The Province is being lobbied to amend the BC Building Code to permit small homes.

Discussion took place on legislative changes to the requirement for public hearings and options that may be included in the Village's development procedures bylaw.

Discussion took place on developer-held public information meetings if the Village may require an applicant to revise an application based on community feedback. Ms. Henderson noted that the Village can give applicant clearer guidelines, and give the public information on the scope of input. Discussion also took place on whether to require public information meetings on development permit applications as the application must meet the guidelines set out in the OCP. The Committee members gave feedback to remove the requirement for an information meeting if public input cannot be considered by Council for development permits, to ensure that public feedback is captured adequately by the applicant and provided to Council, and to ensure that information is provided to the community to adequately explain limitation on feedback to help limit false expectations.

Discussion took place on the requirements for on site notice signs and changes the requirements to improve the time when signs must be posted. Committee members gave feedback on the importance of design concept images on signs, and asked whether drawings may be updated if design changes are proposed. Comments were also made on requirement to hold additional public information meetings if an application is controversial or a design has changed.

Committee members and Ms. Henderson discussed the option to delegate authority to staff, including:

- the definition of "minor variance" would be defined in the procedure bylaw,
- consider delegation of authority after the official community plan review to ensure bylaws and development permit area guidelines are where Council wants them to be;
- before considering delegation, review the official community plan bylaw and zoning bylaw to ensure that the public interest is upheld through environmental development permits, including climate focus and tree regulation,
- consider delegation of fire interface development permits

- comfortable with delegating development permits for renovations to existing buildings outside of the Village core,
- for industrial form and character development permits to include climate lens before delegation to staff,
- request for criteria or guidelines for staff to follow when an application doesn't meet a zoning requirement ,
- agreeable to include application fees into a separate fees bylaw,

Feedback was received on delegation to staff on minor development variance applications:

- agree with proposal and with guidelines for requirements for signage, and for notice for either sign or notice or both,
- preference for all VCMU-1 Zone variance applications come to Council and to require notice,
- generally agree with direction on minor variance applications

Heritage Alternation Permit Delegation:

- question on delegation based on dollar value on construction work
- delegate if minor facade improvement is in keeping with existing design
- question on whether retaining walls would be considered minor

Comprehensive Development Agreements:

- positive feedback to include developer-lead amendments to CDAs in the procedure bylaw and apply fee and include as much structure as possible to recuperate costs.
- positive feedback to recuperate consultant and peer review fees,
- Question whether fee and procedure apply to specific areas or all areas - option to design specific CDA areas in official community plan.

Development Community Engagement

- comment to provide industry with access to proposed changes as long as public has access to same information to provide feedback,
- request for Council to view initial input from development community
- question whether any further opportunity for development community feedback - there will be opportunities to re-engage in future process

Discussion on next steps to draft development procedures bylaw and present to Council early in 2023.

2.2 Comox Valley Airport Commission-Mike Atkins, Chief Executive Officer

Councillor Borecky left the meeting at 2:38 p.m. for a personal matter.

Mr. Atkins presented an overview of the Airport Commission board structure and recruitment, current operations, and future airport plans. Mr. Atkins advised that local government nominees are nominated by the four Comox Valley local governments together. The Board then selects board members from the endorsed nominees. The Board is seeking nominees with aviation and airline experience, design construction and development, law, technology and transportation experience. There are thirteen nominees of which eight have been shortlisted for consideration.

Councillor Borecky returned to the meeting at 2:47 p.m.

Mr. Atkins further reported on airport businesses statistics, financial summary, climate emissions and mitigation efforts, and capital plans for expansion.

3. Reports

3.1 Cumberland Lake Park: 2022 Park Operator Annual Report

Discussion took place on continued funding for weekend Village staff bylaw patrols and regional efforts to seek more public freshwater recreational access. As well there was discussion on expanding third party services at the park, the benefit of the digital sign to advise of parking and boat launch capacity, law enforcement support from the RCMP, appreciation for the watershed tour and other excellent partnerships.

Moved by: Borecky

Seconded by: Therrien

THAT the Committee receive the Lake Park Annual Report presentation from Genevieve Burdett, Executive Director, Lake Park Society, for information.

Carried Unanimously

3.2 Cumberland Lake Park Master Plan Update (2022)

Discussion took place on cycling amenities and improvements to road route safety. Council gave feedback on the proposed removal of some of the full hook up sites as well as alternate revenue opportunities arising from improved camping sites and new serviced RV sites in the upper camping area. It was noted that installation of accessible beach mats may take place in conjunction with other programs, such as a forest trailrider mobility device. Discussion took place on whether a swim dock included in plan, general support for a comprehensive traffic and parking plan, support for key drinking water system improvements,

and agreement for more public access to Comox Lake and motorized boat launch accesses in the region.

Moved by: Borecky

Seconded by: Ketler

THAT the Committee direct Council to approve the Cumberland Lake Park Master Plan Update (2022) for:

- a. future Lake Park capital project planning;
- b. guidance in park operations; and
- c. deliberations with Lake Park Society on the development of a 2023-2032 Operating Agreement for future Council consideration.

THAT the Committee endorse the Village providing a letter of support to the Lake Park Society in support of an application to the province of British Columbia's Destination Development Fund grant program for the "Glamping" project listed in the Plan Update.

Carried Unanimously

3.3 Community Service Funding - Current Status and Upcoming 2024 Funding

Discussion took place on budget allocation, timing to determine future budgets, and to have information from service organizations on service provision and other sources of revenue. It was noted that the intent of the program is not to fully fund services and to give the opportunity to organizations to leverage funding from other sources.

Discussion took place on reviewing other services provided to the community from other organizations and the potential to fund those services, such as economic development and affordable housing services. The challenge of funding community services in addition to funding basic infrastructure services was noted. Discussion took place on whether each service provider provides information on alternate budget sources at time of budget discussions, to review existing annual reporting, and the opportunity for organizations to present services to Council.

Moved by: Therrien

Seconded by: Ketler

THAT the Committee direct Council to determine the funding source and allocate funding for a 2024-2027 Community Services Partnership Program in the 2023-2027 Financial Planning Bylaw development process;

AND THAT the Committee direct staff to develop a 2024-2027 Community

Services Partnership Program and to bring back a report to Council in spring 2023 with a draft program policy that considers Council 2023 Strategic Priorities to guide services to be delivered through the program and the local organizations to pursue partnerships with.

Carried Unanimously

4. Question Period

Questions were received on the following matters:

- Development Approvals Process Modernization Project

5. Adjournment

The meeting adjourned at 4:02 p.m.

Mayor

Certified Correct by Corporate Officer

The Corporation of the Village of Cumberland
Regular Council Meeting Minutes



November 28, 2022, 5:30 p.m.
Council Chamber, 2675 Dunsmuir Avenue

Council Present: Mayor Vickey Brown
Councillor Neil Borecky
Councillor Jesse Ketler
Councillor Troy Therrien

Regrets: Councillor Sean Sullivan

Staff Present: Michelle Mason, Chief Administrative Officer
Kevin McPhedran, Interim Deputy Chief Administrative Officer
Courtney Simpson, Manager of Development Services
Karin Albert, Senior Planner
Meleana Searle, Planner
Rachel Parker, Corporate Officer

1. Call To Order

Mayor Brown called the meeting to order at 5:30 p.m. and acknowledged the meeting was taking place on the unceded traditional territory of the K'ómoks First Nation and expressed gratitude for their care and stewardship of this land since time immemorial.

2. Agenda

2.1 Agenda for Regular Council Meeting, November 28, 2022

Motion 22-583

Moved by: Borecky

Seconded by: Ketler

THAT Council approve the Agenda for the November 28, 2022 Regular Council Meeting.

Carried Unanimously

3. Minutes

3.1 Adoption of Minutes

Motion 22-584

Moved by: Ketler

Seconded by: Therrien

THAT Council adopt the following minutes:

- Regular Council Meeting, November 14, 2022

Carried Unanimously

4. Delegations

None

5. Correspondence

None

6. Unfinished Business

6.1 Cumberland Lake Park Master Plan Update (2022)

Motion 22-585

Moved by: Therrien

Seconded by: Borecky

THAT Council to approve the Cumberland Lake Park Master Plan Update (2022) for:

- a. future Lake Park capital project planning;
- b. guidance in park operations; and
- c. deliberations with Lake Park Society on the development of a 2023-2032 Operating Agreement for future Council consideration; and

THAT Council endorse the Village providing a letter of support to the Lake Park Society in support of an application to the province of British Columbia's Destination Development Fund grant program for the "Glamping" project listed in the Plan Update.

Carried Unanimously

7. Reports

7.1 Council Policy on Development Variance Permits for Parking in the VCMU-1 Zone

Motion 22-586

Moved by: Ketler

Seconded by: Borecky

THAT Council refer the Council Policy on Review of Development Variance Permits for Parking in the Village Core Commercial Mixed-Use (VCMU-1) Zone to the Advisory Planning Commission for comment.

Carried Unanimously

7.2 Conference Attendance 2023

Members noted the importance of attending AVICC and UBCM to speak to resolutions submitted by the Village. Councillor Ketler, Mayor Brown, and Councillor Therrien noted interest in attending AVICC and UBCM in 2023. Councillor Borecky expressed interest in UBCM. Councillor Therrien also expressed interest in the Climate Leaders Institute as an alternate conference.

Mayor Brown expressed interest in attending the 2023 Federation of Canadian Municipalities Sustainable Communities conference.

Mayor Brown, Councillor Therrien, Councillor Borecky expect to attend the LGLA Elected Officials seminar series, for which there is separate budget allocated. Councillor Ketler noted her attendance at FCM Sustainable Communities as CVRD Board Chair.

Motion 22-587

Moved by: Ketler

Seconded by: Therrien

THAT Council receive the Conference Attendance 2023 report for information.

Carried Unanimously

8. Bylaws

8.1 Utility Fee Bylaws

Motion 22-588

Moved by: Therrien

Seconded by: Ketler

THAT Council give first, second and third reading to Water Rates Amendment Bylaw No. 1182, 2022, to Sanitary Sewer Rates Amendment Bylaw No. 1183, 2022, and to Solid Waste Collection Fees Amendment Bylaw No. 1184, 2022.

Carried Unanimously

8.2 2022–2026 Financial Plan Amendment Bylaw

Motion 22-589

Moved by: Therrien
Seconded by: Borecky

THAT Council give first, second and third reading to the “2022-2026 Financial Plan Amendment Bylaw No. 1180, 2022”.

Carried Unanimously

8.3 Revenue Anticipation Borrowing Bylaw

Motion 22-590

Moved by: Therrien
Seconded by: Ketler

THAT Council give first, second and third reading of the Revenue Anticipation Borrowing Bylaw No. 1181, 2022.

Carried Unanimously

9. New Business

None

10. Notices, Motions and Announcements

Matters considered here may include notices or motions to hold a meeting of the Committee of the Whole, a Village Hall meeting, a Public Hearing, and noticed of motion introduced by a Council Member.

- Advisory Planning Commission @ 4 pm, December 8, 2022
- Regular Council Meeting @ 5:30 pm, December 12, 2022

11. Question Period

Questions were received on the following matters:

- parking variances

12. Closed Portion

Motion 22-591

Moved by: Borecky
Seconded by: Ketler

THAT Council close the meeting at 6:27 p.m. to the public pursuant to Section 90 of the Community Charter to consider:

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

(m) a matter that, under another enactment, is such that the public may be excluded from the meeting;

Carried Unanimously

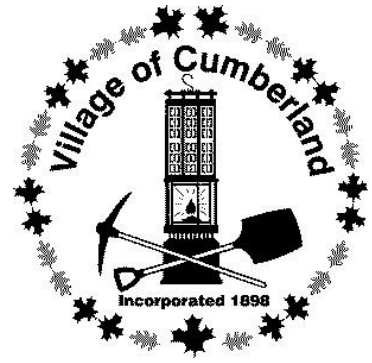
13. Adjournment

The meeting was adjourned at 7:55 p.m.

Mayor

Certified Correct by Corporate Officer

COUNCIL REPORT



REPORT DATE: December 5 2022
MEETING DATE: December 12, 2022

File No.

TO: Mayor and Councillors
FROM: Kevin McPhedran, Interim Deputy Chief Administrative Officer
SUBJECT: No. 2 Dam: Project Orientation Presentation

RECOMMENDATION

THAT Council receive a presentation on the No. 2 Dam project from Tim Ennis of Latitude Conservation Solutions, Village consultant for engagement services for project.

PURPOSE

The purpose of this report is as a cover report for a background and orientation presentation for the No. 2 Dam Project.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
September 28, 2020	THAT Council direct staff to submit an application for grant funding for the No. 2 Dam Rebuild through the <i>Investing in Canada Infrastructure Program – Rural and Northern Communities</i> ; and THAT Council supports the project and commits to its share of the project costs, which would only include costs not covered under the program or cost overruns beyond the project costs applied for, as this grant program under the Rural and Northern Communities intake is for 100% funding.

BACKGROUND

This report and presentation from Latitude Conservation Solutions is in recognition of Council's desire for additional information on the project as demonstrated at the November 25th Orientation Committee of the Whole meeting.

Following the submission of an application in fall 2020, in summer 2022 the Village received confirmation of funding in the amount of \$4,475,000 from the province's "Investing Canada Infrastructure Program" for the reconstruction of Dam #2 and adjacent works.

Per the grant application, the project summary is:

The project reconstructs a failing, poorly designed, seismically unstable dam that provides potable

water to the Village of Cumberland and includes the construction of two new spillways which will resolve water quality issues for Comox Valley residents. The project also includes energy recovery components and remediates historic erosion on Perseverance Creek North Branch. The reconstructed dam and spillways will be designed and constructed to withstand increased extreme weather events caused by climate change including increased rainfall, flooding and earthquakes, ensures a safe supply of stored potable water for the Village of Cumberland and resolves persistent water quality issues for Comox Valley residents.

Staff have since engaged the services of Latitude Conservation Solutions to provide engagement support for both consultation activities with K'ómoks First Nation (KFN), as well as other engaging other project stakeholders. A presentation was provided to KFN staff in September 2022, and staff is working to schedule a delegation to KFN Chief and Council for early in 2023. Staff are also preparing to deliver a similar project background presentation to staff from CVRD Engineering Services and Mosaic Forest Management later this month.

ALTERNATIVES

N/A

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

The project is grant funded. Further project budget information and analysis will occur as the project moves to detailed design.

OPERATIONAL IMPLICATIONS

The project is being led by the Village's Manager of Operations, supported by other senior Village staff and consultants, and is part of 2023 workplans.

CLIMATE CHANGE IMPLICATIONS

To be addressed during detailed design.

ATTACHMENTS

None.

CONCURRENCE

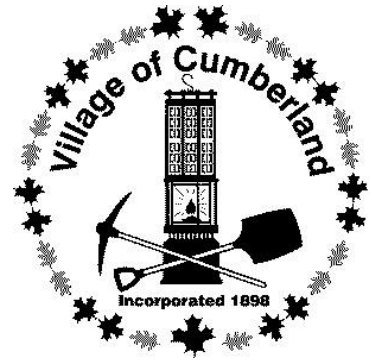
Rob Crisfield, Manager of Operations **RC**

Respectfully submitted,

K. McPhedran

Kevin McPhedran
Interim Deputy Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: December 2, 2022
MEETING DATE: December 12, 2022

File No. 1855

TO: Mayor and Councillors
FROM: Paul Nash, Project Coordinator, Liquid Waste Management Planning
SUBJECT: Wastewater Upgrade Project – Contract Value Increase for Project Manager and Direct Award for Geotechnical Work

RECOMMENDATION

- i. THAT Council authorize staff to increase the contract value for Colliers Project Leaders from \$235,000 to a value not to exceed \$438,600 (excluding GST) for Project Management Services for the Wastewater Upgrade Project; and
- ii. THAT Council authorize the CAO or designate to execute the revised contract value; and
- iii. THAT Council authorize a direct award contract in the amount of \$55,800 to WSP Canada Inc. for geotechnical engineer consulting services per section 5.9 (x) of Council Policy 3.3 – Purchasing Management Services.

PURPOSE

The purpose of this report is to

- Seek Council approval for a contract extension and value increase for the Project Manager (Colliers Project Leaders) of the Wastewater Upgrade Project; and
- Seek Council approval for direct award to WSP Canada Inc. for geotechnical engineering consulting services.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
Sep 21, 2022	THAT Council approve the additional expenditure of up to \$2,710,000 for “Phase 1 Wastewater Upgrade Project” with: <ul style="list-style-type: none"> • \$1,550,000 to be funded through Sewer and Water Infrastructure Asset Replacement Reserve; and • \$1,160,000 to be funded through GMF (borrowing/grant).
Sep 21, 2022	THAT Council approve the expenditure of up to \$650,000 for “Phase 2 Wastewater Upgrade Project – Pre-Construction Program” with:

	<ul style="list-style-type: none"> • \$195,000 to be funded through Sewer and Water Infrastructure Asset Replacement Reserve; and • \$455,000 to be funded through GMF (borrowing/grant).
Sep 21, 2022	THAT Council authorize staff to enter into contracts totaling \$650,000 to execute the “Phase 2 Wastewater Upgrade Project – Pre-Construction Program”.
March 22, 2021	THAT Council accept the proposal from Colliers Project Leaders to be the Project Manager and authorize staff to enter into negotiations for a contract with an initial value not to exceed \$235,000 (excluding GST).

BACKGROUND

Project Update

Detailed design work on the project is proceeding, but there have been further delays from technical design changes and geotechnical issues. The issuing of construction tenders was planned for November but is now expected to be in January, for a full construction start in March. Equipment procurement has been ongoing since June, with long lead time items in fabrication and deliveries to begin in February. With this revised start date, completion and commissioning of the Phase 1 works is scheduled for Dec 2023.

A detailed project progress and end of year budget update will be brought to Council in late January or early February 2023.

Project Manager

One of the key roles in the team for the Wastewater Upgrade Project is that of the Project Manager. Their role is to manage the expenditure of the overall project budget and manage the contracts of the various parties involved. This role was put out to RFP in January 2021 and was awarded to Colliers Project Leaders, commencing in April 2021.

The original scope of the contract was for a construction project running from April 2021 to Dec 2022, with a value of \$235,000, as approved in March 2021.

The original RFP and contract contemplated a project duration from April 2021 to December 2022.

The project has suffered several changes and delays during its design phase which has led to a design timeline of 20 months compared to the original anticipated 8 months. This has pushed the construction start into early 2023, and the (Phase 1) project completion date from Dec 2022 to Dec 2023. Even though the construction phase has not started yet, the majority of the project management and coordination work happens at the start. The level of effort, and value (i.e.cost) contemplated in the original contract has been expended as at December 2022.

Additional Work

There are three items of additional work to be considered for a contract amendment and extension.

1. Additional work for the negotiations of the contracts with the Project Engineer (Integrated Sustainability) and the Construction Manager (Maple Reinders). This work happened in May of 2021 where Colliers led these negotiations at Cumberland’s request, and the scope of the work

substantially exceed what had been contemplated in the original Project Management contract. The value of this extra work was \$6,100.

2. An extension to the Project Management contract to Dec 2023, to match the extended end date for the Phase 1 project. As the project takes longer, so too does the amount of project management required. A scope of work for this has been negotiated with Colliers for the 12 month extension, with a value of \$125,000, and staff recommend that this be accepted.
3. An addition to the scope to manage the part of Phase 2 works directly related to wastewater – the reed bed, effluent wetland and (subject to grant funding) tertiary filtration. These works will be constructed in 2023 by Integrated Sustainability and Maple Reinders in parallel with the Phase 1 works and will be managed in parallel with them. A scope of work has been negotiated with Colliers, for a value of \$72,500 and staff recommend that this be accepted.

The other Phase 2 works – the Maple Lake Creek relocation and infill, stormwater wetland, habitat enhancements and recreational trails, are excluded from this scope as they are all grant funding dependent. If grant funding is received, then project management scope and timing will be decided at that time.

The summary of incurred and expected project management costs is shown below:

Item	Amount
Original contract for Project Management 2021-22	\$235,000
Extra work for leading contract negotiations with Project Engineer and Construction Manager (2021)	\$6100
Phase 1 Contract Extension for 2023	\$125,000
Phase 2 work for 2023	\$72,500
Total	\$438,600
Increase	\$203,600

While the total amount may seem like a large number, it is 3.1% of the \$14.2M combined budget for these works and this is in line with industry standards for project management.

Since the value of the increase is more than \$200,000, Council approval is required per the Commitment Authority Thresholds of the Purchasing Services Policy.

Additionally, this work is being sole sourced to Colliers because it is a continuation of an in-progress project, and it is not practical or desirable to attempt a competitive procurement that may lead to a change in the Project Manager. This is in keeping with section 5.9(x) of the Purchasing Services Policy;

Where previous work of a supplier or contractor has resulted in that supplier or contractor having a unique understanding and knowledge of local systems and circumstances; and where the awarding of a contract to another supplier or contractor would cause the Village to incur additional expense because of their lack of this understanding and knowledge; the locally experienced and knowledgeable supplier or contractor may be used as the sole supplier of related goods and services upon the approval of Council.

Accordingly, an increase in the authorized value of the contract with Colliers Project Leaders of \$203,600, to \$438,600, is requested.

Geotechnical Engineering Consulting Services

In 2021 the Village hired WSP Canada Inc. (geotechnical engineers) to review the proposed concept plan for the wastewater treatment upgrades and provide general comments on any major concerns before moving to the detailed design stage. The consulting engineer assigned to the project was selected as he had worked on the wastewater treatment previously in 2011 and had good knowledge from that project on site conditions and soil composition. This initial work valued at \$4,650, was under the \$20k threshold in Council Policy 3.3 – Purchasing Management Services that requires a competitive bid process and therefore was direct awarded. The design team is now proceeding to secure a geotechnical consultant to complete geotechnical analysis necessary to inform final design of both the treatment works site and the existing lagoon berms, as well as respond to the emerging issue of the recent finding of an abandoned exploratory borehole on site, a legacy of Cumberland’s coal mining era. This geotechnical work is above the noted \$20k threshold and while we would normally complete a competitive bid process, staff is recommending direct award to WSP Canada Inc. per section 5.9 (x) of the policy for the amount of \$55,800. This recommendation is based on WSP’s knowledge and understanding of the site and the project that would be lost if we now switched to a new consultant, in addition to incurring further project delays should a competitive bid process be required.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

Overall, no additional budget is needed to fund the project management (Colliers) contract increase or the geotechnical engineering scope (WSP). The Phase 1 budget was amended on 21 September 2022 to be \$12.4M, and the increased Phase 1 project management costs and geotechnical engineering services are funded from within this budget.

The costs for the Phase 2 Project Management scope (\$72,500) is funded from within the \$650,000 Phase 2 Pre-construction program, as authorized by council on September 21, 2022.

OPERATIONAL IMPLICATIONS

This contract increase supports the delivery of the wastewater project, which is a major improvement to wastewater operations, but there are no direct implications.

CLIMATE CHANGE IMPLICATIONS

This contract extension supports the delivery of the wastewater project, which is a major climate adaption exercise, but there are no direct implications.

ATTACHMENTS

None

CONCURRENCE

Rob Crisfield, Manager of Operations **RC**

Respectfully submitted,

P. Nash

Paul Nash

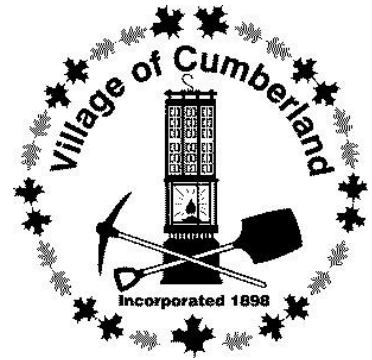
Project Coordinator, Liquid Waste Management Planning

K. McPhedran (for Michelle Mason)

Michelle Mason

Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: December 5, 2022
MEETING DATE: December 12, 2022

TO: Mayor and Councillors
FROM: Kevin McPhedran, Interim Deputy Chief Administrative Officer
SUBJECT: Funding Contribution to K’ómoks First Nation Guardian Watchmen Program

RECOMMENDATION

THAT Council receive the “Funding Contribution to K’ómoks First Nation Guardian Watchmen Program” report.

PURPOSE

The purpose of this report is rise and report on Council’s recent decision to support the K’ómoks First Nation’s Guardian Watchmen Program with a financial contribution of \$3000 in 2022.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
November 28, 2022	THAT Council approve the one-time expenditure of \$4500, to be funded through “Host Amenity funds”, to support the K’ómoks First Nation Guardian Program in 2022 and THAT Council direct staff to bring forward an amendment to the adopted 2022-2026 Financial Plan Bylaw to reflect this expenditure, and rise and report on this decision in a future public meeting. <i>Closed Session Resolution</i>
March 14, 2022	THAT Council invite the K’ómoks First Nation to meet to provide information on the Guardian Watchman program.

BACKGROUND

In March 2022, K’ómoks First Nation submitted a request to the Village for funding of their [Guardian Watchmen Program](#), at which time Council responded with an invitation to KFN to meet with Council to provide more information on the program. Staff have recently been in touch with KFN administration, and they are unavailable to make such as presentation until 2023.

Meanwhile, as part of a recent Closed Meeting at which time Council was considering *negotiations and related discussions respecting the proposed provision of a municipal service that are at their*

preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public, Council resolved to:

approve the one-time expenditure of \$3000, to be funded through “Host Amenity funds”, to support the K’ómoks First Nation Guardian Program in 2022 and THAT Council direct staff to bring forward an amendment to the adopted 2022-2026 Financial Plan Bylaw to reflect this expenditure, and rise and report on this decision in a future public meeting.

Accordingly, this report serves to bring this Council decision forward for public information in an open meeting.

Furthermore, staff continue to:

- Explore options for long term funding support for the Guardian Watchmen Program as part of other ongoing budgeting and financial planning processes; and
- To schedule Guardian Watchmen program representatives to present information on the program to Council at a future meeting.

Staff anticipate Council will be presented with more information in regards to the above early in 2023.

ALTERNATIVES

N/A

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

The balance available in the Host Amenity funds in 2022 is \$155k; however, there are annual contributions totalling \$300k each year until 2032 and other financial plan initiatives (some were approved in the 2022-2026 financial plan) requesting use of these funds in the 2023-2027 financial plan which will come to Council for decisions in January.

OPERATIONAL IMPLICATIONS

The operational implications of contributing to the program in 2022 are minor in nature and are primarily on the Finance Department.

CLIMATE CHANGE IMPLICATIONS

A healthy relationship, and a prosperous K’ómoks First Nation, is likely to have positive environmental impacts.

ATTACHMENTS

None.

CONCURRENCE

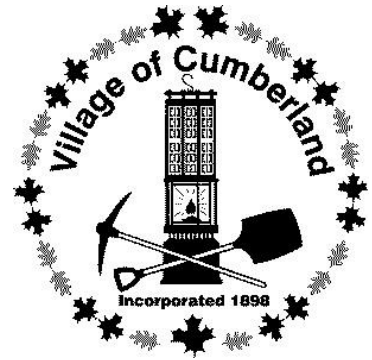
Rachel Parker, Corporate Officer **RP**

Respectfully submitted,

K. McPhedran

Kevin McPhedran
Interim Deputy Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: December 5, 2022
MEETING DATE: December 12, 2022

TO: Mayor and Councillors
FROM: Kevin McPhedran, Interim Deputy Chief Administrative Officer
SUBJECT: Rural Cumberland Fire Protection Agreement Proposed Extension

RECOMMENDATION

THAT Council enter into an agreement with the Comox Valley Regional District to provide fire protection services to the Rural Cumberland Fire Protection Service Area for a one-year term commencing January 1, 2023; and authorize the Mayor and Chief Administrative Officer to execute the agreement.

PURPOSE

The Village of Cumberland currently provides fire protection services to portions of Electoral Area 'A' under an existing agreement that ends on December 31, 2022. For 2023, staff is recommending Council enter into a one agreement under the same terms as the current agreement.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
November 27, 2017	THAT Council enter into an agreement with the Comox Valley Regional District to provide fire protection services to the Rural Cumberland Fire Protection Service Area for a five-year term commencing January 1, 2018; and authorize the Mayor and Chief Administrative Officer to execute the agreement.

BACKGROUND

The Village of Cumberland Fire Department has provided fire protection services for many years to the areas shown in red on the attached plan, including the rural areas of Royston, Bevan, and Comox Lake. The service includes

- 24 hour fire protection service,
- Providing advice to the CVRD on fire brigades, water supply, fire protection equipment, enforcement measures, and fire prevention generally, and
- The administration of burning permits.

The Village and its employees are indemnified from any legal action and claims through a clause in the agreement, except where there is negligence on the part of the Village.

For this service, the CVRD pays to the Village its proportional cost of the service based on assessment values of land and improvements in the service area. These service costs include contributing funds towards reserves for future purchase of fire trucks and breathing apparatus. The CVRD also contributes for financing costs for the new fire hall.

Village Fire Service Review and Impacts of Anticipated Legislative Change

In 2022, the Village completed a comprehensive review of its Fire Service culminating in a [report](#) that was presented to Council in September 2022. The Rural Cumberland Fire Protection Agreement was evaluated as part of the review and six recommendations were made to improve and/or clarify the agreement. These recommendations are summarized on page 5 of the report and are further discussed beginning on page 31.

Meanwhile, fire service officials from around the province are anticipating legislative changes in 2023 to how municipal fire services are governed, with a transition from the existing “Fire Service Act” to a new “Fire Safety Act” – a statute that received third reading in 2016 but has not yet been proclaimed. As part of this transition, it is understood that there will be new regulatory requirements for Regional Districts to provide inspection services within their boundaries above and beyond the current requirements. Should this new legislation be proclaimed, the CVRD will need to consider how to provide these expanded inspection services throughout their electoral areas; preliminary conversations have occurred with Village staff about the possibility of the Village providing these expanded services as part of a future *Rural Cumberland Fire Protection Agreement*. Formal discussions in this regard, including a cost analysis of the Village providing these services has not yet been conducted. However, staff believe that it is reasonable to expect that such conversations will ensue in 2023, which may result in substantive changes to the existing agreement.

Accordingly, based on this likely scenario unfolding, staff recently re-engaged the consultants that conducted the review to both gather more specific input on their proposed recommended changes to future agreements, and to assess the risk of postponing the proposal of such amendments to the CVRD. At that time, it was confirmed that most amendments are relatively “non-urgent” in nature, and prudent approach may be to extend the existing agreement for an additional year, thereby “buying time” to consider more substantial changes – including potential changes to inspection service levels – to the Rural Cumberland Fire Protection Agreement beginning in 2024.

Next Steps

Based on the above analysis, staff propose to enter into an agreement without any changes to the 2017-2022 agreement, except for updating of dates relating to the term of the agreement (January 1 to December 31 2023) and payment schedule. The Manager of Protective Services and Chief Financial Officer/Chief Administrative Officer have both confirmed their satisfaction with these terms.

FINANCIAL IMPLICATIONS

There is benefit to providing this service as it contributes funds to cover the cost of the Village’s fire protection service, including capital costs.

OPERATIONAL IMPLICATIONS

There are added operational and administrative tasks associated with the agreement, however the Manager of Protective Services believes that the Village is compensated accordingly under the terms of the agreement.

STRATEGIC OBJECTIVE

None

ATTACHMENTS

- Map of the Rural Cumberland Fire Protection Service Area
- Proposed Rural Cumberland Fire Service Agreement

CONCURRENCE

Mike Williamson, Manager of Protection Services **MW**

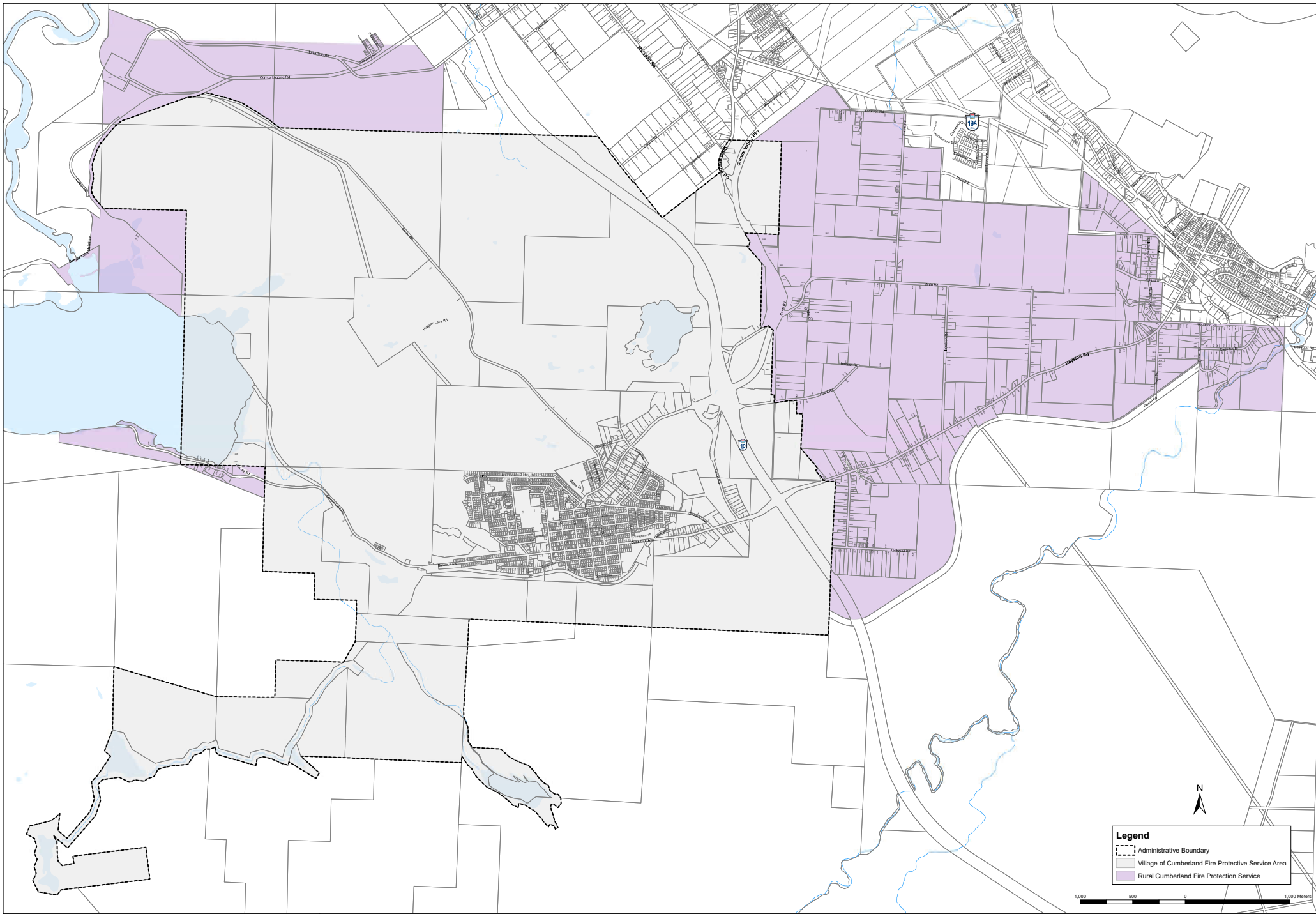
OPTIONS

1. Council may choose to no longer provide fire services to rural areas of the CVRD.
Staff do not recommend this option as a such a decision would significantly impact Village fire service budgets, while also leaving a neighbouring community without protection over the short term – and add a significant expense to rural CVRD taxpayers over the long term - and is therefore not recommended.
2. Council may choose to direct staff to enter into negotiations with the CVRD for an agreement with a longer term that accounts for the revisions recommended by the Village’s recent Fire Service Review.
This option is not recommended by staff given the assessed limited urgency in amending the terms of the existing agreement, and the anticipated need for both parties to consider more substantive changes to the agreement pending provincial proclamation of the new “Fire Safety Act”.
3. Any other action deemed appropriate by Council.

Respectfully submitted,

K. McPhedran

Kevin McPhedran
Interim Deputy Chief Administrative Officer



This agreement made this _____ day of _____ 2022

BETWEEN:

COMOX VALLEY REGIONAL DISTRICT

770 Harmston Avenue
Courtenay, BC V9N 0G8

(hereafter called the “CVRD”)
OF THE FIRST PART

AND:

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

2673 Dunsmuir Avenue
Cumberland, BC V0R 1S0

(hereafter called the “Village”)
OF THE SECOND PART

WHEREAS

- A. Pursuant to section 263(1) of the Local Government Act (RSBC 2015) the CVRD desires to enter into an agreement with the Village for the purpose of providing fire protection to portions of Electoral Area ‘A’ (Baynes Sound – Denman/Hornby Islands) as established through letters patent and Order in Council 540 dated November 2, 2011 being effective December 31, 2011 known as the Rural Cumberland Fire Protection service area (the Service Area);
- B. The CVRD has requested that the Village provide municipal fire protection services for land and improvements within the Service Area of the CVRD;
- C. The Village is authorized to enter into an agreement with the CVRD to provide municipal fire protection services pursuant to section 13(1) of the Community Charter, and
- D. The CVRD and the Village have resolved to enter into this agreement believing it to be mutually beneficial.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the promises and the mutual covenants and agreements hereinafter set forth in this agreement, the parties hereby agree to the terms and conditions contained in this agreement as follows:

1. DEFINITIONS

- (a) “Extraordinary fire” means a fire response call that, in the opinion of the fire chief, acting reasonably, requires any of the following:
 - i) Use of foam or fire retardant gels
 - ii) Fire crew and fire truck
 - iii) Specialized machinery costs
 - iv) Mutual aid coststhat is materially beyond what is typically required to respond to a fire in the Village.
- (b) “Extraordinary fire costs” means costs, over and above those costs associated with a fire that is not an extraordinary fire.
- (c) “Fire chief” means the person appointed from time to time as the chief of the fire department of the Village or designate authorized by the fire chief to act on his behalf, or the senior ranking member of the fire department of the Village present at the fire.

- (d) “Fire protection services” means fire services comparable to the fire services provided by the fire department within the boundaries of the Village and includes but is not limited to response to and attendance at all dispatched fire alarms, fire suppression, fire investigation and reporting, hazardous material handling, fire prevention activities, vehicle extrication, first responder medical services, and related activities.
- (e) “Net cost” for the purpose of calculating the cost to the CVRD shall mean the Village’s budgeted expenditures for the fire protection service for the fiscal year, which for certainty may include any capital costs, debt service costs, or capital reserve funds for capital assets, less any expected revenues and contributions from the capital reserve fund to the fire department, only if the Service Area originally contributed to the capital reserve.
- (f) “Scene security costs” means costs associated with securing a fire-damaged premise from unauthorized entry.
- (g) “Service Area” means the service area established by letters patent and Order in Council 540 dated November 2, 2011 and by Bylaw No. 192 being “Rural Cumberland Fire Protection Service Establishing Bylaw No. 192, 2011”.
- (h) “Term” means the period of time commencing January 1, 2023 and expiring on December 31, 2023 subject to an annual appropriation of funds as set out in section 6.

2. SERVICES

- (a) The fire protection service shall be provided within the Service Area on a 24-hour basis from the Village.
- (b) The Cumberland fire department resources in the Service Area under this agreement will be under the sole direction of the fire chief.
- (c) The number of firefighters and type of apparatus and equipment deemed necessary to provide adequate fire protection services are to be dispatched at the sole discretion of the fire chief or designate and such fire fighting personnel, equipment and apparatus may vary depending on the circumstances of each emergency.
- (d) The fire chief will have control, direction and management of all firefighting personnel and apparatus and of all fire suppression and safety measures at a fire in the Service Area. Without limiting the generality of the foregoing, the fire chief may order the evacuation of the premises in the Service Area in an emergency arising from a fire or risk of explosion, where in the fire chief’s sole discretion there is a danger to life or property, and may order the demolition of any building or part of a building in order to prevent the spread of fire or damage to persons or property.
- (e) The fire chief may order the suspension of the use of water in the Service Area for purposes other than firefighting during an emergency.
- (f) In the event of simultaneous fire emergencies, the fire chief will have sole discretion as to the deployment of personnel and apparatus of the Village fire department. The Village shall not be held liable in any manner whatsoever for the decision of the fire chief concerning this provision.
- (g) The fire suppression service provided by the Village will be dependent on the water available at the site of the fire.
- (h) As part of the services provided under this agreement, the Village shall ensure that the fire chief or his or her designate, provide advice and make recommendations to the CVRD’s manager of fire services and other officers and employees of the CVRD in relation to:
 - i) the establishment and administration of fire brigades and departments;

- ii) the provision of adequate water supply and pressure;
 - iii) the installation and maintenance of fire protection equipment;
 - iv) the enforcement of measures for the prevention or suppression of fire and the protection of life and property;
 - v) fire prevention generally;
- (i) The fire chief shall administer the system for issuing permits for open burning under Bylaw No. 258 being “Rural Cumberland Fire Service Regulations Bylaw No. 258, 2013”, as amended from time to time, including the collection of any permit fees. To ensure that the fire chief is able to properly administer this system, the fire chief shall be consulted for input prior to the creation of any bylaw.

3. CONDITIONS OF SERVICE

- (a) The CVRD agrees that it:
- i) shall maintain fire hydrants within those portions of the Service Area that lie within the Royston water service area of the CVRD;
 - ii) shall provide accurate mapping that shows locations of hydrants, homes, structures and roads within the Service Area and the CVRD shall be responsible to ensure the accuracy of the mapping and to provide updates to the Village as new developments or changes occur;
 - iii) shall recognize the fire chief as the local assistant to the fire commissioner (LAFC) for the Service Area pursuant to the *Fire Services Act* of British Columbia;
 - iv) shall advise the Village in writing of any proposed changes to or amendments of the rural Cumberland fire protection service establishment bylaw and rural Cumberland fire service regulations bylaw; and
 - v) shall be responsible for the mutually agreed upon costs associated with an extraordinary fire.
- (b) The Village agrees that it:
- i) shall use its best efforts to respond to calls in the Service Area but may choose not to respond to locations where the fire chief deems the access routes to be unsafe or inadequate for fire department equipment;
 - ii) shall maintain at all times accurate records, books and accounts respecting the provision of the fire protection services;
 - iii) shall submit any fire incident reports to the office of the fire commissioner (OFC) that are required by the OFC and that the fire chief will report all fire department activity in the service area to the manager of fire protection services at the CVRD by letter, fax or email, for review and statistical tracking purposes;
 - iv) shall advise the CVRD as soon as possible when an extraordinary fire takes place in the Service Area and advise if extraordinary fire costs were incurred that will be invoiced to the CVRD;
 - v) shall make every effort to mitigate the costs associated with an extraordinary fire.
 - vi) shall make every effort to inform the CVRD of any large future capital improvements that are planned for the fire department.

4. INSURANCE AND INDEMNIFICATION

- (a) The CVRD will indemnify and save harmless the Village, employees, officers, agents, elected officials and members of the fire department from and against all manner of actions, causes of actions, suits, claims, demands, costs (including legal fees), expenses, or liabilities of any nature whatsoever and by whosoever brought, made or suffered, for which the Village shall or may become liable, incur or suffer, any way associated or connected with the provision or failure to provide the fire protection services, whether arising out of injury to person (including death), loss or damage, save and except to the extent that such injuries, loss or damage are caused or contributed to by the negligence of the Village, employees, officers, agents or members of the fire department.
- (b) The Village and CVRD shall maintain general liability insurance policies in good standing during each year of the term of the agreement in an amount not less than \$5,000,000 per occurrence, and shall provide copies of all insurance policies to the other party.
- (c) The Village shall take out and maintain automotive liability insurance on all vehicles used directly or indirectly in the performance of the fire suppression services under this agreement, protecting against damages arising from bodily injury (including death) and from claims of property damage, in an amount of not less than \$5,000,000.

5. RENEWAL AND CANCELLATION

- (a) This agreement may be terminated by either party provided notice of termination is given in writing 12 months prior to termination date.
- (b) Either party wishing to renew this agreement will advise the other in writing at least six months in advance of the intended date of renewal, and the terms on which such renewal is sought.
- (c) This agreement may be amended with the mutual consent of both parties

6. PAYMENT FOR SERVICES

- (a) The annual cost to the CVRD for the provision of fire protection services under this agreement shall be calculated by apportioning the net cost to the Village of operating the fire department less the costs of extraordinary fire suppression and scene security in either the Service Area or the Village to the total net taxable value of land and improvements for hospital taxation purposes within the Service Area divided by the sum of total net taxable value of land and improvements for hospital taxation purposes within the Village and the Service Area.
- (b) In 2023 and any subsequent year of the term, the CVRD shall pay the Village the CVRD's share of the Village's net cost in the same year the fire protection service is provided (for clarity, the 2023 CVRD payment to the Village shall be based on the 2023 net cost). The Village shall submit an invoice for payment in August.
- (c) An estimate of the net cost of the service calculated under section 6(a) will be provided to the CVRD by the Village on or before November 15th of the year preceding the calendar year for which it applies, and a final net cost will be provided to the CVRD by the Village before February 15th of the calendar year for which it applies, upon receipt of the completed assessment roll totals.
- (d) On or before November 15th of each year, at the time the Village provides the CVRD with the estimated net cost of the service for the upcoming year, the Village shall further provide the CVRD with its five-year financial plan to anticipate budget variations and proposed capital improvements.

- (e) The CVRD's share of the final net cost as identified by the Village by February 15th shall be the full and final amount to be paid by the CVRD for that calendar year's service.
- (f) If the actual costs in any given year are less than the final budget amounts submitted to the CVRD for payment, the Village will refund any overpayments. If the actual costs in any given year are more than the final budget amounts submitted to the CVRD for payment, the Village will include this deficit as an adjustment in the following year's net costs submitted.
- (g) Where the Village's estimated net cost for an upcoming year's service exceeds the net cost for the preceding year by more than five per cent, the Village's fire department budget will be referred to the CVRD, which will review the budget and make recommendations no later than December 31st to the Village council. The Village will advise the CVRD of their decision on any recommendations on or before January 31st.

7. PAYMENT FOR EXTRAORDINARY FIRE COSTS AND SCENE SECURITY COSTS

- (a) When the Village has incurred extraordinary fire costs and / or scene security costs, the Village shall provide to the CVRD an invoice for the proposed charge calculated in accordance with Schedule A.
- (b) If the CVRD objects to any amount included as an extraordinary fire cost or scene security cost under section 7(a), it shall within ten business days advise the fire chief in writing of its objection to the invoice and the basis for the objection. The fire chief and the CVRD's manager of fire services shall attempt in good faith to resolve the CVRD's objections and if they are unable to do so, the matter shall be referred to the respective chief administrative officers.
- (c) If the chief administrative officers cannot resolve the dispute within 30 days of the dispute being referred, the dispute shall be referred for resolution under section 10(b).

8. NOTICE

- (a) Wherever in this agreement it is required or permitted that notice, demand or other communication will be given and served by either party to the other, such notice or demand will be given and served in writing and forwarded to the respective party at the address given in this agreement, provided that either party may change its address by giving the other prior notice of a change in address.

9. EFFECTIVE DATE

- (a) Notwithstanding the date of executing or date of reference of this agreement, the effective date of this agreement is January 1st, 2023.
- (b) This agreement replaces any previous agreement between the parties dealing with the provision of firefighting, fire protection or fire prevention services to the Service Area or any part of it.

10. GENERAL

- (a) This agreement shall be governed by the laws of British Columbia and is the entire agreement between the parties regarding this subject matter.
- (b) In the event of a dispute between the parties regarding this agreement that the parties cannot resolve otherwise, the dispute shall be submitted to arbitration under the *Commercial Arbitration Act* for determination by a single arbitrator mutually acceptable to the parties.

(c) Time is of the essence of this agreement.

IN WITNESS WHEREOF the parties hereto have duly executed this agreement as of the day and year first above written.

**COMOX VALLEY
REGIONAL DISTRICT**

Chair

VILLAGE OF CUMBERLAND

Mayor

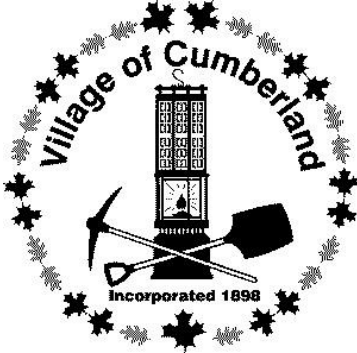
Chief Administrative Officer

SCHEDULE "A"

Charges for Extraordinary Fire Costs and Scene Security Costs

Hourly cost of each fire crew and fire truck (1 hour minimum)	Costs are in accordance with the provincially established rental rates for fire apparatus and personnel identified in the Inter-Agency Working Group report as revised from time to time.
Scene security costs	Actual cost
Hourly cost of specialized machinery <ul style="list-style-type: none">• (includes heavy machinery required in combating the fire)	Actual cost
Fire retardant gel/per unit cost	Actual cost
Fire retardant foam/per unit cost	Actual cost
Mutual aid costs	Actual cost

COUNCIL REPORT



REPORT DATE: December 5, 2022
MEETING DATE: December 12, 2022

File No. 0390-20

TO: Mayor and Councillors
FROM: Rachel Parker, Corporate Officer
SUBJECT: Association of Vancouver Island and Coast Communities Resolutions

RECOMMENDATION

- i. THAT Council direct staff to prepare resolutions on identified topics for submission to the Association of Vancouver Island Coastal Communities conference.

PURPOSE

The purpose of this report is to give an opportunity for Council to discuss whether it would like to submit resolutions on particular topics to the Association of Vancouver Island and Coast Communities (AVICC) conference taking place in April 2023 and to direct staff to prepare resolutions for Council’s consideration at a future meeting.

BACKGROUND

The AVICC convention is planned to take place from April 14-16, 2023 in Nanaimo for Council members to attend. AVICC is an opportunity for member local governments to submit resolutions that, if endorsed, would be considered at the Union of BC Municipalities conference held in September 2023. As noted on the UBCM website:

The UBCM was formed to provide a common voice for local government...Convention continues to be the main forum for UBCM policy-making. It provides an opportunity for local governments of all sizes and from all areas of the province to come together, share their experiences and take a united position.

Positions developed by members are carried to other orders of government and other organizations involved in local affairs. Policy implementation activities have expanded from annual presentations to Cabinet to UBCM involvement in intergovernmental committees, regular meetings with Ministers and contact on a daily basis with senior government.

Staff is asking that Council discuss what resolution topics, if any, it would like to submit to AVICC. This would allow staff to prepare resolutions for Council consideration at the January 23, 2023 Council meeting.

Resolutions of a regional nature endorsed by AVICC are submitted to the appropriate government office for response.

Resolutions of provincial interest endorsed by AVICC are submitted to UBCM Resolution Committee for review for submission to the UBCM convention. The AVICC resolution guidelines (attached) recommend focus on issues that are province-wide and to avoid repeat resolutions.

The UBCM resolution database can be found at <https://www.ubcm.ca/convention-resolutions/resolutions/resolutions-database>

Background information must accompany each resolution and a Council member may be required to speak to the resolution at the conference.

Cumberland has submitted these resolutions in recent years:

Year	Topic	AVICC Disposition	UBCM Disposition
2022	Pesticide Use within Community Drinking Water Supply Areas	Endorsed	Endorsed
2022	Local Government Exemption from Federal Drug Laws	Withdrawn	
2021	Clean and Renewable Energy Regulatory Framework	Endorsed	Endorsed
2021	Farmers' Markets as Essential Services During Local Emergencies	Endorsed	Endorsed
2021	Drinking Water Protection and Private Managed Forest Land	Endorsed	Endorsed
2020	Funding for Clean Renewable Energy Projects	n/a	Not Considered UBCM Executive Endorsed
2020	Private Managed Forest Land Program Environment Values	n/a	Endorsed

Staff recommend that Council focus resolutions on matters of significance as staff and consultant time is required to research current provincial legislation, draft resolutions, and seek out appropriate supporting documents to ensure quality submissions.

Staff suggest Council consider a resolution in support of the Village's submission to the Ministry of Environment and Climate Change Strategy for its 2022 BC Watershed Security Strategy and Fund Discussion Paper. The Village requested that the BC Watershed Security Fund and Strategy support watershed security work in the context of privately owned watershed lands along with the associated challenges and opportunities. The February 2022 staff report is attached to this report for background information.

Council will also have the opportunity to request meetings with Provincial cabinet ministers at the fall UBCM convention to discuss matters of particular interest to the Village. In 2022, Council met with ministers regarding affordable housing for small communities, expansion of the Watershed Security Fund to watersheds located on Private Managed Forest Land, drinking water protection on Private Managed Forest Land, and facility space for Cumberland Community School and the school funding model.

ALTERNATIVES

1. It is not required that Council submit resolutions.
2. Any other action deemed appropriate by Council.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

There may be costs for consultant to research and prepare resolutions of a technical nature. There are also costs for members to attend the AVICC and UBCM conferences.

OPERATIONAL IMPLICATIONS

Corporate Services typically coordinates resolution submissions. Other staff time may be required for research and resolution preparation.

ATTACHMENTS

1. BC Watershed Security Strategy and Fund Advocacy report date February 14, 2022
2. AVICC Resolutions Notice Request for Submissions

CONCURRENCE

None

Respectfully submitted,

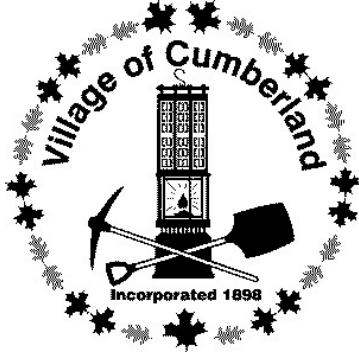
R. Parker

Rachel Parker
Corporate Officer

K. McPhedran

Kevin McPhedran
Interim Deputy Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: 2/4/2022
MEETING DATE: 2/14/2022

TO: Mayor and Councillors
FROM: Kevin McPhedran, Manager of Parks and Recreation
SUBJECT: BC Watershed Security Strategy and Fund Advocacy

RECOMMENDATIONS

THAT Council receive the *BC Watershed Security Strategy and Fund Advocacy* report.

THAT Council direct staff to prepare a written submission on behalf of the Village of Cumberland in response to the January 25 2022 BC Watershed Security Strategy and Fund Discussion Paper and corresponding engagement opportunity.

AND THAT the response requests that the unique context of eastern Vancouver Island be considered in the Strategy’s development and implementation, and describes the Perseverance Watershed Initiative as an innovative approach to pursuing local watershed security.

PURPOSE

This report provides background information on the Province of BC’s proposed BC Watershed Security Strategy and Fund, the province’s January 25 2022 Discussion Paper, current engagement process, and proposed advocacy activities within the context of the Perseverance Watershed Initiative.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
November 22 2021	THAT Council receive the <i>Perseverance Watershed Initiative</i> report for information.
October 12 2021	THAT Council endorse moving the business of the Perseverance Watershed Initiative (PWI) into the public realm until such time that the business of the PWI may relate to specific land acquisition discussions or negotiations.

BACKGROUND

On November 26th, 2020, the BC government committed to creating a Watershed Security Strategy and Fund in their current mandate, as expressed in multiple ministerial mandate letters.

Since the 2020 announcement, there has been significant community engagement and broad-based support expressed for a BC Watershed Security Fund. Momentum has been building with formal support expressed by the First Nations Leadership Council, Union of BC Municipalities, and the public at large (*Mc Alliser Opinion Research 2021*). The BC government also funded a \$27 million Healthy Watersheds Initiative as part of BC Economic Recovery Plan, administered by the Real Estate Foundation of BC. This investment has been seen as an important first step toward a longer-term fund.

On January 25th, 2022, the Province of BC launched public engagement and [released a public discussion paper](#) on the Watershed Security Strategy and Fund. The Village of Cumberland now has an opportunity to engage this process and play a role in shaping the development and implementation of the fund.

What is Watershed Security?

Per the discussion paper, watershed security is broadly described as:

Watershed security implies the availability of good quality water for healthy ecosystems and communities. Watershed security will look different from watershed to watershed, and so will best be defined locally. Some elements of watershed security may include:

- *Safe drinking water for all,*
- *Healthy and resilient aquatic, riparian, wetland, and watershed ecosystems,*
- *Sufficient water to support food security, recreation, jobs, and local economies,*
- *Sufficient water for First Nations, and*
- *Reduced risks from water related hazards such as flooding and drought.*

In support of this, the discussion paper outlines the following 10 outcomes and opportunities to be considered:

1. Support and enable watershed governance.
2. Enhance our understanding of watersheds and the risks they face.
3. Progress reconciliation with Indigenous people using new and improved mechanisms for collaboration on provincial water priorities.
4. Achieve healthy water for all by prioritizing the protection of drinking water sources and water quality and quantity.
5. Integrate water more efficiently and effectively into Land Use Planning.
6. Reset the water supply and demand relationship, accounting for a changing climate and in consideration of available policies and practices.
7. Improve habitats for aquatic ecosystems.
8. Integrate Indigenous Knowledge into decision-making and management.
9. Strengthen education and outreach about managing water in BC.
10. Create a Watershed Security Fund.

The province is not only looking for feedback on ideas presented in the discussion paper, but any additional thoughts on:

- *The engagement approach and how you would like to be involved in the future*
- *Questions posed in the proposed outcome and opportunities section*

- *Issues or concerns you think we should be aware*

Watershed Security and the Village of Cumberland Context

At the local level, the Village of Cumberland is actively engaged in building watershed security through the Perseverance Watershed Initiative, in addition to the Village's participation in related projects and processes such as the Comox Lake Watershed Advisory Group and the Comox Lake Municipal Natural Assets Initiative.

These local watershed security initiatives are largely focused on similar objectives and outcomes as described in the discussion paper, including improve knowledge of the Perseverance Creek via research, data collection and Indigenous knowledge; strengthen collaboration in watershed planning and management; strengthen community watershed education and outreach; and engagement with K'ómoks First Nation

The Village of Cumberland, like other communities on the east coast of Vancouver Island, is engaged in this watershed security work in the context of privately owned watershed lands. Watershed security activities in most other areas of the province are centered on crown land. This land ownership context comes with unique set of challenges and opportunities.

The success of watershed security efforts in the Village will depend on long term, sustainable funding to address our unique context, challenges, and opportunities. This is the kind of funding that could be provided by the BC Watershed Security Fund, but it is important that the Village be an active participant in the engagement process.

Watershed Security Strategy and Fund Engagement Process

On January 25th, 2022, the Province launched public engagement alongside the release of the public discussion paper on the Watershed Security Strategy and Fund. Feedback can be provided on the discussion paper until March 18, 2022, through the feedback form or a written submission up to five pages in length. A Draft Strategy will be released by the government for further engagement in Fall 2022.

Staff recommend that Council direct staff to proceed with a written submission from the Village that articulates, and requests consideration of, the unique context, challenges and opportunities facing the Village and other communities on eastern Vancouver Island. This will ensure our issues are considered early in the engagement process and could lead to additional opportunities that could help shape the development and implementation of the fund. The submission will also describe the early success of the PWI project, the close alignment of PWI to the proposed objectives of the Watershed Security Strategy and Fund, and the benefits of PWI's innovative and collaborative approach that bring together a municipality, a local conversation organization, private industry/landowners, and an invitation to K'ómoks First Nation. Accordingly, the development of this submission will include outreach to Perseverance Watershed Initiative partners and K'ómoks First Nation.

ALTERNATIVES

THAT Council provide staff feedback on the proposed approach to advocacy for the BC Watershed Security Fund.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

The written submission and related work is proposed to be done as part of the Village’s Perseverance Watershed Initiative work using approved consulting services budget, with additional support from the Cumberland Community Forest Society.

OPERATIONAL IMPLICATIONS

The CAO, Manager of Operations, and Manager of Parks and Recreation continue to oversee and administer consulting services contracts and work of the Perseverance Watershed Initiative. This work is included in staff’s overall 2022 work plan.

ATTACHMENTS

None.

CONCURRENCE

Rob Crisfield, Manager of Operations **RC**

Respectfully submitted,

K. McPhedran

Kevin McPhedran
Manager of Parks and Recreation

C. Postings

Clayton Postings
Chief Administrative Officer



2023 AGM & CONVENTION

RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

The AVICC Executive is calling for resolutions to be considered at the 2023 AGM and Convention that, subject to public health order restrictions, will be held in Nanaimo at the Vancouver Island Conference Centre as an in-person event from April 14-16, 2023.

Members are now asked to submit resolutions with the requirements outlined in the following pages.

DEADLINE FOR RESOLUTIONS

AVICC must receive all resolutions by: **4:30 pm, Thursday, February 9, 2022**

IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the AVICC for consideration please send:

1. One copy as a **word document** by email to avicc@ubcm.ca by the deadline; AND
2. One copy of the resolution by regular mail that may be received after the deadline to:
AVICC, 525 Government Street, Victoria, BC V8V 0A8

AVICC's goal is to have resolutions that can be clearly understood, and that have specific actions. If a resolution is endorsed, it's "therefore clause" will form the basis for advocacy work with other levels of government and agencies. Detailed guidelines for preparing a resolution follow, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments, and must have been endorsed by the board or council.
- Members are responsible for submitting accurate resolutions. AVICC recommends that local government staff assist in drafting the resolutions, check the accuracy of legislative references, and be able to answer questions from AVICC & UBCM about each resolution. Please contact AVICC & UBCM for assistance in drafting the resolution.
- Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a **single** resolution. Do not submit backgrounders for multiple resolutions. The backgrounder may include links to other information sources and reports.
- Sponsors should be prepared to speak to their resolutions.
- Resolutions must be relevant to other local governments within AVICC rather than specific to a single member government.
- The resolution must have at least one "whereas" clause and should not contain more than two "whereas" clauses. Each whereas clause must only have **one sentence**.

LATE AND OFF THE FLOOR RESOLUTIONS

- a. A resolution submitted after the regular deadline is treated as a "Late Resolution". Late Resolutions need to be received by AVICC by noon on **Wednesday, April 12th, 2023**.
- b. Late resolutions are not included in the resolutions package sent out to members before the Convention. They are included in the Report on Late Resolutions that is distributed on-site.
- c. The Resolutions Committee only recommends late resolutions for debate if the topic was not known prior to the regular deadline date or if it is emergency in nature. Late resolutions require a special motion at the convention to admit for debate.
- d. Late resolutions are considered after all resolutions printed in the Resolutions Book have been debated. The time is set out in the program, and is normally on Sunday morning.
- e. Off the Floor resolutions must be submitted in writing to the Chair of the Resolutions Session, and copies must be made available to all delegates no later than Sunday morning.

UBCM RESOLUTION PROCEDURES

UBCM urges members to submit resolutions to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

UBCM and its member local governments have observed that submitting resolutions first to Area Associations results in better quality resolutions overall. If absolutely necessary, however, local governments may submit council or board endorsed resolutions directly to UBCM prior to June 30. Should this be necessary, detailed instructions are available on the UBCM website.

UBCM RESOLUTIONS PROCESS

1. Members submit resolutions to their Area Association for debate.
2. The Area Association submits resolutions endorsed at its Convention to UBCM.
3. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention.
4. Resolutions endorsed at the UBCM Convention are submitted to the appropriate level of government for response.
5. UBCM will forward the response to the resolution sponsor for review.

UBCM RESOLUTIONS GUIDELINES

The Construction of a Resolution:

All resolutions contain a preamble – the whereas clause(s) – and an enactment clause. The preamble describes *the issue* and the enactment clause outlines *the action being* requested of AVICC and/or UBCM. A resolution should answer the following three questions:

- a) **What is the problem?**
- b) **What is causing the problem?**
- c) **What is the best way to solve the problem?**

Preamble:

The preamble begins with "WHEREAS", and is a concise paragraph about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. Supporting background documents can describe the problem more fully if necessary. Do not add extra clauses.

Only one sentence per WHEREAS clause.

Enactment Clause:

The enactment clause begins with the phrase "Therefore be it resolved", and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. **The enactment should propose a specific action by AVICC and/or UBCM.**

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

HOW TO DRAFT A RESOLUTION

1. Address one specific subject in the text of the resolution.

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if it is unclear or too complex for them to understand quickly. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit, and may end up as a Late Resolution not admitted for debate.

2. For resolutions to be debated at UBCM, focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across BC. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts. Regionally specific resolutions may be referred back to the AVICC, and may not be entered for debate during the UBCM Convention.

3. Use simple, action-oriented language and avoid ambiguous terms.

Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution without having to try to interpret complicated text or vague concepts.

4. Check legislative references for accuracy.

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the act or regulation.

5. Provide factual background information.

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the resolution is understood fully so that members understand what they are debating and UBCM can advocate effectively with other levels of government and agencies.

Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. Do not submit backgrounders that relate to multiple resolutions. The backgrounder may include links to other information sources and reports.

The backgrounder should outline what led to the presentation and adoption of the resolution by the local government, and can link to the report presented to the council or board along with the resolution. Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted as a late resolution.

6. Construct a brief, descriptive title.

A title identifies the intent of the resolution and helps eliminate the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.

TEMPLATE FOR A RESOLUTION

Whereas << *this is the area to include an issue statement that outlines the nature of the problem or the reason for the request* >> ;

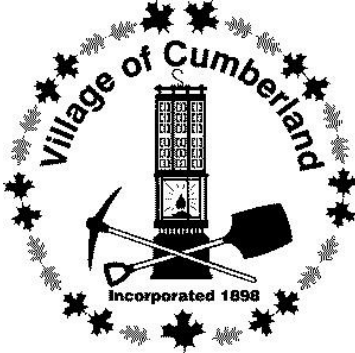
And whereas << *if more information is useful to answer the questions - what is the problem? what is causing the problem?>> :*

Therefore be it resolved that AVICC & UBCM << *specify here the action(s) that AVICC & UBCM are being asked to take on, and what government agency the associations should be contacting to solve the problem identified in the whereas clauses* >>.

If absolutely necessary, there can be a second enactment clause (the “therefore” clause that specifies the action requested) with the following format:

And be it further resolved that << *specify any additional actions needed to address the problem identified in the whereas clauses* >>.

COUNCIL REPORT



DATE: December 6, 2022
TO: Mayor and Councillors
FROM: Mayor Brown
SUBJECT: Council Member Appointments

File No. 0530-06

Heritage Committee

The Village’s Heritage Committee is made up of up to ten members of the public and one member of Council. Council has not yet appointed a Council member and alternate to the Committee. The Committee’s terms of reference are attached for Council’s information. The Committee typically meets on the first Monday of each month at 5 p.m. and occasionally on a Tuesday if the Monday is a holiday.

I ask that Council consider appointing Councillor Borecky to the Heritage Committee and Councillor Therrien as alternate.

Comox Valley Family Physician Recruitment and Retention Task Force

The Village has received a request that a Council member attend the meetings of the Comox Valley Family Physician Recruitment and Retention Task Force, which is coordinated by the Comox Valley Division of Family Practice. More information can be found in their December 2021 letter, which is attached. We have been advised that the Task Force remains active and meets once each quarter. I will attend these meetings and would like to let Council members know that all members are welcome to attend.

Attachments

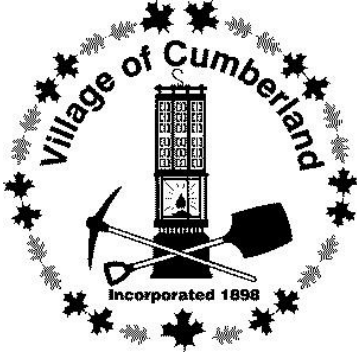
1. Heritage Committee, Terms of Reference
2. Correspondence from the Comox Valley Division of Family Practice

Respectfully submitted,

V. Brown

Vickey Brown, Mayor

COUNCIL POLICY



<p>Title: Heritage Committee Terms of Reference</p> <p>Authority: Community Charter, section 142 Adopted Date: November 25, 2013 Amended Date: July 8, 2019</p>	<p>No. 1.6</p> <p>Section: Administration Motion No. 2013-561</p>
--	--

Policy Framework

The 2014 official community plan heritage preservation objectives (5.4) are:

- Continue to promote public education and support for heritage preservation and the importance of archaeological and historical sites and materials within and related to the Village.
- Preserve the Village’s built heritage, artifacts, structures, and landscapes.
- Identify and promote incentives to assist in the conservation of heritage buildings, structures, sites, and significant trees.
- Build on and incorporate previous work such as the *Village of Cumberland Heritage Conservation Management Plan*.

Purpose of the Committee

The purpose of the committee is to undertake and complete the scope of work set out in this policy.

Scope Of Work

1. The Committee’s work will be guided by Cumberland’s official community plan, policies and other bylaws. The Commission must also use the BC Heritage Branch, *Heritage Conservation: A Community Guide* as a guideline and resource for its work.

The Committee will

- a) work with Village staff and consultants in the implementation of the Village's heritage management plan including developing statements of significance for historic sites and buildings within the Village;
- b) work with Village staff and consultants in maintaining and updating the heritage registry;
- c) advise Council on matters referred to it by Council;
- d) review and make recommendations on development applications within any Heritage Conservation Area (HCA) or Heritage Revitalization Development Permit Areas through a referral from Council;
- e) make recommendations to Council respecting applications for the heritage designation of buildings, structures, and landscapes; and the demolition, preservation, alteration, or renovation of heritage designated buildings, structures and landscapes; or review of potential heritage designation as directed by Council;
- f) undertake and support activities of a heritage nature, including fundraising, education, heritage research, and the organization of or participation in heritage events, provided Council has first authorized any such activities of the Committee
- g) submit to Council for its approval on an annual basis a work program report which summarizes the activities of the Committee in the year past and outlines the work priorities proposed for the upcoming year.

Reporting

2. The Committee reports to the Council typically through the following:
 - a) meeting minutes, which may include recommendations to Council, and
 - b) recommendations included in staff reports.
3. The secretary of the Committee must provide to the corporate officer
 - a) a copy of draft minutes for receipt by Council within ten days of a Committee meeting.
 - b) adopted meeting minutes signed by the Committee chair for certification by the corporate officer.

Membership

4. Council will appoint up to eleven members to the committee, including
 - (a) one member of Council who may not sit as chair or vice-chair;

- (b) up to ten community-at-large members.
5. The members must select a chair, vice-chair and secretary from amongst the members.
 6. The Committee membership should broadly represent the various interests of the community, including but not limited to heritage conservation, history, business, development, environment, tourism, architecture, and design.
 7. Committee members' terms will end at the subsequent local government election. Terms can be renewed by the new Council after the election.

Procedures and Administration

8. 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.
9. The Committee will meet within 21 days of referral from Council or staff. In November or December each year, the Committee must set out a preferred day of the week and time for its meetings for the following year.
10. The Committee will have the following staff resources:
 - (a) 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
 - Submission of minutes to Council agenda for receipt
 - (b) Planning support for
 - Completing statements of significance
 - Guidance with development permit and development variance permit application reviews
 - Guidance with official community plan, zoning bylaw and other Village bylaws
 - Provision of data and resources
11. Each year by July, the Committee must develop and submit to Council a work plan and budget request for the following year.

December 17, 2021

Re: The urgent need for family physicians in the Comox Valley

Dear Mayor Baird and Cumberland Council,

Over the last year, the number of people without a family physician has grown significantly in the Comox Valley. Currently, an estimated 13,731 patients are seeking a family physician or nurse practitioner, and the number is expected to grow as more family doctors are planning to transition from practice.

Having or finding a family physician is currently a top priority on the minds of Comox Valley residents. As you are aware, the availability of family physicians is an important component towards fostering healthy communities and attracting businesses and industry to our region.

We know it takes a village to support family physician recruitment and retention, and in response to this urgent need, the Comox Valley Division of Family Practice (the Division) is forming a “**Comox Valley Family Physician Recruitment and Retention Task Force**”. Drawing on best practices from across Canada, this group intends to build upon community partnerships to create a sustainable family physician recruitment strategy in the Comox Valley.

On behalf of the Division, I would like to invite **two individuals (one elected official and one staff member)** from the Village of Cumberland to participate in this vital work.

Our first meeting will take place in the second half of January 2022 and continue to at least March 31, 2022. The Division staff will support the group's work, and meetings will be held every three weeks.

If you are interested, please reply to me to express your interest, including the name, title, and email of the representatives who will be joining the group.

Sincerely,

Dr. Jonathan Kerr

Councillor, Town of Comox

and

Lead Physician, Family Physician Recruitment and Retention Committee

Comox Valley Division of Family Practice

The Comox Valley Division of Family Practice brings family doctors together to identify opportunities for improving the delivery of local health care. We are committed to achieving meaningful change that benefits patients, doctors, and our community as a whole. Our work is aligned with the ongoing work of the Comox Valley Primary Care Network (PCN).

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1180

A Bylaw to amend the 2022 – 2026 Financial Plan.

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

1. This Bylaw may be cited as “2022 – 2026 Financial Plan Amendment Bylaw No. 1180, 2022”.
2. “2022 – 2026 Financial Plan Bylaw No. 1152, 2021” is amended by deleting Schedule A to the Bylaw in its entirety and replacing it with Schedule A to this Bylaw.

READ A FIRST TIME THIS	28TH	DAY OF	NOVEMBER	2022.
READ A SECOND TIME THIS	28TH	DAY OF	NOVEMBER	2022.
READ A THIRD TIME THIS	28TH	DAY OF	NOVEMBER	2022.
ADOPTED THIS		DAY OF		2022.

Mayor

Corporate Officer

Schedule A
2022 – 2026 Financial Plan
Amended

	2022 <u>Budget</u>	2023 <u>Budget</u>	2024 <u>Budget</u>	2025 <u>Budget</u>	2026 <u>Budget</u>
REVENUES					
Property taxes & payments in lieu	\$(3,710,120)	\$(3,906,185)	\$(4,089,400)	\$(4,337,965)	\$(4,571,440)
Parcel taxes	(684,860)	(731,250)	(779,230)	(795,640)	(868,680)
Sales of services & fees	(2,218,390)	(2,316,570)	(2,410,810)	(2,504,250)	(2,613,290)
Sales of services to other governments	(547,470)	(491,580)	(262,770)	(268,020)	(273,380)
Transfers from other government	(7,984,570)	(1,437,130)	(4,288,150)	(1,027,400)	(1,396,730)
Other revenue	(869,560)	(800,200)	(582,120)	(564,060)	(566,010)
	<u>(16,014,970)</u>	<u>(9,682,915)</u>	<u>(12,412,480)</u>	<u>(9,497,335)</u>	<u>(10,289,530)</u>
EXPENSES					
Other municipal purposes	7,736,786	6,955,760	7,016,730	7,191,860	7,263,760
Debt interest	203,340	164,890	255,650	278,370	302,610
Amortization	1,469,270	1,469,270	1,469,270	1,469,270	1,469,270
	<u>9,409,396</u>	<u>8,589,920</u>	<u>8,741,650</u>	<u>8,939,500</u>	<u>9,035,640</u>
NET (REVENUES) EXPENSES	<u>(6,605,574)</u>	<u>(1,092,995)</u>	<u>(3,670,830)</u>	<u>(557,835)</u>	<u>(1,253,890)</u>
ADJUSTMENTS					
Acquisition of capital assets	13,499,220	1,921,330	5,319,510	2,403,760	3,061,520
Add back amortization	(1,469,270)	(1,469,270)	(1,469,270)	(1,469,270)	(1,469,270)
Proceeds from borrowing	(2,450,520)	(110,000)	(128,000)	(355,350)	(38,000)
Principal payments on debt	778,450	719,470	836,270	745,160	765,570
TOTAL ADJUSTMENTS	<u>10,357,880</u>	<u>1,061,530</u>	<u>4,558,510</u>	<u>1,324,300</u>	<u>2,319,820</u>
CHANGE IN CONSOLIDATED FUNDS	<u>3,752,306</u>	<u>(31,465)</u>	<u>887,681</u>	<u>766,465</u>	<u>1,065,930</u>
TRANSFER FROM RESERVES					
Reserves	(6,833,946)	(2,362,515)	(2,190,020)	(2,328,805)	(2,786,130)
Development Cost charges	(2,534,700)	(22,200)	(592,320)	(414,720)	(385,120)
TRANSFER TO RESERVES	<u>5,616,340</u>	<u>2,416,180</u>	<u>1,894,660</u>	<u>1,977,060</u>	<u>2,105,320</u>
TRANSFER TO / (FROM) RESERVES	<u>(3,752,306)</u>	<u>31,465</u>	<u>(887,680)</u>	<u>(766,465)</u>	<u>(1,065,930)</u>
TRANSFER TO/(FROM) ACCUMULATED SURPLUS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1181

A bylaw to provide for the borrowing of money that may be necessary to meet lawful expenditures for the year 2023.

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

1. This Bylaw may be cited as "Revenue Anticipation Borrowing Bylaw No. 1181, 2022".
2. The Council is authorized to borrow, in the year 2023, upon the credit of the municipality from a financial institution an amount or amounts the sum total of which must not exceed \$3,000,000.
3. The form of obligation to be given as acknowledgment of the liability shall be an instrument or evidence or indebtedness signed by the authorized signing officers.
4. When collected, revenue from property taxes shall be used as necessary to repay money borrowed under this bylaw.

READ A FIRST TIME THIS	28TH	DAY OF	NOVEMBER	2022
READ A SECOND TIME THIS	28TH	DAY OF	NOVEMBER	2022
READ A THIRD TIME THIS	28TH	DAY OF	NOVEMBER	2022
ADOPTED THIS		DAY OF		2022

Mayor

Corporate Officer

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1182

A bylaw to amend the Water Rates Bylaw.

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

1. This Bylaw may be cited as ‘Water Rates Amendment Bylaw No. 1182, 2022.’
2. “Water Rates Bylaw No. 1002, 2014”, as amended, is amended as follows:
 - (a) by repealing Schedule A to the Bylaw in its entirety and substituting Schedule A to this Bylaw.

READ A FIRST TIME THIS	28TH	DAY OF	NOVEMBER	2022.
READ A SECOND TIME THIS	28TH	DAY OF	NOVEMBER	2022.
READ A THIRD TIME THIS	28TH	DAY OF	NOVEMBER	2022.
ADOPTED THIS		DAY OF		2022.

Mayor

Corporate Officer

Schedule A

Water Charges

1. Water System Service Fees:

(a) Fees effective January 1, 2022:

Parcel Classification	Fixed Charge	Water Consumption Charge Rate
Residential:	\$55.85 per quarter	\$0.74 per cubic meter
Duplex Dwelling Unit:	\$55.85 per quarter	\$0.74 per cubic meter
Multi-Family:	\$42.00 per unit per quarter	\$0.85 per cubic meter
ICI:	Based on the meter size shown in section 2 of this schedule	\$1.18 per cubic meter

(b) Fees effective January 1, 2023:

Parcel Classification	Fixed Charge	Water Consumption Charge Rate
Residential:	\$57.20 per quarter	\$0.81 per cubic meter
Duplex Dwelling Unit:	\$57.20 per quarter	\$0.81 per cubic meter
Multi-Family:	\$43.10 per unit per quarter	\$0.85 per cubic meter
ICI:	Based on the meter size shown in section 2 of this schedule	\$1.23 per cubic meter

ICI Fixed Charge

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

(a) Fees effective January 1, 2022:

Meter size:	5/8"	3/4"	1"	1.25"	1.5"	2"	3"	4"	6"
Quarterly charge:	\$40.70	\$47.80	\$63.10	\$79.30	\$93.60	\$122.10	\$182.20	\$243.20	\$364.30

(b) Fees effective January 1, 2023:

Meter size:	5/8"	3/4"	1"	1.25"	1.5"	2"	3"	4"	6"
Quarterly charge:	\$58.60	\$68.80	\$90.90	\$114.20	\$134.80	\$175.80	\$262.40	\$350.20	\$524.60

3. Flat Rate Fees:

	Use of Land or Real Property	Water Flat Charge effective January 1, 2022	Water Flat Charge effective January 1, 2023
(a)	For each dwelling unit:	\$111.35 per quarter	\$117.95 per quarter
(b)	For a motel, hotel, or non-profit seniors' housing (per room/unit):	\$65.00 per quarter	\$69.00 per quarter
(c)	For a lodging house or hostel (per bed):	\$28.00 per quarter	\$30.00 per quarter
(d)	For a school (per classroom):	\$76.00 per quarter	\$81.00 per quarter
(e)	For a church or a recreation hall:	\$76.00 per quarter	\$81.00 per quarter
(f)	For a medical clinic:	\$216.00 per quarter	\$230.00 per quarter
(g)	For a restaurant, pub, or bar:	\$216.00 per quarter	\$230.00 per quarter
(h)	For a coffee shop or take out:	\$141.00 per quarter	\$150.00 per quarter
(i)	For a business, store, or office (per suite):	\$76.00 per quarter	\$81.00 per quarter
(j)	For a beauty parlour, medical office, or veterinarian (per suite):	\$141.00 per quarter	\$150.00 per quarter
(k)	For a laundromat:	\$345.00 per quarter	\$367.00 per quarter
(l)	For a service station:	\$179.00 per quarter	\$190.00 per quarter
(m)	For a car wash:	\$345.00 per quarter	\$367.00 per quarter
(n)	For regional hospital laundry:	\$10902.00 per quarter	\$11586.00 per quarter
(o)	For any use not identified in this table (per washroom):	\$76.00 per quarter	\$81.00 per quarter

Administration Charge

4. Leak adjustment administration fee: \$20.00

Bulk Water

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

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1183

A bylaw to amend the Sewer Rates Bylaw.

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

1. This bylaw may be cited as ‘Sanitary Sewer Rates Amendment Bylaw No. 1183, 2022.’
2. “Corporation of the Village of Cumberland Sanitary Sewer Rates Bylaw No. 862, 2007”, as amended, is amended by repealing Schedule “A” to the Bylaw in its entirety and substituting Schedule “A” to this Bylaw.

READ A FIRST TIME THIS	28TH	DAY OF	NOVEMBER	2022.
READ A SECOND TIME THIS	28TH	DAY OF	NOVEMBER	2022.
READ A THIRD TIME THIS	28TH	DAY OF	NOVEMBER	2022.
ADOPTED THIS		DAY OF		2022.

Mayor

Corporate Officer

Schedule "A"
Sanitary Sewer Rates

	Use of Land or Real Property	Sanitary Sewer Rate Charge Effective January 1, 2022	Sanitary Sewer Rate Charge Effective January 1, 2023
1	For each residential unit:	\$106.50 per quarter	\$111.25 per quarter
2	For a motel, hotel, or non-profit seniors' housing (per room/unit):	\$66.50 per quarter	\$70.25 per quarter
3	For a lodging house or hostel (per bed):	\$30.25 per quarter	\$32.00 per quarter
4	For a school (per classroom):	\$88.50 per quarter	\$93.50 per quarter
5	For a church or a recreation hall:	\$99.00 per quarter	\$104.75 per quarter
6	For a medical clinic:	\$287.75 per quarter	\$304.25 per quarter
7	For a restaurant, pub, or bar:	\$277.75 per quarter	\$293.75 per quarter
8	For a coffee shop or take out:	\$97.75 per quarter	\$103.25 per quarter
9	For a business, store, or office (per suite):	\$97.75 per quarter	\$103.25 per quarter
10	For a beauty parlour, medical office, or veterinarian (per suite):	\$121.00 per quarter	\$128.00 per quarter
11	For a laundromat:	\$387.75 per quarter	\$397.00 per quarter
12	For a service station:	\$118.25 per quarter	\$125.00 per quarter
13	For a car wash:	\$393.00 per quarter	\$415.50 per quarter
14	For regional hospital laundry:	\$10,187 per quarter	\$10,773.25 per quarter
15	For any use not identified in this table (per washroom):	\$99.00 per quarter	\$104.75 per quarter

Schedule "A"
Solid Waste Collection Fees

Use of Land or Real Property	Solid Waste Fees Effective January 1, 2022	Solid Waste Fees Effective January 1, 2023
Residential unit:	\$33.10 per quarter	\$43.60 per quarter
Commercial, Industrial, Institutional premises:	\$52.65 per quarter	\$58.40 per quarter
Additional garbage tags:	\$2 per bag	\$2 per bag