



# City of PARKSVILLE

PO Box 1390, 100 E. Jensen Avenue, Parksville, BC V9P 2H3  
Telephone: (250) 248-6144 Fax: (250) 248-6650  
www.parksville.ca

**NOTE: 5:45 p.m. PARCEL TAX ROLL REVIEW PANEL**

## **COUNCIL MEETING AGENDA**

**MONDAY, APRIL 21, 2008 – 6:00 P.M.**

### **1. ADOPTION OF MINUTES**

- a) of the regular meeting of Council held April 7, 2008 – Pages 1 to 7

***Recommendation: That the minutes of the regular meeting of Council held April 7, 2008 be adopted.***

### **2. APPROVAL OF AGENDA**

### **3. PRESENTATIONS**

### **4. DELEGATIONS**

- a) Deborah Davenport & Lynda Colbeck – Building Learning Together – Update to Council about the second annual We Believe in Kids Festival – Page 8
- b) Michelle Jones – Oceanside Development Construction Association – Development Process Review – Page 9
- c) Michelle Jones – Oceanside Development Construction Association – Affordable Housing – Page 10

### **5. UNFINISHED BUSINESS**

### **6. CORRESPONDENCE**

- a) Regional District of Nanaimo – Liquid Waste Management Planning Service Establishment Bylaw No. 1543 – Pages 11 to 13

***Recommendation: THAT the Council of the City of Parksville consents to the adoption of "Liquid Waste Management Planning Service Establishment Bylaw No. 1543" and the Regional District be notified accordingly.***

- b) Oceanside Coalition for Strong Communities – Opposing petition of farm land being removed from the ALR – Pages 14 to 16

***Recommendation: THAT the correspondence from Oceanside Coalition for Strong Communities, dated April 14, 2008, regarding agricultural land inside the***

***City of Parksville and elsewhere be granted maximum protection for the future common good of all citizens, be received for information.***

7. **DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE**

8. **REPORTS**

a) **Committee of the Whole – April 14, 2008** – Pages 17 to 18

- (1) Neil Malbon & Doug Backhouse – Alberni Pacific Railway/Island Corridor Foundation

***Recommendation: THAT the City of Parksville send a letter of support to the Alberni Pacific Railway.***

- (2) Bud Shelly & Murray LePlante – Shelly Enterprises Ltd – removal of their lands from the ALR

Michele Deakin – Mid-Vancouver Island Habitat Enhancement Society – opposing the Shelly Farm being removed from the ALR

***Recommendation: THAT the City of Parksville is not prepared to have agricultural land used for anything other than agricultural purposes and that the February 29, 2008 petition presented to Parksville City Council at the April 14, 2008 Committee of the Whole meeting by Bud Shelly of Shelly Enterprises Ltd., requesting that the City affect the necessary changes and studies required for the removal of agricultural land at 450 Stanford Avenue / 270 A Shelly Road from the agricultural land reserve be denied.***

- (3) Director of Community Planning – Consideration of Amendments to Secondary Suite Zoning Regulations

*A process of reviewing the City's zoning with respect to secondary suites commenced in July, 2007. The focus of the review has been on the size limitation of 60 m<sup>2</sup> and whether or not it should be increased and also on whether or not the owner occupancy requirement should be removed. Council referred this topic to the Advisory Planning Commission (APC), Citizen's Advisory Committee (CAC) and developers and investments for comment. The comments are now in for Council's consideration.*

***Recommendation: THAT the report from the Director of Community Planning dated March 6, 2008 entitled "Consideration of Amendments to Secondary Suite Zoning Regulations" be received; AND THAT Staff be directed to advertise the current regulations so as to make it known that secondary suites are currently permitted on a wide spread basis and re-evaluate the impact of this in 12 months time.***

***Recommendation: THAT Staff be directed to prepare an amendment to the zoning bylaw to increase the maximum permissible size of a secondary suite from 60 square metres to 90 square metres.***

(4) Director of Community Planning – Status of Affordable Housing Policy Strategy Initiatives

*Staff is bringing forward an update regarding the many housing initiatives which are in progress. Each of the initiatives is itemized in the report, along with information about its current status.*

**Recommendation: THAT the report from the Director of Community Planning dated March 6, 2008 regarding the status of affordable housing policy strategy be received for information.**

(5) Manager of Current Planning – Implementation of Watercourse Protection Development Permit Areas Consistent with the Riparian Areas Regulation

*The Riparian Areas Regulation (RAR) requires the City to put in place regulations that establish protection of fish and fish habitat. This report details the implementation of these regulations.*

**Recommendation: THAT the report from the Manager of Current Planning dated April 3, 2008 entitled "Implementation of Watercourse Protection Development Permit Areas Consistent with the Riparian Areas Regulation" be received;**

**AND THAT Council direct Staff to commence the statutory process to amend the Official Community Plan for the inclusion of a watercourse protection development permit areas consistent with the provincial Riparian Areas Regulation.**

(6) Planner – Taking Downtown Revitalization Plan Details from Concept to Specification

*The goal of this report is to provide Council with information detail respecting the street fixture and furniture status of some aspects of the downtown revitalization report and also the plans for establishing these furniture and fixture items along the Albern Highway.*

**Recommendation: THAT the report from the Planner dated April 8, 2008 regarding design development of downtown revitalization details be received for information.**

(7) Director of Community Planning – Consideration of Options to Reduce or Eliminate New Single Family Subdivisions

**Recommendation: THAT the report from the Director of Community Planning dated July 25, 2007 entitled "Consideration of Options to Reduce or Eliminate New Single Family Subdivisions", be referred to the Committee of the Whole on April 28, 2008.**

b) Building Inspector – Summary of Permit Types March 2008 – Page 19

**Recommendation: THAT the Building Inspector's Summary of Permit Type report for March 2008 showing a cumulative year to date value of \$3,710,420, be received.**

c) Fire Chief – Monthly Incident and Inspection Reports March 2008 – Pages 20 to 21

**Recommendation: THAT the Fire Chief's Summary of Incident Type report for March 2008 showing a total of 37 calls and the monthly Inspection Report for March 2008 showing 12 inspections, be received**

- d) Director of Administrative Services – Reaffirm Vision & Mission Statements; Long Term Goals – Pages 22 to 28

*The City's Vision, Mission and Corporate Values statements and long term goals were established by Council to provide guidelines for both current and future Councils and staff when setting budgets and identifying projects and priorities. Prior to budget preparation they need to be reviewed so as to provide direction to staff.*

**Recommendation: THAT the Vision Statement, Mission Statement, Corporate Values and Long Term Goals Statement attached to the report from the Director of Administrative Services dated April 16, 2008 entitled "Approval of Vision & Mission Statements and Long Term Goals" be reaffirm by Council as guidelines for the preparation of the 2009 budget.**

- e) Chief Administrative Officer – Consideration of Development Cost Charge (Dcc) Waiver for the Lions Supportive Living Development at 205 East Jensen – Pages 29 to 31

*It is possible under the Local Government Act to exempt non profit rental housing from all or some of the applicable DCC's. Implementing a bylaw to do this on a general basis would provide certainty to the development community regarding Council's position regarding support for affordable housing. An appropriate percentage amount for a waiver would need to be established.*

**Recommendation: THAT if Council wishes to waive all or a portion of the DCC's that Staff be directed to prepare a bylaw, for Council's consideration, to waive the DCC's for the proposed Lions Supportive Living Development at 205 East Jensen at a rate to be determined by Council.**

- f) Chief Administrative Officer – Employee Code of Conduct – Pages 32 to 59

*This is to reintroduce to Council the Employee Code of Conduct. Significant consultation has occurred between management staff and the union and union employees since this subject was last presented to Council.*

**Recommendation: THAT the revised Policy No. 7.16 "Employee Code of Conduct" as attached to the report from the Chief Administrative Officer, dated April 17, 2008 entitled "Employee Code of Conduct", be approved.**

- g) Director of Community Planning – Quarterly Report (verbal report)

- h) Director of Administration – Quarterly Report (verbal report)

## 9. BYLAWS

- a) "Official Community Plan Amendment Bylaw, 2008, No. 1370.8" – Page 60  
*Affordable & Special Needs Housing - Text Amendment*

(i) **Recommendation: THAT "Official Community Plan Amendment Bylaw, 2008, No. 1370.8" be read a first time.**

- b) "Zoning and Development Amendment Bylaw, 2008, No. 2000.62" – Page 61  
*Definition of Affordable Housing - Text Amendment*

(i) **Recommendation: THAT "Zoning and Development Amendment Bylaw, 2008, No. 2000.61" be read a first time.**

- c) "Official Community Plan Amendment Bylaw, 2008, No. 1370.9" – Pages 62 to 73  
Text Amendment – Development Permit Area No. 26 – Watercourse Protection
  - (i) **Recommendation: THAT "Official Community Plan Amendment Bylaw, 2008, No. 1370.9" be read a first time.**
- d) "Fireworks Regulation Amendment Bylaw, 2008, No. 1427.1" – Page 74  
Amendment to allow storage of fireworks for wholesale purposes in the City of Parksville
  - (i) **Recommendation: THAT "Fireworks Regulation Amendment Bylaw, 2008, No. 1427.1" be read a first time.**
  - (ii) **Recommendation: THAT "Fireworks Regulation Amendment Bylaw, 2008, No. 1427.1" be read a second and third time.**
- e) "Council Remuneration and Expenses Bylaw, 2008, No. 1440" – Pages 75 to 78  
To provide for Council remuneration and expenses
  - (i) **Recommendation: THAT "Council Remuneration and Expenses Bylaw, 2008, No. 1440" be read a first time.**
  - (ii) **Recommendation: THAT "Council Remuneration and Expenses Bylaw, 2008, No. 1440" be read a second and third time.**

10. NEW BUSINESS

- a) Parksville Volunteer Fire Department – Request for Proclamation of Emergency Preparedness Week – May 4 to 10, 2008

WHEREAS Emergency Preparedness Week is designed to increase public awareness of the risks, planning and preparations that are necessary for any type of emergency. This is accomplished through the common and collaborative efforts of governments and other organizations of the emergency preparedness community;  
 AND WHEREAS While the City and Emergency Preparedness Committee is doing everything it can to prepare for disaster, residents also have an important role to play in ensuring their own safety during an emergency;  
 AND WHEREAS Emergency Preparedness is a shared responsibility and each of us can reduce the risk we face by better understanding what could happen and learning how to better prepare ourselves, our families and our community;  
 AND WHEREAS Each of us must understand the risks inherent to where we live and work, and undertake actions that reduce those risks. In this way, we can limit the extent to which an emergency affects us;  
 NOW THEREFORE, I, Sandy Herle, Mayor of the City Parksville declare the week of May 4 to 10, 2008 as "Emergency Preparedness Week" in the City of Parksville.

11. NOTICE OF MOTION

12. SPECIAL BUSINESS (Closed/In Camera)

13. ADJOURNMENT

# TO BE ADOPTED



## CITY OF PARKSVILLE

4466.  
APRIL 7, 2008

Minutes of the regular meeting of Council held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Monday, April 7, 2008 at 6:00 p.m.

**PRESENT:** Her Worship Mayor S. R. Herle

Councillors: C. R. Burger  
J. B. Johnston  
M. Lefebvre  
T. C. Patterson  
S. Powell  
C. Robinson

Staff: F. C. Manson, Chief Administrative Officer  
L. Taylor, Director of Administrative Services  
G. Jackson, Director of Community Planning  
G. O'Rourke, Director of Engineering & Operations  
A. Metcalf, Manager of Operations

### 1. ADOPTION OF MINUTES

Lefebvre - Powell  
08-070 THAT the minutes of the regular meeting of Council held March 17, 2008 be adopted. CARRIED.

### 2. APPROVAL OF AGENDA

*Mayor Herle noted that Item 8 (f) – Employee Code of Conduct has been withdrawn from the agenda.*

Burger - Powell  
08-071 THAT the April 7, 2008 Council meeting agenda be approved as amended. CARRIED.

### 3. PRESENTATIONS - Nil

### 4. DELEGATIONS - Nil

### 5. UNFINISHED BUSINESS

#### Measuring Up

Lefebvre - Johnston  
08-072 THAT Council authorize an application to the 2010 Legacies Now for a grant from the Measuring Up Accessibility and Inclusion Fund;  
AND THAT the Mayor and Director of Administrative Services be authorized to sign the Measuring Up Contribution Agreement on behalf of the City of Parksville. CARRIED.

08-073 Lefebvre - Burger  
THAT Council hear from Peter Doukakis regarding an Accessibility Program being sponsored by 2010 Legacies Now.  
CARRIED.

Mr. Doukakis advised that Parksville has been selected as one of the pilot municipalities for the Tourism Accessibility Assessment program. A survey will be done of each tourism facility to determine its accessibility rating.

6. CORRESPONDENCE - Nil

7. DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE - Nil

8. REPORTS

a) Committee of the Whole – March 26, 2008

08-074 THAT the report of the Committee of the Whole meeting held March 26, 2008 be received and the following recommendations considered:

(1) **Director of Engineering and Operations – Water Supply Agreement – Nanoose Water Connection**

Powell - Burger

THAT the report from the Director of Engineering & Operations, dated March 13, 2008, entitled "Water Supply Agreement – Nanoose Water Connection", be received;

AND THAT the Mayor and Director of Administrative Services be authorized to execute, on behalf of the City of Parksville, the Water Supply Agreement for the Nanoose water service area with the Regional District of Nanaimo for the period May 1, 2008 to and including April 30, 2013, as attached to the report from the Director of Engineering and Operations dated March 13, 2008 entitled "Water Supply Agreement – Nanoose Water Connection". CARRIED.

(2) **Planner – Issuance of Development Permit [371 Alberni Highway]**

Powell - Lefebvre

THAT the report from the Planner, dated February 21, 2008, entitled "Issuance of Development Permit (371 Alberni Highway)", be received;

AND THAT a Development Permit be issued to Oceanside Projects Ltd. to permit 26 townhouse units and associated site improvements on Lot 10, District Lot 14, Nanoose District, Plan 2536 except Plans 733 RW and VIP65392 (371 Alberni Highway);

AND THAT the Development Permit authorize a variance to reduce the front lot line setback from 4.5 metres to 2.43 metres to facilitate the siting of the building, subject to:

(a) A landscaping bond in the amount of \$118,501.35 be received prior to the issuance of the permit.

CARRIED.

**(3) Grant-In-Aid Select Committee – Spring 2008 Grant-In-Aid Applications**

Lefebvre - Powell

THAT the report from the Grant-In-Aid Select Committee, dated March 20, 2008, entitled "Spring 2008 Grant-In-Aid Applications", be received; AND THAT the Grant-In-Aid applications received for the period ending February 29, 2008 be approved and/or denied as follows:

Name of Organization	Requested	Approved/ Denied
Ballenas Secondary Dry Grad Committee	500.00	250.00
District 69 Citizens on Patrol (Speed Watch)	670.00	400.00
District 69 Family Resource Association (FRA)	700.00	400.00
The Nature Trust of BC (Brant Festival)	1,000.00	250.00
Oceanside Community Arts Council	1,000.00	300.00
Parksville & District Association for Community Living	500.00	300.00
Parksville & District Historical Society	500.00	300.00
Parksville & District Musical Association	200.00	200.00
Vancouver Island Opera (formerly Oceanside Lyric Ensemble)	1,500.00	100.00
Total		\$2,500.00

AND FURTHER THAT \$2,500.00 be allocated from the 2008 Grants-In-Aid budget. CARRIED.

**(4) Director of Administrative Services – 2008 Special Events Applications**

Burger - Powell

THAT the report from the Director of Administrative Services, dated March 19, 2008, entitled "2008 Special Events Applications", be received; AND THAT the following organizations be permitted use of City property and roads for a special event at the specified time and on the road outlined in the application attached to the report from the Director of Administrative Services dated March 19, 2008 entitled "2008 Special Events Applications":

A.L.S. Society of BC – "Mid-Island Walk for A.L.S." on June 8, 2008 12:00 – 2:30 p.m. (From PCTC plaza; up Craig Street to Hamilton Avenue; left on Hamilton Avenue to Corfield Street; down Corfield Street to Stanford Avenue; right on Stanford Avenue to Shelly Road; left on Shelly Road to Island Highway; left on Island Highway to Craig Street; left on Craig Street returning to PCTC);

Oceanside Hospice – "Hike for Hospice" on May 4, 2008 2:00 – 3:00 p.m. (Walking on Chattell Road to Greig Road and returning).

AND FURTHER THAT the approval for each event be granted on condition that the organizers adhere to their signed Terms and Conditions forms attached to the report from the Director of Administrative Services dated March 19, 2008 entitled "2008 Special Events Applications". CARRIED.



(5) **Chief Administrative Officer – Assignment of Shelly Park Centre Operating Agreement**

Burger - Johnston

THAT the report from the Chief Administrative Officer, dated March 7, 2008, entitled "Assignment of Shelly Park Centre Operating Agreement", be received;

AND THAT Council consent to the request from the Kinsmen Club of Parksville that the Shelly Park Centre Operating Agreement between the City and the Kinsmen Club of Parksville for the period of January 1, 2007 to December 31, 2011 be assigned to the Bard to Broadway Theatre Society. CARRIED.

(6) **Chief Administrative Officer – Renewal of Lease Agreement for the District 69 Arena**

Powell - Burger

THAT the report from the Chief Administrative Officer, dated March 18, 2008, entitled "Renewal of Lease Agreement for the District 69 Arena", be received;

AND THAT the Mayor and Director of Administrative Services be authorized to execute the Lease Agreement between the City of Parksville and the Regional District of Nanaimo for a specified area of land within the Community Park to operate the former District 69 Ice Arena for a further five year term commencing on the 1<sup>st</sup> day of June 2008 and ending on the 31<sup>st</sup> day of May 2013. CARRIED.

(7) **Councillor Lefebvre - Impact of Single Family Subdivisions – Urban Sprawl**

Lefebvre - Powell

THAT staff be requested to bring forward the report from the Director of Community Planning dated July 25, 2007 entitled "Consideration of Options to Reduce or Eliminate New Single Family Subdivisions" for Council's further consideration. CARRIED.

b) **Manager of Operations – Parksville Community Park Shoreline Protection Tender Award**

08-075 Johnston - Powell

THAT the report from the Manager of Operations, dated April 2, 2008, entitled "Parksville Community Park Shoreline Protection – Tender Award" be received;

AND THAT Council award the tender for "Parksville Community Park Beach Protection Project", in the amount of \$300,217.45 (including GST) to Windley Contracting Ltd.;

AND FURTHER THAT the award be contingent on final, unconditional approval of the project by the Ministry of Environment and Federal Department of Fisheries and Oceans. CARRIED.

c) **Director of Administrative Services – Council Remuneration Review**

Burger - Lefebvre  
08-076 THAT the report from the Director of Administrative Services, dated March 28, 2008, entitled "Council Remuneration Review" be received;  
AND THAT the following recommendation from the Citizens Advisory Committee be approved:  
THAT the annual remuneration paid to an individual Councillor be increased to \$11,600 effective January 1, 2009;  
AND THAT the annual remuneration paid to the Mayor be increased to \$28,300 effective January 1, 2009;  
AND THAT an annual adjustment equal to the Consumer Price Index increase be provided in 2010 and 2011;  
AND FURTHER THAT the remuneration be reviewed again in 3 years.  
AND FURTHER THAT the appropriate bylaw be forwarded to Council for reading consideration. CARRIED.

d) **Director of Administrative Services – Fireworks Bylaw Amendment**

Patterson - Powell  
08-077 THAT the report from the Director of Administrative Services, dated March 28, 2008, entitled "Fireworks Bylaw Amendment" be received;  
AND THAT the following recommendation from the Citizen's Advisory Committee be approved:  
"THAT 'City of Parksville Fireworks Regulation Bylaw, 2007, No. 1427', be amended to allow storage of fireworks for wholesale purposes, not to exceed a specified quantity as determined reasonable by the Parksville Fire Department";  
AND FURTHER THAT "Fireworks Bylaw, 2007, No. 1427.1" be advanced for reading consideration. CARRIED.

Johnston & Powell opposed.

Johnston - Powell  
08-078 THAT staff be requested to bring forward, for Council's consideration, an amendment to the zoning bylaw that would prohibit the storage of fireworks in residential zones. CARRIED.

e) **Chief Administrative Officer – Oceanside Tourism Association 2008 Fee for Services Agreement – *Deferred from March 17, 2008 Regular Meeting of Council***

Johnston - Lefebvre  
08-079 THAT the report from the Chief Administrative Officer, dated March 3, 2008, entitled "Oceanside Tourism Association 2008 Fee for Services Agreement" be received;  
AND THAT the Mayor and Director of Administrative Services be authorized to execute the 2008 Fee for Service Agreement with the Oceanside Tourism Association as set out in Schedule "1" attached to the Chief Administrative Officer's report dated March 3, 2008 entitled "Oceanside Tourism Association 2008 Fee For Services Agreement".  
AND FURTHER THAT the Mayor be authorized to provide a letter of support for the Oceanside Tourism Association's request to be designated as an eligible entity under S.3 of the Hotel Room Tax Act. CARRIED.

- f) **Chief Administrative Officer – Employee Code of Conduct**

WITHDRAWN FROM AGENDA

9. **BYLAWS**

- a) **"Zoning and Development Text Amendment Bylaw, 2008, No. 2000.60"**

Lefebvre - Powell  
08-080 THAT "Zoning and Development Amendment Bylaw, 2008, No. 2000.60" be read a third time. CARRIED.

- b) **"Zoning and Development Amendment Bylaw, 2008, No. 2000.61"**

Lefebvre - Powell  
08-081 THAT "Zoning and Development Amendment Bylaw, 2008, No. 2000.61" be read a third time. CARRIED.

10. **NEW BUSINESS**

- a) **PITCH-IN CANADA – Request for Proclamation of PITCH-IN CANADA Week – April 21 – 27, 2008**

Mayor Herle proclaimed:

WHEREAS hundreds of thousands of Canadians show their concern for the environment and their communities each year by participating in PITCH-IN CANADA projects to: refuse, reuse, recycle and properly dispose of waste; clean up and rejuvenate local neighbourhoods, green spaces, ravines, waterways and illegal dump sites; restore habitats; and to establish composting and recycling projects;

AND WHEREAS PITCH-IN CANADA, a national, community-based, organization comprised of eco-action and community volunteers, believes that maintaining a quality environment and encouraging civic pride is everyone's responsibility;

AND WHEREAS PITCH-IN CANADA encourages voluntary action to: keep communities clean and beautiful and restore and maintain a healthy environment;

NOW THEREFORE, I, Sandy Herle, Mayor of the City of Parksville declare the week of April 21 - 27, 2008 as "PITCH-IN CANADA Week" in the City of Parksville and invite all citizens in our community to actively participate in PITCH-IN CANADA'S OPERATION: Clean Sweep!

11. **NOTICE OF MOTION**

- a) **Mayor Sandy Herle – Vancouver Island North Film Commission (INFilm) – From March 17, 2008 Regular Meeting of Council**

Herle - Lefebvre  
08-082 THAT the City of Parksville contribute \$5000 in funding to the Vancouver Island North Film Commission (INFilm);  
AND THAT funding be provided from Council Contingency. CARRIED.

- b) Mayor Sandy Herle – Volunteer Appreciation Night – From March 17, 2008 Regular Meeting of Council

08-083 Herle - Powell  
THAT the Council of the City of Parksville host a Volunteer Appreciation Night on April 29 to recognize the volunteers in our community;  
AND THAT the funding be provided from Council Contingency. CARRIED.

- c) Mayor Sandy Herle – Dialysis – From March 17, 2008 Regular Meeting of Council

08-084 Herle - Patterson  
THAT the additional utility costs related to health issues such as home dialysis and treatment for kidney disease be investigated and a report be brought forward to Council outlining recommendations for assistance for these individuals. CARRIED.

12. SPECIAL BUSINESS (Closed/In Camera) – Nil

13. ADJOURNMENT

It was moved by Councillor Johnston and seconded by Councillor Powell that the meeting adjourn. CARRIED.

The meeting adjourned at 7:04 p.m.

Certified Correct.

\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Director of Administrative Services



REQUEST TO APPEAR AS A DELEGATION

TO BE HELD 26 Day - March Date, 2008 AT 6 P.M.

NAME OF PERSON MAKING PRESENTATION: **Deborah Davenport & Lynda Colbeck**  
[Please print]

NAME OF APPLICANT IF OTHER THAN ABOVE: \_\_\_\_\_  
[Please print]

NAME OF ORGANIZATION [if applicable]: **Building Learning Together Coalition**

Mailing address: **499 West Island Highway Parksville, BC**

Phone: 248-0476 or 248-3841 Fax: **248-0170**  
[Business]

**DETAILS:** [Please provide complete information on the nature of your presentation. If applicable, provide one set of submission documents in letter sized format for photocopying purposes. All requests and documentation must be received by the Administration Department by twelve noon on the Tuesday prior to the meeting date for consideration. Delegation requests that do not meet the criteria of *Delegations and/or Presentations to Council or Committee Policy 2.22* will not be processed.]

**Power point presentation updating council about the second annual We Believe in Kids Festival – a BLT initiative to promote family and early literacy in our community.**

**On Friday April 25<sup>th</sup>, the evening program at the PCCC will include community organizations hosting information tables; a Children's Silent Art Auction; a musical concert, presented by family entertainer Graham Walker, followed by a family dance.**

**On Saturday April 26<sup>th</sup>, over 15 organizations and businesses will host a family literacy activity at key venues throughout Parksville and Qualicum Beach from 10 am to 6 pm.**

NOTE: Any personal information on this form is collected for the purpose of administering the meetings of Council as noted in Section 26(c) of the *Freedom of Information and Protection of Privacy Act*.



City of PARKSVILLE

REQUEST TO APPEAR AS A DELEGATION

TO BE HELD Monday - April 21/08, 2008 AT 6:00 P.M.  
Day Date

NAME OF PERSON MAKING PRESENTATION: MICHELLE JONES & EDON KUHN  
[Please print]

NAME OF APPLICANT IF OTHER THAN ABOVE: \_\_\_\_\_  
[Please print]

NAME OF ORGANIZATION [if applicable]: Oceanside Development & Construction Assoc.

Mailing address: P.O. Box 616, Parksville V9P 2G7

Phone: 752-5214 - \_\_\_\_\_ Fax: 752-5216  
[Business] [Home]

DETAILS: [Please provide complete information on the nature of your presentation. If applicable, provide one set of submission documents in letter sized format for photocopying purposes. All requests and documentation must be received by the Administration Department by twelve noon on the Tuesday prior to the meeting date for consideration. Delegation requests that do not meet the criteria of *Delegations and/or Presentations to Council or Committee Policy 2.22* will not be processed.]

"Development Process Review" We will be bringing photocopies to hand out at the Council meeting.

NOTE: Any personal information on this form is collected for the purpose of administering the meetings of Council as noted in Section 26(c) of the Freedom of Information and Protection of Privacy Act.



City of PARKSVILLE

REQUEST TO APPEAR AS A DELEGATION

TO BE HELD Monday - April 21st, 2008 AT 6:00 P.M.  
Day Date

NAME OF PERSON MAKING PRESENTATION: MICHELLE JONES & EGON KUHN  
[Please print]

NAME OF APPLICANT IF OTHER THAN ABOVE: \_\_\_\_\_  
[Please print]

NAME OF ORGANIZATION [if applicable]: Oceanside Development & Construction Assoc.

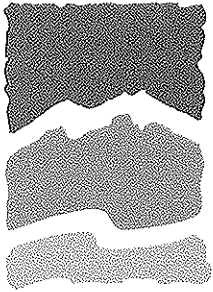
Mailing address: P.O. Box 612 Parksville, V4P 2G7

Phone: 752-6214 - \_\_\_\_\_ Fax: 752-6216  
[Business] [Home]

DETAILS: [Please provide complete information on the nature of your presentation. If applicable, provide one set of submission documents in letter sized format for photocopying purposes. All requests and documentation must be received by the Administration Department by twelve noon on the Tuesday prior to the meeting date for consideration. Delegation requests that do not meet the criteria of *Delegations and/or Presentations to Council or Committee Policy 2.22* will not be processed.]

"Affordable Housing" We will be bringing  
photocopies of the delegation to hand out at the  
Council meeting.

NOTE: Any personal information on this form is collected for the purpose of administering the meetings of Council as noted in Section 26(c) of the Freedom of Information and Protection of Privacy Act.



REGIONAL  
DISTRICT  
OF NANAIMO

AGENDA  
COUNCIL  
APR 21 2008  
DATE

March 31, 2008

RECEIVED  
APR 04 2008  
ADMINISTRATION  
CITY OF PARKSVILLE

City of Parksville  
PO Box 1390  
Parksville, BC  
V9P 2H3

**Attention: Laurie Taylor, Director  
Administrative Services**

Dear Ms. Taylor:

**Re: Liquid Waste Management Planning Service Establishment Bylaw No.  
1543**

The Board at its regular meeting of March 25, 2008 introduced and read three times the above noted amendment bylaw (copy attached). This bylaw proposes to establish a function for the review and implementation of the Liquid Waste Management Plan. As part of the approval process the District requires the City's consent to this bylaw.

It would be appreciated if your Council would endorse the following resolution:

MOVED \_\_\_\_\_, SECONDED \_\_\_\_\_, that the Council of the City of Parksville consents to the adoption of "Liquid Waste Management Planning Service Establishment Bylaw No. 1543, 2008" and FURTHER that the Regional District be notified accordingly.

Would you please return your consent to us following your next Council meeting.

If you have any questions, please do not hesitate to contact this office.

Sincerely,

*M. Pearse*

Maureen Pearse  
Sr. Mgr. of Corporate Administration

MMP:nat

Attachments

6300 Hammond Bay Rd.  
Nanaimo, B.C.  
V9T 6N2

Ph: (250)390-4111  
Toll Free: 1-877-607-4111  
Fax: (250)390-4163

RDN Website: [www.rdn.bc.ca](http://www.rdn.bc.ca)



# REGIONAL DISTRICT OF NANAIMO

## BYLAW NO. 1543

### A BYLAW TO ESTABLISH THE SERVICE OF LIQUID WASTE MANAGEMENT PLANNING WITHIN THE REGIONAL DISTRICT OF NANAIMO

WHEREAS under section 796 of the *Local Government Act*, a regional district may, by bylaw, establish and operate any service the Board considers necessary or desirable for all or part of the Regional District;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to establish a service pursuant to section 800.1(2)(b) of the *Local Government Act* for the purpose of liquid waste management planning;

AND WHEREAS the approval of the municipal participating areas has been obtained under section 801.4 of the *Local Government Act*;

AND WHEREAS the approval of the electoral participating areas has been obtained under section 801.5(b) of the *Local Government Act*;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained under section 801 of the *Local Government Act*;

NOW THEREFORE, the Board of the Regional District of Nanaimo, in open meeting assembled, enacts as follows:

1. **Service**

The service being established and to be operated is the service of liquid waste management planning (the "Service").

2. **Service Area Boundaries**

The boundaries of the Service Area are coterminous with the boundaries of the Regional District of Nanaimo (the "Service Area").

3. **Participating Areas**

The municipalities of Nanaimo, Lantzville, Parksville and Qualicum Beach and Electoral Areas 'A', 'B', 'C', 'E', 'F', 'G' and 'H' are the "Participating Areas" for the Service.

4. **Cost Recovery**

As provided in section 803 of the *Local Government Act*, the annual cost of providing this service shall be recovered by one or more of the following:

- (a) property value taxes imposed in accordance with Division 4.3 of Part 24 of the *Local Government Act*;
- (b) fees and charges imposed under section 363 of the *Local Government Act*;
- (c) revenues raised by other means authorized under this or another Act;
- (d) revenues received by way of agreement, enterprise, gift, grant or otherwise.

5. **Apportionment**

The costs shall be apportioned among the participating areas on the basis of 50% population and 50% on the basis of the converted value of land and improvements in the Service Area.

6. **Maximum Requisition**

In accordance with section 800.1(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned for the cost of the Service is the greater of:

- (a) One Hundred and Fifty Thousand (\$150,000.00) Dollars;
- (b) a property value tax rate of .005 per One Thousand (\$1,000.00) dollars that, when applied to the net taxable value of land and improvements in the Service Area, will yield the maximum amount that may be requisitioned for the Service.

7. **Citation**

This bylaw may be cited for all purposes as the "Liquid Waste Management Planning Service Establishment Bylaw No. 1543, 2008".

Introduced and read three times this 25th day of March, 2008.

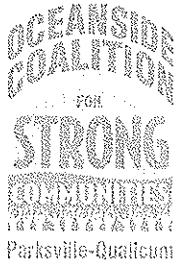
Received the approval of the Inspector of Municipalities this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
SR. MGR., CORPORATE ADMINISTRATION

Monday, April 14, 2008



Box 264,  
 Alberni Hwy  
 Parksville, BC  
 V9P 1J7  
 Tel: (250) 248-8592

Formed in 2002, the Oceanside Coalition for Strong Communities is a grassroots organization composed of volunteers from different backgrounds and experience who work together in a non-partisan way to expand the knowledge and vision needed for good citizenship.

Our goal is to protect the common good by supporting democratically managed public assets, responsive social programs, and a healthy environment in our community, province, and country.

**Respectfully submitted to:**

Mayor and Council  
 City of Parksville  
 PO Box 1390  
 Parksville, BC  
 V9P 2H3

**Hand delivered and  
 Via email to:**

Mayor Sandra R. Herle  
[sherle@parksville.ca](mailto:sherle@parksville.ca)

Councillor Chris R. Burger  
[chris.burger@telus.blackberry.net](mailto:chris.burger@telus.blackberry.net)

Councillor Barry Johnston  
[canimp@shaw.ca](mailto:canimp@shaw.ca)

Councillor Marc Lefebvre  
[janetmarc@shaw.ca](mailto:janetmarc@shaw.ca)

Councillor Teresa C. Patterson  
[tc.patterson@telus.blackberry.net](mailto:tc.patterson@telus.blackberry.net)

Councillor Susan E. Powell  
[kfsue@telus.blackberry.net](mailto:kfsue@telus.blackberry.net)

Councillor Charles Robinson  
[charlesrobinson05@shaw.ca](mailto:charlesrobinson05@shaw.ca)

Dear City Council,

This submission is made in response to proposals presently before City Council to support removals of farm land inside the City from protected status under BC's Agricultural Land Reserve.

The Oceanside Coalition for Strong Communities urges that agricultural land inside the City of Parksville and elsewhere be granted maximum protection for the future common good of all citizens. Therefore we oppose the petition(s) which is before Council today. In addition, we are concerned that farmers and the agricultural community should be treated fairly, consistently, and with appreciation for their valuable role in providing sustainable and affordable food for citizens. Lastly, we believe City Council should develop a new vision for the role of farmland in our community.

Looking at the variable past history of City Council decisions on this subject (i.e. November 2004), and anticipating an unpredictable future of ad hoc requests and petitions over time, we are lead to the inevitable conclusion that the City must declare an Urban Farm policy. Such a policy would create stability for owners of farmland as well as security and clarity for future buyers of that farmland.

We begin the following submission with a series of principles, facts and comments which explain the basis for our conclusions. These comments lead to seven recommendations for positive action which we urge the City of Parksville to undertake.

## **SECTION 1 Sustainability Principles – Guideposts to Decision Making**

- 1. Protect Public Trusts** like water, air, land and food production because they are essential to life and must be maintained over private interests.
- 2. Apply the Precautionary Principle.** Given the best information available, where there remains doubt about whether the outcome of an act will negatively affect the common good, decision-makers must err on the side of caution.
- 3. Maintain Resilience.** Resilience is the ability to withstand shock without catastrophic failure. A general rule for building resilience is to boost the ability of each part to take care of itself in a crisis or difficult situation.
- 4. Conserve Resources.** Relatively flat land suitable for agriculture is a finite resource.
- 5. Maintain Food Security.** In an unpredictable world of climate change and costly fuel, we must (a) increase local and provincial food self-sufficiency, (b) protect the land base, (c) promote environmentally sustainable farm practices, and (d) enable economic viability for food producers.

## **SECTION 2 Why do we lose urban and semi-urban agricultural land to real estate development?**

1. Local governments are able to get more taxes from subdivided land.
2. An owner of ALR land is able to get more money for the sale of his land for real estate than he/she can earn from food production.
3. Developers and others see opportunities for enrichment.
4. Decisions of local government can be influenced by occasional opposition from neighbours over alleged annoyance or pollution.
5. Removals are tolerated by the general public because there is a general disconnect between producers and consumers about how food is produced.

## **SECTION 3 What have we learned about the subdivision of farm land into small plots, i.e. 10-20 acres (4-8 hectares)?**

1. Historical evidence verifies that food production on Vancouver Island has fallen because of the division of large acreages into 10-20 acre plots, or smaller.
2. Errington is an example of a type of urban sprawl on ALR land. This land could be more productive if the plots had remained large enough to be economically viable.
3. Hobby farms are not a dependable source of food production.
4. It is rare for a family to be able to support itself on small plot agriculture.
5. Frequently, subdivision into so-called small plots is merely step #1 in continued fragmentation. Once subdivision occurs, the owner of a small ALR plot applies, in a very short time, to remove restrictions so that he/she can subdivide again.

**SECTION 4 Why should urban farm land stay in the ALR?**

1. **To contribute to food sovereignty**, food security and sustainability.
2. **To keep food costs affordable.** The end of cheap oil has already resulted in higher food costs. It is widely accepted that global demand for oil will outstrip new supplies. The long distance transportation of food will be more and more costly.
3. **To reduce greenhouse gas emissions** by reducing long distance hauling.
4. **To achieve better quality** food by shortening the distance from gate to plate.
5. **To preserve large plot sizes** for economic viability.

**RECOMMENDATIONS**

**SECTION 5 What is needed from the City of Parksville to enable successful agricultural production on its urban farmland?**

1. **Establish and define** in the Official Community Plan for the City of Parksville an enduring Urban Farm zoning classification which would require that a farm owner would have to pass the re-zoning process, complete with full citizen input, before Council could be asked to forward any removal application to the Agricultural Land Commission. Such an OCP zoning classification would discourage further ALR-removal applications to City Council. It would also provide for more consistency from one Council to another over time.
2. **Establish an urban farm policy** and recognize that the urban farmer is making a unique contribution to the well-being of the community.
3. **Make a commitment to long-term tenure** for agriculture so that an owner or a purchaser of the land may be assured of (a) his/her right to farm, and (b) appropriate supports from the City.
4. **Establish rules about what may be produced** in order to prevent unpleasant by-products of farm production. Conduct annual testing of land and groundwater for possible pollution.
5. **Assist the urban farmer** by subsidizing the cost of the farmer's obligation to mitigate dust and noise. Provide state-of-the-art composting for the use and benefit of the urban farmer as well as for citizens.
6. **Request provincial/federal inspection of products** from an urban farm to maintain reliable food safety standards.
7. **Establish a community garden** on appropriate land as soon as possible.

These recommendations are respectfully submitted by the  
**OCEANSIDE COALITION FOR STRONG COMMUNITIES**

---

Rick Sullivan, on behalf of OCSC

April 15, 2008

**REPORT TO:           MAYOR AND COUNCIL**  
**FROM:                COMMITTEE OF THE WHOLE**  
**SUBJECT:             APRIL 14, 2008 MEETING RECOMMENDATIONS**

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The following items were considered by the Committee of the Whole at its meeting held Monday, April 14, 2008:

**RECOMMENDATIONS**

- 1) **Neil Malbon & Doug Backhouse – Alberni Pacific Railway/Island Corridor Foundation**

**THAT** the City of Parksville send a letter of support to the Alberni Pacific Railway.

- 2) **Bud Shelly & Murray LePlante – Shelly Enterprises Ltd – removal of their lands from the ALR**

**Michele Deakin – Mid-Vancouver Island Habitat Enhancement Society – opposing the Shelly Farm being removed from the ALR**

**THAT** the City of Parksville is not prepared to have agricultural land used for anything other than agricultural purposes and that the February 29, 2008 petition presented to Parksville City Council at the April 14, 2008 Committee of the Whole meeting by Bud Shelly of Shelly Enterprises Ltd., requesting that the City affect the necessary changes and studies required for the removal of agricultural land at 450 Stanford Avenue / 270 A Shelly Road from the agricultural land reserve be denied.

- 3) **Director of Community Planning – Consideration of Amendments to Secondary Suite Zoning Regulations**

**THAT** the report from the Director of Community Planning dated March 6, 2008 entitled "Consideration of Amendments to Secondary Suite Zoning Regulations" be received;  
**AND THAT** Staff be directed to advertise the current regulations so as to make it known that secondary suites are currently permitted on a wide spread basis and re-evaluate the impact of this in 12 months time.

**THAT** Staff be directed to prepare an amendment to the zoning bylaw to increase the maximum permissible size of a secondary suite from 60 square metres to 90 square metres.

4) **Director of Community Planning – Status of Affordable Housing Policy Strategy Initiatives**

THAT the report from the Director of Community Planning dated March 6, 2008 regarding the status of affordable housing policy strategy be received for information.

5) **Manager of Current Planning – Implementation of Watercourse Protection Development Permit Areas Consistent with the Riparian Areas Regulation**

THAT the report from the Manager of Current Planning dated April 3, 2008 entitled "Implementation of Watercourse Protection Development Permit Areas Consistent with the Riparian Areas Regulation" be received;

**AND THAT** Council direct Staff to commence the statutory process to amend the Official Community Plan for the inclusion of a watercourse protection development permit areas consistent with the provincial Riparian Areas Regulation.

6) **Planner – Taking Downtown Revitalization Plan Details from Concept to Specification**

THAT the report from the Planner dated April 8, 2008 regarding design development of downtown revitalization details be received for information.

7) **Director of Community Planning – Consideration of Options to Reduce or Eliminate New Single Family Subdivisions**

THAT the report from the Director of Community Planning dated July 25, 2007 entitled "Consideration of Options to Reduce or Eliminate New Single Family Subdivisions", be referred to the Committee of the Whole on April 28, 2008.



MAYOR SANDY HERLE, Chair  
COMMITTEE OF THE WHOLE

CITY OF PARKSVILLE  
BUILDING INSPECTOR'S MONTHLY REPORT  
March-08

March-08

PERMIT TYPE	Mar-08	Units	VALUE OF PERMITS	2008 YTD NO	2008 YTD Units	2008 RUNNING TOTAL
RESIDENTIAL - Single Family Dwelling	1	1	188,310	13	13	2,715,575
- Alterations/Additions SFD	5		50,095	8	0	139,275
- Multi Family Dwelling:						
- Single townhouse unit				4	4	554,580
- Apartment building				0	0	0
- Alterations/Additions MF:						
- Single townhouse unit				1	0	39,800
- Apartment building				0	0	0
COMMERCIAL - Permits	1		8,000	1	0	8,000
- Alterations/Additions	1		25,000	3	0	244,200
- Residential				0	0	0
INDUSTRIAL - Permits				0	0	0
- Alterations/Additions	1		1,500	1	0	1,500
- Residential				0	0	0
INSTITUTIONAL - Permits				0	0	0
- Alterations/Additions				0	0	0
MOVING				0	0	0
ACCESS				0	0	0
DEMOLITION	1		0	2	0	0
SIGNS	1		1,190	4	0	7,490
Irrigation Permits (backflow protection)				0	0	0
Service Connections				1	0	0
<b>TOTALS:</b>	<b>11</b>	<b>1</b>	<b>274,095</b>	<b>38</b>	<b>17</b>	<b>3,710,420</b>

TOTAL NUMBER AND VALUE  
OF PERMITS MONTHLY

11	1	274,095
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March-07

PERMIT TYPE	Mar-07	Units	VALUE OF PERMITS	2007 YTD NO OF PRMTS	2007 YTD Units	2007 RUNNING TOTALS
RESIDENTIAL - Single Family Dwelling	5	0	1,147,045	8	0	1,732,459
- Alterations/Additions SFD	4	0	68,000	8	0	115,400
- Multi Family Dwelling	9	9	1,334,010	9	9	1,334,010
- Alterations/Additions MF	0	0	0	0	0	0
COMMERCIAL - Permits	8	8	1,040,875	9	8	1,115,115
- Alterations/Additions	2	0	7,500	6	0	23,500
- Residential	0	0	0	0	0	0
INDUSTRIAL - Permits	0	0	0	0	0	0
- Alterations/Additions	0	0	0	0	0	0
- Residential	0	0	0	0	0	0
INSTITUTIONAL - Permits	1	0	1,000,000	1	0	1,000,000
- Alterations/Additions	1	0	1,000	2	0	30,000
MOVING	0	0	0	0	0	0
Access	0	0	0	0	0	0
DEMOLITION	0	0	0	0	0	0
SIGNS	5	0	14,425	13	0	32,664
Irrigation Permits (backflow protection)	0	0	0	0	0	0
Service Connections	0	0	0	2	0	0
<b>TOTALS:</b>	<b>35</b>	<b>17</b>	<b>4,612,855</b>	<b>58</b>	<b>17</b>	<b>5,383,148</b>

TOTAL NUMBER AND VALUE  
OF PERMITS MONTHLY  
PREVIOUS YEAR

35	17	4,612,855
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**PARKSVILLE FIRE DEPARTMENT  
MONTHLY INCIDENT REPORT  
MARCH 2008**

Incident Type Description	Reponse Time (Avg)	Incident Duration (Avg)	Total Loss (Sum)	Total Saved (Sum)	Total Manpower (Avg)	Total Manhours (Sum)
8 Alarms (accidental)	3 min 60 sec	22 min 16 sec	\$0.00	\$0.00	5.9	20.30
4 Burning complaints	4 min 26 sec	18 min 58 sec	\$0.00	\$0.00	1.0	1.50
2 Dumpster fires	2 min 25 sec	36 min 27 sec	\$0.00	\$0.00	17.0	21.50
3 Equipmt. Maintenance	0	2 hrs.	\$0.00	\$0.00	3.3	20.00
3 Fires (No \$ loss)	6 min 47 sec	37 min 10 sec	\$0.00	\$0.00	7.3	16.00
2 First Response	1 min 34 sec	32 min 56 sec	\$0.00	\$0.00	12.5	12.30
1 Gas leak (natural gas)	5 min 37 sec	1 hr. 13 min 30 sec	\$0.00	\$0.00	11.0	13.80
1 Hazardous materials	6 min 30 sec	1 hr. 1 min. 43 sec	\$0.00	\$0.00	13.0	13.00
7 Motor Vehicle Incidents	5 min 23 sec	24 min 7 sec	\$0.00	\$0.00	2.1	8.80
1 Pedestrian/Cyclist struck	6 min 8 sec	12 min 28 sec	\$0.00	\$0.00	1.0	0.30
1 Public Education	0	1 hr.	\$0.00	\$0.00	4.0	4.00
1 Rescue (inside FPA)	5 min 36 sec	37 min 40 sec	\$0.00	\$0.00	10.0	7.50
2 Rescue (outside FPA)	2 min 10 sec	15 min 57 sec	\$0	\$0.00	7.0	3.50
1 Structure fire (single family)	8 min 16 sec	4 hrs. 10 min 25 sec	\$198,000.00	\$337,000.00	23.0	97.80
<i>Training</i>						
37	4 min 7 sec	42 min 11 sec	\$198,000.00	\$337,000.00	6.3	578



# Parkville Volunteer Fire Department

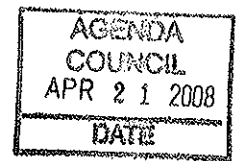
160 W. Jensen Avenue, P.O. Box 1390, Parkville, B.C. V9P2H3 - Phone: (250) 248-3242 Fax: (250) 248-3925

Visit us on the WEB @ [WWW.PVFD.CA](http://WWW.PVFD.CA)

## MONTHLY INSPECTION REPORT, MARCH 2008

<u>OCCUPANCY</u>	MAR	YTD TOTAL
MERCANTILE	1	45
OFFICE	0	14
DRYCLEANERS	0	0
SERVICE STATION	0	5
RESTAURANTS	0	6
ASSEMBLY	0	14
HOTEL/MOTEL	9	9
SCHOOLS	0	1
DAYCARE/PRESCHOOL	0	1
VACANT AT INSP	0	0
APARTMENTS	2	6
INDUSTRIAL	0	3
F.S. PLAN REVIEW	0	0
COMMUNITY CARE	0	0
REINSPECTIONS	0	0
<u>MONTHLY TOTAL</u>	12	104

**FIRE PREVENTION SAVES LIVES AND REDUCES PROPERTY LOSS!**



April 16, 2008

**MEMO TO: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER**  
**FROM: LAURIE TAYLOR, DIRECTOR OF ADMINISTRATIVE SERVICES**  
**SUBJECT: REAFFIRM VISION & MISSION STATEMENTS; LONG TERM GOALS**

---

**ISSUE**

Reaffirm the Vision & Mission Statements, Corporate Values and Long Term Goal Statements established by the Council

**EXECUTIVE SUMMARY**

The City's Vision, Mission and Corporate Values statements and long term goals were established by Council to provide guidelines for both current and future Councils and staff when setting budgets and identifying projects and priorities. Prior to budget preparation they need to be reviewed so as to provide direction to staff.

**REFERENCES:**

*Vision Statement*  
*Mission Statement*  
*Corporate Values*  
*Long Term Goals*

**BACKGROUND**

The City's Vision, Mission and Corporate Values statements and long term goals were established by Council during several meetings in the fall of 2007 and were formally approved in January 2008. At the time of the approval it was anticipated that these documents would provide guidelines for both current and future Councils and staff when setting budgets and identifying projects and priorities. In anticipation of staff starting to work on the 2009 budget, it is now appropriate for Council to reaffirm these documents to ensure they still convey Council's direction for staff to use as a guideline for preparation of the 2009 budget.

**OPTIONS**

1. Approve the Vision, Mission and Corporate Values statements and Long Term Goals
2. Not approve the statements

**ANALYSIS**

Staff recommends Option #1. These documents were only approved in January of this year and there have not been any major shifts in corporate direction since that time.

**SUSTAINABILITY/ENVIRONMENTAL IMPLICATIONS**

None

**FINANCIAL IMPACT**

None

**RECOMMENDATION**

**THAT** the Vision Statement, Mission Statement, Corporate Values and Long Term Goals Statement attached to the report from the Director of Administrative Services dated April 16, 2008 entitled "Approval of Vision & Mission Statements and Long Term Goals" be reaffirm by Council as guidelines for the preparation of the 2009 budget.

Respectfully submitted,



\_\_\_\_\_  
**LAURIE TAYLOR**  
Director of Administrative Services

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:



\_\_\_\_\_  
**FRED C. MANSON, CGA**  
Chief Administrative Officer



### **VISION STATEMENT**

We aspire to be the City of choice for ourselves and future generations in a clean, safe, friendly, economically viable and sustainable environment.

### **MISSION STATEMENT**

To provide good governance, prudent financial management, enhancing Parksville's lifestyle through effective leadership, community involvement and commitment to providing services in an effective, efficient manner to all residents.

### **CORPORATE VALUES**

#### **WE VALUE:**

#### **Quality Service**

We succeed by focusing our attention on serving the citizenry of our community. We believe in proactively involving our citizens in identifying community needs and deciding upon solutions.

#### **Fiscal Responsibility**

We are the caretakers of our City. We believe that implementing our community vision requires careful financial planning and accountability to our citizens. We will be fair and prudent and our expenditures will be affordable. We will save for our community's future.

#### **Environmental Awareness**

We are proud of our land and our water. Its fragility and the resources it provides us deserve our respect. We believe that we will keep our community lively and healthy by preserving, protecting and rehabilitating our natural environment.

#### **Inclusiveness**

We will foster an environment which stimulates professional excellence and encourages contributions by all employees.

## **City of Parksville Long Term Goals Statement**

### ***Introduction***

The purpose of this long term goals statement is to express a shared vision of sustainable prosperity, success and liveability for the City of Parksville. Council is committed to a prosperous future for the City and has created this long term goals statement to assist Council and staff in their work and decision making. This is a living document and will be reviewed annually by future Councils to address changing community values.

### ***Parksville – A prosperous people-oriented coastal BC city.***

Parksville is a vibrant coastal city with a long interesting history of many chapters. Parksville is a regional center and one of the most desirable and beautiful places to live in Canada. It has a wealth of beaches, forests, rivers, aquatic life, wildlife, and resources. The people of Parksville represent some of the most talented, successful, engaged and artistic people in the Province.

The City will offer the things its residents and visitors need in order to work, play and live a high quality of life. To achieve this we, as City Council and Staff, work to protect and enhance the unique assets that Parksville has and will continue to do so by pursuing the following goals:

### ***Land Use Goals***

Parksville will become a dynamic city that supports residents of all ages while keeping its “small city” feel and charm. It will do so with an appropriate mix of commercial and residential land uses that offer a wide diversity of housing, services and activities.

1. Following smart growth principles, the City will develop using a structure of nodal neighbourhoods.
2. Nodal centers will strongly favour pedestrians, cyclists and small electric vehicles over the automobile.
3. The city will be structured with a clear public centre that is well connected to all areas. This will incorporate roads plus a network of parks, public spaces and greenways.
4. A high level of housing type diversity will provide homes for residents at all stages of life.
5. The commercial area will support boutique style stores with a strong presence of work/live and cottage industry uses.
6. A secure base of light industrial land will be preserved to support Parksville's economy.
7. Educational and research facilities will be encouraged to provide jobs and support a high level of cultural diversity and expression.
8. Agricultural land and sensitive ecosystem areas will be protected throughout the city to preserve its environmental health and future food resource base.

### ***Transportation Goals***

All modes of transportation will be accommodated in a way that creates a safe and sustainable city. Parksville will become a highly accessible community.

1. The downtown will focus on local access with a clear priority for pedestrians, cyclists and scooters over automobiles. This will include a comprehensive and well defined sidewalk and cycling network interconnecting the entire community.
2. The impact of parking will be minimized through good design. Pedestrian only zones will be created where appropriate.

3. Local and downtown streets will be traffic-calmed with ample room for businesses and institutions to have a strong presence on the sidewalks for commercial vitality.
4. Goods movement will be on well marked and defined routes to minimize negative impacts on residential and pedestrian areas.
5. Parksville will be well connected to its region through roads, efficient and effective public transit, park & ride facilities and supporting rail links, stressing access to the regional hospital. It will further support transportation requirements of the tourist industry in particular with links to ferries and airports.
6. Parksville will demonstrate leadership in preparing for alternative and more sustainable transportation modes that reduce both energy use as well as air and greenhouse gas emissions.

### ***Utility Infrastructure Goals***

We will pursue sustainability, excellence and innovation in the design, responsible fiscal development and management of our utility infrastructure systems, addressing both supply and demand dimensions.

1. Parksville will work closely with the community and its regional funding partners.
2. A healthy and secure supply of water will be provided to the community.
  - Usage guidelines will require a very high degree of efficiency in buildings and landscapes to ensure the City's water supply is abundant for the future.
  - The City will work with other levels of government to protect watersheds to ensure a healthy and safe supply of water in perpetuity.
  - Rainwater will be treated as a resource. It will be harvested for re-use or percolated back into the groundwater across the community with appropriate treatment as needed, including the use of permeable paving and bioswales.
3. The City's wastewater will be treated in an ecologically benign manner and the re-use of treated wastewater promoted wherever appropriate.
4. The City supports zero-waste goals and will work to minimize or eliminate all wastes sent to the landfill in favour of recycling, re-use and product stewardship practices by businesses and residents.
5. The City supports use and generation of local, clean and renewable energy sources wherever possible and promotes high levels of energy efficiency throughout the community.
6. The City works with the community to encourage participation in conservation measures to address climate change.

### ***Built Form and Character Goals***

Through its building form, Parksville will, visibly be a contemporary westcoast city.

1. Parksville will express its own unique identity, including a strong presence of the waterfront and coastal style architecture and materials.
2. It will build on a foundation of heritage and small city character.
3. It will maintain a high quality of urban design.
4. Green buildings and development patterns will be required and high levels of innovation such as through the LEED green building rating system are encouraged.
5. Downtown buildings will support medium density and mixed uses with upper levels being stepped back from the sidewalks to maintain a strong sense of human-scale architecture.
6. The City will support a select number of "signature or landmark character buildings" to celebrate Parksville's heritage.

**Landscape Goals**

Parksville will be known for its extensive network of interconnected public trails, parks, greenways, ecologically protected areas, public beachfront and the Englishman River estuary.

1. Environmental education will be highlighted and part of everyone's experience in Parksville.
2. Ecosystem protection and enhancement will be addressed in every development for environmental health and the quality of life in Parksville.
  - a. This will include use of native plants in gardens and parks.
3. The City will offer a wide range of recreation for all ages, with special emphasis on the waterfront walkway.
4. A public area will be created in the downtown to serve as the heart of the community.
5. Local residents and businesses will have a strong sense of ownership of boulevards and adjacent sidewalks to support the beauty of the City's landscapes.
6. Food will be celebrated in the landscape by incorporating community gardens in multi-family areas, and public parks.
7. Farmer's markets will be promoted, to support the surrounding agricultural community and local residents' desire for locally produced goods.

**Arts and Culture Goals**

Parksville will be renowned for the quality and diversity of its arts community. This will include visual art, performing art, sculpture, theatre, music and other art forms.

1. Festivals will be encouraged throughout the year through a wide range of partnerships to profile the richness of Parksville's arts community including First Nations.
2. Art will be included within the City's sidewalks and plazas.
3. Art will be integrated with new developments and existing areas of the City.
4. The City's heritage will be well supported and stories from the community's past made visible.
5. The tourism industry is encouraged to actively support local arts and culture in order to profile the strong presence of artists in the community.

**Economic Goals**

Parksville's economic development foundation will support its overall community goals.

1. We will develop increasingly diverse economic goals for all seasons, including commercial, office, retail, clean industrial, service industries, industries that support the resource sector and others.
2. Parksville will continue to excel as a vibrant tourist destination highlighting its competitive position and its natural beauty and small city character.
3. We will achieve additional market share and facilities for conferences and conventions. Related activities will bring more people to Parksville – and draw them back again and again.
4. Building on its beauty and lifestyle, the City will support a growing high tech and related industry cluster, medical services and educational institutions.
5. Attracting and supporting families and young professionals will be encouraged.
6. The City will take measures to support these goals including development of business incubator areas and including these goals and strategies in business recruitment and retention work.



**Social Health Goals**

Parksville recognizes that its economic and social health are closely linked.

1. The social community in Parksville will be healthy and the City will strive to offer a high quality of life to all who live here.
2. Affordable housing, education, training, and services will be available to the entire community.
3. We will ensure all businesses in Parksville have a strong labour force to support the City's prosperity. This will include those who work in the service and tourism industry.
4. Parksville will offer employment and lifestyle opportunities for all social and economic standings of its population.
5. The City continues to support community and recreational facilities and services that serve all age groups, including families, youth and seniors.
6. A healthy sense of community commitment and volunteerism will continue as a cornerstone of the local culture.

**Civic Facilities and Services Goals**

Parksville is the centre of social support services for the region.

1. It will offer a high level of barrier free services to both residents and visitors.
2. The City's facilities will be provided in its own green facilities that are energy efficient and environmentally friendly.
3. Collaboration with the Federal and Provincial Governments, regional partners, and community volunteer organizations is important and will continue.
4. The City's police, fire, emergency response capacity and medical facilities and services will be excellent and well supported both with full time and volunteer elements.
5. An effective dialogue process will exist to facilitate communication with the community and other levels of government to identify what services and facilities exist, what additional ones the community needs and the most cost effective way to approach delivery of all services and facilities.

**Governance Goals**

The City of Parksville's governance process is transparent, accountable and accessible.

1. It supports informed dialogue between Council, staff, the community, regional partners and other levels of government.
2. Recognizing youth as a future generation of community leaders will be a priority in the governance process.
3. Council and staff will be effective and efficient in working together to manage the City and address its issues.
4. This work will be guided by visionary and pragmatic planning perspectives that represent community priorities and provide stability and direction lasting beyond any particular Council's mandate.
5. The City will continue to have an excellent working relationship with its regional partners and make decisions based on a comprehensive base of information, including sustainable levels of performance and resource use in the region.

The City's approach to sustainability will be highly visible and understood by the resident's through a wide range of clear and effective communication channels that will be developed with the community.

April 16, 2008

**REPORT TO: HER WORSHIP THE MAYOR AND MEMBERS OF COUNCIL**

**FROM: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER**

**SUBJECT: CONSIDERATION OF DEVELOPMENT COST CHARGE (DCC) WAIVER FOR THE LIONS SUPPORTIVE LIVING DEVELOPMENT AT 205 EAST JENSEN**

**Issue:**

Consideration of DCC waiver for Lion supportive living development at 205 East Jensen.

**Executive Summary:**

It is possible under the *Local Government Act* to exempt non profit rental housing from all or some of the applicable DCC's. Implementing a bylaw to do this on a general basis would provide certainty to the development community regarding Council's position regarding support for affordable housing. An appropriate percentage amount for a waiver would need to be established.

**References:**

Excerpt from the *Local Government Act*, Section 933 [12]

**Background:**

The Parkville Lions Club has made a request to Council that the Development Cost Charges that would normally apply to the supportive living development they are proposing for 205 East Jensen be waived by Council under the provisions of Section 933 (12) of the *Local Government Act*. The Lions have also asked for a response to their request before the end of April in order that they can complete and submit their federal and provincial funding applications.

To date staff does not have a formal application from the Lions for their proposed development. Accordingly the actual amount of the applicable DCC is unknown. Staff has had discussion with the Lions who have provided preliminary design figures and from those designs the approximate DCC's have been calculated as follows:

Road	41,701.92
Storm	10,297.56
Water	143,568.88
Sanitary	11,662.04
Open Space	<u>111,976.17</u>
Total	<u>319,206.57</u>

As Council is aware, for everything other than single family dwellings, DCC's are applicable upon building permit application. It is anticipated that for this project, the new DCC rates will be in place before this development has progress to the point where it would be appropriate for the Lions to submit their building permit application. Accordingly the figures presented above are based on the proposed new DCC rates. The actual amount that is waived will depend upon both the actual new DCC rates approved by Council and the actual size of the building upon building permit application.

**Options:**

Council may:

1. Waive all or a portion of DCC's.
2. Decline the request.

**Sustainability/Environmental Analysis:**

Providing diverse and appropriate housing is a basic principal of social sustainability.

**Financial Implications:**

Whatever portion is waived by Council will have to be funded from other City funding sources in order to maintain the DCC capital program.

**Recommendation:**

**THAT** the report dated April 16, 2008 from the Chief Administrative Officer regarding the request for Council to waive the DCC's for the proposed Lions Supportive Living Development at 205 East Jensen for non profit rental and supportive living housing be received;

**AND THAT** if Council wishes to waive all or a portion of the DCC's that Staff be directed to prepare a bylaw, for Council's consideration, to waive the DCC's for the proposed Lions Supportive Living Development at 205 East Jensen at a rate to be determined by Council.



\_\_\_\_\_  
Fred C. Manson, C.G.A.

**DIRECTOR OF FINANCE COMMENTS:**

If the City chooses to fund DCC's waived, it could have a big impact on the financial plan depending on the amount waived. New revenues may have to be found to replace the lost DCC's (i.e. borrowing) or costs cut elsewhere as our prior year surplus is extremely low in our 5 year plan.

  
\_\_\_\_\_  
L. BUTTERWORTH, C.G.A.

**DIRECTOR OF COMMUNITY PLANNING COMMENTS:**

There are also some adjustments required to the zoning to facilitate this development. Staff will commence this work.

  
\_\_\_\_\_  
GAYLE A. JACKSON

(iv) section 729 of the *Municipal Act*, R.S.B.C. 1979, c. 290, before the repeal of that section became effective,

for park land or for specific services outside the boundaries of land being subdivided or developed, and

(b) the park land or services referred to in paragraph (a) are included in the calculations used to determine the amount of a development cost charge, the amount of the fee or charge imposed or the value of the requirement made, as referred to in paragraph (a), must be deducted from those classes of development cost charges that are applicable to the park land or the types of services for which the fee or charge was imposed or the requirement was made.

(Sub) Jul 28/97

(Am) Sep 28/99

(8) Despite a bylaw under subsection (1),

(a) if an owner has, with the approval of the local government, provided or paid the cost of providing a specific service, outside the boundaries of land being subdivided or developed, that is included in the calculations used to determine the amount of a development cost charge, the cost of the service must be deducted from the class of development cost charge that is applicable to the service, and

(b) if a work required to be provided under an agreement under section 937.1 (2) is included in the calculations used to determine the amount of a development cost charge, the following amounts are to be deducted from the development cost charge that would otherwise be payable for that class of work:

(i) for a development cost charge payable by a developer for a work provided by the developer under the agreement, the amount calculated as

(A) the cost of the work

less

(B) the amount to be paid by the municipality to the developer under section 937.1 (3) (b), other than an amount that is an interest portion under section 937.1 (6) (c);

(ii) for a development cost charge payable by a person other than the developer referred to in subparagraph (i), the amount calculated as

(A) the amount charged under section 937.1 (2) (b) to the owner of the property

less

(B) any interest portion of that charge under section 937.1 (6) (c).

(Am) Sep 28/99

(9) If a board or greater board has the responsibility of providing a service or park land referred to in subsection (2) in a participating municipality, the board or greater board may, by bylaw under subsection (1), impose a development cost charge that is applicable within that municipality.

(10) The municipality must collect and remit a development cost charge imposed under subsection (9) to the regional district or greater board in the manner provided for in the bylaw.

(Sub) Jan 01/04

(11) As a restriction on

(a) sections 176 (1) (c) [*corporate powers – assistance*] and 183 [*assistance under partnering agreements*], and

(b) sections 8 (1) [*natural person powers*] and 21 [*partnering agreements*] of the *Community Charter*,

a local government must not provide assistance by waiving or reducing a charge under this section.

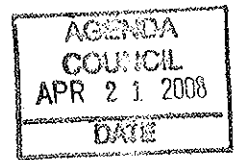
(Sub) Mar 27/03

(12) As an exception to subsection (11), a local government may provide assistance by waiving or reducing a charge under this section for not for profit rental housing, including supportive living housing.

(Add) Mar 27/03

(13) The minister may make regulations defining what constitutes not for profit supportive living housing for the purposes of subsection (12).

RS1979-290-983(2) to (8), (10) and (12), 1985-79-8; 1987-14-40; 1989-59-17; 1990-32-8; 1995-53-90; 1996-16-3; 1997-25-147; 1998-34-203; 1999-37-205; 2003-15-16; 2003-52-393; 2004-34-15; 2007-6-28.



April 17, 2008

**MEMO TO: HER WORSHIP THE MAYOR AND MEMBERS OF COUNCIL**

**FROM: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER**

**SUBJECT: EMPLOYEE CODE OF CONDUCT**

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**ISSUE:**

Consideration of Policy No. 7.16 – Employee Code of Conduct (revised).

**SUMMARY**

This is to reintroduce to Council the Employee Code of Conduct. Significant consultation has occurred between management staff and the union and union employees since this subject was last presented to Council.

**REFERENCES**

Draft Policy no. 7.16 – Employee Code of Conduct (revised).

Memo dated August 28, 2007 from the Director of Administrative Services regarding the Employee Code of Conduct.

Letter dated September 7, 2007 from CUPE Local 401 regarding the Employee Code of Conduct.

**BACKGROUND**

The City of Parksville currently does not have a Council approved "Employee Code of Conduct". This was noted by the City's Auditor in their 2006 Audit Management Letter to Council along with their recommendation that the City adopt an Employee Code of Conduct to "provide management with tools to communicate the need for integrity and ethical values to the employees of the City".

As a result of the Auditor's recommendation, Council instructed staff to prepare and implement an Employee Code of Conduct. This subject was brought before Council for consideration at the August 20, 2007 Incamera meeting of Council and again on September 5, 2007 at the Corporate Services Committee meeting at which the following recommendation to Council was made:

"That the report from the Director of Administrative Services dated August 28, 2007 entitled "Employee Code of Conduct" be received;  
AND THAT Policy No. 7.16 "Employee Code of Conduct" be approved."

Subsequent to the Corporate Services Committee meeting the letter dated September 7, 2007 from CUPE Local 401 was received outlining a number of concerns expressed by the union regarding the proposed Employee Code of Conduct.

Since receipt of that letter management staff has worked extensively with the Union to address their concerns and have also held numerous meetings which included all City staff to:

- Explain the rationale behind the need for and the timing of implementation of an "Employee Code of Conduct"
- Listen to their concerns, and
- To directly answer questions and/or to provide explanations and interpretations of how the code and how it would be administered.

The revised version of the proposed "Employee Code of Conduct" attached to this memo is the end result of those meetings.

As mentioned above, management has done extensive work with the Union through our labour relations committee and has taken the time to meet with all employees of the city at the various departmental staff meetings to go over the points contained in the September 7, 2007 letter from the City's union employees. Through these meetings and up to the last labour relations committee meeting, when management again gave the Union a further opportunity to comment, the general feeling of management staff was that with the exception of personal use of City property, there was a general acceptance of the Code of Conduct. Accordingly this item was put on the April 7, 2008 regular Council meeting agenda for Council's consideration.

Late afternoon of April 7, management received a call from the Union's City of Parksville 2<sup>nd</sup> Vice President indicating that the statement in the staff report attached to the agenda saying that the Union was in acceptance of the code of conduct was incorrect and that the City's Union employee's still in fact did not feel "any" code of conduct was necessary. This was a total surprise, as this was not the feeling received by management during the numerous staff meetings and this message certainly had not been conveyed by the Union when the issues was again discussed at a labour relation committee meeting held just prior to this issue again been brought before Council.

Management is aware that the Union is having a general meeting with City union staff regarding this issue late in the afternoon of April 17, 2008 which will be subsequent to this report. The union has promised a letter to the City regarding the outcome of that meeting. Upon receipt, the letter will be circulated as a late attachment to this report.

### **OPTIONS**

1. Approve the revised policy as currently presented.
2. Provide staff with direction as to any changes required by Council.

3. Maintain the status quo.

**ANALYSIS**

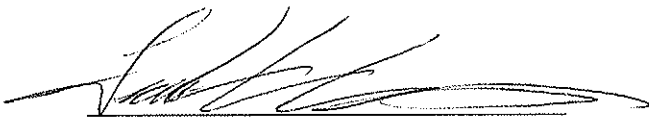
Adoption of an Employee Code of Conduct was one of the 2006 Audit recommendation made to Council by the City's auditor. Failure to adopt an Employee Code of Conduct may result in the Auditor providing a "qualified" audit report regarding the City's annual Financial Statements. The code also provides protection to both the City and employee as it clearly outlines what is expected of them as representatives of the City. The code when adopted would apply to all union and exempt employees. The code is not meant to be onerous, it is meant to codify what most people would see as the common sense way that staff already conducts themselves while carrying out the business of the City.

**FINANCIAL IMPLICATIONS**

There are no foreseen financial implications.

**RECOMMENDATION**

That the report dated March 28, 2008 from the Chief Administrative Officer be received; AND THAT revised Policy No. 7.16 "Employee Code of Conduct" as attached to this report be approved.



Fred C. Manson, C.G.A.

# CITY OF PARKSVILLE

*Revised*

## POLICY

SUBJECT: <b><i>Employee Code of Conduct</i></b>	POLICY NO: 7.16
	RESO. NO:
	CROSS REF:
<hr/>	
EFFECTIVE DATE: To Be Adopted September 17, 2007	APPROVED BY: Not Yet Approved
<hr/>	
REVISION DATE:	RESO. NO:
	CROSS REF:

### STATEMENT

Local government is an open, accessible and accountable form of government. To enhance the relationship of public trust and mutual respect that has evolved between government and the public requires high standards of ethical conduct by municipal employees.

### PURPOSE

Employees of the City of Parksville are its representatives, and the way they conduct themselves will determine how others (customers, taxpayers, community partners) view the City. Because their conduct is so important to the City's success, it is critical that employees maintain the highest standards of honesty, integrity and impartiality in conducting the City's business and in related activities.

In providing the highest level of service possible, it is essential that all employees of the City work together in a co-operative and congenial manner, always respecting the established lines of authority.

The purpose of this code is to establish clear guidelines for all employees in the specific areas detailed below. This code is not meant to be exhaustive, and the City will continue to establish work rules on various matters as necessary. Existing work place rules continue in effect, except as modified by this code.

The requirement to comply with the Employee Code of Conduct is a condition of employment. Employees who fail to comply with these requirements may be subject to disciplinary action up to and including dismissal. Employees should contact either their Department Head or the Human Resources Assistant for advice and assistance on the interpretation or application of this policy.

This code is intended to:



1. Provide a universal understanding of the fundamental rights, privileges and obligations of Employees for their own protection.
2. Protect the public interest.
3. Promote high ethical standards among Employees.
4. Provide a means for Employees to obtain authorization for conduct in circumstances where they are uncertain as to the ethical appropriateness of that conduct.
5. Set out the means of correcting unethical conduct.

This code is not intended to supersede the rights provided to employees under the Charter of Human Rights, Union Collective Agreement or any other relevant statute, legislation or agreement.

### **DEFINITIONS**

1. "Employee" - includes all employees and officers of the City of Parksville as defined in all Collective Agreements and employment bylaws.
2. "Exempt Employees" – includes all non union employees and officers of the City of Parksville.
3. "Confidential Information" – while the classification of information as "confidential" is a matter of administrative discretion whether to be labeled as confidential or not, disclosure of information will not constitute a breach of the Code of Conduct unless that information is of an inherently confidential nature such as:
  - a. personal data of employees or others;
  - b. records related to internal policies and practices which, if disclosed, may prejudice the effective performance of a municipal operation;
  - c. records of a financial nature reflecting information given or accumulated in confidence;
  - d. files prepared in connection with litigation and adjudicative proceedings;
  - e. reports of consultants, policy drafts and internal communications which, if disclosed, may prejudice the effective operation of a municipal operation or impugn the reputation of any person;
  - f. information regarding the acquisition or disposal of land; or
  - h. any information discussed in an In-Camera council meeting.
4. "City" – means the City of Parksville.

### **CODE**

#### **1. Conflict of Interest**