



City of PARKSVILLE

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COUNCIL MEETING AGENDA

MONDAY, MAY 5, 2008 – 6:00 P.M.

1. ADOPTION OF MINUTES

- a) of the Parcel Tax Roll Review Panel held April 21, 2008 – Pages 1 to 2

Recommendation: THAT the minutes of the Parcel Tax Roll Review held April 21, 2008 be adopted.

- b) of the regular meeting of Council held April 21, 2008 – Pages 3 to 9

Recommendation: That the minutes of the regular meeting of Council held April 21, 2008 be adopted.

2. APPROVAL OF AGENDA

3. PRESENTATIONS

4. DELEGATIONS

5. UNFINISHED BUSINESS

6. CORRESPONDENCE

7. DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE

8. REPORTS

- a) Director of Engineering & Operations – Quarterly Report (verbal report)
April, May and June, 2008

- b) Committee of the Whole – April 28, 2008 – Pages 10 to 11

- (1) Manager of Budgets & Special Projects – 2008-2012 Final Financial Plan
In January Council adopted the Provisional Financial Plan for 2008-2012. In order to incorporate the incomplete Capital projects from 2007 that need to be carried forward to 2008 and adjust our tax revenues once the final 2008 assessments are received, a Final Financial Plan for 2008-2012 was completed. The Final plan also picks up other miscellaneous changes that are required to the 2008-12 budgets that have arisen since the completion of the Provisional Budget.

**Recommendation: THAT the report from the Manager of Budgets & Special Projects dated April 25, 2008 entitled "2008-2012 Final Financial Plan", be received;
AND THAT Council direct staff to prepare, for Council's consideration, all relevant budget, property tax and other required bylaws for the 2008-2012 Financial Plan.**

- (2) Director of Finance – New Requirements for Revenue Policy Disclosure
The provincial government has made changes to the Community Charter with respect to revenue policies and disclosure. The new requirements are in affect for the Final 2008-2012 Financial Plan and require explicit statements in that Financial Plan about the budgeted proportion of revenue to come from various revenue sources, the distribution of our property tax revenue among the property classes, and the City's policies around the use of permissive tax exemptions.

**Recommendation: THAT the report from the Director of Finance dated April 22, 2008 entitled "New Requirements for Revenue Policy Disclosure", be received;
AND THAT the information in Appendix A attached to the report from the Director of Finance dated April 22, 2008 entitled "New Requirements for Revenue Policy Disclosure" be incorporated into the 2008-2012 Final Financial Plan document.**

- (3) Director of Administrative Services – Burning Bylaw-Shelly Enterprises
While it is not possible under Provincial legislation for a municipality to put an entire ban on burning on land within the agricultural land reserve, it is possible to set restrictions on the burning. The current Outdoor Burning Bylaw is silent on the issue and should be amended to provide restrictions on this type of burning.

**Recommendation: THAT the letter from Shelly Enterprises Ltd. received February 26, 2008 regarding the Burning Ban Bylaw be received;
AND THAT the report from the Director of Administrative Services dated April 23, 2008 entitled "Burning Bylaw – Shelly Enterprises", be received for information;
AND THAT staff be directed to prepare an amendment to the City of Parksville Outdoor Burning Bylaw, 2007, No. 1428 to set restrictions of the burning of agricultural waste on agricultural land, for Council's consideration.**

- (4) Planner – Development Permit to Update Appearance of the Exterior of the McDonald's Restaurant in Parksville
On January 19, 2008, the City received a Development Permit application from McDonald's Restaurants of Canada for a permit to update the appearance of the exterior of McDonald's Restaurant at 310 Island Highway West. The subject property is within Development Permit Area No. 3 - ISLAND HIGHWAY – WEST. The development permit designation is under the Form and Character of the development category. The site is situated at the southwest corner of Island Highway 19A and Lombardy Street.

**Recommendation: THAT the report from the Planner dated April 21, 2008 for the issuance of at 310 Island Highway West, be received for information;
AND THAT a Development Permit be issued to McDonalds Restaurants of Canada Ltd, to permit an update to the appearance of the exterior of McDonald's restaurant on Lot A, District Lot 89, Nanoose District, Plan 47679 [310 Island Highway West] subject to:**

- (a) ***A landscaping bond in the amount of \$15,700.00 be received prior to the issuance of the permit.***

- (5) Director of Community Planning – Zoning Bylaw Amendments
Consideration of several housekeeping amendments to the Zoning Bylaw.

Recommendation: THAT the report from the Director of Community Planning dated April 21, 2008 entitled "Zoning Bylaw Amendments", be received for information;

AND THAT Staff be requested to prepare, for Council's consideration, the necessary zoning text amendment bylaws to implement the following minor amendments to the Zoning Bylaw:

- a. ***Permit residential care facilities in the C-3 (Downtown Commercial) Zone***
- b. ***Amendments to the lot size in the A-1 (Agricultural) Zone***
- c. ***Prohibit the storage of fireworks and explosives in residential Zones***
- d. ***Permit single family residential in the C-3 (Downtown Commercial) Zone and CS-1 (Highway Commercial) Zone***
- e. ***Amend setbacks for single family dwellings next to linear walkways.***

AND THAT staff be instructed to seek a legal opinion on whether the City can require the removal of a fireworks storage facility in a residential area once the zoning bylaw is amended to prohibit this action and to inquire as to whether the City can register a notice against the title to property where the fireworks are stored as a warning to future owners.

- (6) Chief Administrative Officer - Consideration of Development Process Review Proposed By the Oceanside Development and Construction Association (ODCA)

In a letter dated June 3, 2007 the ODCA requested the opportunity to work with Council and staff to complete and fund an independent Development Process Review. Repeated attempts by staff to progress this issue by obtaining draft terms of reference relating to "development process" versus "operational resources" for such a review has failed. This initiative was originally proposed by the ODCA and they have now apparently withdrawn their offer due to time and funding constraints.

Recommendation: THAT consideration of the report from the Chief Administrative Officer dated April 8, 2008 entitled "Consideration of Development Process Review Proposed by the Oceanside Development and Construction Association (ODCA)" recommending that staff be directed to inform the ODCA that in view of their abandonment of their request for the development process review, the City will not be pursuing the issue any further be postponed to a future date.

- (7) Director of Administrative Services – Optional Changes to Election Procedures Bylaw

Recent changes to the election provisions in Provincial legislation provide for a number of optional changes including increasing the required number of nominators, website publishing of nomination documents and campaign financing disclosures, mail ballot voting and special voting opportunities. It is entirely up to each individual local government whether any, or all, of the changes are incorporated into their election bylaws.

Recommendation: THAT the report from the Director of Administrative Services dated April 21, 2008 entitled "Optional Changes to Election Procedures Bylaw", be received;

AND THAT the issue of Optional Changes to the Election Procedures including increasing the required number of nominator, website publishing of nomination documents and campaign financing disclosure, mail ballot voting and special voting opportunities be referred to the Citizen's Advisory Committee for input and recommendations;

AND FURTHER THAT the Committee's Assignment Terms of Reference for consideration of Optional Changes to the Election Procedures attached to the Director of Administrative Services report dated April 21, 2008 entitled "Optional Changes to Election Procedures Bylaw", be approved.

- c) Fire Chief – UBCM West Nile Virus Risk Reduction Funding – Pages 12 to 17
Consideration of an application to the Province for a West Nile Virus (WNV) Reduction Initiative through the UBCM.

Recommendation: THAT Council authorize the Regional District of Nanaimo to make an application on behalf of the City of Parksville to obtain funding available from the Province for a West Nile Virus Reduction Initiative through the UBCM; AND THAT Council authorize the Regional District of Nanaimo to administer any acquired funds to plan for and reduce the risk of West Nile Virus in the City of Parksville.

- d) Director of Finance – 2008 Municipal Property Tax Rates – Pages 18 to 21
In order for Finance to issue the 2008 tax notices, the new tax rates for 2008 need to be approved by Council. In the 2008-2012 Financial Plan, Council has approved a 5% tax increase for 2008, so the new tax rates have been calculated with a 5% increase. The assessed values for the residential class increased by just over 10% for 2008, so the tax rate actually has to fall slightly, otherwise there would be a 10% increase in taxes. When the other levels of governments taxes are added in, the total tax increase for the average assessed home (\$313,000) is only 2.5% or \$56. The municipal share of that \$56 increase is about \$50.

Recommendation: THAT the report from the Director of Finance dated April 28, 2008 entitled "2008 Municipal Property Tax Rates" be received for information; AND THAT "Tax Rates Bylaw, 2008 No. 1445" be advanced for reading consideration by Council.

- e) Director of Administrative Services – Fireworks Bylaw Amendment - Follow Up – Pages 22 to 23
This report is a follow up to the one submitted to Council on April 5, proposing amendments to the fireworks bylaw that would permit the storage of consumer fireworks for wholesale purposes, as recommended by the Citizens Advisory Committee.

Recommendation: THAT the report dated April 29, 2008 from the Director of Administrative Services entitled "Fireworks Bylaw Amendment – Follow Up" be received for information; AND THAT "Fireworks Bylaw, 2007, No. 1427.1" be advanced for reading consideration.

9. BYLAWS

- a) "Council Remuneration and Expenses Bylaw, 2008, No. 1440"
To provide for Council remuneration and expenses
 - (i) **Recommendation: THAT "Council Remuneration and Expenses Bylaw, 2008, No. 1440" be adopted.**

- b) "Fireworks Regulation Amendment Bylaw, 2008, No. 1427.1" – Page 24
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.**

- c) "Five Year Financial Plan Bylaw, 2008-2012, No. 1439.1" – Pages 25 to 31
Amendment to the Financial Plan for the years 2008 to 2012
 - (i) **Recommendation: THAT "Five Year Financial Plan Bylaw, 2008 – 2012, No. 1439.1" be read a first time.**
 - (ii) **Recommendation: THAT "Five Year Financial Plan Bylaw, 2008 – 2012, No. 1439.1" be read a second and third time.**

- d) "Tax Rates Bylaw, 2008, No. 1445" – Pages 32 to 34
Annual Tax Rates
 - (i) **Recommendation: THAT "Tax Rates Bylaw, 2008, No. 1445" be read a first time.**
 - (ii) **Recommendation: THAT "Tax Rates Bylaw, 2008, No. 1445" be read a second and third time.**

- e) "Zoning and Development Amendment Bylaw, 2008, No. 2000.63" – Page 35
Amendment to C-3 Downtown Commercial - Text Amendment
 - (i) **Recommendation: THAT "Zoning and Development Amendment Bylaw, 2008, No. 2000.63" be read a first time.**
 - (ii) **Recommendation: THAT "Zoning and Development Amendment Bylaw, 2008, No. 2000.63" be read a second time.**

- f) "Zoning and Development Amendment Bylaw, 2008, No. 2000.64" – Page 36
Amendment to CS-1 Highway Commercial - Text Amendment
 - (i) **Recommendation: THAT "Zoning and Development Amendment Bylaw, 2008, No. 2000.64" be read a first time.**
 - (ii) **Recommendation: THAT "Zoning and Development Amendment Bylaw, 2008, No. 2000.64" be read a second time.**

- g) "Zoning and Development Amendment Bylaw, 2008, No. 2000.65" – Page 37
Amendment to the Agricultural A-1 Zone - Text Amendment
 - (i) **Recommendation: THAT "Zoning and Development Amendment Bylaw, 2008, No. 2000.65" be read a first time.**
 - (ii) **Recommendation: THAT "Zoning and Development Amendment Bylaw, 2008, No. 2000.65" be read a second time.**

- h) "Zoning and Development Amendment Bylaw, 2008, No. 2000.66" – Page 38
Amendment to General Regulations, Division 600 - Text Amendment
 - (i) **Recommendation: THAT "Zoning and Development Amendment Bylaw, 2008, No. 2000.66" be read a first time.**
 - (ii) **Recommendation: THAT "Zoning and Development Amendment Bylaw, 2008, No. 2000.66" be read a second time.**

- i) "Zoning and Development Amendment Bylaw, 2008, No. 2000.67" – Page 39
Amendment to the Division 100: Scope and Definitions - Text Amendment
 - (i) **Recommendation: THAT "Zoning and Development Amendment Bylaw, 2008, No. 2000.67" be read a first time.**
 - (ii) **Recommendation: THAT "Zoning and Development Amendment Bylaw, 2008, No. 2000.67" be read a second time.**

- j) "Zoning and Development Amendment Bylaw, 2008, No. 2000.68" – Page 40
Amendment to Secondary Suites - Text Amendment
 - (i) **Recommendation: THAT "Zoning and Development Amendment Bylaw, 2008, No. 2000.68" be read a first time.**
 - (ii) **Recommendation: THAT "Zoning and Development Amendment Bylaw, 2008, No. 2000.68" be read a second time.**

- k) "Official Community Plan Amendment Bylaw, 2008, No. 1370.8"
Affordable & Special Needs Housing - Text Amendment
 - (i) **Recommendation: THAT "Official Community Plan Amendment Bylaw, 2008, No. 1370.8" be read a second time.**

- l) "Zoning and Development Amendment Bylaw, 2008, No. 2000.62"
Definition of Affordable Housing - Text Amendment
 - (i) **Recommendation: THAT "Zoning and Development Amendment Bylaw, 2008, No. 2000.62" be read a second time.**

May 5, 2008
Council Agenda cont'd.

m) "Official Community Plan Amendment Bylaw, 2008, No. 1370.9"
Text Amendment – Development Permit Area No. 26 – Watercourse Protection

(i) ***Recommendation: THAT "Official Community Plan Amendment Bylaw, 2008, No. 1370.9" be read a second time.***

10. **NEW BUSINESS**

11. **NOTICE OF MOTION**

12. **SPECIAL BUSINESS (Closed/In Camera)**

13. **ADJOURNMENT**

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TO BE ADOPTED

CITY OF PARKSVILLE

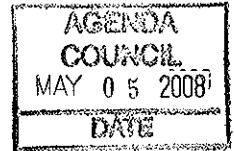
APRIL 21, 2008

Minutes of the Parcel Tax Roll Review Panel meeting of Council held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Monday, April 21, 2008 at 5:46 p.m.

PRESENT: Her Worship Mayor S. Herle

Councillors: C. R. Burger
J. B. Johnston
M. Lefebvre
T. C. Olson
S. E. Powell

Staff: F. C. Manson, Chief Administrative Officer
G. L. Butterworth, Director of Finance
L. Taylor, Director of Administrative Services
G. Jackson, Director of Community Planning



Revised Sewer Parcel Tax Assessment Roll

Lefebvre - Burger

THAT the Panel review and correct the Revised Sewer Parcel Tax Assessment Roll. CARRIED.

The Director of Administrative Services advised no written notices of complaint had been received appealing the Revised Sewer Parcel Tax Assessment Roll.

Lefebvre - Powell

THAT the Revised Sewer Parcel Tax Assessment Roll comprising 8 pages and representing 363 parcels of land is hereby confirmed by the Parcel Tax Roll Review Panel of the City of Parksville, and except as may be amended on further appeal, is hereby certified to be the Revised Sewer Parcel Tax Assessment Roll of the "Sanitary and Storm Sewerage System Bylaw, 1999, No. 1319" and all amendments thereto. CARRIED.

Revised Water Parcel Tax Assessment Roll

Burger - Powell

THAT the Panel review and correct the Revised Water Parcel Tax Assessment Roll. CARRIED.

The Director of Administrative Services advised no written notices of complaint had been received appealing the Revised Water Parcel Tax Assessment Roll.

Patterson - Powell

THAT the Revised Water Parcel Tax Assessment Roll comprising 9 pages and representing 430 parcels of land is hereby confirmed by the Parcel Tax Roll Review Panel of the City of Parksville and, except as may be amended on further appeal, is hereby certified to be the Revised Water Parcel Tax Assessment Roll of the "Water Service System Bylaw, 1999, No. 1320" and all amendments thereto. CARRIED.

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PAGE

Regional Parks Parcel Tax Assessment Roll

Powell - Burger

THAT the Panel review and correct the Regional Parks Parcel Tax Assessment Roll.
CARRIED.

The Director of Administrative Services advised no written notices of complaint had been received appealing the Regional Parks Parcel Tax Assessment Roll.

Johnston - Powell

THAT the Regional Parks Parcel Tax Assessment Roll comprising 127 pages and representing 6344 parcels of land is hereby confirmed by the Parcel Tax Roll Review Panel of the City of Parksville and, except as may be amended on further appeal, is hereby certified to be the Revised Regional Parks Parcel Tax Assessment Roll of the "Regional Parks and Trails Parcel Tax Bylaw, 2007, No. 1425" and all amendments thereto. CARRIED.

It was moved by Councillor Lefebvre and seconded by Councillor Burger that the meeting adjourn. CARRIED.

The meeting adjourned at 5:50 p.m.

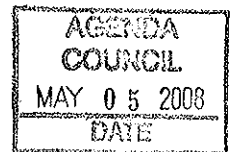
Certified Correct.

Chair



Director of Administrative Services

TO BE ADOPTED



4473.

APRIL 21, 2008

CITY OF PARKSVILLE

Minutes of the regular meeting of Council held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Monday, April 21, 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

Staff: F. C. Manson, Chief Administrative Officer
L. Taylor, Director of Administrative Services
G. Jackson, Director of Community Planning
L. Butterworth, Director of Finance

1. ADOPTION OF MINUTES

08-085 Johnston - Burger
THAT the minutes of the regular meeting of Council held April 7, 2008 be adopted. CARRIED.

2. APPROVAL OF AGENDA

08-086 Powell - Lefebvre
THAT the April 21, 2008 Council meeting agenda be approved. CARRIED.

3. PRESENTATIONS - Nil

4. DELEGATIONS

- a) Deborah Davenport & Lynda Colbeck from Building Learning Together gave an update to Council about the second annual "We Believe in Kids" Festival to be held April 25 and 26, 2008 at various locations in the downtown core in Parksville.
- b) Michelle Jones from Oceanside Development Construction Association – Development Process Review. Ms. Jones advised Council that the ODCA is withdrawing their offer of funding a development process review but urge Council to do a review in conjunction with an OCP review.
- c) Egon Kuhn from Oceanside Development Construction Association – Affordable Housing. Mr. Kuhn commented on the City's proposed affordable housing policies indicating: the current decommissioning bylaw regarding mobile home parks is a deterrent to developers and that waiving development cost charges for affordable housing and relaxation of parking requirements would make the provision of workforce housing for the resorts easier and would take some strain off of the overall affordable housing issue.

Council suggested that the ODCA make a request to appear as a delegation at a Committee of the Whole meeting to discuss Affordable Housing.

5. UNFINISHED BUSINESS - Nil

6. CORRESPONDENCE

a) **Regional District of Nanaimo – Liquid Waste Management Planning Service Establishment Bylaw No. 1543**

08-087 Powell - Lefebvre
THAT the correspondence from the Regional District of Nanaimo dated March 31, 2008 regarding "Liquid Waste Management Planning Service Establishment Bylaw No. 1543", be received;
AND 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. CARRIED.

b) **Oceanside Coalition for Strong Communities – Opposing petition of farm land being removed from the ALR**

08-088 Lefebvre - Powell
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. CARRIED.

7. DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE

8. REPORTS

a) **Committee of the Whole – April 14, 2008, 2008**

08-089 THAT the report of the Committee of the Whole meeting held April 14, 2008 be received and the following recommendations considered:

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

Patterson - Lefebvre
THAT the City of Parksville send a letter of support to the Alberni Pacific Railway. CARRIED.

(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

Powell - Burger
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. CARRIED.

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

Main Motion

Burger - Johnston

- (i) 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.

Amendment:

Burger - Johnston

THAT the motion regarding consideration of amendments to the secondary suite zoning regulations be amended to remove the reference to 12 months. CARRIED.

Main Motion as Amended:

Burger - Johnston

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. CARRIED.

Burger - Powell

- (ii) 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 up 90 square metres. CARRIED.

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

Johnston - Powell

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. CARRIED.

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

Lefebvre - Powell

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. CARRIED.

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

Johnston - Powell

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

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

Main Motion

Lefebvre - Johnston

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.

Amendment:

Lefebvre - Johnston

THAT the motion regarding the referral of the report entitled "Consideration of Options to Reduce or Eliminate New Single Family Subdivisions" be amended to refer the report to a special meeting at the earliest date in June 2008. CARRIED.

Main Motion as Amended

Lefebvre - Johnston

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 a Special Committee of the Whole at the earliest date in June 2008. CARRIED.

b) **Building Inspector – Summary of Permit Types March 2008**

Powell - Burger

08-090 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. CARRIED.

c) **Fire Chief – Monthly Incident and Inspection Reports March 2008**

Lefebvre - Patterson

08-091 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. CARRIED.

d) **Director of Administrative Services – Reaffirm Vision & Mission Statements; Long Term Goals**

Powell - Lefebvre

08-092 THAT the report from the Director of Administration dated April 16, 2008 entitled "Reaffirm Vision & Mission Statements; Long Term Goals" be received; AND 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 reaffirmed by Council as guidelines for the preparation of the 2009 budget. CARRIED.

e) **Chief Administrative Officer – Consideration of Development Cost Charge (DCC) Waiver for the Lions Supportive Living Development at 205 East Jensen**

Main Motion

Lefebvre - Burger

08-093

THAT the report from the Chief Administrative Officer dated April 16, 2008 entitled "Consideration of Development Cost Charge (DCC) Waiver for the Lions Supportive Living Development at 205 East Jensen", 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.

Amendment:

Burger - Lefebvre

THAT the motion pertaining to the DCCs for the Lions Supportive Living Development be amended to provide a rate of 100% reduction. CARRIED.

Main Motion as Amended

Lefebvre - Burger

THAT Staff be directed to prepare a bylaw, for Council's consideration, to waive 100% of the development cost charges for the proposed Lions Supportive Living Development at 205 East Jensen CARRIED.

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

Patterson - Burger

08-094

THAT the report from the Chief Administrative Officer dated March 28, 2008 entitled "Employee Code of Conduct", be received;
AND 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. WITHDRAWN

Powell - Burger

08-094

THAT the a representative from CUPE Local 401 be requested to appear as a delegation at the May 12, 2008 Committee of the Whole meeting to explain to Council their specific detailed objections to the Employee Code of Conduct attached to the report from the Chief Administrative Officer dated April 17, 2008 entitled "Employee Code of Conduct";
AND THAT in response to the letter from CUPE Local 401 dated April 18, 2008, relating to the proposed City of Parksville Employee Code of Conduct, the Union be requested to provide in writing a detailed explanation specifically outlining the section and concerns that the union may have with the section and how a specific section or the overall Code of Conduct is perceived to:

- Infringe upon workers rights as citizens and employees,
- Conflict with the collective agreement and any current legislation governing the terms under which union members work and interact with the employer,

- Be unreasonable and not reflective of the collective agreement and basic human rights;

AND THAT this response be provided to the Administration Department by the agenda deadline of noon on May 6, 2008 for the May 12, 2008 Committee of the Whole meeting for inclusion in the agenda packages. CARRIED

g) Director of Community Planning – Quarterly Report

The Director of Community Planning gave a presentation on the Planning Department's quarterly report for the months of April, May and June, 2008.

h) Director of Administration – Quarterly Report

The Director of Administrative Services gave a presentation on the Administration Department's quarterly report for the months of April, May and June, 2008.

9. BYLAWS

a) "Official Community Plan Amendment Bylaw, 2008, No. 1370.8"

08-095 Lefebvre - Patterson
THAT "Official Community Plan Amendment Bylaw, 2008, No. 1370.8" be read a first time. CARRIED.

b) "Zoning and Development Amendment Bylaw, 2008, No. 2000.62"

08-096 Burger - Patterson
THAT "Zoning and Development Amendment Bylaw, 2008, No. 2000.61" be read a first time. CARRIED.

c) "Official Community Plan Amendment Bylaw, 2008, No. 1370.9"

08-097 Lefebvre - Patterson
THAT "Official Community Plan Amendment Bylaw, 2008, No. 1370.9" be read a first time. CARRIED.

d) "Fireworks Regulation Amendment Bylaw, 2008, No. 1427.1"

08-098 Burger - Lefebvre
THAT "Fireworks Regulation Amendment Bylaw, 2008, No. 1427.1" be read a first time. NO VOTE

08-098 Johnston - Burger
THAT "Fireworks Regulation Amendment Bylaw, 2008, No. 1427.1" be referred back to staff regarding the issue of storage of fireworks in a residential zone. CARRIED

e) "Council Remuneration and Expenses Bylaw, 2008, No. 1440"

08-099 Powell - Lefebvre
THAT "Council Remuneration and Expenses Bylaw, 2008, No. 1440" be read a first time. CARRIED.

08-100 Lefebvre - Powell
THAT "Council Remuneration and Expenses Bylaw, 2008, No. 1440" be read a second and third time. CARRIED.

10. NEW BUSINESS

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

Mayor Herle proclaimed:

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 - Nil

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

13. ADJOURNMENT

It was moved by Councillor Lefebvre and seconded by Councillor Burger that the meeting adjourn. CARRIED.

The meeting adjourned at 8:30 p.m.

Certified Correct.

Mayor



Director of Administrative Services

April 29, 2008

REPORT TO: MAYOR AND COUNCIL

FROM: COMMITTEE OF THE WHOLE

SUBJECT: APRIL 28, 2008 MEETING RECOMMENDATIONS

The following items were considered by the Committee of the Whole at its meeting held Monday, April 28, 2008:

RECOMMENDATIONS

1) Manager of Budgets & Special Projects – 2008-2012 Final Financial Plan

THAT the report from the Manager of Budgets & Special Projects dated April 25, 2008 entitled "2008-2012 Final Financial Plan", be received;

AND THAT Council direct staff to prepare, for Council's consideration, all relevant budget, property tax and other required bylaws for the 2008-2012 Financial Plan.

2) Director of Finance – New Requirements for Revenue Policy Disclosure

THAT the report from the Director of Finance dated April 22, 2008 entitled "New Requirements for Revenue Policy Disclosure", be received;

AND THAT the information in Appendix A attached to the report from the Director of Finance dated April 22, 2008 entitled "New Requirements for Revenue Policy Disclosure" be incorporated into the 2008-2012 Final Financial Plan document.

3) Director of Administrative Services – Burning Bylaw-Shelly Enterprises

THAT the letter from Shelly Enterprises Ltd. received February 26, 2008 regarding the Burning Ban Bylaw be received;

AND THAT the report from the Director of Administrative Services dated April 23, 2008 entitled "Burning Bylaw – Shelly Enterprises", be received for information;

AND THAT staff be directed to prepare an amendment to the City of Parksville Outdoor Burning Bylaw, 2007, No. 1428 to set restrictions of the burning of agricultural waste on agricultural land, for Council's consideration.

4) Planner – Development Permit to Update Appearance of the Exterior of the McDonald's Restaurant in Parksville

THAT the report from the Planner dated April 21, 2008 for the issuance of at 310 Island Highway West, be received for information;

AND THAT a Development Permit be issued to McDonalds Restaurants of Canada Ltd, to permit an update to the appearance of the exterior of McDonald's restaurant on Lot A, District Lot 89, Nanoose District, Plan 47679 [310 Island Highway West] subject to:

- (a) A landscaping bond in the amount of \$15,700.00 be received prior to the issuance of the permit.

5) **Director of Community Planning – Zoning Bylaw Amendments**

THAT the report from the Director of Community Planning dated April 21, 2008 entitled "Zoning Bylaw Amendments", be received for information;

AND THAT Staff be requested to prepare, for Council's consideration, the necessary zoning text amendment bylaws to implement the following minor amendments to the Zoning Bylaw:

- a. Permit residential care facilities in the C-3 (Downtown Commercial) Zone
- b. Amendments to the lot size in the A-1 (Agricultural) Zone
- c. Prohibit the storage of fireworks and explosives in residential Zones
- d. Permit single family residential in the C-3 (Downtown Commercial) Zone and CS-1 (Highway Commercial) Zone
- e. Amend setbacks for single family dwellings next to linear walkways.

AND THAT staff be instructed to seek a legal opinion on whether or not the City can require the removal of a fireworks storage facility in a residential area once the zoning bylaw is amended to prohibit this action and, if not, to inquire as to whether or not the City can register a notice against the title to property where the fireworks are stored as a warning to future owners.

6) **Chief Administrative Officer - Consideration of Development Process Review Proposed By the Oceanside Development and Construction Association (ODCA)**

THAT consideration of the report from the Chief Administrative Officer dated April 8, 2008 entitled "Consideration of Development Process Review Proposed by the Oceanside Development and Construction Association (ODCA)" recommending that staff be directed to inform the ODCA that in view of their abandonment of their request for the development process review, the City will not be pursuing the issue any further be postponed to a future date.

7) **Director of Administrative Services – Optional Changes to Election Procedures Bylaw**

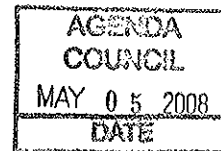
THAT the report from the Director of Administrative Services dated April 21, 2008 entitled "Optional Changes to Election Procedures Bylaw", be received;

AND THAT the issue of Optional Changes to the Election Procedures including increasing the required number of nominator, website publishing of nomination documents and campaign financing disclosure, mail ballot voting and special voting opportunities be referred to the Citizen's Advisory Committee for input and recommendations;

AND FURTHER THAT the Committee's Assignment Terms of Reference for consideration of Optional Changes to the Election Procedures attached to the Director of Administrative Services report dated April 21, 2008 entitled "Optional Changes to Election Procedures Bylaw", be approved.



MAYOR SANDY HERLE, Chair
COMMITTEE OF THE WHOLE



April 28, 2008

REPORT TO: F. MANSON, CHIEF ADMINISTRATIVE OFFICER
FROM: DOUG BANKS, FIRE CHIEF
SUBJECT: UBCM WEST NILE VIRUS RISK REDUCTION FUNDING

ISSUE:

Consideration of an application to the Province for a West Nile Virus (WNV) Reduction Initiative through the UBCM.

BACKGROUND:

In March 2008, the Province announced that funding would be available for local governments to commence or continue WNV reduction initiatives. The *objective* of the grant is to reduce the risk of occurrence of WNV and impacts of the disease should it occur, emphasizing joint responsibility of the various jurisdictional levels. The *purpose* of the grant is to provide financial assistance to local governments wishing to implement programs directed to control or reduce the risk of WNV.

This funding is an initiative of the Ministry of Health. Under this program, the Ministry is emphasizing the joint responsibility of the various jurisdictional levels and is encouraging Regional District applications that include municipalities. As was the case in 2007, the RDN has expressed interest in making a joint application including the City of Parksville.

The joint application (with RDN staff as project lead) would entail the RDN receiving the total funds and invoicing the contractor for both jurisdictions projects. The RDN has been involved with risk assessment (via field study) and public awareness around West Nile Virus since 2004. In addition, in 2005 an Emergency Larviciding Plan was produced, and in 2006, an Emergency Adulticiding Plan.

On behalf of the City, the RDN would retain external consulting services to continue developing and updating a risk assessment (via field study) and the carrying out of Mosquito Control Programs.

According to information available from the UBCM, the City of Parksville is eligible for \$9,127.00 in funding for this project in 2008.

Attached for your information is a copy of the Reconciliation Report for the 2007 West Nile Virus Risk Reduction Prevention Initiative.

OPTIONS:

Council may:

1. choose to allow the RDN to apply for the funding on behalf of the City and administer a program using any acquired funds to create a plan and reduce the risk of West Nile Virus within the City of Parksville.
2. choose not apply for the funding.

ANALYSIS:

1. Allowing the RDN to apply for and administer a West Nile Virus Reduction Initiative would create a program in a more timely manner for the City than starting without the background and experience that exists with the RDN. Using a regional approach with one contractor would ensure continuity between jurisdictions and result in the creation of Communication and Emergency Response Plans that covers all areas of the City and surrounding region.
2. The Province has identified WNV to be a hazard and the City Emergency Program shows the outbreak of a pandemic to be a risk that the City faces. Should the decision be made not to apply for this funding, the City may not be in a position to react to an outbreak of WNV should it occur.

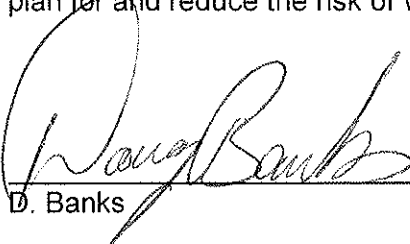

BUDGET IMPLICATIONS:

It is anticipated that this funding will be sufficient to cover the total cost of the project for 2008. There will be no additional costs to the City other than the staff time needed to include any recommended measures into the City Emergency Plan.

RECOMMENDATION:

That Council authorize the Regional District of Nanaimo to make an application on behalf of the City of Parksville to obtain funding available from the Province for a West Nile Virus Reduction Initiative through the UBCM;

And That Council authorize the Regional District of Nanaimo to administer any acquired funds to plan for and reduce the risk of West Nile Virus in the City of Parksville.


D. Banks
L. Taylor

DB/ad

GJ/3900-01/Agenda/West Nile Virus Initiative Report-1.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:


F. MANSON, C.G.A.

**2007 West Nile Virus Risk Reduction
Prevention Initiative**

Reconciliation Report

Section 1 – Contact Information		
Lead local Government or First Nation applying for assistance: City of Parksville		Name of Local Government or First Nation Contact: Doug Banks
Mailing Address: PO Box 1390 Parksville, BC V9P 2H3		
Phone number: 250 954 4671	Fax: 250 248 6140	Name of Health Authority: Vancouver Island Health (Central Vancouver Island)
E-mail: dbanks@city.parksville.bc.ca		250 370 8699 (phone) 250 370 8750 (fax)

Section 1 continued - other communities included in application (attach additional pages if required)

Section 2 –Eligible Funding Received (refer to approval letter received)	
Total 2007 Funding Approved	\$ 14,124
ADD remaining WNV Prevention funding from previous year(s) if applicable	\$ 0
TOTAL FUNDS AVAILABLE	\$ 14,124

**2007 West Nile Virus Risk Reduction
Prevention Initiative**

Reconciliation Report

Section 3 - Final Budget for Eligible Activity		
Program development and implementation and collaboration with other agencies	Proposed Costs	Actual Costs
1. Hiring of staff and contractors to plan for WNV Mosquito larval control and coordinating with health authorities	\$ 2,261	\$ 2,261
2. Training and certifying staff to carry out mosquito control	\$ 210	\$ 210
3. Surveying and mapping mosquito breeding sites for mosquito control.	\$ 2,382	\$ 2,382
4. Planning for larviciding programs, or retaining contractors to plan larviciding programs	\$ 1,209	\$ 1,209
5. Planning for emergency adulticiding programs, or retaining contractors to plan emergency adulticiding programs	\$ 2,959	\$ 2,959
Subtotal	\$ 9,021	\$ 9,021
Carrying Out Mosquito Control Programs	Proposed Costs	Actual Costs
6. Assigning staff or hiring contractors to carry out larviciding programs	\$ 4,266	\$ 4,266
7. Assigning staff or hiring contractors to carry out habitat modification to reduce mosquito breeding sites	\$ 837	\$ 837
8. Conducting barrier treatment, or retaining contractors to carry out barrier treatment	\$ 0	\$ 0
9. Habitat modification for reduction of mosquito breeding sites	\$ 0	\$ 0
Subtotal	\$ 5,103	\$ 5,103
Capital purchases	Proposed Costs	Actual Costs
10. Capital purchases over \$10,000.00	\$ 0	\$ 0
Subtotal	\$ 0	\$ 0

**2007 West Nile Virus Risk Reduction
Prevention Initiative**

Reconciliation Report

Section 3 - Final Budget for Eligible Activity (Continued...)		
Other activities Please specify, attach additional pages if required.		
Total	\$ 14,124	\$ 14,124

Section 4 – Unexpended Grant calculation	
<i>Note: If the proposed costs are equal to or more than the actual costs, do not complete this section.</i>	
Total Funds Available (as per Section 2)	\$
Total Spent	\$
Balance	\$
Less Funds Advanced	\$
Holdback due: to applicant	\$

Section 5 – Financial Officer Certification		
Name of Lead local Government or First Nation		
I certify that the funds were expended on approved activities under the 2007 West Nile Virus Risk Reduction Initiative Grant.		
<hr/> Chief Financial Officer Name (or equivalent)	<hr/> Signature	<hr/> Date