



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

COUNCIL MEETING AGENDA

WEDNESDAY, MAY 21, 2008 – 6:00 P.M.

1. ADOPTION OF MINUTES

- a) of the regular meeting of Council held May 5, 2008 – Pages 1 to 6

Recommendation: THAT the minutes of the regular meeting of Council held May 5, 2008 be adopted.

- b) of the special meeting of Council held May 12, 2008 – Pages 7 to 8

Recommendation: THAT the minutes of the special meeting of Council held May 21, 2008 be adopted.

2. APPROVAL OF AGENDA

3. PRESENTATIONS

4. DELEGATIONS

- a) Gerard LeBlanc – Landworks Consultants Inc. – Green Bylaws Toolkit – Page 9
- b) McGorman, MacLean Chartered Accountants – Presentation of 2007 Audited Financial Statements

5. UNFINISHED BUSINESS

6. CORRESPONDENCE

7. DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE

8. REPORTS

- a) Committee of the Whole – May 12, 2008 – Pages 10 to 11

- (1) Russell Stubbs & Kenneth Henderson – Park Island Properties Ltd – Development Permit Application, Engineering Review

Recommendation: THAT the correspondence from Park Island Properties Ltd., dated May 5, 2008, regarding the development permit application for the Thrifty Foods Store expansion, be referred to staff for comment and a detailed breakdown of the development costs.

- (2) Director of Administrative Services – 2008 Special Events Application
Under the provisions of the City's Special Events Policy organizations proposing to hold an event on municipal property, streets or parks are required to apply for a special events permit. All events covered in the policy must be approved by Council and event organizers must fulfill the requirements outlined in the policy.

Recommendation: THAT the report from the Director of Administrative Services dated May 5, 2008 entitled "2008 Special Events Applications", be received;

AND THAT Oceanside Outdoor Sport be granted use of the beach volley ball courts on the west side of the road, and the surrounding lawns in the Community Park, to hold volleyball league and tournament events on the dates and during the times indicated on Schedule 1 attached to the Park Use Application Form dated April 29, 2008;

AND FURTHER THAT the approval be granted on condition that the organizers adhere to the signed Terms and Conditions form dated April 29, 2008 attached to the report from the Director of Administrative Services dated May 5, 2008 entitled "2008 Special Events Applications".

- (3) Director of Administrative Services – Municipal Ticket Information Bylaw No. 1444

The City's Municipal Ticket Information Bylaw (MTI) bylaw has become outdated because of additions or amendments to the City's regulatory bylaws. It needs to be updated in order to provide staff and the RCMP with the ability to issue tickets for bylaw offences related to our current regulatory bylaws.

Recommendation: THAT the report from the Director of Administrative Services dated May 6, 2008 entitled "Municipal Ticket Information Bylaw No. 1444", be received for information;

AND THAT the fine for cutting trees without a permit be increased to \$1000;

AND FURTHER THAT "Municipal Ticket Information Bylaw, 2008, No. 1444" be advanced for reading consideration.

- (4) Chief Administrative Officer – Employee Code of Conduct

This is to reintroduce to Council the Employee Code of Conduct. Significant consultation has occurred between management staff and the union.

Recommendation: THAT the report from the Chief Administrative Officer dated May 7, 2008 entitled "Employee Code of Conduct", be received;

AND THAT the Code of Conduct be amended to add the words "or inflexible" in the second sentence of the third paragraph of the Purpose after the words "be exhaustive" so the sentence now reads "This code is not meant to be exhaustive or inflexible and the City will continue to establish work rules on various matters as necessary."

AND FURTHER THAT the revised Policy No. 7.16 "Employee Code of Conduct" as attached to the report from the Chief Administrative Officer, dated May 7, 2008 entitled "Employee Code of Conduct", be approved as amended.

- (5) Chief Administrative Officer – Lease Agreement with the Parkville Lawn Bowling Club
Renewal of the lease for the land occupied by the Parkville Lawn Bowling Club.

Recommendation: THAT the report from the Chief Administrative Officer dated April 29, 2008 entitled "Lease Agreement with the Parkville Lawn Bowling Club", be received;
AND THAT the proposed draft 2008 – 2013 Parkville Lawn Bowling Club Lease for Lot 1, District Lot 13, Nanoose District, Plan VIP 71491 (149 E. Stanford Avenue) for the period September 1, 2008 and ending August 31, 2013 as attached to the April 29, 2008 memo to Council from the Chief Administrative Officer titled "Lease Agreement with the Parkville Lawn Bowling Club" be amended to exclude section 17.8 and that section 17.7 be amended to remove the proposed change to "may" from "will";
AND FURTHER THAT the Mayor and Director of Administrative Services be authorized to sign the 2008 – 2013 Parkville Lawn Bowling Club Lease for Lot 1, District Lot 13, Nanoose District, Plan VIP 71491 (149 E. Stanford Avenue) for the period September 1, 2008 and ending August 31, 2013 as amended.

- b) Building Inspector – Summary of Permit Types April 2008 – Page 12

Recommendation: THAT the Building Inspector's Summary of Permit Type report for April 2008 showing a cumulative year to date value of \$6,622,670, be received.

- c) Fire Chief – Monthly Incident and Inspection Reports April 2008 – Pages 13 to 14

Recommendation: THAT the Fire Chief's Summary of Incident Type report for April 2008 showing a total of 43 calls and the monthly Inspection Report for April 2008 showing 21 inspections, be received

- d) Fire Chief – Fire Hall Expansion Project – Pages 15 to 28

An original budget was developed for this project based on the preliminary design. Liberty Contract Management, contract manager for the project, supplied a budget estimate of \$2,759,090.00 for the project in December 2005. This estimate was brought up to \$3,200,000.00 to allow for the purposes of the 2006 budget to allow for projected inflationary cost increases. From 2006 to the present, the plans have been further refined to include all relevant costs. The updated cost for the project in 2008 dollars including all relevant components is now estimated to be \$5,771,734. From 2005 when the project was first brought forward to Council, to the present, the estimated costs for this project have risen \$2.6M, mainly due to inflation in the construction industry.

Recommendation: THAT the report from the Fire Chief dated May 13, 2008, entitled "Fire Hall Expansion Project" be received;
AND THAT Council supports the option of constructing the fire hall expansion as designed with the exception of the completion of the interior Dorm Space, the Curved Metal Roof, and the Undergrounding of the Hydro lines;
AND FURTHER THAT Council direct staff to prepare the necessary Loan Authorization Bylaw to secure funding for the project in an amount not exceeding \$5,423,734.00.

9. **BYLAWS**

- a) "Fireworks Regulation Amendment Bylaw, 2008, No. 1427.1"
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 adopted.**
- b) "Municipal Ticket Information Bylaw, 2008, No. 1444" – Pages 29 to 44
To implement a Municipal Ticketing System.
- (i) **Recommendation: THAT "Municipal Ticket Information Bylaw, 2008, No. 1444" be read a first time.**
- (ii) **Recommendation: THAT "Municipal Ticket Information Bylaw, 2008, No. 1444" be read a second and third time.**

10. **NEW BUSINESS**

- a) Social planning and Research Council of British Columbia (SPARC BC) – Requesting Proclamation of Access Awareness Day – June 7, 2008

WHEREAS all community members should have equity in opportunities and full participation in community life;
AND WHEREAS it is instrumental to educate and inform all our citizens of our community of the important part they play in making it accessible to all;
AND WHEREAS providing designated parking spaces is essential to the economic, social, and physical well-being of all British Columbians (both able and with disabilities) in order to contribute and remain active in their community;
AND WHEREAS the citizens of Parksville recognize the call for individual and group action by government, disability organizations, and the driving public to reserve the use of the available specially designated spots for those who indeed require this benefit;
NOW THEREFORE BE IT RESOLVED THAT I, Sandy Herle, Mayor of the City Parksville, do hereby proclaim Access Awareness Day Saturday June 7, 2008 in the City of Parksville, a day of individual and group action to provide equitable opportunities and an accessible community for all of our citizens.

11. **NOTICE OF MOTION**

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

Pursuant to Sections 90 (1) (c) of the *Community Charter* Council proceed to a closed meeting to consider an item relating to labour.

13. **ADJOURNMENT**

CITY OF PARKSVILLE

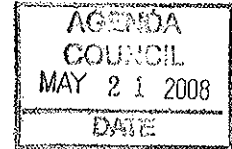
**4480.
May 5, 2008**

Minutes of the regular meeting of Council held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Monday, May 5, 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
G. O'Rourke, Director of Engineering & Operations
L. Taylor, Director of Administrative Services
L. Butterworth, Director of Finance
D. Banks, Fire Chief
A. Metcalf, Manager of Operations
B. Russell, Manager of Current Planning
M. Squire, Manager of Engineering



1. ADOPTION OF MINUTES

- 08-101 Johnston - Powell
THAT the minutes of the Parcel Tax Roll Review held April 21, 2008 be adopted. CARRIED.
- 08-102 Lefebvre - Patterson
THAT the minutes of the regular meeting of Council held April 21, 2008 be adopted. CARRIED.

2. APPROVAL OF AGENDA

- 08-103 Lefebvre - Johnston
THAT the May 5, 2008 Council meeting agenda be approved. CARRIED.

3. PRESENTATIONS - Nil

4. DELEGATIONS - Nil

5. UNFINISHED BUSINESS - Nil

6. CORRESPONDENCE - Nil

7. DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE - Nil

8. REPORTS

a) Director of Engineering & Operations – Quarterly Report

The Director of Engineering & Operations gave a presentation on the Public Works Department's quarterly report for the months of April, May and June, 2008.

b) **Committee of the Whole – April 28, 2008, 2008**

08-104 THAT the report of the Committee of the Whole meeting held April 28, 2008 be received and the following recommendations considered:

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

Powell - Lefebvre

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. CARRIED.

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

Johnston - Lefebvre

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. CARRIED.

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

Burger - Lefebvre

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. CARRIED.

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

Burger - Lefebvre

THAT the report from the Planner dated April 21, 2008 for the issuance of a development permit 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.

CARRIED.

(5) Director of Community Planning – Zoning Bylaw Amendments

Johnston - Powell

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. CARRIED.

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

Burger - Lefebvre

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. CARRIED.

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

Patterson - Burger

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 nominators, website publishing of nomination documents and campaign financing disclosures, 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. CARRIED.

c) Fire Chief – UBCM West Nile Virus Risk Reduction Funding

Lefebvre - Powell
08-105 THAT the report from the Fire Chief dated April 28, 2008 entitled "UBCM West Nile Virus Risk Reduction Funding", be received;
AND 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 FURTHER 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. CARRIED.

d) Director of Finance – 2008 Municipal Property Tax Rates

Powell - Lefebvre
08-106 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. CARRIED.

e) Director of Administrative Services – Fireworks Bylaw Amendment - Follow Up

Lefebvre - Burger
08-107 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. CARRIED.

9. BYLAWS

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

Powell - Lefebvre
08-108 THAT "Council Remuneration and Expenses Bylaw, 2008, No. 1440" be adopted. CARRIED.

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

Johnston - Powell
08-109 THAT "Fireworks Regulation Amendment Bylaw, 2008, No. 1427.1" be read a first time. CARRIED.

Powell - Burger
08-110 THAT "Fireworks Regulation Amendment Bylaw, 2008, No. 1427.1" be read a second and third time. CARRIED.

c) "Five Year Financial Plan Bylaw, 2008-2012, No. 1439.1"

08-111 Johnston - Lefebvre
THAT "Five Year Financial Plan Bylaw, 2008 – 2012, No. 1439.1" be read a first time. CARRIED.

08-112 Lefebvre - Johnston
THAT "Five Year Financial Plan Bylaw, 2008 – 2012, No. 1439.1" be read a second and third time. CARRIED.

d) "Tax Rates Bylaw, 2008, No. 1445"

08-113 Lefebvre - Powell
THAT "Tax Rates Bylaw, 2008, No. 1445" be read a first time. CARRIED.

08-114 Powell - Lefebvre
THAT "Tax Rates Bylaw, 2008, No. 1445" be read a second and third time. CARRIED.

e) "Zoning and Development Amendment Bylaw, 2008, No. 2000.63"

f) "Zoning and Development Amendment Bylaw, 2008, No. 2000.64"

g) "Zoning and Development Amendment Bylaw, 2008, No. 2000.65"

h) "Zoning and Development Amendment Bylaw, 2008, No. 2000.66"

i) "Zoning and Development Amendment Bylaw, 2008, No. 2000.67"

j) "Zoning and Development Amendment Bylaw, 2008, No. 2000.68"

08-115 Lefebvre - Johnston
THAT "Zoning and Development Amendment Bylaw, 2008, Nos. 2000.63, 2000.64, 2000.65, 2000.66, 2000.67 and 2000.68" be considered together. CARRIED.

08-116 Lefebvre - Johnston
THAT "Zoning and Development Amendment Bylaw, 2008, Nos. 2000.63, 2000.64, 2000.65, 2000.66, 2000.67 and 2000.68" be read a first time. CARRIED.

08-117 Lefebvre - Johnston
THAT "Zoning and Development Amendment Bylaw, 2008, Nos. 2000.63, 2000.64, 2000.65, 2000.66, 2000.67 and 2000.68" be read a second time. CARRIED.

10. NEW BUSINESS - Nil

11. NOTICE OF MOTION

08-118 Lefebvre - Powell
THAT Citizens can sign up to become friends of the Island Corridor Foundation. CARRIED.

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

13. ADJOURNMENT

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

The meeting adjourned at 7:11 p.m.

Certified Correct.

Mayor



Director of Administrative Services

TO BE ADOPTED

CITY OF PARKSVILLE

**4486.
May 12, 2008**

Minutes of the special meeting of Council held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Monday, May 12, 2008 at 5:45 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
B. Russell, Manager of Current Planning



1. **BYLAWS**

- a) **Five Year Financial Plan Bylaw, 2008-2012, No. 1439.1**
Lefebvre - Powell
08-119 THAT "Five Year Financial Plan Bylaw, 2008 – 2012, No. 1439.1" be adopted.
CARRIED.
- b) **Tax Rates Bylaw, 2008, No. 1445**
Powell - Johnston
08-120 THAT "Tax Rates Bylaw, 2008, No. 1445" be adopted. CARRIED.
- c) **"Official Community Plan Amendment Bylaw, 2008, No. 1370.8"**
Lefebvre - Johnston
08-121 THAT "Official Community Plan Amendment Bylaw, 2008, No. 1370.8" be read a second time. CARRIED.
- d) **"Zoning and Development Amendment Bylaw, 2008, No. 2000.62"**
Powell - Burger
08-122 THAT "Zoning and Development Amendment Bylaw, 2008, No. 2000.62" be read a second time. CARRIED.
- e) **"Official Community Plan Amendment Bylaw, 2008, No. 1370.9"**
Johnston - Powell
08-123 THAT "Official Community Plan Amendment Bylaw, 2008, No. 1370.9" be read a second time. CARRIED.

2. ADJOURNMENT

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

The meeting adjourned at 5:47 p.m.

Certified Correct.



Mayor

Director of Administrative Services



Environment
Canada

Environnement
Canada



The Wetland Stewardship Partnership



Grasslands Conservation Council
of British Columbia

Greetings.

Ducks Unlimited is currently partnering with federal and provincial departments and NGOs to conduct a series of workshops to introduce the *Green Bylaws Toolkit* available at www.greenbylaws.ca. Ducks Unlimited hopes to encourage on-going dialogue for next-step scenarios to further protect our ecosystems at the community level through use of the Toolkit.

The Toolkit has been prepared by the Environmental Law Clinic, University of Victoria Faculty of Law and Deborah Curran and Company for The Wetland Stewardship Partnership, Ducks Unlimited Canada, Grasslands Conservation Council of British Columbia, Environment Canada and the Province of British Columbia. Its coordination on Vancouver Island is being led by Gerard LeBlanc of Landworks Consultants Inc.

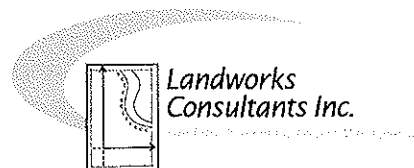
WHERE and WHEN: Please see the attached invitation for details on a workshop happening in the Forum, City of Parksville Civic and Technology Centre, 100 E. Jensen Avenue, Parksville BC.

WHO: The workshop is intended for land-use decision makers at the local government level – mayors and councils, planners, , engineers, public works staff, bylaw enforcement officials, parks and environmental protection staff, members of advisory planning committees, parks commissions and others advising on or making land-use decisions in your area.

Please forward this invitation to the appropriate departments in your municipality. Registration is on a first-come, first-served basis; attendance is limited to 40 persons.

This workshop qualifies for PIBC and BCSLA professional development credits.

Gerard V. LeBlanc, MCIP
Principal
Landworks Consultants Inc.,
864 3rd Street, Courtenay, BC
V9N 1G1
Tel: 250.897.2647 Fax: 250.897.1538
www.landworksconsultants.ca



May 13, 2008

REPORT TO: MAYOR AND COUNCIL

FROM: COMMITTEE OF THE WHOLE

SUBJECT: MAY 12, 2008 MEETING RECOMMENDATIONS

The following items were considered by the Committee of the Whole at its meeting held Monday, May 12, 2008:

RECOMMENDATIONS

1) **Russell Stubbs & Kenneth Henderson – Park Island Properties Ltd – Development Permit Application, Engineering Review**

THAT the correspondence from Park Island Properties Ltd., dated May 5, 2008, regarding the development permit application for the Thrifty Foods Store expansion, be referred to staff for comment and a detailed breakdown of the development costs.

2) **Director of Administrative Services – 2008 Special Events Application**

THAT the report from the Director of Administrative Services dated May 5, 2008 entitled "2008 Special Events Applications", be received;
AND THAT Oceanside Outdoor Sport be granted use of the beach volley ball courts on the west side of the road, and the surrounding lawns in the Community Park, to hold volleyball league and tournament events on the dates and during the times indicated on Schedule 1 attached to the Park Use Application Form dated April 29, 2008;
AND FURTHER THAT the approval be granted on condition that the organizers adhere to the signed Terms and Conditions form dated April 29, 2008 attached to the report from the Director of Administrative Services dated May 5, 2008 entitled "2008 Special Events Applications".

3) **Director of Administrative Services – Municipal Ticket Information Bylaw No. 1444**

THAT the report from the Director of Administrative Services dated May 6, 2008 entitled "Municipal Ticket Information Bylaw No. 1444", be received for information;
AND THAT the fine for cutting trees without a permit be increased to \$1000;
AND FURTHER THAT "Municipal Ticket Information Bylaw, 2008, No. 1444" be advanced for reading consideration.

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

THAT the report from the Chief Administrative Officer dated May 7, 2008 entitled "Employee Code of Conduct", be received;

AND THAT the Code of Conduct be amended to add the words "or inflexible" in the second sentence of the third paragraph of the Purpose after the words "be exhaustive" so the sentence now reads "This code is not meant to be exhaustive or inflexible and the City will continue to establish work rules on various matters as necessary."

AND FURTHER THAT the revised Policy No. 7.16 "Employee Code of Conduct" as attached to the report from the Chief Administrative Officer, dated May 7, 2008 entitled "Employee Code of Conduct", be approved as amended.

5) **Chief Administrative Officer – Lease Agreement with the Parksville Lawn Bowling Club**

THAT the report from the Chief Administrative Officer dated April 29, 2008 entitled "Lease Agreement with the Parksville Lawn Bowling Club", be received;

AND THAT the proposed draft 2008 – 2013 Parksville Lawn Bowling Club Lease for Lot 1, District Lot 13, Nanoose District, Plan VIP 71491 (149 E. Stanford Avenue) for the period September 1, 2008 and ending August 31, 2013 as attached to the April 29, 2008 memo to Council from the Chief Administrative Officer titled "Lease Agreement with the Parksville Lawn Bowling Club" be amended to exclude section 17.8 and that section 17.7 be amended to remove the proposed change to "may" from "will";

AND FURTHER THAT the Mayor and Director of Administrative Services be authorized to sign the 2008 – 2013 Parksville Lawn Bowling Club Lease for Lot 1, District Lot 13, Nanoose District, Plan VIP 71491 (149 E. Stanford Avenue) for the period September 1, 2008 and ending August 31, 2013 as amended.


MAYOR SANDY HERLE, Chair
COMMITTEE OF THE WHOLE

**CITY OF PARKSVILLE
BUILDING INSPECTOR'S MONTHLY REPORT
April-08**

| |
|---|
| AGENDA COUNCIL MAY 21 2008 DATE |
|---|

April-08

| PERMIT TYPE | Apr-08 | Units | VALUE OF PERMITS | 2008 YTD NO OF PRMTS | 2008 YTD Units | 2008 RUNNING TOTAL |
|--|-----------|-----------|------------------|----------------------------|----------------------|--------------------------|
| RESIDENTIAL - Single Family Dwelling | 10 | 10 | 2,132,700 | 23 | 23 | 4,848,275 |
| - Alterations/Additions SFD | 11 | | 89,050 | 19 | 0 | 228,325 |
| - 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 | 0 | 8,000 |
| - Alterations/Additions | 2 | | 48,000 | 5 | 0 | 292,200 |
| - Residential | | | | 0 | 0 | 0 |
| INDUSTRIAL - Permits | 3 | 3 | 634,000 | 3 | 3 | 634,000 |
| - Alterations/Additions | | | | 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 | | | | 2 | 0 | 0 |
| SIGNS | 2 | | 8,500 | 6 | 0 | 15,990 |
| Irrigation Permits (backflow protection) | | | | 0 | 0 | 0 |
| Service Connections | | | | 1 | 0 | 0 |
| TOTALS: | 28 | 13 | 2,912,250 | 66 | 30 | 6,622,670 |

TOTAL NUMBER AND VALUE
OF PERMITS MONTHLY

| | | |
|----|----|-----------|
| 28 | 13 | 2,912,250 |
|----|----|-----------|

April-07

| PERMIT TYPE | Apr-07 | Units | VALUE OF PERMITS | 2007 YTD NO OF PRMTS | 2007 YTD Units | 2007 RUNNING TOTALS |
|--|-----------|-----------|-------------------|----------------------------|----------------------|---------------------------|
| RESIDENTIAL - Single Family Dwelling | 1 | 0 | 297,485 | 9 | 0 | 2,029,944 |
| - Alterations/Additions SFD | 4 | 0 | 187,592 | 12 | 0 | 302,992 |
| - Multi Family Dwelling | 5 | 60 | 11,818,200 | 14 | 69 | 13,152,210 |
| - Alterations/Additions MF | 0 | 0 | 0 | 0 | 0 | 0 |
| COMMERCIAL - Permits | 0 | 0 | 0 | 9 | 8 | 1,115,115 |
| - Alterations/Additions | 0 | 0 | 0 | 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 | 0 | 0 | 0 | 1 | 0 | 1,000,000 |
| - Alterations/Additions | 0 | 0 | 0 | 2 | 0 | 30,000 |
| MOVING | 0 | 0 | 0 | 0 | 0 | 0 |
| Access | 0 | 0 | 0 | 0 | 0 | 0 |
| DEMOLITION | 1 | 0 | 0 | 1 | 0 | 0 |
| SIGNS | 6 | 0 | 3,875 | 19 | 0 | 36,539 |
| Irrigation Permits (backflow protection) | 0 | 0 | 0 | 0 | 0 | 0 |
| Service Connections | 0 | 0 | 0 | 2 | 0 | 0 |
| TOTALS: | 17 | 60 | 12,307,152 | 75 | 77 | 17,690,300 |

TOTAL NUMBER AND VALUE
OF PERMITS MONTHLY
PREVIOUS YEAR

| | | |
|----|----|------------|
| 17 | 60 | 12,307,152 |
|----|----|------------|

**PARKSVILLE FIRE DEPARTMENT
MONTHLY INCIDENT REPORT
APRIL 2008**

AGENDA
 COUNCIL
 MAY 21 2008
 DATE

| Incident Type Description | Reponse Time (Avg) | Incident Duration (Avg) | Total Loss (Sum) | Total Saved (Sum) | Total Manpower (Avg) | Total Manhours (Sum) |
|-----------------------------|--------------------|-------------------------|------------------|-------------------|----------------------|----------------------|
| 13 Alarms (accidental) | 3 min 54 sec | 21 min 49 sec | \$0.00 | \$0.00 | 10.2 | 52.80 |
| 1 Ambulance assist | 0 min 0 sec | 2 mins 35 sec | \$0.00 | \$0.00 | 1.0 | 0.30 |
| 3 Burning Complaints | 4 min 33 sec | 50 min 4 sec | \$0.00 | \$0.00 | 4.7 | 21.80 |
| 1 Chimney fire | 3 min 22 sec | 27 min 20 sec | \$0.00 | \$0.00 | 9.0 | 4.50 |
| 3 Equipt. Maintenance | 0 min 0 sec | 1 hr. 58 min 40 s | \$0.00 | \$0.00 | 2.7 | 14.00 |
| 2 First response | 4 min 57 sec | 16 min 23 sec | \$0.00 | \$0.00 | 11.0 | 2.80 |
| 1 Fuel spill (gas/diesel) | 6 min 47 sec | 2 hrs 10 min 26 s | \$0.00 | \$0.00 | 13.0 | 29.30 |
| 2 Natural gas leak | 4 min 11 sec | 44 min 34 sec | \$0.00 | \$0.00 | 11.0 | 8.30 |
| 8 Motor Vehicle Incidents | 5 min 28 sec | 43 min 37 sec | \$0.00 | \$0.00 | 5.0 | 54.30 |
| 1 Mutual aid | 8 min 59 sec | 35 min 51 sec | \$0.00 | \$0.00 | 13.0 | 6.50 |
| 1 Pedestrian/cyclist struck | 3 min 18 sec | 21 min 10 sec | \$0.00 | \$0.00 | 2.0 | 0.50 |
| 4 Public Education | 0 min 0 sec | 1 hr 52 min 30 s | \$0.00 | \$0.00 | 5.8 | 39.30 |
| 3 Public service | 6 min 40 sec | 26 min 21 sec | \$0.00 | \$0.00 | 1.0 | 1.50 |
| <i>Training</i> | | | | | | |
| 43 TOTALS | 3 min 54 sec | 48 min 6 sec | \$0.00 | \$0.00 | 6.8 | 841.5 |
| 606.00 | | | | | | |



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.PVED.CA

MONTHLY INSPECTION REPORT, APRIL 2008

| <u>OCCUPANCY</u> | APRIL | YTD TOTAL |
|----------------------|-------|-----------|
| MERCANTILE | 3 | 48 |
| OFFICE | 1 | 15 |
| DRYCLEANERS | 0 | 0 |
| SERVICE STATION | 1 | 6 |
| RESTAURANTS | 3 | 9 |
| ASSEMBLY | 0 | 14 |
| HOTEL/MOTEL | 5 | 14 |
| SCHOOLS | 0 | 1 |
| DAYCARE/PRESCHOOL | 0 | 1 |
| VACANT AT INSP | 0 | 0 |
| APARTMENTS | 2 | 6 |
| INDUSTRIAL | 1 | 4 |
| F.S. PLAN REVIEW | 0 | 0 |
| COMMUNITY CARE | 0 | 0 |
| REINSPECTIONS | 5 | 5 |
| | | |
| <u>MONTHLY TOTAL</u> | 21 | 125 |

FIRE PREVENTION SAVES LIVES AND REDUCES PROPERTY LOSS!

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May 13, 2008

MEMO TO: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER

FROM: DOUG BANKS, FIRE CHIEF

SUBJECT: FIRE HALL EXPANSION PROJECT

ISSUE

To review the required budget for the expansion of the current Fire Department facility located at 160 Jensen Ave. (West)

EXECUTIVE SUMMARY

An original budget was developed for this project based on the preliminary design. Liberty Contract Management, contract manager for the project, supplied a budget estimate of \$2,759,090.00 for the project in December, 2005. This estimate was brought up to \$3,200,000.00 to allow for the purposes of the 2006 budget to allow for projected inflationary cost increases.

From 2006 to the present, the plans have been further refined to include all relevant costs. The updated cost for the project in 2008 dollars including all relevant components is now estimated to be \$5,771,734.

From 2005 when the project was first brought forward to Council, to the present, the estimated costs for this project have risen \$2.6M, mainly due to inflation in the construction industry.

BACKGROUND

The need for a fire hall expansion is not a new issue for the City of Parksville. Plans for the expansion have been ongoing for several years. This has been an issue since the late 1980's – early 1990's. Much time and effort has gone into acquiring the necessary property around the current site to provide sufficient room to locate an expanded facility.

In 2001, the Fire Department completed a Strategic Plan that provided the rationale for the project. This was re-confirmed in 2004 when an update to the plan was completed and the fire hall expansion was again identified as a priority.

A preliminary design was completed in 2005 and was sent out for a cost estimate. As a result, \$3.2M was identified in the capital program budget for 2006. Staff continued to work on the design of the fire hall to develop a plan that will meet the needs of the department for the years to come.

Prior to the completion of the final design in 2007, Council requested an independent review to confirm the location and need for the fire hall expansion. A Municipal Fire Service review was completed by Advance Strategic Consulting in October 2007. The results of this report concluded: "***A review of the current response and growth statistics supports the recommendations within the study and as a most affordable first step, ASC is recommending immediate attention be given to a renovations and additions of the main Fire Station.***"

Since the original design and estimates in 2005/2006, further refinements have been made to the plan to better meet current and anticipated future needs of the department. These include an additional bay to allow for future expansion and dorm space above the apparatus bays. The dorm space added to the design was added in anticipation of housing "Live-in Volunteers" as well as the eventuality of housing career members in the distant future. Having "Live-in Volunteers" stay at the fire hall would serve two purposes: Firstly, it would allow members to be available at the fire hall and able to respond much quicker in the event of an emergency call. Secondly, it would provide for some affordable housing for some of our younger members and would allow them to live in the community that they are providing protection for. It is another way the department may be able to retain members after putting in much time and effort into their training and development.

In March 2008, Liberty Contract Management provided updated budget estimates for the project. This estimate came in at \$5,771,734. This is \$2,571,734 over the budget estimates that were included in the 2008 capital plan.

The following chart is a breakdown of cost increases for the project.

**PARKSVILLE FIRE HALL ADDTION & RENOVATION
PROJECT
2005 & 2008 BUDGET ANALYSIS**

April 18, 2008

| | |
|----------------------|-------------|
| December 2005 Budget | \$2,759,090 |
| March 2008 Budget | |

The following were not included in the 2005 Budget:

| | | |
|---|-------------|-------------|
| Cost escalation from 2005 to 2008 (\$2,759,090 X 45%) | \$1,241,590 | |
| Design Contingency | \$443,630 | |
| Construction Contingency | \$203,145 | |
| Design Fees Increase | \$117,700 | |
| LEEDS Premium (approx.) * | \$210,000 | |
| Offsite Works - Allowance ** | \$102,579 | |
| Relocate Power to Underground - Allowance *** | \$119,000 | |
| Furnishings | \$25,000 | |
| Curved Metal Roof Premium | \$75,000 | |
| Second Floor Dorms, Showers, etc. | \$315,000 | |
| More Extensive Interior Renovations | \$160,000 | \$3,012,644 |

\$5,771,734

Recommended Reductions

| | | |
|--|-----------|-----------|
| Underground Power | \$119,000 | |
| Curved Metal Roof Premium | \$75,000 | |
| Interior Finishes to Dorms at time of construction | \$154,000 | \$348,000 |

\$5,423,734

Potential Additional Cost Reductions to March 2008 Budget

| | | |
|-----------------------------------|-----------|-------------|
| Extra Apparatus Bay | \$128,000 | |
| Leeds Premium | \$210,000 | |
| Construction Contingency | \$546,775 | |
| Interior Renovations | \$160,000 | |
| Relocate Power Poles | \$20,000 | |
| Furnishings | \$25,000 | |
| Second Floor Dorms, Showers, etc. | \$161,000 | \$1,250,775 |

\$4,172,959

The original budget has been updated to include the current day reality of construction. As an example, the original budget had \$99,200.00 identified as a contingency for the project. Other items such as the LEED's design, the second floor dorms and future space, and most of the off-site servicing was not identified in the original budget which would account for the other changes in the budget.

It should be noted that the costs outlined in this estimate would need to be reviewed again prior to the final construction. There is a possibility that the estimates could change depending on the timing of the project.

OPTIONS

1. Construct the fire hall to the final design.
2. Construct the fire hall to the final design in phases.
3. Review the design of the fire hall project.
4. Not construct an expansion of the fire hall.

ANALYSIS

1. **Construct the fire hall to the final design** – The construction of the fire hall to the final design prepared would provide the department with a facility that would serve the needs of the department for years to come and would not require any significant renovations or changes for several years.

The current design includes many important items that are required to bring the current facility up to today's standards. The main goal of the project is to consolidate all fire department resources in a central facility. This goal was identified in the department's 2001 Strategic Plan and again in the 2004 update. In the recent Municipal Fire Service Review completed by Advance Strategic Consulting, they stated ***"The Fire Station at 160 Jensen is well located within the community for a single Station model of operation. This Station does not have the capacity to house all of the existing critical apparatus, including future plans for additional apparatus. Space requirements are cramped for all functions. Space limitations result in the Water Tanker being located in a storage facility on Herring Gull Way approximately 4.5 kilometers from the Fire Station. This has a***

significant impact on sustained fire attacks in areas not served by water mains and hydrants."

The design includes the following important features:

- a. Consolidated storage for all department apparatus – Consolidation into one facility has been a long term goal of the department and has been a recommendation in the Department's Strategic Plan as well as the recent Municipal Fire Service Review conducted by Advance Strategic Consulting. The department is currently in need of an additional engine to meet required pumping capacity as outline in the Municipal Fire Service Review. Without additional storage for this apparatus, the department will not be able to meet recommended fire flows.
- b. Increased Administration area – Staff are currently working out of two small offices. There is not sufficient space for proper work stations, file storage, meeting rooms, general storage, etc.
- c. Proper Male/Female Shower/locker Facilities – At present, there is not an adequate facility that is available to members to "cleanup" after an emergency call. A proper shower/locker room facility for both male and female members is required to minimize the potential for cross-contamination after some types of emergency calls.
- d. Improved Turn-Out Gear storage – The current Turn-Out Gear storage area does not have any type of ventilation system to circulate air around members turn out gear. It is important that we have some type of ventilation system in order for members gear to properly dry between calls. Members have received minor steam burns in the past due to turnout gear still being "wet" from previous calls. Additional room is also required for a potential increase in membership that will be required to meet the needs of the community as we continue to grow.
- e. Improved Hose Tower Facility – An improved hose tower will not only serve the function of drying hoses after calls, but could be used for some training purposes as well. With the current design for the fire hall expansion, the area of the washroom and existing hose tower would be required for the installation of the female shower/locker room.

- f. Dedicated Training/Meeting rooms – There is currently no dedicated meeting or training rooms other than the current upstairs portion of the fire hall. This does cause some conflicts with scheduling training for some of the classroom sessions. There is currently no adequate meeting space on the lower floor of the fire hall to meet with members of the general public. Some members of the public are not able to access the second floor to have any sort of meeting.
- g. Storage Areas – There is currently limited storage for required materials to be kept on hand at the fire hall. This includes proper hose storage, air cylinder storage, spare turnout gear, spill material, etc.
- h. Dorm Space/Fitness Area – This space was included in the plan in anticipation of the potential to have "Live-In Volunteers" in the near future, and career members in the distant future. Additional space was also added allow for future growth. There is no doubt that more space will be required in the future as the City of Parksville continues to grow. An area was identified in this area to install fitness equipment. Having an area such as this will provide a benefit for members by giving them a place to maintain fitness levels. It will also be a benefit to help retain members.

An additional benefit that this project would offer is the increased morale of the department members. By providing a new facility for members to operate out of would definitely give them an increased sense of pride in the organization. This in turn would act as a tool to help retain "volunteer" members of the department. There is no doubt that retaining a strong "volunteer" base is a definite financial benefit to the community.

To construct the fire hall to the final design prepared would require an additional \$2.6M in borrowing.

- 2. **Construct the fire hall to the final design in phases** – The plans can be reviewed and some of the items prioritized. The expansion could then be done in phases that may allow the City to budget for any items that would be required in the future.

As an example, the second floor dorm space could be added in a future phase of the construction. This would provide for an initial savings of approximately \$315,000 in the borrowing costs. Depending on the timing when this addition would be required, the premium for delaying the construction at this time could be considerably more.