



# 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

MONDAY, JUNE 16, 2008 – 6:00 P.M.

### 1. PUBLIC HEARING

"Zoning and Development Amendment Bylaw, 2008, No. 2000.62" – the purpose is to amend the definition of "affordable housing".

"Zoning and Development Amendment Bylaw, 2008 No. 2000.63" – the purpose is to amend Section 213.1 – DOWNTOWN COMMERCIAL (C-3) ZONE – PERMITTED LAND USES by adding Single Family Residential as a principal use.

"Zoning and Development Amendment Bylaw, 2008 No. 2000.64" – the purpose is to amend Section 214.1 – HIGHWAY COMMERCIAL (CS-1) ZONE – PERMITTED LAND USES by adding Single Family Residential as a principal use.

"Zoning and Development Amendment Bylaw, 2008 No. 2000.65" – the purpose is to amend Section 210.1 – AGRICULTURAL (A-1) ZONE – PERMITTED LAND USES by changing the minimum lot size for Single Family Dwelling from 560 m<sup>2</sup> to 4 ha.

"Zoning and Development Amendment Bylaw, 2008 No. 2000.66" – the purpose is to amend Section 604 – PROHIBITED USES OF LAND, BUILDINGS AND STRUCTURES by adding the storage of fireworks and/or explosives in all zones containing residential uses, excepting "accessory residential" in the I-1 and IN2 Zones.

"Zoning and Development Amendment Bylaw, 2008 No. 2000.67" - the purpose is to amend Section 104 – DEFINITIONS of DIVISION 100: SCOPE AND DEFINITIONS by amending the definition of "exterior lot line".

"Zoning and Development Amendment Bylaw, 2008 No. 2000.68" – the purpose is to amend Section 613 – SECONDARY SUITES of DIVISION 600, GENERAL REGULATIONS, by changing the maximum size of a secondary suite from 60 m<sup>2</sup> to 90 m<sup>2</sup>.

[Public Hearing Agenda to be Distributed]

### 2. ADOPTION OF MINUTES

- a) of the Public Hearing held June 2, 2008 – Pages 1 to 2  
"Official Community Plan Amendment Bylaw, 2008, No. 1370.8" – text amendment to add a policy statement and "Official Community Plan Amendment Bylaw, 2008, No. 1370.9" – text amendment to allow for the inclusion of a watercourse protection development permit area.

**Recommendation: That the minutes of the Public Hearing held June 2, 2008 be adopted.**

- b) of the regular meeting of Council held June 2, 2008 – Pages 3 to 6

**Recommendation: THAT the minutes of the regular meeting of Council held June 2, 2008 be adopted.**

3. APPROVAL OF AGENDA

4. PRESENTATIONS

5. DELEGATIONS

6. UNFINISHED BUSINESS

7. CORRESPONDENCE

8. DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE

9. REPORTS

- a) Committee of the Whole – June 9, 2008 – Pages 7 to 8

- (1) Manager of Budgets and Special Projects – Development Cost Charge (DCC) Program Revisions

*At the Committee of the Whole meeting on May 26, 2008, Council requested staff to provide clarification on the changes to the DCC program and rates recommended subsequent to the public consultation process. Staff recommends that the DCC funding for 14 of the 63 projects included in the DCC capital program be changed. The changes reflect generally accepted 'best practices' where the DCC funds are used to fund infrastructure needs required to accommodate community growth. The proposed changes would result in a net reduction in proposed DCC rates, as compared to the rates proposed in January 2008, of \$1,682.26 for a single family residential unit. Increased funding amounts of \$856,910 will be required from the General Revenue and the Utility funds over the 20 year program due to the decrease in rates.*

**Recommendation: THAT the report from the Manager of Budgets and Special Projects dated June 4, 2008 entitled "Development Cost Charge (DCC) Program", be received;**

**AND THAT staff prepare the relevant bylaws to revise the DCC program, for Council consideration, based on the DCC program presented to Council in January 2008, and the revisions presented in the report from the Manager of Budgets and Special Projects dated June 4, 2008 entitled "Development Cost Charge (DCC) Program Revisions".**

**Recommendation: THAT Staff be requested to prepare a policy requiring an annual review of the development cost charges.**

- (2) Director of Finance - 2007 Statement of Financial Information

*The municipality is required to prepare, by June 30, a Statement of Financial Information (SOFI) for the prior year under the Financial Information Act. The required statements and schedules have been prepared in accordance with the Act and are attached to the report as the SOFI package must be approved by Council.*

**Recommendation: THAT the report from the Director of Finance dated June 3, 2008 entitled "2007 Statement of Financial Information", be received;**

**AND THAT the Statement of Financial Information for the Year Ended December 31, 2007 be approved.**

(3) Planner – Development Permit Application (103, 105, 111 & 125 McMillan Street)

*This is an application for a development permit to construct a 4-storey, 71-unit apartment building with overall site improvement. The subject property is within Development Permit Area No. 4 – Multiple Family Area, Central. The development permit designation is under the 'Form and Character' category. The site is located along the West side of the intersection of McMillan Street and the Harrison Avenue.*

**Recommendation: THAT the report from the Planner dated May 28, 2008 entitled "Issuance of Development Permit (103, 105, 111 & 125 McMillan Street)", be received;**

**AND THAT a development permit be issued to 0799424 B.C. Ltd., Inc. No. BC0799424 to permit a 71 unit apartment type building with requested variances which include a relaxation from 6.0 metres to 4.78 metres for a roof overhang of 1.22 metres and front lot line relaxation from 6.0 metres to 0.0 metres for an entry canopy at the primary building entry on McMillan Street and implementation of the overall site plan on Lots 3, 4, and 2, District Lot 89, Nanoose District, Plan 6265 and Lot 1, District Lot 89, Nanoose District, Plan 5232 and That Part of Parcel G (DD1582ON), District Lot 89, Nanoose District, shown outlined in Red on Plan 801-R (103, 105, 111 and 125 McMillan Street) subject to:**

- (a) **A landscaping bond in the amount of \$108,700.00 be received prior to the issuance of the permit.**

(4) Manager of Engineering – 2008 Supply of Asphalt Services

*Project includes road patching in various locations and road rehabilitation projects along Highway 19A, Sutherland Crescent and Despard Avenue between Craig and Corfield Streets.*

**Recommendation: THAT the report from the Manager of Engineering dated June 3, 2008 entitled "2008 Supply of Asphalt Services", be received;**

**AND THAT the tender for the "2008 Supply of Asphalt Services", in the amount of \$937,020.00 (including GST), be awarded to Haylock Bros. Paving Ltd.**

(5) Manager of Engineering – McCarter Street & Stanford Avenue West Road & Watermain Improvements

*Project includes replacing watermain along Stanford Avenue from Craig to McCarter Streets; installing curb, gutter and sidewalks along the south and east frontages of the Lawn Bowling Club on Stanford and relocating the crosswalk to McCarter and Stanford.*

**Recommendation: THAT the report from the Manager of Engineering dated June 3, 2008 entitled "McCarter Street & Stanford Avenue West Road & Watermain Improvements", be received;**

**AND THAT the tender for the "McCarter Street & Stanford Avenue West, Road & Watermain Improvements", in the amount of \$251,893.25 (including GST), be awarded to Windley Contracting Ltd.;**

**AND FURTHER THAT staff amend the 2008 Financial Plan to reflect the actual cost of the works for the "McCarter Street & Stanford Avenue West, Road & Watermain Improvements" capital project.**

- (6) Director of Administrative Services – Special Events Applications  
*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 27, 2008 entitled "2008 Special Events Applications", be received;**

**AND THAT the following organizations be permitted use of the identified areas of the Community Park for special events during the specified times and in the areas outlined in the application forms attached to the report from the Director of Administrative Services dated May 27, 2008 entitled "2008 Special Events Applications":**

**Parksville Golden Oldies Sport Association (PGOSA) Seniors Outdoor Volleyball on Tuesday and Thursday evenings in June, July & August, 2008; and**

**Nanaimo Sport and Social Club Beach Soccer Tournament on July 19 & 20, 2008;**

**AND THAT the following organizations be granted use of the Gazebo and grass area in Foster Park:**

**Sunrise Preschool for a Preschool Graduation on June 20, 2008 from 5:00 p.m. to 7:00 p.m.; and**

**Little Promises Childcare for a Preschool Picnic on June 26, 2008 from 5:00 p.m. to 8:00 p.m. including a pony ride with Tiger Lily Farms from 6:00 p.m. to 7:30 p.m.;**

**AND THAT the Home Hardware be granted use of the parking spaces on the Alberni Highway (HWY 4A) next to the CIBC and partial use of the sidewalk and overhang in front of the Home Hardware building for the Cooking Ladies "On the Road" on June 30, 2008 from 10 a.m. to 3 p.m.;**

**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 May 27, 2008 entitled "2008 Special Events Applications".**

- b) Building Inspector – Summary of Permit Types May 2008 – Page 9

**Recommendation: THAT the Building Inspector's Summary of Permit Type report for May 2008 showing a cumulative year to date value of \$8,072,915, be received.**

- c) Fire Chief – Monthly Incident and Inspection Reports May 2008 – Pages 10 to 11

**Recommendation: THAT the Fire Chief's Summary of Incident Type report for May 2008 showing a total of 50 calls and the monthly Inspection Report for May 2008 showing 23 inspections, be received**

- d) Director of Administrative Services – Election Cost Sharing Agreement with School District No. 69 – Pages 12 to 15

*Since the early 1980's, the City has assisted School District No. 69 by including the Trustee ballot in the general local government election process. To compensate the City for the handling of their ballots, facilities and staff costs incurred for all advance voting and on general*

voting day, the School District has historically paid 1/3<sup>rd</sup> of all costs associated with the elections.

**Recommendation: THAT the report dated June 10, 2008 from the Director of Administrative Services entitled "Election Cost Sharing Agreement with School District No. 69" be received for information;**

**AND THAT Council approve a cost sharing agreement with School District No. 69 (Qualicum) for the School Trustee portion of the 2008 election conducted by the City of Parksville requiring the School Board to pay one-third of the election costs including: rental and programming of electronic voting machines, ballots, facility rentals, election official wages and meals;**

**AND THAT the Mayor and Director of Administrative Services be authorized to execute the 2008 Election Cost Sharing Agreement with School District No. 69 (Qualicum) on behalf of the City of Parksville.**

10. **BYLAWS**

- a) "Zoning and Development Text Amendment Bylaw, 2008, No. 2000.60"  
*Text Amendment to RS-3 Zone to reduce the overall percentage of affordable housing units that trigger the density bonusing*
- (i) **Recommendation: THAT "Zoning and Development Amendment Bylaw, 2008, No. 2000.60" be adopted.**
- b) "Zoning and Development Amendment Bylaw, 2008, No. 2000.61"  
*352 Hirst Avenue – RS-1 to RS-3 (Carel Properties / R. B. Palmer & Associates)*
- (i) **Recommendation: THAT "Zoning and Development Amendment Bylaw, 2008, No. 2000.61" be adopted.**
- c) "Official Community Plan Amendment Bylaw, 2008, No. 1370.8"  
*Text amendment to add a policy statement requiring developments which when complete will have 10 or more employees to address employee housing at the rezoning stage of the project.*
- (i) **Recommendation: THAT "Official Community Plan Amendment Bylaw, 2008, No. 1370.8" be read a third time.**
- (ii) **Recommendation: THAT "Official Community Plan Amendment Bylaw, 2008, No. 1370.8" be adopted.**
- d) "Official Community Plan Amendment Bylaw, 2008, No. 1370.9"  
*Text amendment to allow for the inclusion of a watercourse protection development permit area consistent with the provincial Riparian Areas Regulation*
- (i) **Recommendation: THAT "Official Community Plan Amendment Bylaw, 2008, No. 1370.9" be read a third time.**
- (ii) **Recommendation: THAT "Official Community Plan Amendment Bylaw, 2008, No. 1370.9" be adopted.**

11. **NEW BUSINESS**

12. **NOTICE OF MOTION**

- a) Councillor Burger – DCC's for Employee Housing – From the June 2, 2008 Regular meeting of Council

***Recommendation: WHEREAS municipalities who have received a resort region designation under Section 6.8 of the Local Government Act have the ability to impose development cost charges to provide funds to assist in paying the capital costs of providing, constructing, altering or expanding employee housing to service directly, or indirectly, the operation of resort activities;***

***AND WHEREAS one of the largest segments of the population that requires access to affordable housing are service industry workers and the ability of a municipality to fund this type of housing is limited:***

***THEREFORE BE IT RESOLVED that amendments be made to the Local Government Act to permit all municipalities, not just municipalities with a resort region designation, to impose development cost charges for the purpose of providing, constructing, altering or expanding employee housing in order to help address the issue of affordable housing.***

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

14. **ADJOURNMENT**

ooOOoo

CITY OF PARKSVILLE

JUNE 2, 2008

Minutes of the Public Hearing held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Monday, June 2, 2008 at 6:00 pm

PRESENT: A/ Mayor C. Robinson

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

Staff: G. O'Rourke, Director of Engineering & Operations  
L. Taylor, Director of Administrative Services  
G. Jackson, Director of Community Planning  
L. Butterworth, Director of Finance

1. Acting Mayor Robinson called the Hearing to order at 6:00 p.m.
2. Acting Mayor Robinson advised the purpose of the Public Hearing is to consider certain bylaws which, if adopted, will amend the "Official Community Plan bylaw, 2002, No. 1370", and all submissions either in writing or verbally, will be taken into consideration by the Municipal Council when the proposed bylaws are presented for third reading at a future date. The Chair introduced the bylaws on the Public Hearing agenda that will be considered concurrently.
3. a) **OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW, 2008 NO. 1370.8**  
To add a policy statement requiring developments which, when complete, will have 10 or more employees to address employee housing at the rezoning stage of the project.
- b) **OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW, 2008 NO. 1370.9**  
To allow for the inclusion of a watercourse protection development permit area consistent with the provincial Riparian Areas Regulation.

The Director of Administrative Services advised notice of this Public Hearing was advertised by being posted on the notice board at the Parksville Civic and Technology Centre on May 23, 2008 and by being in *The News* issues of May 23 and May 27, 2008.

The Director of Administrative Services advised that as of June 2, 2008 no correspondence regarding the proposed bylaws had been received.

The Chair invited views and comments from persons present in the gallery who would be affected by proposed Official Community Plan Amendment Bylaw 2008, No. 1370.8 and Official Community Plan Amendment Bylaw 2008, No. 1370.9.

Official Community Plan Amendment Bylaw 2008, No. 1370.8

No comments from the galley

Official Community Plan Amendment Bylaw 2008, No. 1370.9

Charlie Stone, 624 Island Highway West

The map showing the development permit areas attached to the bylaw should be in color or a different type of hatching should be used as it is confusing.

Murray LaPlante, 270A Shelly Road

There are enough restrictions now on ALR properties, this bylaw will just add more. Questioned whether the bylaw had been sent to the Agricultural Land Commission for comment.

The Chair invited views and comments from the gallery a second time.

The Chair invited views and comments from the gallery a third time.

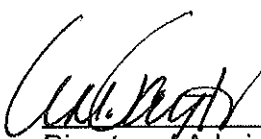
- 4. Before declaring the hearing adjourned, Acting Mayor Robinson advised that Council cannot entertain further submissions or correspondence from the public on the proposed bylaws.

5. ADJOURNMENT

Acting Mayor Robinson declared the Hearing adjourned at 6:17 p.m.

Certified Correct.

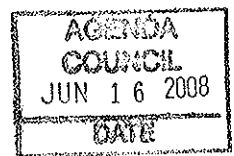
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Chair

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

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# TO BE ADOPTED



## CITY OF PARKSVILLE

4493.  
June 2, 2008

Minutes of the regular meeting of Council held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Monday, June 2, 2008 at 6:00 p.m.

**PRESENT:** A/ Mayor C. Robinson

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

Staff: L. Taylor, Director of Administrative Services  
G. O'Rourke, Director of Engineering & Operations  
G. Jackson, Director of Community Planning  
L. Butterworth, Director of Finance  
M. Norris, Deputy Fire Chief

### 1. PUBLIC HEARING

Burger - Powell  
08-135 THAT Council resolve into a Public Hearing for "Official Community Plan Amendment Bylaw, 2008, No. 1370.8" and "Official Community Plan Amendment Bylaw, 2008, No. 1370.9". CARRIED.

Time 6:00 p.m.

The Council meeting reconvened at 6:17 p.m.

### 2. ADOPTION OF MINUTES

Burger - Lefebvre  
08-136 THAT the minutes of the regular meeting of Council held May 21, 2008 be adopted. CARRIED.

### 3. APPROVAL OF AGENDA

Powell - Lefebvre  
08-137 THAT the June 2, 2008 Council meeting agenda be approved. CARRIED.

4. PRESENTATIONS - Nil

5. DELEGATIONS - Nil

6. UNFINISHED BUSINESS - Nil

7. CORRESPONDENCE - Nil

8. DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE - Nil

9. REPORTS

a) Special Committee of the Whole – May 22, 2008

08-138 THAT the report of the Special Committee of the Whole meeting held May 22, 2008 be received and the following recommendations considered:

(1) **Oceanside Development & Construction Association – Affordable Housing**

Johnston - Lefebvre

THAT Council direct staff to investigate the possibility of including a Small Lot zoning category in the "City of Parksville Zoning and Development Bylaw, 1994, No. 2000". CARRIED.

b) Committee of the Whole – May 26, 2008

08-139 THAT the report of the Committee of the Whole meeting held May 26, 2008 be received and the following recommendations considered:

(1) **Oceanside Affordable Housing Society**

**Main Motion:**

Powell - Lefebvre

THAT Council direct City Staff to work with the Oceanside Affordable Housing Society to pursue opportunities to provide multi family housing for low income workers.

**Amendment:**

Lefebvre - Powell

THAT the motion be amended to add the words "on city-owned property" at the end of the sentence.

**Amendment to the Amendment:**

Burger - Lefebvre

THAT the word "on" be replaced with "utilizing".

Motions were voted on in the following order:

**Amendment to the Amendment:**

Burger - Lefebvre

THAT the word "on" be replaced with "utilizing". CARRIED

**Amendment as Amended:**

Lefebvre - Powell

THAT the motion be amended to add the words "utilizing city-owned property" at the end of the sentence. CARRIED

**Main Motion as Amended:**

Powell - Lefebvre

THAT Council direct City Staff to work with the Oceanside Affordable Housing Society to pursue opportunities to provide multi family housing for low income workers utilizing city-owned property. CARRIED

(2) **Manager of Budgets and Special Projects – DCC Open House Update and Recommendations**

Burger - Johnston

THAT consideration of the report from the Manager of Budgets and Special Projects dated May 13, 2008 entitled "DCC Open House Update and Recommendations", be postponed until the Committee of the Whole meeting on June 9, 2008. CARRIED.

(3) **Planner – Issuance of Development Permit [1152 Herring Gull Way]**

Powell - Lefebvre

THAT the report from the Planner dated May 12, 2008 entitled "Issuance of Development Permit (1152 Herring Gull Way)", be received; AND THAT a development permit be issued to St. George Transportation Nanaimo Ltd., to permit a 446 m<sup>2</sup>, 2-storey building for handling and storage of furniture with a second floor caretaker residence, and implementation of the overall site plan on Lot 1, Block 564, Nanoose District, Plan 49409 (1152 Herring Gull Way) subject to:

- (a) A landscaping bond in the amount of \$14,962.40 be received prior to the issuance of the permit.

CARRIED.

(4) **Manager of Current Planning – Consideration of a Request to Discharge Restrictive Covenant G54355**

Lefebvre - Burger

THAT the report from the Manager of Current Planning dated May 14, 2008 entitled "Consideration of a Request to Discharge Restrictive Covenant G54355", be received;

AND THAT restrictive covenant G54355, which restricts the uses permitted on the subject properties, be discharged from the title of the properties legally described as that part of Lot 4, District Lot 4, Nanoose District, Plan 5772, lying to the north of the northerly boundary of Plan 638 RW and Lot 5, District Lot 4, Nanoose District, Plan 5772, except that part lying to the south of Plan 638 RW (281 Island Highway East) subject to lot consolidation or the registration of a restrictive covenant in favour of the City prohibiting independent sale of the properties while the current building remains standing. CARRIED.

10. **BYLAWS**

a) **"Municipal Ticket Information Bylaw, 2008, No. 1444"**

Johnston - Lefebvre

08-140 THAT "Municipal Ticket Information Bylaw, 2008, No. 1444" be adopted. CARRIED.

b) **"Firehall Addition Loan Authorization Bylaw, 2008, No. 1443"**

Burger - Powell

08-141 THAT "Firehall Addition Loan Authorization Bylaw, 2008, No. 1443" be read a first time. CARRIED.

08-142 Lefebvre - Johnston  
THAT "Firehall Addition Loan Authorization Bylaw, 2008, No. 1443" be read a second and third time. CARRIED.

**11. NEW BUSINESS - Nil**

**12. NOTICE OF MOTION**

a) **Councillor Lefebvre – Affordable Housing Garden Suites** – *From May 21, 2008 Regular meeting of Council*

08-143 Lefebvre - Powell  
THAT staff be directed to prepare an amendment to the Zoning Bylaw that would permit secondary suites in carriage homes separate from the primary residence, or a secondary suite above a detached garage, on a homeowners property, the size of which could be up to 90 square metres. CARRIED.

b) **Councillor Burger – DCCs for Employee Housing**

Councillor Burger gave notice that he will be bringing forward a motion at the June 16, 2008 Council meeting:

WHEREAS municipalities who have received a resort region designation under Section 6.8 of the Local Government Act have the ability to impose development cost charges to provide funds to assist in paying the capital costs of providing, constructing, altering or expanding employee housing to service directly, or indirectly, the operation of resort activities;

AND WHEREAS one of the largest segments of the population that requires access to affordable housing are service industry workers and the ability of a municipality to fund this type of housing is limited:

THEREFORE BE IT RESOLVED that amendments be made to the Local Government Act to permit all municipalities, not just municipalities with a resort region designation, to impose development cost charges for the purpose of providing, constructing, altering or expanding employee housing in order to help address the issue of affordable housing.

**13. SPECIAL BUSINESS (Closed/In Camera) - Nil**

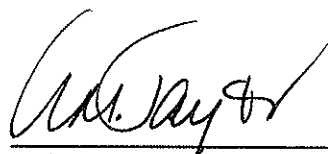
**14. ADJOURNMENT**

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

The meeting adjourned at 6:43 p.m.

Certified Correct.

\_\_\_\_\_  
Deputy Mayor

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



June 10, 2008

**REPORT TO:           MAYOR AND COUNCIL**  
**FROM:                 COMMITTEE OF THE WHOLE**  
**SUBJECT:             JUNE 9, 2008 MEETING RECOMMENDATION**

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The following item was considered by the Committee of the Whole at its special meeting held Monday, June 9, 2008:

**RECOMMENDATIONS**

1)    **Manager of Budgets and Special Projects – Development Cost Charge (DCC) Program Revisions**

**THAT** the report from the Manager of Budgets and Special Projects dated June 4, 2008 entitled "Development Cost Charge (DCC) Program", be received;  
**AND THAT** staff prepare the relevant bylaws to revise the DCC program, for Council consideration, based on the DCC program presented to Council in January 2008, and the revisions presented in the report from the Manager of Budgets and Special Projects dated June 4, 2008 entitled "Development Cost Charge (DCC) Program Revisions".

**THAT** Staff be requested to prepare a policy requiring an annual review of the development cost charges.

2)    **Director of Finance - 2007 Statement of Financial Information**

**THAT** the report from the Director of Finance dated June 3, 2008 entitled "2007 Statement of Financial Information", be received;  
**AND THAT** the Statement of Financial Information for the Year Ended December 31, 2007 be approved.

3)    **Planner – Development Permit Application (103, 105, 111 & 125 McMillan Street)**

**THAT** the report from the Planner dated May 28, 2008 entitled "Issuance of Development Permit (103, 105, 111 & 125 McMillan Street)", be received;  
**AND THAT** a development permit be issued to 0799424 B.C. Ltd., Inc. No. BC0799424 to permit a 71 unit apartment type building with requested variances which include a relaxation from 6.0 metres to 4.78 metres for a roof overhang of 1.22 metres and front lot line relaxation from 6.0 metres to 0.0 metres for an entry canopy at the primary building entry on McMillan Street and implementation of the overall site plan on Lots 3, 4, and 2, District Lot 89, Nanoose District, Plan 6265 and Lot 1, District Lot 89, Nanoose District, Plan 5232 and That Part of Parcel G (DD1582ON), District Lot 89, Nanoose District, shown outlined in Red on Plan 801-R (103, 105, 111 and 125 McMillan Street) subject to:

- (a)    A landscaping bond in the amount of \$108,700.00 be received prior to the issuance of the permit.

**4) Manager of Engineering – 2008 Supply of Asphalt Services**

**THAT** the report from the Manager of Engineering dated June 3, 2008 entitled "2008 Supply of Asphalt Services", be received;

**AND THAT** the tender for the "2008 Supply of Asphalt Services", in the amount of \$937,020.00 (including GST), be awarded to Haylock Bros. Paving Ltd.

**5) Manager of Engineering – McCarter Street & Stanford Avenue West Road & Watermain Improvements**

**THAT** the report from the Manager of Engineering dated June 3, 2008 entitled "McCarter Street & Stanford Avenue West Road & Watermain Improvements", be received;

**AND THAT** the tender for the "McCarter Street & Stanford Avenue West, Road & Watermain Improvements", in the amount of \$251,893.25 (including GST), be awarded to Windley Contracting Ltd.;

**AND FURTHER THAT** staff amend the 2008 Financial Plan to reflect the actual cost of the works for the "McCarter Street & Stanford Avenue West, Road & Watermain Improvements" capital project.

**6) Director of Administrative Services – Special Events Applications**

**THAT** the report from the Director of Administrative Services dated May 27, 2008 entitled "2008 Special Events Applications", be received;

**AND THAT** the following organizations be permitted use of the identified areas of the Community Park for special events during the specified times and in the areas outlined in the application forms attached to the report from the Director of Administrative Services dated May 27, 2008 entitled "2008 Special Events Applications":

Parksville Golden Oldies Sport Association (PGOSA) Seniors Outdoor Volleyball on Tuesday and Thursday evenings in June, July & August, 2008; and  
Nanaimo Sport and Social Club Beach Soccer Tournament on July 19 & 20, 2008;

**AND THAT** the following organizations be granted use of the Gazebo and grass area in Foster Park:

Sunrise Preschool for a Preschool Graduation on June 20, 2008 from 5:00 p.m. to 7:00 p.m.; and

Little Promises Childcare for a Preschool Picnic on June 26, 2008 from 5:00 p.m. to 8:00 p.m. including a pony ride with Tiger Lily Farms from 6:00 p.m. to 7:30 p.m.;

**AND THAT** the Home Hardware be granted use of the parking spaces on the Alberni Highway (HWY 4A) next to the CIBC and partial use of the sidewalk and overhang in front of the Home Hardware building for the Cooking Ladies "On the Road" on June 30, 2008 from 10 a.m. to 3 p.m.;

**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 May 27, 2008 entitled "2008 Special Events Applications".



MAYOR SANDY HERLE, Chair  
COMMITTEE OF THE WHOLE

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

AGENDA  
COUNCIL  
JUN 16 2008  
DATE

**May-08**

PERMIT TYPE	May-08	Units	VALUE OF PERMITS	2008 YTD NO OF PRMTS	2008 YTD Units	2008 RUNNING TOTAL
RESIDENTIAL - Single Family Dwelling	7	7	1,361,265	30	30	6,209,540
- Alterations/Additions SFD	4		83,680	23	0	312,005
- 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		2,000	7	0	294,200
- Residential				0	0	0
INDUSTRIAL - Permits				3	3	634,000
- Alterations/Additions	1	0		2	0	1,500
- Residential				0	0	0
INSTITUTIONAL - Permits				0	0	0
- Alterations/Additions				0	0	0
MOVING	1	0		1	0	0
ACCESS				0	0	0
DEMOLITION				2	0	0
SIGNS	2		3,300	8	0	19,290
Irrigation Permits (backflow protection)				0	0	0
Service Connections				1	0	0
<b>TOTALS:</b>	<b>17</b>	<b>7</b>	<b>1,450,245</b>	<b>83</b>	<b>37</b>	<b>8,072,915</b>

TOTAL NUMBER AND VALUE  
OF PERMITS MONTHLY

17	7	1,450,245
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**May-07**

PERMIT TYPE	May-07	Units	VALUE OF PERMITS	2007 YTD NO OF PRMTS	2007 YTD Units	2007 RUNNING TOTALS
RESIDENTIAL - Single Family Dwelling	0	0	0	9	0	2,029,944
- Alterations/Additions SFD	7	0	134,304	19	0	437,296
- Multi Family Dwelling	0	0	0	14	69	13,152,210
- Alterations/Additions MF	0	0	0	0	0	0
COMMERCIAL - Permits	1	0	85,000	10	8	1,200,115
- Alterations/Additions	1	0	150,000	7	0	173,500
- 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	21,984,800	2	0	22,984,800
- 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	2	0	0
SIGNS	1	0	280	20	0	36,819
Irrigation Permits (backflow protection)	2	0	1,000	2	0	1,000
Service Connections	1	0	0	3	0	0
<b>TOTALS:</b>	<b>15</b>	<b>0</b>	<b>22,355,384</b>	<b>90</b>	<b>77</b>	<b>40,045,684</b>

TOTAL NUMBER AND VALUE  
OF PERMITS MONTHLY  
PREVIOUS YEAR

15	0	22,355,384
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# PARKSVILLE FIRE DEPARTMENT

## MONTHLY INCIDENT REPORT

### MAY 2008

AGENDA COUNCIL JUN 16 2008 DATE
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Incident Type Description	Reponse Time (Avg)	Incident Duration (Avg)	Total Loss (Sum)	Total Saved (Sum)	Total Manpower (Avg)	Total Manhours (Sum)
9 Alarms (accidental)	4 min 27 sec	26 min 31 sec	\$0.00	\$0.00	7.9	38.50
2 Ambulance Assists	3 min 8 sec	15 min 27 sec	\$0.00	\$0.00	2.5	1.30
1 Bark mulch	3 min 9 sec	15 min 0 sec	\$0.00	\$0.00	1.0	0.30
8 Burning complaints	4 min 34 sec	3 hr 25 min 15 sec	\$0.00	\$0.00	2.1	8.30
4 Bush fires	6 min 7 sec	48 min 53 sec	\$0.00	\$0.00	10.5	47.50
3 Complaints	8 min 8 sec	44 min 37 sec	\$0.00	\$0.00	1.0	2.80
1 Dumpster fire	8 min 14 sec	46 min 47 sec	\$0.00	\$0.00	14.0	10.50
3 Equip. Maintenance	n/a	2 hrs	\$0.00	\$0.00	4.0	24.00
1 Fire (dollar loss)	6 min 10 sec	45 min 20 sec	\$0.00	\$0.00	17.0	17.00
2 First response	6 min 4 sec	27 min 27 sec	\$0.00	\$0.00	8.5	8.50
1 Gas leak	4 min 31 sec	36 min 53 sec	\$0.00	\$0.00	12.0	6.30
1 Natural gas leak	6 min 8 sec	42 min 21 sec	\$0.00	\$0.00	6.0	4.50
6 Motor vehicle incidents	4 min 41 sec	33 min 35 sec	\$0.00	\$0.00	10.8	46.00
1 Ped/cyclist struck	3 min 50 sec	21 min 15 sec	\$0.00	\$0.00	1.0	0.30
2 Public Education	n/a	1 hr 2 mins 30 sec	\$0.00	\$0.00	4.5	5.00
1 Public service	n/a	4 min 54 sec	\$0.00	\$0.00	1.0	0.30
1 Rescue (outside FPA)	15 min 9 sec	1 hr 1 min 38 sec	\$0.00	\$0.00	14.0	14.00
1 Structure fire (hotel/motel)	5 min 55 sec	52 min 36 sec	\$0.00	\$0.00	18.0	18.00
1 Structure fire (single family)	5 min 54 sec	35 min 43 sec	\$0.00	\$0.00	12.0	9.00
1 Vehicle fire	4 min 15 sec	2 hrs 26 min 0 sec	\$74,000.00	\$0.00	22	55.00
<b>Training</b>						
50 TOTALS	4 min 42 sec	1 hr 9 min 49 sec	\$74,000.00	\$0.00	7.2	759.05

**Training**





# Parksville Volunteer Fire Department

160 W. Jensen Avenue, P.O. Box 1390, Parksville, 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, May 2008

<u>OCCUPANCY</u>	MAY	YTD TOTAL
MERCANTILE	5	53
OFFICE	1	16
DRYCLEANERS	0	0
SERVICE STATION	1	6
RESTAURANTS	1	10
ASSEMBLY	0	14
HOTEL/MOTEL	1	15
SCHOOLS	0	1
DAYCARE/PRESCHOOL	1	2
VACANT AT INSP	0	0
APARTMENTS	2	6
INDUSTRIAL	1	4
F.S. PLAN REVIEW	1	1
COMMUNITY CARE	0	0
REINSPECTIONS	13	18
<u>MONTHLY TOTAL</u>	23	146

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

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**DATE**            June 20, 2008

**MEMO TO:**    F. C. MANSON, CHIEF ADMINISTRATIVE OFFICER

**FROM:**        L. TAYLOR, DIRECTOR OF ADMINISTRATIVE SERVICES

**SUBJECT:**    ELECTION COST SHARING AGREEMENT WITH SCHOOL DISTRICT NO. 69

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**ISSUE**

Election Cost Sharing Agreement with School District No. 69 (Qualicum) for School Trustee for the 2008 elections.

**EXECUTIVE SUMMARY**

Since the early 1980's, the City has assisted School District No. 69 by including the Trustee ballot in the general local government election process. To compensate the City for the handling of their ballots, facilities and staff costs incurred for all advance voting and on general voting day, the School District has historically paid 1/3<sup>rd</sup> of all costs associated with the elections.

**REFERENCES**

Local Government Act s. 40  
School Act s. 38

**BACKGROUND**

Until the 1999 elections, the arrangement with the School District had been by way of an informal agreement. The introduction of voting machines in 1999 created a significant difference from prior elections as previously the School District supplied their own ballots to the City for use in the election. The electronic ballot that must be used is now a composite and includes the names of all candidates for Mayor, Councillors and School Trustee within the municipal boundaries.

**OPTIONS**

1. Enter into a Cost Sharing Agreement with the School District No. 69 (Qualicum) for the 2008 elections.
2. Not enter into a Cost Sharing Agreement with the School District No. 69 (Qualicum) for the 2008 elections and include the School Trustee on the composite ballot with no formal agreement in place.
3. Advise the School District No. 69 (Qualicum) the School Trustee vote will not be included in the City's 2008 election process.

**ANALYSIS**

With the introduction of voting machines, the City is now responsible for the production of the Trustee portion on the ballot for the electronic vote. Any additions to the electronic ballot for Mayor and Councillors increases the cost of producing the ballot and programming the memory cards for the voting machines.

Staff support Option 1 which stipulates the division of costs for the 2008 election on the same basis as in previous elections. Not having a formal agreement could expose the City to a cost risk. In general, municipalities have been strongly encouraged to have an Election Cost Sharing Agreement in place prior to a general election.

Option 3 would require the School District to hold their own election within the City, including staffing, facility rentals and ballots at a duplicate greater cost to the taxpayers than partnering with the City.

### **SUSTAINABILITY/ENVIRONMENT IMPLICATIONS**

None

### **FINANCIAL IMPLICATIONS**

Total shared costs for the 2005 election were \$20,186.30 of which the School District paid \$6,728.77. Without a cost sharing agreement the City would have to absorb the entire cost of election.

### **RECOMMENDATION**

**THAT** the report dated June 10, 2008 from the Director of Administrative Services entitled "Election Cost Sharing Agreement with School District No. 69" be received for information;

**AND THAT** Council approve a cost sharing agreement with School District No. 69 (Qualicum) for the School Trustee portion of the 2008 election conducted by the City of Parksville requiring the School Board to pay one-third of the election costs including: rental and programming of electronic voting machines, ballots, facility rentals, election official wages and meals;

**AND THAT** the Mayor and Director of Administrative Services be authorized to execute the 2008 Election Cost Sharing Agreement with School District No. 69 (Qualicum) on behalf of the City of Parksville.

Respectfully Submitted,



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

**Chief Administrative Officer's Comments:**



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

**ELECTION COST SHARING AGREEMENT**

**2008 School Trustee Election**

**THIS AGREEMENT MADE** the

**BETWEEN:**

**CITY OF PARKSVILLE**  
100 E. Jensen Avenue,  
PO Box 1390, Parksville, BC V9P 2H3  
(the "City")

**OF THE FIRST PART**

**AND**

**SCHOOL DISTRICT NO. 69 (QUALICUM)**  
100 E. Jensen Avenue,  
PO Box 430, Parksville, BC V9P 2G5  
(the "School District")

**OF THE SECOND PART**

**WHEREAS** the School Board Trustee electoral boundaries encompass the City of Parksville and portions of Electoral "E" of the Powell River Regional District and Electoral Area "G" of the Regional District of Nanaimo for the 2008 local government elections;

**AND WHEREAS** Section 40 of the *Local Government Act* and Section 38 of the *School Act* provide for the recovery of additional costs incurred by the City of Parksville in the School Board Trustee election;

**NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:**

1. The School District agrees to pay to the City one-third of the following costs for the 2008 City of Parksville School Board Trustee election:
  - a) Rental of a maximum of two electronic voting machines and operating software;
  - b) Electronic memory card programming, ballot and registration application production and delivery;
  - c) Facility rentals for advance voting opportunities, special voting opportunities and general voting day;
  - d) Election official wages and meals for advance voting opportunities, special voting opportunities, and on general voting day.
2. The School District agrees to pay all legal costs and sundry expenses which can be specifically attributed to the School Board Trustee election.

- 3. The City shall supply the School Board with a breakdown of the costs for the items covered by this agreement by December 31, 2008 and the School Board shall reimburse the City for these costs by February 15, 2009.

**IN WITNESS WHEREOF** the parties hereto have affixed their corporate seals in the presence of their officers duly authorized in that behalf.

**SIGNED ON BEHALF OF THE** )  
**CITY OF PARKSVILLE** )

\_\_\_\_\_)  
 Mayor )

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

**SIGNED ON BEHALF OF** )  
**SCHOOL DISTRICT NO. 69 (QUALICUM)** )

\_\_\_\_\_)  
 Board Chair )

\_\_\_\_\_)  
 Secretary Treasurer )