



# 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, AUGUST 6, 2008 – 6:00 P.M.

### 1. ADOPTION OF MINUTES

- a) of the regular meeting of Council held July 21, 2008 – Pages 1 to 6

***Recommendation: THAT the minutes of the regular meeting of Council held July 21, 2008 be adopted.***

- b) of the special meeting of Council held July 21, 2008 – Page 7

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

### 2. APPROVAL OF AGENDA

### 3. PRESENTATIONS

### 4. DELEGATIONS

### 5. UNFINISHED BUSINESS

### 6. CORRESPONDENCE

- a) Ron Cantelon, MLA – Oceanside Primary Health Care Taskforce – Page 8

***Recommendation: THAT the correspondence from Ron Cantelon dated July 16, 2008 regarding the Oceanside Primary Health Care Taskforce, be received for information.***

- b) Parksville Downtown Business Association – Downtown Core/Alberni Highway Works  
– Page 8A

***Recommendation: THAT the correspondence from the Parksville Downtown Business Association dated July 24, 2008 thanking the City for works carried out in the downtown core, be received.***

- c) Oceanside Development & Construction Association – Addition of Sustainability Section to the OCP – Pages 9 to 10

**Recommendation: THAT the correspondence from the Oceanside Development & Construction Association dated July 25, 2008 regarding the sustainability section to the OCP, be received for information.**

7. DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE

8. REPORTS

- a) Committee of the Whole – July 28, 2008 – Pages 11 to 13

- (1) Planner – Recommendation to Rescind the Current Advisory Design Panel Bylaw to be Replaced with an Updated Terms of Reference  
*The current Advisory Design Panel Bylaw No. 1419 should be rescinded in favour of a formalized Terms of Reference document to facilitate recent changes to the Panel composition.*

**Recommendation: THAT the report from the Planner dated July 8, 2008 entitled "Recommendation to Rescind the Current Advisory Design Panel Bylaw to be Replaced with an Updated Terms of Reference" be received; AND THAT Council adopt a formal Terms of Reference for the Advisory Design Panel.**

- (2) Planner – Application for a Development Permit [500 Corfield Street]  
*The City has received a development permit application from Corfield Glade Developments Ltd. for the above noted property to allow the construction of 58 townhouse units, 2 indoor recreation units and overall site improvements. The subject property is located within Development Permit Area No. 17 – Comprehensive Development – Corfield Glades. The development permit designation is under the Form and Character, Protection of the Natural Environment, Protection of Development from Hazardous Conditions categories.*

**Recommendation: THAT the report from the Planner dated July 16, 2008 for the issuance of a Development Permit at 500 Corfield Street be received;**  
**AND THAT a development permit be issued to Corfield Glades Development Limited, to permit 58 townhouse units, 2 indoor recreation units and overall site improvements on Lots 30 and 31, Block 1438, Nanoose District, Plan VIP66125 (500 Corfield Street);**  
**AND THAT where the Qualified Environmental Professional's (QEP) report dated April 10, 2008, prepared by Toth and Associates, describes an area designated as Streamside Protection and Enhancement Area (SPEA), that development activities within the SPEA shall be conducted in accordance with the QEP's assessment report;**  
**AND THAT a landscaping bond in the amount of \$264,212.50 be received prior to the issuance of the permit;**  
**AND FURTHER THAT proof of lot consolidation be received prior to the issuance of the permit.**

(3) Manager of Current Planning – Application for a Development Permit [352 Hirst Avenue]

The City has received a development permit application from Joel McDaniel of Carel Properties Ltd. for the above noted property to facilitate the construction of a 3 storey, 18-unit residential apartment building and associated landscaping. The property is located within Development Permit Area No. 4 – Multiple Family Area – Central, as designated within the Official Community Plan (OCP). The development permit designation is under the Form and Character category.

**Recommendation: THAT the report from the Manager of Current Planning dated July 17, 2008 for the issuance of a Development Permit at 352 Hirst Avenue be received;**

**AND THAT a development permit be issued to Carel Properties Ltd., to facilitate the overall site plan and construction of a three storey, 18 unit apartment building on Lot 5, District Lot 14, Nanoose District, Plan 5797 (352 Hirst Avenue) with the following variances:**

- **Relaxation of the required number of off-street parking stalls from 1.5 stalls per dwelling unit (27 stalls) to 1 stall per dwelling unit (18 stalls);**
- **Relaxation of the front yard setback from 6.0 metres to 4.0 metres; and,**
- **Relaxation of the outdoor recreation space requirement from 396 m<sup>2</sup> to 214 m<sup>2</sup>.**

**AND THAT an amendment to Development Permit No. 07-07 be issued to Carel Properties Ltd., to facilitate the inclusion of additional landscape screening on Lot B, District Lot 14, Nanoose District, Plan 5797 (344 Hirst Avenue);**

**AND FURTHER THAT a landscaping bond in the amount of \$46,770.49 be received prior to the issuance of the permit.**

(4) Manager of Current Planning – Zoning Bylaw Text Amendment to Permit Miniature Golf Course Use in the Resort Area Tourist Accommodation RA-2A Zone

A review of the Resort Area Tourist Accommodation RA-2A zone has revealed that current wording does not permit miniature golf course use, a use that was intended to be included within the zoning designation.

**Recommendation: THAT the report from the Manager of Current Planning dated July 17, 2008, entitled "Zoning Bylaw Text Amendment to Permit Miniature Golf Course Use in the Resort Area Tourist Accommodation RA-2A Zone" be received;**

**AND THAT a zoning text amendment bylaw be drafted to add miniature golf course as a permitted use to the Resort Area Tourist Accommodation RA-2A zone and that the bylaw be advanced for reading consideration.**

(5) Director of Community Planning – Information Regarding Zoning Amendment Bylaw for Carriage Houses

Director of Community Planning – Information Regarding Zoning Amendment Bylaw for Carriage Houses – ADDENDUM

Staff has responded to Council's resolution to prepare a zoning amendment to accommodate carriage houses. This report provides information regarding the assumptions that were made to draft the Bylaw.

**Recommendation: THAT the report from the Director of Community Planning dated July 8, 2008 pertaining to information regarding a zoning amendment bylaw for carriage houses be received;  
AND THAT the addendum report from the Director of Community Planning dated July 28, 2008 pertaining to additional information regarding a zoning amendment bylaw for carriage houses be received;  
AND FURTHER THAT the "Zoning and Development Amendment Bylaw, 2008, No. 2000.69" be advanced for reading consideration.**

- (6) Director of Community Planning – Consideration of How to Amend All Existing Multiple Family Zoning Categories to Include a Requirement for Affordable Housing in all Future Developments

*Council has requested that Staff identify a method of ensuring that there is affordable housing included in all multiple family developments and in situations where the multiple family zoning is already in place. The legislative mechanism to do this is through the bonus provision set out in Section 904 of the Local Government Act. Right now the City does have bonus provisions in its multiple family zones, but this is not often taken advantage of by developers. To make this effective it is necessary to adjust the base density provisions and to add a bonus provision to other zones which permit multiple family as well.*

**Recommendation: THAT the report of the Director of Community Planning dated July 15, 2008 for consideration of how to amend all existing multiple family zoning categories to include a requirement for affordable housing in all future developments be received;  
AND THAT the report be referred back to staff for further information to be received by no later than mid-September.**

- (7) Director of Administrative Services – Co-Ed Ortho Softball Beer Garden Event 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 July 18, 2008 entitled "Co-Ed Ortho Softball Beer Garden Event Application" be received;  
AND THAT the Co-Ed Ortho Softball League be permitted to conduct a beer garden on August 30, 31 and September 1, 2008, between the hours of noon and 6:00 p.m. in the Community Park Lacrosse Box as outlined on the map attached to the report from the Director of Administrative Services dated July 18, 2008 entitled "Co-Ed Ortho Softball Beer Garden Event Application";  
AND THAT the approval be granted on condition that the organizers ensure that any temporary food concessions associated with the event are in compliance with Community Park Food Concessions Policy No. 3.18;  
AND FURTHER THAT the approval be granted on condition that the organizers adhere to the signed Terms and Conditions form dated July 9, 2008 attached to the report from the Director of Administrative Services dated July 18, 2008 entitled "Co-Ed Ortho Softball Beer Garden Event Application".**

(8) Director of Administrative Services – Parksville & District 25<sup>th</sup> Annual SOS Bikers Toy Run

*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 July 18, 2008 entitled "Parksville & District 25th Annual SOS Bikers Toy Run" be received;**

**AND THAT the SOS be permitted to hold the Parksville & District 25th Annual SOS Bikers Toy Run Event on Sunday, September 21, 2008 between the hours of 9:00 a.m. and 3:00 p.m., utilizing the picnic shelter, parking areas of the Community Park as indicated on the map attached to Park Use Application Form (1) with the motorcycles following a designated route through City streets as indicated on the map attached to Event Application Form (1B) which are attached to the report from the Director of Administrative Services dated July 18, 2008 entitled "Parksville & District 25th Annual SOS Bikers Toy Run";**

**AND THAT the approval be granted on condition that the organizers adhere to the signed Terms and Conditions form dated July 14, 2008 attached to the report from the Director of Administrative Services dated July 18, 2008 entitled "Parksville & District 25th Annual SOS Bikers Toy Run".**

(9) Bard to Broadway Theatre Society – Signage Request

*The Bard to Broadway Theatre Society has requested permission to place signage on the City-owned property located at 140 Jensen Avenue and adjacent to the PCCC in order to advertise the Society's productions. The signage is permitted under the provisions of the Sign Regulation Bylaw, 1997, No. 1276.*

**Recommendation: THAT the Bard to Broadway Theatre Society be permitted to place special events signage under the Sign Regulation Bylaw, 1997, No. 1276, advertising the Bard to Broadway productions, on the City-owned property located at 140 Jensen Avenue and on the City-owned park property located between 100 Jensen Avenue and 225 Corfield at the McCarter Street/Jensen Avenue intersection;**

**AND THAT staff be instructed to prepare a letter of understanding with the Bard to Broadway Theatre Society outlining the conditions of the placement of the signage under the Sign Regulation Bylaw, 1997, No. 1276;**

**AND FURTHER THAT the Mayor and Corporate Officer be authorized to sign the letter of understanding on behalf of the City of Parksville with the Bard to Broadway Theatre Society regarding the placement of the signage.**

b) Fire Chief – UBCM 2008 Emergency Planning Grant Program – Pages 14 to 16

*This memo concerns the application for a grant to allow for a review of the City of Parksville Emergency Plan by first understanding what hazards currently affect the City.*

**Recommendation: THAT the report from the Fire Chief dated July 29, 2008 regarding UBCM 2008 Emergency Planning Grant Program be received;**

**AND THAT Council direct staff to make application to the UBCM for the 2008 Emergency Planning Grant Program in an amount not to exceed \$5,000.00 to be used for the purpose of developing a Hazard Risk Vulnerability Analysis; AND FURTHER THAT a budget be developed and brought forward for the 2009 budget deliberations to cover the City of Parksville in-kind contributions that may be incurred.**

- c) Manager of Current Planning - Consideration of Temporary Change to the Liquor Licence for the Curling Club [193 Island Highway East] – Pages 17 to 26  
*The terms of the Liquor Primary Club licence makes it necessary for the Curling Club (which is located in the Community Park) to apply for temporary changes to their licence to accommodate bonspiels and special events.*

**Recommendation: THAT Council advise the Liquor Control and Licensing Branch that Council has no objection to the application for temporary expansion of the licensed area and change of hours for the Parksville Curling Club, for the arena building on Parcel B, except Plan 29279 and VIP52582 Parcel B DD349031 (193 Island Highway East).**

- d) Chief Administrative Officer – Downtown Revitalization Logo – Pages 27 to 32  
*Included as part of the Downtown Revitalization Strategy was the development of a Parksville Downtown Logo. As indicated in the request from the Downtown Parksville Business Association, they have adopted this logo and have been using it for both the identification of their association as well as on the banners, and other street furnishings they have contributed for installation in the downtown core. The Parksville Downtown Business Association is now asking for formal permission to use the logo on all their communication materials.*

**Recommendation: THAT the Parksville Downtown Business Association be granted permission to use the Parksville Downtown Revitalization Logo for their communication and other promotional initiatives.**

- e) Director of Administration - Special Event Application – Movie Night – Community Park – Pages 33 to 37  
*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 Alliance West Sports & Entertainment be granted permission to hold the Thrifty Foods Great Outdoor Film Festival on the sports fields located in the Parksville Community Park on Tuesday, August 19, AND THAT the approval be granted on condition that the organizers adhere to the signed Terms and Conditions form dated July 29, 2008 attached to the report from the Director of Administrative Services dated July 29, 2008 entitled "Special Event Application – Movie Night – Community Park".**

9. BYLAWS

- a) "Consolidation Authorization Bylaw, 2008, No. 1447"  
*Authorizes the corporate officer to consolidate one or more of the bylaws of the City.*
- (i) **Recommendation: THAT "Consolidation Authorization Bylaw, 2008, No. 1447" be adopted**

- b) "Zoning and Development Text Amendment Bylaw, 2008, No. 2000.69" – Pages 38 to 41  
*Text amendment to amend single family residential (RS-1) Zone to add Carriage Houses*
- (i) **Recommendation: THAT "Zoning and Development Text Amendment Bylaw, 2008, No. 2000.69" be read a first time.**
- (ii) **Recommendation: THAT "Zoning and Development Text Amendment Bylaw, 2008, No. 2000.69" be read a second time.**
- c) "Zoning and Development Text Amendment Bylaw, 2008, No. 2000.70" – Page 42  
*Text amendment to amend the Resort Area Tourist Accommodation (RA-2A) Zone to add Miniature Golf Course*
- (i) **Recommendation: THAT "Zoning and Development Text Amendment Bylaw, 2008, No. 2000.70" be read a first time.**
- (ii) **Recommendation: THAT "Zoning and Development Text Amendment Bylaw, 2008, No. 2000.70" be read a second time.**

10. NEW BUSINESS

11. NOTICE OF MOTION

- a) Councillor L. Lefebvre – Kitty Larner to the Council of Senior Citizens Organizations of BC Conference – From July 21, 2008 Regular Meeting of Council
- Recommendation: THAT the City of Parksville send Kitty Larner of the Parksville Seniors' Centre as the City's representative to the Council of Senior Citizens' Organizations of BC Conference on Seniors Health, Housing and Income in a Global Age-Friendly Community to be held September 15th and 16th in Richmond;**  
**AND THAT \$700 to cover registration, accommodation and travel expenses be provided from Council Contingency.**

12. SPECIAL BUSINESS (Closed/In Camera)

13. ADJOURNMENT

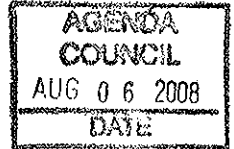
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# TO BE ADOPTED

**CITY OF PARKSVILLE**

4511.  
**July 21, 2008**

Minutes of the regular meeting of Council held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Monday, July 21, 2008 at 6:00 p.m.



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

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

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

1. **ADOPTION OF MINUTES**

08-189 Burger - Powell  
THAT the minutes of the regular meeting of Council held July 7, 2008 be adopted. CARRIED.

2. **APPROVAL OF AGENDA**

08-190 Powell - Burger  
THAT the July 21, 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) Committee of the Whole – July 14, 2008

08-191 THAT the report of the Special Committee of the Whole meeting held July 14, 2008 be received and the following recommendations considered:

(1) **Manager of Current Planning – Consideration of a Small-Lot Residential Zone**

Lefebvre - Powell

THAT the report from the Manager of Current Planning dated July 3, 2008 entitled "Consideration of a Small-Lot Residential Zone", be received;  
AND THAT the small lot residential zone template, attached as Schedule "A" to the report from the Manager of Current Planning dated July 3, 2008 entitled "Consideration of a Small-Lot Residential Zone", be accepted;  
AND FURTHER THAT staff make the small lot residential zone template available to interested parties. CARRIED.

(2) **Director of Community Planning – Consideration of Implementations of Mandatory Provision of Affordable Housing Units within all Future Multiple Family Developments**

Lefebvre - Patterson

THAT the report from the Director of Community Planning dated June 19, 2008 for consideration of implementation of mandatory provision of affordable housing units within all future multiple family developments be received;  
AND THAT staff be directed to amend all existing multiple family zoning categories so as to include a mandatory requirement for affordable housing in all future multi-family developments. CARRIED.

(3) **Manager of Engineering – Highway 19A – Shelly Road to the Englishman River Bridge Pedestrian Facilities Upgrade**

Powell - Burger

THAT the report from the Manager of Engineering dated July 8, 2008 entitled "Highway 19A – Shelly Road to the Englishman River Bridge Pedestrian Facilities Upgrade", be received;  
AND THAT the tender for the "Highway 19A – Shelly Road to the Englishman River Bridge Pedestrian Facilities Upgrade", in the amount of \$490,449.83 (including GST), be awarded to Nash Excavating Ltd. CARRIED.

(4) **Director of Administrative Services – Consolidation Authorization Bylaw No. 1447**

Lefebvre - Burger

THAT the report from the Director of Administrative Services dated June 24, 2008 entitled "Consolidation Authorization Bylaw No. 1447" be received for information;  
AND THAT the "Consolidation Authorization Bylaw, 2008, No. 1447" be advanced for reading consideration. CARRIED.

(5) **2009 Provisional Budget – Comments & Questions from Council**

Burger - Powell

THAT 2009 Provisional Budget presented to Council at the Special Committee of the Whole meeting held July 7, 2008 showing a prior year surplus in 2009 of \$1,725,868 be approved with the following revisions:

1. Increase the tax rate from 3% to 5% in 2013;
2. Carry over \$50,000 allocated for the OCP DP Guidelines review from 2008 to 2009;
3. Allocate an additional \$150,000 (\$200,000 total) in 2009 for a full OCP review; and
4. Allocate \$5000 under Grants in Aid for the Brant Wildlife Festival in 2009, 2010 and 2011;

AND THAT staff be instructed to initiate the public consultation process with respect to the 2009 Provisional Budget. CARRIED.

(6) **Director of Community Planning – Official Community Plan (OCP) Development Permit Guidelines**

Patterson - Burger

THAT the report from the Director of Community Planning dated June 19, 2008 for consideration of budget increase for the Official Community Plan Development Permit Guideline project be received;

AND THAT a reallocation of funds in order to increase the OCP DP Guideline update project costs to \$80,000 not be approved. CARRIED.

b) **Bylaw Compliance Officer – Untidy Lot [213 Crabapple Crescent]**

Lefebvre - Patterson

08-192 THAT the report from the Bylaw Compliance Officer dated July 7, 2008 entitled "Untidy Lot [213 Crabapple Crescent]" be received;

AND THAT if Council is not satisfied with the explanation, or if there is no explanation from the above property owners, Council may direct Staff to proceed with direct enforcement by giving the owners and/or occupier written notice of ten (10) days from the date of this Council meeting to clean up the property themselves;

AND THAT the notice advises of specific clean up requirements, indicate the specific area requested to be cleaned up, and the consequences if the requested work is not completed;

AND FURTHER THAT at the expiration of the ten (10) days following delivery of the notice, if clean up has not been completed, either City Staff or a private contractor shall undertake the specified clean up and expenses incurred shall be listed with an invoice directed to the registered owner. If such expenses are not paid by the end of the current year, the cost will be added to the property taxes pursuant to Sections 64 and 258 of the *Community Charter*. CARRIED.

c) **Building Inspector – Summary of Permit Types June 2008**

Powell - Burger

08-193 THAT the Building Inspector's Summary of Permit Type report for June 2008 showing a cumulative year to date value of \$8,528,515, be received. CARRIED.

- d) **Fire Chief – Monthly Incident and Inspection Reports June 2008**
- 08-194 Patterson - Lefebvre  
THAT the Fire Chief's Summary of Incident Type report for June 2008 showing a total of 53 calls and the monthly Inspection Report for June 2008 showing 23 inspections, be received. CARRIED.
- e) **Manager of Budgets and Special Projects – Road, Storm, Water and Sanitary Sewer DCC Bylaw**
- 08-195 Burger - Powell  
THAT the report from the Manager of Budgets and Special Projects dated July 16, 2008 entitled "Road, Storm, Water and Sanitary Sewer DCC Bylaw" be received;  
AND THAT Development Cost Charges Bylaw, 2008, No. 1437 be advanced for first three readings consideration by Council. CARRIED.
- f) **Director of Administrative Services – Elector Approval – Fire Hall Borrowing**
- 08-196 Powell - Lefebvre  
THAT the report dated July 14, 2008 from the Director of Administrative Services entitled "Elector Approval – Firehall Borrowing" be received for information;  
AND THAT the elector approval of the Firehall Addition Loan Authorization Bylaw, 2008, No. 1443 be obtained by the Alternate Approval Process, on a city-wide basis, using a single elector response form and that the deadline date for elector responses be Friday, August 29, 2008, at 4:00 p.m. CARRIED.
- g) **Director of Administrative Services – 2008 Beer Garden Special Events Applications**
- 08-197 Burger - Patterson  
THAT the report from the Director of Administrative Services dated July 14, 2008 entitled "2008 Beer Garden Special Events Applications" be received;  
AND THAT the following organizations be permitted to conduct a beer garden special event in the Community Park Lacrosse Box on the specified dates and times outlined in the applications attached to the report from the Director of Administrative Services dated July 14, 2008 entitled "2008 Beer Garden Special Events Applications":  
District 69 Mixed Slo-Pitch Playoffs – July 26 and 27, 2008, 12:00 p.m. till 6:00 p.m.;  
Island Jewel Charity Slo-Pitch Tournament – August 2, 3, and 4, 2008, 12:00 p.m. till 6:00 p.m.;
- AND THAT the approval be granted on condition that the organizers ensure that any temporary food concessions associated with the event are in compliance with Community Park Food Concessions Policy No. 3.18;  
AND FURTHER THAT the approval for each event be granted on condition that the organizers adhere to the signed Terms and Conditions forms dated July 14, 2008 attached to the report from the Director of Administrative Services dated July 14, 2008 entitled "2008 Beer Garden Special Events Applications".  
CARRIED.

9. BYLAWS

- a) **"Election Procedures and Automated Voting Authorization Bylaw, 2008, No. 1446"**  
*To provide the use of an automatic voting system and establish various procedures for the conduct of local government elections and other voting.*
- 08-198 Lefebvre - Powell  
THAT "Election Procedures and Automated Voting Authorization Bylaw, 2008, No. 1446" be adopted. CARRIED.
- b) **"Officers Amendment Bylaw, 2008, No. 1326.2"**  
*Amendment to the Officers Bylaw to clarify position titles and the method of appointment.*
- 08-199 Powell - Burger  
THAT "Officers Amendment Bylaw, 2008, No. 1326.2" be adopted. CARRIED.
- c) **"Outdoor Burning Amendment Bylaw, 2008, No. 1428.1"**  
*Amendment to the Outdoor Burning Bylaw to include agricultural clearing waste fires and the conditions under which they will be permitted.*
- 08-200 Powell - Lefebvre  
THAT "Outdoor Burning Amendment Bylaw, 2008, No. 1428.1" be adopted. CARRIED.
- d) **"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.*
- 08-201 Lefebvre - Powell  
THAT "Zoning and Development Amendment Bylaw, 2008, No. 2000.60" be adopted. CARRIED.
- e) **"Zoning and Development Amendment Bylaw, 2008, No. 2000.61"**  
*352 Hirst Avenue - RS-1 to RS-3 (Carel Properties / R. B. Palmer & Associates).*
- 08-202 Lefebvre - Powell  
THAT "Zoning and Development Amendment Bylaw, 2008, No. 2000.61" be adopted. CARRIED.
- f) **"Consolidation Authorization Bylaw, 2008, No. 1447"**  
*Authorizes the corporate officer to consolidate one or more of the bylaws of the City.*
- 08-203 Powell - Lefebvre  
THAT "Consolidation Authorization Bylaw, 2008, No. 1447" be read a first time. CARRIED.
- 08-204 Patterson - Powell  
THAT "Consolidation Authorization Bylaw, 2008, No. 1447" be read a second and third time. CARRIED.

g) **"Development Cost Charges, 2008, No. 1437"**

*DCC's may be imposed to provide funds to assist the City to pay the capital costs of providing, constructing, altering or expanding sewage, water, drainage and highway facilities and of providing and improving parkland, in order to service, directly or indirectly, the development for which the charges are imposed.*

08-205 Lefebvre - Burger  
THAT "Development Cost Charges, 2008, No. 1437" be read a first time.  
CARRIED.

08-206 Powell - Lefebvre  
THAT "Development Cost Charges, 2008, No. 1437" be read a second and third time. CARRIED.

10. NEW BUSINESS - Nil

11. NOTICE OF MOTION

a) Councillor Lefebvre – Kitty Larner to the Council of Senior Citizens Organizations of BC Conference – September 15 and 16, 2008

Councillor Lefebvre advised he will be bringing forward a motion at the August 6, 2008 regular meeting of Council to send Kitty Larner to the Council of Senior Citizens Organizations of BC conference on September 15 and 16, 2008 at a cost of \$700.00 to be taken from Council contingency.

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

13. ADJOURNMENT

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

The meeting adjourned at 6:52 p.m.

Certified Correct.

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Mayor



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Director of Administrative Services

# TO BE ADOPTED

CITY OF PARKSVILLE

4517.  
July 21, 2008

Minutes of the special meeting of Council held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Monday, July 21, 2008 at 7:00 p.m.

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

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

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



**1. Waiver of Notice**

08-207 Lefebvre - Burger  
THAT pursuant to Section 127 of the *Community Charter*, the notice provision be waived for the special council meeting held immediately following the regular Council meeting on Monday, July 21, 2008 CARRIED.

**2. Motion for Closed Meeting**

08-208 Lefebvre - Powell  
THAT pursuant to Sections 90 (1) (c) of the *Community Charter* Council proceed to a closed meeting to consider an item related to the acquisition of land. CARRIED.

Time 7:01p.m.

Council reconvened at 7:25 p.m.


**3. ADJOURNMENT**

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

The meeting adjourned at 7:25 p.m.

Certified Correct.

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Mayor

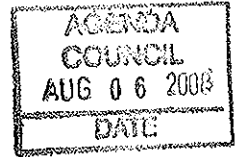
  
\_\_\_\_\_  
Director of Administrative Services

Mailing Address:  
501 - 5800 Turner Road  
Nanaimo, B.C.  
V9T 6J4  
Telephone: 250 729-7041  
Facsimile: 250 729-7069



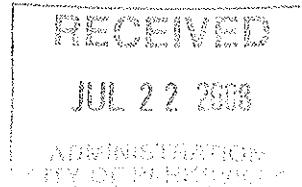
Legislative Office:  
Parliament Buildings  
Victoria, B.C.  
V8V 1X4  
Telephone: 250 953-4866  
Facsimile: 250 952-0222

RON CANTELON, M.L.A.  
Member of the Legislative Assembly  
Nanaimo-Parksville



July 16, 2008

Oceanside Primary Health Care  
Mayor Sandy Herle  
City of Parksville  
100E Jensen Avenue  
Parksville, B.C., V9P 2H3



Dear Mayor Herle *Sando.*

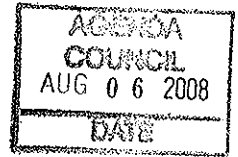
I would like to thank all of you for the hard work and collaboration in putting together the report to Mr. Harold Waldner re Health Care in the Oceanside Area – Oceanside Primary Health Care Taskforce. In particular I know that Mayor Sande Herle played a lead role in pulling this initiative together.

I will be meeting with Mr. Waldner, Jack Kruet, the chair of the VIHA board and George Abbot, the Minister of Health on July 24. I will be raising the issues that have been put out in the report. I will be looking for responses that move forward on the alternatives that are proposed.

Once again I appreciate the work and thoughtful consideration that has been given to these issues and the positive solutions that have been put forward.

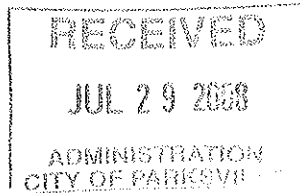
Ron Cantelon, MLA

Cc Mayor Teunis Westbroek, Town of Qualicum Beach  
Cc Joe Stanhope, RDN Board of Directors  
Cc Dr. Gordon McIntyre, Mt. Arrowsmith Medical Society  
Cc Christine Jiggins, SoS Seniors Program



*Parksville Downtown Business Association*  
P.O. Box 275  
Parksville, B.C.  
V9P 2G4  
(250) 248-8079

July 24, 2008



City of Parksville  
Box 1390  
Parksville, BC V9P 2H3

Attn: Mayor, Sandra Herle

Dear Mayor Herle:

The Parksville Downtown Business Association (PDBA) would like to compliment the City for creating a new look in the downtown core.

The completion of the Alberni Highway upgrade truly sets the tone for the remainder of the downtown and the Town Clock Square has been transformed into an area that people really notice. As well, the many landscaped beds throughout the city park and the downtown are quite spectacular this year.

Special thanks go to the staff of the Parks Department. It is obvious that they take great pride in their work and have gone beyond their regular duties to ensure that the Communities in Bloom judges received an outstanding presentation during their visit. Merchants in the Business Improvement Area appreciate the effort that has been made, as this in turn will encourage tourists and residents alike to spend more time in the downtown.

On behalf of all PDBA members we thank members of Council and all City Staff for your efforts to make the City of Parksville a place where we are proud to live and work.

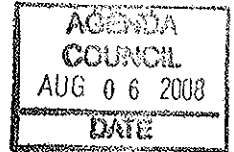
Sincerely,

Marilyn Hahn  
President





Oceanside Development & Construction Association  
P.O. Box 616, Parksville, BC V9P 2G7



July 25, 2008

Mayor Sandy Herle and City Council  
City of Parksville  
100 E. Jensen Ave.  
Parksville, BC V9P 2H3  
VIA Email, hard copy to follow

Attention: Mayor and Council,

**RE: Addition of Sustainability Section to the OCP**

We are pleased to see that City Council has included the funding for a full Official Community Plan in the provisional budget for 2009. The community's involvement in such a review and the subsequent plan will provide clear direction for Council, Staff and the Development Community as to the direction the community as a whole wishes to proceed.

This letter is to specifically express our concerns regarding the following motion passed by City Council on July 7, 2008.

*"THAT Staff be directed to prepare a report on the feasibility of an Official Community Plan amendment bylaw which has the affect of adding a 'sustainability' section to the OCP which conveys the message that, at this time, zoning amendment applications and applications to amend the OCP are not invited due to a need to re-evaluate the carrying capacity of City infrastructure and due to the belief that each of the following land use categories [commercial, industrial, multiple family, resort] has a sufficient supply to meet the community needs at this time."*

Our concern stems from the impact this motion will have on economic opportunity and the revenue streams that residents benefit from as a result of development. Construction and development have provided \$6.8 million in Development Cost Charges to the City in the past 5 years (2003-2007). In addition to these fees which are paid to support the expansion of infrastructure to service the growth, the development community has completed offsite works on nearly every project. These offsite works include the replacement of existing aging infrastructure (i.e. water and sewer mains) which would otherwise have to be replaced by the City under a maintenance plan. The Development and Construction Industry is the 4<sup>th</sup> largest employer in the Oceanside area and includes 17% of the current labour force.

Healthy communities contain equal portions of managed growth in the private and public sector. This balance is difficult to strike, but essential to the long term success of the city's ability to provide services to residents.

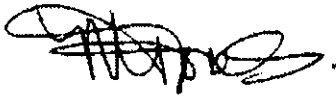
Affordable housing is impacted by any slowdown in construction and the City's recent efforts to increase housing affordability will be negated by overly intrusive market controls. Without multi-family development, affordable housing is not achievable.

The City's own reports, (The Retail Gap Analysis and the 2001 Housing Study) indicate there is a continued need for multifamily housing and new commercial space.

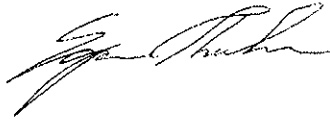
We suggest that this subject be addressed in the upcoming Official Community Plan review and that further action on this motion be tabled until such time as the OCP Review is complete. Our Association looks forward to participating with the Community and the City in creating a positive vision for Parksville.

We would welcome the opportunity to discuss this matter further if you so desire.

Sincerely,



Michelle Jones  
President  
Oceanside Development and Construction Association



Egon Kuhn  
Secretary/Treasurer

c.c. The PQ News  
The Oceanside Star  
Honourable Blair Lekstrom, Ministry of Community Development

July 29, 2008

**REPORT TO:           MAYOR AND COUNCIL**

**FROM:                COMMITTEE OF THE WHOLE**

**SUBJECT:             JULY 28, 2008 MEETING RECOMMENDATION**

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The following item was considered by the Committee of the Whole at its special meeting held Monday, July 28, 2008:

**RECOMMENDATIONS**

1) **Planner – Recommendation to Rescind the Current Advisory Design Panel Bylaw to be Replaced with an Updated Terms of Reference**

**THAT** the report from the Planner dated July 8, 2008 entitled "Recommendation to Rescind the Current Advisory Design Panel Bylaw to be Replaced with an Updated Terms of Reference" be received;  
**AND THAT** Council adopt a formal Terms of Reference for the Advisory Design Panel.

2) **Planner – Application for a Development Permit [500 Corfield Street]**

**THAT** the report from the Planner dated July 16, 2008 for the issuance of a Development Permit at 500 Corfield Street be received;  
**AND THAT** a development permit be issued to Corfield Glades Development Limited, to permit 58 townhouse units, 2 indoor recreation units and overall site improvements on Lots 30 and 31, Block 1438, Nanoose District, Plan VIP66125 (500 Corfield Street);  
**AND THAT** where the Qualified Environmental Professional's (QEP) report dated April 10, 2008, prepared by Toth and Associates, describes an area designated as Streamside Protection and Enhancement Area (SPEA), that development activities within the SPEA shall be conducted in accordance with the QEP's assessment report;  
**AND THAT** a landscaping bond in the amount of \$264,212.50 be received prior to the issuance of the permit;  
**AND FURTHER THAT** proof of lot consolidation be received prior to the issuance of the permit.

3) **Manager of Current Planning – Application for a Development Permit [352 Hirst Avenue]**

**THAT** the report from the Manager of Current Planning dated July 17, 2008 for the issuance of a Development Permit at 352 Hirst Avenue be received;  
**AND THAT** a development permit be issued to Carel Properties Ltd., to facilitate the overall site plan and construction of a three storey, 18 unit apartment building on Lot 5, District Lot 14, Nanoose District, Plan 5797 (352 Hirst Avenue) with the following variances:

- Relaxation of the required number of off-street parking stalls from 1.5 stalls per dwelling unit (27 stalls) to 1 stall per dwelling unit (18 stalls);
- Relaxation of the front yard setback from 6.0 metres to 4.0 metres; and,

- Relaxation of the outdoor recreation space requirement from 396 m<sup>2</sup> to 214 m<sup>2</sup>.

**AND THAT** an amendment to Development Permit No. 07-07 be issued to Carel Properties Ltd., to facilitate the inclusion of additional landscape screening on Lot B, District Lot 14, Nanoose District, Plan 5797 (344 Hirst Avenue);

**AND FURTHER THAT** a landscaping bond in the amount of \$46,770.49 be received prior to the issuance of the permit.

4) **Manager of Current Planning – Zoning Bylaw Text Amendment to Permit Miniature Golf Course Use in the Resort Area Tourist Accommodation RA-2A Zone**

**THAT** the report from the Manager of Current Planning dated July 17, 2008, entitled "Zoning Bylaw Text Amendment to Permit Miniature Golf Course Use in the Resort Area Tourist Accommodation RA-2A Zone" be received;

**AND THAT** a zoning text amendment bylaw be drafted to add miniature golf course as a permitted use to the Resort Area Tourist Accommodation RA-2A zone and that the bylaw be advanced for reading consideration.

5) **Director of Community Planning – Information Regarding Zoning Amendment Bylaw for Carriage Houses**

**Director of Community Planning – Information Regarding Zoning Amendment Bylaw for Carriage Houses – ADDENDUM**

**THAT** the report from the Director of Community Planning dated July 8, 2008 pertaining to information regarding a zoning amendment bylaw for carriage houses be received;

**AND THAT** the addendum report from the Director of Community Planning dated July 28, 2008 pertaining to additional information regarding a zoning amendment bylaw for carriage houses be received;

**AND FURTHER THAT** the "Zoning and Development Amendment Bylaw, 2008, No. 2000.69" be advanced for reading consideration.

6) **Director of Community Planning – Consideration of How to Amend All Existing Multiple Family Zoning Categories to Include a Requirement for Affordable Housing in all Future Developments**

**THAT** the report of the Director of Community Planning dated July 15, 2008 for consideration of how to amend all existing multiple family zoning categories to include a requirement for affordable housing in all future developments be received;

**AND THAT** the report be referred back to staff for further information to be received by no later than mid-September.

7) **Director of Administrative Services – Co-Ed Ortho Softball Beer Garden Event Application**

**THAT** the report from the Director of Administrative Services dated July 18, 2008 entitled "Co-Ed Ortho Softball Beer Garden Event Application" be received;

**AND THAT** the Co-Ed Ortho Softball League be permitted to conduct a beer garden on August 30, 31 and September 1, 2008, between the hours of noon and 6:00 p.m. in the Community Park Lacrosse Box as outlined on the map attached to the report from the Director of Administrative Services dated July 18, 2008 entitled "Co-Ed Ortho Softball Beer Garden Event Application";

**AND THAT** the approval be granted on condition that the organizers ensure that any temporary food concessions associated with the event are in compliance with Community Park Food Concessions Policy No. 3.18;

**AND FURTHER THAT** the approval be granted on condition that the organizers adhere to the signed Terms and Conditions form dated July 9, 2008 attached to the report from the Director of Administrative Services dated July 18, 2008 entitled "Co-Ed Ortho Softball Beer Garden Event Application".

8) **Director of Administrative Services – Parksville & District 25<sup>th</sup> Annual SOS Bikers Toy Run**

**THAT** the report from the Director of Administrative Services dated July 18, 2008 entitled "Parksville & District 25<sup>th</sup> Annual SOS Bikers Toy Run" be received;

**AND THAT** the SOS be permitted to hold the Parksville & District 25<sup>th</sup> Annual SOS Bikers Toy Run Event on Sunday, September 21, 2008 between the hours of 9:00 a.m. and 3:00 p.m., utilizing the picnic shelter, parking areas of the Community Park as indicated on the map attached to Park Use Application Form (1) with the motorcycles following a designated route through City streets as indicated on the map attached to Event Application Form (1B) which are attached to the report from the Director of Administrative Services dated July 18, 2008 entitled "Parksville & District 25<sup>th</sup> Annual SOS Bikers Toy Run";

**AND THAT** the approval be granted on condition that the organizers adhere to the signed Terms and Conditions form dated July 14, 2008 attached to the report from the Director of Administrative Services dated July 18, 2008 entitled "Parksville & District 25<sup>th</sup> Annual SOS Bikers Toy Run".

9) **Bard to Broadway Theatre Society – Signage Request**

**THAT** the Bard to Broadway Theatre Society be permitted to place special events signage under the Sign Regulation Bylaw, 1997, No. 1276, advertising the Bard to Broadway productions, on the City-owned property located at 140 Jensen Avenue and on the City-owned park property located between 100 Jensen Avenue and 225 Corfield at the McCarter Street/Jensen Avenue intersection;

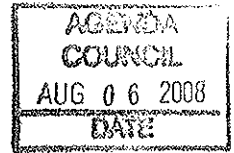
**AND THAT** staff be instructed to prepare a letter of understanding with the Bard to Broadway Theatre Society outlining the conditions of the placement of the signage under the Sign Regulation Bylaw, 1997, No. 1276;

**AND FURTHER THAT** the Mayor and Corporate Officer be authorized to sign the letter of understanding on behalf of the City of Parksville with the Bard to Broadway Theatre Society regarding the placement of the signage.



MAYOR SANDY HERLE, Chair  
COMMITTEE OF THE WHOLE

**COUNCIL REPORT**



July 29, 2008

**MEMO TO:** F. MANSON, CHIEF ADMINISTRATIVE OFFICER  
**FROM:** D. BANKS, FIRE CHIEF  
**SUBJECT:** UBCM 2008 EMERGENCY PLANNING GRANT PROGRAM

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**ISSUE:**

The application for a Grant from the UBCM to undertake a Hazard Risk Vulnerability Analysis

**EXECUTIVE SUMMARY:**

This memo concerns the application for a grant to allow for a review of the City of Parksville Emergency Plan by first understanding what hazards currently affect the City.

**REFERENCES:**

Notice from UBCM advising of available grants.

**BACKGROUND:**

UBCM has announced matching grants available to local governments for up to \$5,000.00 or 75% of the total costs. This grant is available to local governments to assist with developing a Hazard Risk Vulnerability Analysis (HRVA):

- Define hazards that affect the City of Parksville
- Identify measures necessary to mitigate those risks
- Outline a plan of action to implement the measures

**OPTIONS:**

1. Apply for the 2008 Emergency Planning Grant Program from UBCM
2. Do not apply for the grant

**ANALYSIS:**

1. Application for this grant would allow for the development of an updated HRVA for the City. The last analysis was performed in 2000 and should be updated to ensure that all hazards that affect the City of Parksville are identified. While this grant will only pay for 75% of the project, the City of Parksville contribution can be in kind contributions such as staff and volunteer time and use of local government resources.

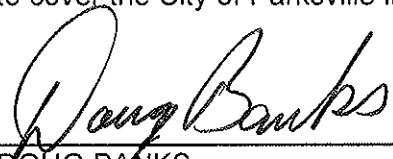
2. Not applying for the grant would mean status quo.

**BUDGET IMPLICATIONS:**

It is anticipated that the City of Parksville contribution to the project would be in-kind contributions of staff time and resources. These "in-kind" contributions would come mainly from the Emergency Planning allocated time which would delay any planned activities for a 2 month period while this project is being completed. There would also be some required time from the GIS Technician to produce the required mapping along with the possibility of some commitment from the Planning Department. The time requirements to deal with necessary work needed to complete this project are not completely known at this time. It is however, anticipated that whatever time is required to assist with the development of this plan will take away time from other work that may be currently scheduled, thereby delaying other projects.

**RECOMMENDATION:**

That the report from the Fire Chief dated July 29, 2008 regarding UBCM 2008 Emergency Planning Grant Program be received;  
And That Council direct staff to make application to the UBCM for the 2008 Emergency Planning Grant Program in an amount not to exceed \$5,000.00 to be used for the purpose of developing a Hazard Risk Vulnerability Analysis;  
And Further That a budget be developed and brought forward for the 2009 budget deliberations to cover the City of Parksville in-kind contributions that may be incurred.

  
\_\_\_\_\_  
DOUG BANKS

**DIRECTOR OF ENGINEERING AND OPERATIONS COMMENTS:**

*For*  
  
\_\_\_\_\_  
G. O'ROURKE, P.ENG.

**DIRECTOR OF COMMUNITY PLANNING COMMENTS:**

  
\_\_\_\_\_  
G. A. JACKSON

**CORPORATE ADMINISTRATOR'S COMMENTS:**



\_\_\_\_\_  
L. TAYLOR

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**



\_\_\_\_\_  
F. MANSON, C.G.A.



**COUNCIL REPORT**

July 31, 2008

**REPORT TO: F. C. MANSON, C.G.A., CHIEF ADMINISTRATIVE OFFICER**

**FROM: B. C. RUSSELL, MANAGER OF CURRENT PLANNING**

**SUBJECT: CONSIDERATION OF TEMPORARY CHANGE TO THE LIQUOR LICENCE FOR THE PARKSVILLE CURLING CLUB – THE ARENA BUILDING ON PARCEL B, EXCEPT PLAN 29279 AND VIP52582 PARCEL B DD349031 (193 ISLAND HIGHWAY EAST)**

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**Issue:**

Consideration of Temporary Change to the Liquor Licence for the Parksville Curling Club.



**Executive Summary:**

The terms of the Liquor Primary Club licence makes it necessary for the Curling Club (which is located in the Community Park) to apply for temporary changes to their licence to accommodate bonspiels and special events.