

**References:**

Excerpt of the LCLB *Temporary Change to a Liquor Licence* application form

Excerpt of Section 3.5.3 of the *Liquor Licensing Policy Manual*

**Background:**

As was the situation in 2006 and 2007, the Curling Club's objective is to increase the capacity of the licensed area and hours of operation in order to accommodate special events which are scheduled to occur from August 8<sup>th</sup>, 2008 to April 1<sup>st</sup>, 2009. Details of the proposed events and change of hours are listed in Section 9 of the enclosed application excerpt.

According to Section 3.5.3 of the *Liquor Licensing Policy Manual*, a local government is not required to provide comment in the form of a resolution or gather the views of residents with respect to temporary amendments to a liquor licence. The applicant, however, must seek City comment as to whether or not it objects to the temporary change. Comment is provided through the completion and signing of Section 12 of the application form.

As property owner and building owner respectfully, the City of Parksville and Regional District of Nanaimo (RDN) must consent to the proposed changes. The RDN sublets the building to the Parksville Curling Club and has been advised of this temporary licence amendment. The RDN Recreation and Parks Department has indicated that they have no objection to the temporary amendment of the liquor licence at the Parksville Curling Club in relation to the events listed in Section 9 of the application. The property is zoned P-1A which permits beverage sales.

The Liquor Control and Licensing Branch will also require that the plans be stamped with Occupancy Load approval.

**Options:**

Council may:

1. Advise the Liquor Control and Licensing Branch that Council has no objection to the application for a temporary change to the liquor licence.
2. Advise the Liquor Control and Licensing Branch that Council objects to the application for a temporary change to the liquor licence.
3. As land owner, decline authorization for the change.

**Analysis:**

1. Council approved the same request for the last two previous operating years. There have been no complaints. Approval would likely not result in any complaints.
2. Council may wish to consider whether the facility and its scope are exceeding what was originally envisioned. There is a lease in place which authorizes the use. There is no obligation to authorize a temporary expansion. The need for the expansion may be viewed as evidence of a successful operation of the facility.

- Council may choose, as property owner, not to authorize this application for a temporary change. This would place all decision making authority for denying the proposed changes within the City's authority.

**Financial Implications:**


The \$700.00 Council resolution fee has not yet been received. Processing of the file represents the only financial impact, which in this case has been minimal due to previous requests of a similar nature.

**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).



B. RUSSELL



G. A. JACKSON

BR/sh  
Attachments

Planning/4320-50/2008/193 Island Highway East/Agenda/Report-1.

**DIRECTOR OF ADMINISTRATIVE SERVICES:**

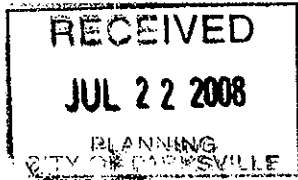


L. TAYLOR

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**



F. MANSON, C.G.A.



0017007



Ministry of Public Safety and Solicitor General

Liquor Control and Licensing Branch

Mailing Address: PO Box 9292 Stn Prov Gov Victoria BC V8V 9J8 Telephone: 250 387-1254 Facsimile: 250 387-8184 Web: www.pssg.gov.bc.ca/lclb

Location: Second Floor 1019 Wharf Street Victoria

TEMPORARY CHANGE TO A LIQUOR LICENCE

This application may be used for one or more temporary change requests for one licence. NOTE: Application should be received two weeks before proposed change.

FORM INSTRUCTIONS: To apply, please complete all applicable fields then submit with payment to LCLB Victoria Head Office as outlined in Part 14 of this form. You may complete the fields in this form at your computer workstation, then print. Note, you will not be able to save your work to your computer, so check over carefully and print before closing the program. If you are completing this form by hand, please print clearly using dark ink.

- If you have any questions about completing this application, call the branch toll-free at: 1-888-209-2111.
• LCLB forms and supporting materials can be found at: www.pssg.gov.bc.ca/lclb/publications

NOTE: • to apply to suspend your Food-Primary Licence, use the Temporary Suspension Request - Food-Primary Licence (LCLB022)
• to apply to suspend your Liquor-Primary Licence, use the Temporary Suspension Request - Liquor-Primary Licence (LCLB021)

LICENSEE INFORMATION

Job No. (C3-LIC) Office use only

Licencee name (as shown on licence):

Establishment name (as shown on licence): PARKSVILLE CURLING CLUB

Establishment street address: 193 E ISLAND HWY.

City: PARKSVILLE Province: BC Postal code:

Contact person: LAST NAME, FIRST, MIDDLE: MAURICE TIRKAT

Title: MANAGER Telephone: (250) 2483764 Facsimile: (250) 3765

Licence number(s) affected: 302171

Licence class (check one box only): [X] Food-Primary [X] Liquor-Primary [ ] Liquor-Primary Club [ ] Winery Endorsement

1. TEMPORARY CHANGE REQUESTED

Please check the appropriate boxes below. You may complete more than one change section on this form as long as the changes are for the same licence number. IMPORTANT NOTE: These categories (\*) require local government/First Nations comment.

TYPE OF CHANGE REQUESTED

COMPLETE SECTIONS

- [ ] TEMPORARY CHANGE TO HOURS OF SALE
[ ] TEMPORARY PATRON PARTICIPATION ENTERTAINMENT ENDORSEMENT\*
[X] TEMPORARY EXTENSION OF LICENSED AREA
[X] TEMPORARY EXTENSION OF LICENSED AREA\*
[ ] WINERY SPECIAL EVENT ENDORSEMENT\*
[ ] TEMPORARY LOCATION CHANGE\* (no increase in patron or person capacity)
[ ] TEMPORARY LOCATION CHANGE (no increase in patron or person capacity)
[ ] OTHER

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CITY OF PARKSVILLE

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9.  OTHER

Complete this section if you are requesting a change other than those listed in box 1, page 1.

Describe your request in detail, using additional pages if required. Review of the application by the general manager of the Liquor Control and Licensing Branch will be necessary when discretion is required. Review time may exceed two weeks. Please consult with licensing staff at LCLB in Victoria (see top of pg 1 for contact information).

AUG 4 - 2008 - BEACH FEST  
AUG 20-21-22-23-24 SUMMER BONSPEIL  
AUG 25-26-27-28 CURKING CLINIC  
SEPT 13 REGISTRATION  
SEPT 17 A.G.M.  
NOV 7-8-9 WOMENS BONSPEIL  
NOV 15 PGOSA MINI SPEIL.  
DEC. 5-6-7 MENS OPEN SPEIL.  
DEC. 13 IN CLUB MINI SPEIL  
DEC 20 BANQUET.  
JAN 2009 - 8-9-10-11 MASTERS SPEIL.  
JAN ~~14-15-16-17-18-19~~ 20-21-22-23-24-25- SCOTTIES BC WOMENS  
JAN 30-31 - FEB 1 SENIOR MIXED SPEIL.  
FEB 28 PGOSA MINI SPEIL.  
MARCH 6-7-8 WOMENS OPEN SPEIL.  
MARCH 29 IN CLUB MINI SPEIL.  
APRIL 1 A.G.M.

DATE(S) FROM: AUG 8 2008 TO: APRIL 1 2009 (inclusive)  
TIME(S): 12 noon 1 AM.

10. DECLARATION

My signature (the licensee's) below indicates I understand and acknowledge.

All of the information given is true and complete to the best of my knowledge. Section 15(2) of the Liquor Control and Licensing Act states, "A person applying for the issue, renewal, transfer or amendment of a licence who fails to disclose a material fact required by the form of application or makes a false or misleading statement in the form of application, commits an offence".

Signature of applicants (Signature of signing officer of a company or society, sole proprietor or all partners):

Name (printed): TIEKIE MAURICE A.  
LAST NAME / FIRST NAME / MIDDLE NAME  
Position held: MANAGER  
Signature: [Signature]  
Date: July 14 2008  
MM / DD / YY

Name (printed):  
LAST NAME / FIRST NAME / MIDDLE NAME  
Position held:  
Signature:  
Date: MM / DD / YY

Name (printed):  
LAST NAME / FIRST NAME / MIDDLE NAME  
Position held:  
Signature:  
Date: MM / DD / YY

Name (printed):  
LAST NAME / FIRST NAME / MIDDLE NAME  
Position held:  
Signature:  
Date: MM / DD / YY



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JUL 22 2008

PLANNING  
CITY OF PARKSVILLE

007/007

**13. WHAT HAPPENS NEXT?**

*The temporary change application and approval process*

1. If the requested temporary change(s) require local government/First Nation comment, the applicant must take the completed application form and all required documents to their local government/First Nation and request that the local government/First Nation complete and sign Box 12.
2. The applicant will submit the signed application, all required documents and application fee to the Victoria Head Office (LCLB). **Note: Applicants should ensure they submit their completed application two weeks before the proposed change.**
3. The LCLB licensing staff will review the application package and advise the applicant by phone, mail or fax, of any information or documents required before the application can be processed.
4. LCLB licensing staff will request comments from the local liquor inspector.
5. If required, the local liquor inspector will work with the applicant on security and related issues.
6. LCLB licensing staff will review the comments from the local government/First Nation (if applicable) and local liquor inspector and make a decision on whether or not to approve the temporary change.
7. LCLB staff will contact the applicant by phone, fax or mail and let them know whether or not the change has been approved. The applicant will receive LCLB's decision in writing.

**IMPORTANT NOTE:** This information is collected under the authority of the *Liquor Control and Licensing Act* (RSBC 1998, c. 267, s. 15). The information provided will be used only by ministry staff in consideration of your application for an amendment to a liquor licence. If you have any questions about the collection, use or disclosure of this information, contact the Liquor Control and Licensing Branch.

**14. LCLB OFFICE USE ONLY**     APPROVED     DENIED     REFERRED TO GENERAL MANAGER

Comments: \_\_\_\_\_

Approval authority name (print) \_\_\_\_\_

Approval authority signature: \_\_\_\_\_

Date: \_\_\_\_\_

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DRESSING  
RMS

18'

LOCKERS  
RM.

MEN'S RM

EXERCISE  
RM.

CLEANING  
PRODUCTS

PROPOSED  
EXTENSION

SCALE  
1/8" TO 1'

PARKSVILLE  
CURLING  
CLUB

LADIES  
RM

AVERAGE D +  
2205

DRAWING BY  
M. TIEHLER

CONCESSION

105'

ICE  
SURFACE

21'6"

BOARDROOM

27'6"

8'

ENTRANCE

PAGE  
24

The notice will set out the criteria established by regulation that the local government or First Nation must take into account, including:

- the potential for noise if the application is approved, and
- the impact on the community if the application is approved.

~~[Liquor Control and Licensing Act, sections 11.3(1) and 16(3); Liquor Control and Licensing Regulations, sections 53(2) and (4)]~~

### 3.5.2. Notice to a local government or First Nation of an application to permanently amend a food primary licence

Unless the local government or First Nation has indicated that it does not wish to receive notice, licensing staff will ensure that a local government or First Nation is notified of an application to permanently amend a food primary licence in respect of:

- liquor service hours ending after 12:00 a.m.<sup>21</sup>, and/or
- patron participation entertainment<sup>22</sup>.

The notice will set out the criteria established by regulation that the local government or First Nation must take into account, including:

- the potential for noise if the application is approved
- the impact on the community if the application is approved, and
- whether the amendment may result in the establishment being operated in a manner that is contrary to its primary purpose and, therefore, inconsistent with an establishment primarily engaged in the service of food.

~~[Liquor Control and Licensing Act, sections 11.3 and 16(3); Liquor Control and Licensing Regulations, sections 53(3) and (4)]~~

### 3.5.3. Notice to a local government or First Nation of an application to temporarily amend a licence

Licensing staff will ensure that a local government or First Nation is notified of an application to temporarily amend a liquor primary licence or a winery licence with a lounge or special event area endorsement in respect of:

- an extension of hours of liquor service, and/or
- an increase in the person capacity, and /or
- an increase in the size of a special event area, and/or
- the addition of a patio.

Licensing staff will ensure that a local government or First Nation is notified of an application to temporarily amend a food primary licence in respect of:

- liquor service hours ending after 12:00 a.m., and/or
- patron participation entertainment.
- The local government or First Nation may provide written comments indicating whether or not it objects to the temporary amendment.

The local government or First Nation is not required to:

- provide comments in the form of a resolution, or
- gather the views of residents with respect to the temporary amendment.

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<sup>21</sup> See related policy on the factors taken into consideration in changing the hours of sale in section 5.1 Hours of Sale.

<sup>22</sup> For a definition of "patron participation entertainment" and related policy, see 11.4 Patron Participation and Non-Participation Entertainment.



The general manager will take any comments from a local government or First Nation into account when determining whether to temporarily amend a licence.

[Liquor Control and Licensing Branch Policy]

~~3.5.4. Determination of when notice of an application has been received by a local government or First Nation~~

~~The local government or First Nation receiving notice of an application under policy 3.5.1 or 3.5.2 must provide comments and recommendations within ninety (90) days of receiving the request, unless a further period is authorized by the general manager.~~

~~Before licensing staff begin processing the licence amendment application, the applicant will be expected to return to the Liquor Control and Licensing Branch Headquarters a copy of the notice that has been date-stamped by the local government or First Nation. For the purposes of calculating the 90-day period in which a response is expected, the notice is considered to have been received by the local government or First Nation on the date stamped on the returned copy of the notice.~~

~~[Liquor Control and Licensing Regulations, section 53(7), Liquor Control and Licensing Branch Policy]~~

~~3.5.5. Requests for time extensions from local governments or First Nations~~

~~Should a local government or First Nation request a period of time greater than 90 days in which to provide written comments regarding an application, the general manager may authorize a further period after considering:~~

- ~~• the reasons for the request;~~
- ~~• the proposed date by which comments will be provided;~~
- ~~• any adverse effects the applicant may experience if a further period is authorized;~~
- ~~• whether the circumstances of the delay relate to the specific application under consideration, or whether they suggest a general pattern of delay in respect of all applications in the area, and~~
- ~~• such other factors as may be relevant in the public interest.~~

~~Any further period permitted by the general manager will be authorized in writing.~~

~~[Liquor Control and Licensing Act Regulations, section 53(7), Liquor Control and Licensing Branch Policy]~~

~~3.5.6. Recommendations on terms and conditions from local governments or First Nations~~

~~A local government or First Nation may pass a resolution in which approval or support for a licence amendment application is contingent on certain terms and conditions being attached to a liquor licence. Under these circumstances, and if the application otherwise meets the requirements for amending a liquor licence, the general manager will take the recommendations of the local government or First Nation into consideration in determining the terms and conditions of a licence.~~

~~[Liquor Control and Licensing Branch Policy]~~

~~3.5.7. Consideration of whether local governments or First Nation took into account all of the criteria~~

~~The general manager may conclude that the local government or First Nation took into account all of the criteria required by regulation, as in policies 3.5.1 and 3.5.2, if:~~

- ~~• the resolution provides comments on each criterion, or~~
- ~~• the resolution provides comments on each criterion, except the views of residents, as these are deemed to be consistent with the community plan, or~~



July 28, 2008

MEMO TO: HER WORSHIP THE MAYOR AND MEMBERS OF COUNCIL  
FROM: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER  
SUBJECT: DOWNTOWN REVITALIZATION LOGO

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ISSUE

Request from the Parksville Downtown Business Association for formal permission to use the logo developed by Lanarc Consultant Ltd. as part of the Parksville Downtown Revitalization Strategy.

REFERENCE

July 24, 2008 letter of request from the Parksville Downtown Business Association.  
Appendix A – Explanation of applications and specifications for two separate downtown logos.

BACKGROUND

Included as part of the Downtown Revitalization Strategy was the development of a Parksville Downtown Logo to be used in it's entirety or the individual components to provide a common theme for our downtown identification.

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.

OPTIONS

Council may:

1. Provide formal permission the use of the logo by the Parksville Downtown Business Association.
2. Refuse permission.

ANALYSIS

At this point the logo has not been registered and is not proprietary. Staff has reviewed the request and in general has no concerns regarding this request.

Information about the two separate logos generated in connection with downtown revitalization is attached; any need for modification to the logo is expected to be vetted through the Planning Department.

BUDGET IMPLICATIONS

There are no budget implications.

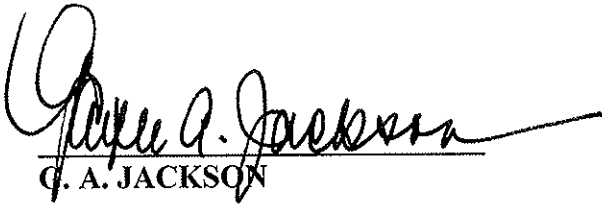
RECOMMENDATION

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



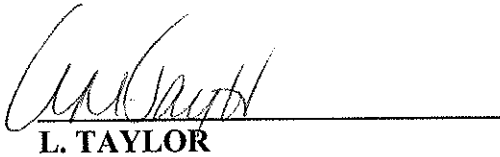
FRED C. MANSON  
Chief Administrative Officer

**DIRECTOR OF COMMUNITY PLANNING COMMENTS:**



Q. A. JACKSON

**DIRECTOR OF ADMINISTRATIVE SERVICES COMMENTS:**



L. TAYLOR

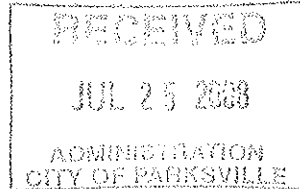


*Parksville Downtown Business Association*

*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: Mr. Fred Manson, Chief Administrative Officer

Dear Fred:

In 2006, Lanarc Consultants Ltd. presented design details for a downtown Logo as part of the Downtown Revitalization Strategy for the City of Parksville.

When the Business Improvement Area was initiated in 2007, The Parksville Downtown Business Association (PDBA) adopted this logo and has been using it on all communications as well as the seasonal banners.

The PDBA Communications Committee is presently developing a Communications and Marketing Plan which will assist us in building an awareness of the PDBA among our members and ultimately to procure a second mandate in 2010. We realize that a formal agreement has never existed between the PDBA and the City with regard to use of the logo and it is our feeling that such an understanding is required before we proceed in developing our communications materials.

We are asking that the PDBA be allowed use of this logo on all communication materials (letterhead, newsletter, website, window decals etc) We would like to make slight changes to the logo and to add the words Business Association under "Downtown"(see attached draft). With regards to the seasonal banners, we would still use the original logo as these are seen as part of the downtown street furnishings package.

The PDBA is not asking for exclusive use of the logo. The City has done an excellent job of presenting the logo on all street furnishings and we see that by working together and adhering to the original principles for use of this logo, we can continue our joint efforts to create a more vibrant downtown.

We look forward to your response at your earliest opportunity.

Sincerely,

Ann Cameron  
Co-ordinator



DRAFT ONLY – FONT WOULD NEED TO BE ESTABLISHED

**APPENDIX A: PARKSVILLE DOWNTOWN REVITALIZATION LOGO**

**GENERAL GUIDELINES**

Fonts and colours for the 'Downtown Revitalization Logo' should be consistent and relative to the proposed application. The following notes and guidelines are attached as a reference in current and future logo applications:

Fonts:

1. The word Parksville is an image graphic not a text font.
2. All other associated text shall be:
  - a. 'Minion Pro' font;
  - b. ALL CAPS;
  - c. **BOLD style**



**LOGO USE BY SPECIFIC APPLICATION:**

There are two separate and specific logo applications intended for use in the downtown core as follows:

**This is the 'letterhead' application:**

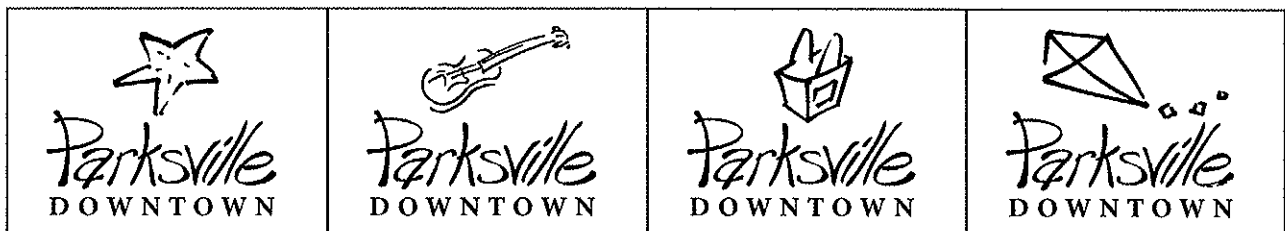
Colour Version:



Grayscale Version:



**This is the 'single icon' logo for all other applications (as seen on banners, waste receptacles, etc.):**



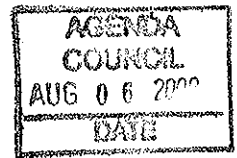
Choose the appropriate icon graphic for the application from the options above considering whether the event is related to the beach, music and performance, markets and shopping, or festivals and events:

## **GRAPHIC REVIEW 'ART IN THE CITY' BANNERS**

Graphic layout and colour selections are provided for use in working with a professional graphic designer to refine the proposed design. Text font colour selections shall be as shown or a similar equal. Revised graphics and proofs will be reviewed by the Planning Department for consistency and practical application prior to approval.

Should you have any questions, clarifications or otherwise, please do not hesitate to contact Gayle Jackson, Director of Community Planning at (250) 954-4660.

Planning\0230-20\BIA\2008\Appendix-A\_Downtown Logo-1.doc



**DATE:** JULY 30, 2008

**MEMO TO:** FRED MANSON, CHIEF ADMINISTRATIVE OFFICER

**FROM:** LAURIE TAYLOR, DIRECTOR OF ADMINISTRATIVE SERVICES

**SUBJECT:** SPECIAL EVENT APPLICATION – MOVIE NIGHT – COMMUNITY PARK  
**OUR FILE:** 8100-01

---

**ISSUE:**

A movie night for the public to be held in the Community Park sports fields August 19, 2008.

**EXECUTIVE SUMMARY**

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.

**REFERENCE:**

*Policy No. 8.22 – Applications for Special Events  
Completed Parks Use Application Form (1) from Alliance West Sports & Entertainment  
including the Terms and Conditions signed, July 29, 2008,*

**BACKGROUND:**

A request has been received from Alliance West Sports & Entertainment to hold a movie night for the public, free of charge on the sports field in the Parksville Community Park. The Regional District of Nanaimo has granted approval for them to use the sports fields to hold the "Thrifty Foods Great Outdoor Film Festival". The event is being co-ordinated by the City of Parksville and sponsored by Thrifty Foods, Chamber of Commerce, Parksville Downtown Business Association and the Oceanside Star. The movie screen to be used is a giant, inflatable 40' x 20' screen provided by FreshAir Cinema who have been doing these kinds of events across Western Canada including Victoria, Comox, Port Alberni, Tofino and many others. This will be a free event for the public and donations will be collected by Pacific Sport Vancouver Island to assist Olympic-bound athletes.

The movie company does not require power. They use their own generator for the projection system. They may require some power for perhaps a popcorn stand to give away popcorn by donation for a participating charity. Further a couple of 10' x 10' tents will be located on site so that sponsors can market themselves and engage the community in some way.

The RCMP were consulted on this application and they have no concerns with the proposed event.

**OPTIONS:**

- Option 1: Deny the request.
- Option 2: Approve the request with conditions.
- Option 3: Approve the request without conditions.



**ANALYSIS:**

1. Denying the request outright would avoid the need to address the noted concerns. It would also deny consideration of what may be viewed as a positive community event;
2. The approval could be made conditional upon the applicant addressing legitimate issues and concerns to the satisfaction of the municipality and other appropriate authorities. Some minor interruption to vehicle, cycling and pedestrian traffic is possible during this event. These issues can probably be mitigated to ensure a successful, positive event;
3. Council could grant unconditional approval of the request. Given the City of Parkville is the authority and owner of the Community Park, with associated public responsibilities with respect to safety, access, utilities, and other matters, it is appropriate to consider applying reasonable conditions to address these issues;

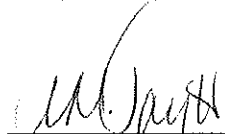
It is recommended that Council support Option 2.

**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 Parkville 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".

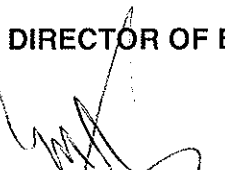
Respectfully submitted,



**LAURIE TAYLOR**

Director of Administrative Services

**DIRECTOR OF ENGINEERING & OPERATIONS COMMENTS:**



**GARY O'ROURKE**

Director of Engineering & Operations

**CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:**



**FRED MANSON**

Chief Administrative Officer

**PAGE**

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**PARK USE APPLICATION FORM (1)**  
(Application to Hold an Event in any City Park)

Organization: Alliance West Sports & Entertainment

Name of Event: Thrifty Foods Great Outdoor Film Festival

Date of Application: July 25, 2008

Phone: (250) 927-1056

Contact Name: Douglas Smith

Bus. Phone: (250) 954-4650

Mailing Address: Suite 310, 15555 – 16<sup>th</sup> Avenue

Fax: (250) 248-6308

Surrey, BC Postal Code: V4A 1R7

E-Mail: dsmithmedia@shaw.ca

Alternate Contact: Jason Bashnick

Phone: (403) 872-5321

Facility(ies) Required: Parksville Community Park (sports field) Regional District of Nanaimo has granted approval to use field.

***(Please indicate requested areas of use on attached map if Community Park.)***

Date(s) Requested: Tuesday, August 19, 2008

Hours of Use: 4pm-11pm

Anticipated Number in Attendance: 400-500

**(Note, Please provide a list of any other groups coming under the umbrella of this event.)**

Event partners include City of Parksville, Parksville & District Chamber of Commerce, Parksville Downtown Business Association, Oceanside Star, Thrifty Foods

Purpose of Use: Movie night for the public, free of charge. Family-friendly event with proceeds going to Pacific Sport Vancouver Island to assist Olympic-bound athletes

Road Closure Requested: Yes  No  Details: \_\_\_\_\_

Concession Requested: Yes  No  (Subject to Food Concession Policy 3.18)

**Note: You will be responsible for any damages done to irrigation systems as a result of stakes and poles placed without prior Parks Department approval.**

**See Reverse side for Terms and Conditions - Signature required prior to submission for consideration by Council.**

*This portion to be completed by City of Parksville*

Council Approval:  Yes  No Council Meeting Date: \_\_\_\_\_

ATTENTION: LYNN KILLEN

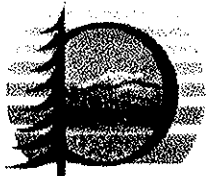
CITY OF PARKSVILLE ADMINISTRATION  
Telephone: (250) 954-3060 Fax: (250) 248-6650

USE OF CITY OF PARKSVILLE FACILITIES

1. Ensure appropriate public access is maintained to all roads, park and adjacent facilities to the satisfaction of the City of Parksville, the RCMP, the Fire Department and the Ambulance Service;
2. Provide all of the necessary traffic controls, parking and emergency access acceptable to the RCMP, the Fire Department and the Ambulance Service;
3. Ensure that any charitable organization members performing traffic control and event parking, clearly state that **any parking fee is strictly by voluntary donation**, and ensure that **this information is visibly posted at the site and mentioned in any event advertisement**;
4. Hold and save harmless the City from and against all claims and damages arising out of, or in any way connected with, the event;
5. Obtain and maintain during the term of this event, a comprehensive general liability insurance policy providing coverage of not less than \$2,000,000.00, naming the City of Parksville as an additional insured. A copy of the policy shall be delivered to the Corporation a minimum of five working days prior to the event;
6. **For events held on the Parksville Civic and Technology Centre site**, obtain and maintain during the term of this event, a comprehensive general liability insurance policy providing coverage of not less than \$2,000,000.00, naming the City of Parksville, School District No. 69 [Qualicum] and Malaspina University College as additional insureds. A copy of the policy shall be delivered to the Corporation a minimum of five working days prior to the event;
7. Provide the City with a refundable security deposit of \$500.00 (to cover any loss or damage resulting from the event), to be delivered to the Corporation a minimum of five working days prior to the event;
8. Maintain and, if required, refurbish all municipal property and infrastructure to an equal or better condition than that which existed prior to the event, all within 48 hours of the completed event, to the satisfaction of the City of Parksville;
9. Ensure collection of litter from the event site/s, arranging with a waste disposal company for removal/dumping of bins following the event;
10. Make arrangements for installation of portable toilets, in quantity suitable to the expected attendance, for the duration of the event;
11. Ensure that any and all concessions (approved by the City with regard to their standing contract with the operator/s of the Park concession), meet all applicable health and safety requirements;
12. Approval for use of private property is the sole responsibility of the organizer/s.

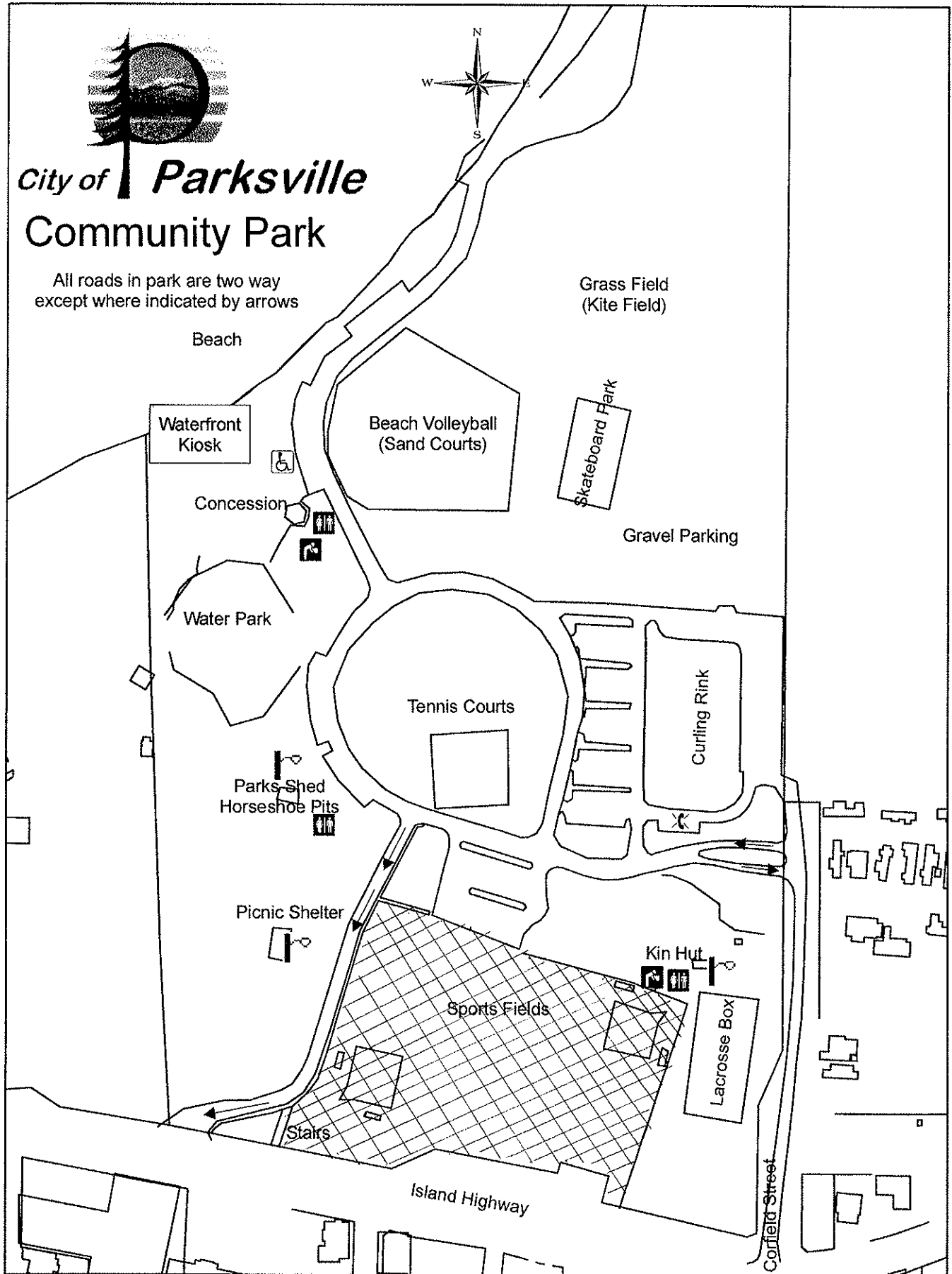
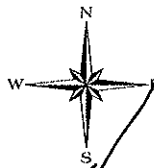
DOUGLAS SMITH  
 Printed Name of Authorized Representative  
Alliance West Sports  
 Name of Organization  
+ Entertainment

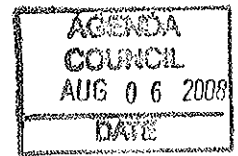
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July 25 / 08  
 Date Signed



# City of *Parksville* Community Park

All roads in park are two way  
except where indicated by arrows





CITY OF PARKSVILLE

BYLAW NO. 2000.69

Text Amendment – Amend Single Family Residential (RS-1) Zone to add Carriage Houses

A bylaw to amend the "City of Parksville Zoning and Development Bylaw, 1994, No. 2000".

The Municipal Council in open meeting assembled enacts as follows:

1. That "City of Parksville Zoning and Development Bylaw, 1994, No. 2000" be amended as follows:

a. Section 104 – DEFINITIONS of DIVISION 100: SCOPE AND DEFINITIONS by adding the following:

"accessory carriage house means a dwelling unit which is contained in a building separate from a single family dwelling on the same lot and which is intended as a fixed place of accommodation and home life and excludes any tourist accommodation;"

b. Section 104 – DEFINITIONS of DIVISION 100: SCOPE AND DEFINITIONS by replacing the definition of "parcel" with the following:

"parcel means the smallest area of land and/or structure which is registered in the Land title Office on an individual title;"

c. Section 104 – DEFINITIONS of DIVISION 100: SCOPE AND DEFINITIONS by replacing the definition of "secondary suite" with the following:

"secondary suite means a separate designated dwelling unit within a single family dwelling containing toilet, bathroom, sleeping and living areas and cooking facilities provided in accordance with the conditions of Section 613 of this Bylaw;"

d. Section 407 - PARKING REQUIREMENTS of DIVISION 400: OFF-STREET PARKING AND LOADING by adding the following:

| Land Use                 | Parking Spaces Required |
|--------------------------|-------------------------|
| Accessory Carriage House | 1 per dwelling unit     |

- e. Division 200 – ZONING DISTRICT SCHEDULES by replacing Section 202 - Single Family Residential RS-1 with the new Section 202 - Single Family Residential RS-1 attached to this bylaw as Schedule "A".
2. This bylaw may be cited for all purposes as "Zoning and Development Amendment Bylaw, 2008, No. 2000.69 ".

**READ A FIRST TIME** this                    day of                    2008

**READ A SECOND TIME** this                    day of                    2008

**PUBLIC HEARING HELD** this                    day of                    2008

**READ A THIRD TIME** this                    day of                    2008

**ADOPTED** this                                    day of                    2008

\_\_\_\_\_  
Mayor

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

Schedule "A" of Bylaw No. 2000.69

|            |                                  |             |
|------------|----------------------------------|-------------|
| <b>202</b> | <b>SINGLE FAMILY RESIDENTIAL</b> | <b>RS-1</b> |
|------------|----------------------------------|-------------|

*This zone is intended to provide land solely for the purpose of low density single family housing.*

**202.1 Permitted Land Uses**

**Minimum Lot Size**

|                          |                    |
|--------------------------|--------------------|
| Single Family Dwelling   | 560 m <sup>2</sup> |
| Home Occupation          | N/A                |
| Secondary Suites         | N/A                |
| Accessory Uses           | N/A                |
| Accessory Carriage House | N/A                |

**202.2 Buildings and Structures**

**Maximum Number, Size and Height**

|   |                  |
|---|------------------|
| Accessory Carriage House  | 1 per lot        |
| Single Family Dwelling  | 1 per lot        |
| Combined Gross Floor Area of Accessory Buildings and accessory carriage house | 90m <sup>2</sup> |
| Height of Principal Building  | 7.5 m            |
| Height of Accessory Carriage House  | 7.5 m            |
| Height of Accessory Buildings and Structures                                  | 5.0 m            |

- (a) Despite the above, in no case shall the total number of self contained dwelling units exceed two (2).

**202.3 Minimum Building Setbacks:**

| Use                                | Front Lot Line Setback | Rear Lot Line Setback | Exterior Lot Line Setback | Interior Lot Line Setback |
|------------------------------------|------------------------|-----------------------|---------------------------|---------------------------|
| Single Family Dwelling             | 7.5 m                  | 3.0 m                 | 7.5 m                     | 1.6 m                     |
| Accessory Buildings and Structures | 7.5 m                  | 1.2 m                 | 7.5 m                     | 0.6 m                     |
| Accessory Carriage House           | 7.5 m                  | 3.0 m                 | 7.5 m                     | 3.0 m                     |

- (a) The distance between a principal Single Family Dwelling and an Accessory Carriage House must be a minimum of 3.0 m as measured from the closest points of each structure.

**202.4 Landscaping and Screening:**

Landscaping and screening shall comply with the requirements contained in Division 500 of this Bylaw.

**202.5 Off-Street Parking and Loading:**

Off-street parking and loading shall be provided according to Division 400 of this Bylaw.

**202.6 Maximum Lot Coverage:** 33%

**202.7 Play and Recreation Area Requirements:** no requirements

**202.8 Other Requirements:**

- (a) Maximum Floor Area Ratio: 0.50

- (b) Secondary Suites:

Secondary suites are permitted within single family dwellings subject to Section 613 of this Bylaw.



**CITY OF PARKSVILLE**

**BYLAW NO. 2000.70**

**Text Amendment – Amend Resort Area Tourist Accommodation (RA-2A) Zone to add Miniature Golf Course**

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A bylaw to amend the "City of Parksville Zoning and Development Bylaw, 1994, No. 2000".

The Municipal Council in open meeting assembled enacts as follows:

1. That "City of Parksville Zoning and Development Bylaw, 1994, No. 2000" be amended as follows:
  - a. Section 104 – DEFINITIONS of DIVISION 100: SCOPE AND DEFINITIONS by adding the following:

**"miniature golf course** means a facility for a novelty version of the game of golf played with golf balls and putters on a small-scale course or courses that features whimsical obstacles as part of game play;"
  - d. Section 2454 – RESORT AREA TOURIST ACCOMMODATION (RA-2A) ZONE by adding the following to Section 245.1 – Permitted Land Uses:

"Miniature Golf Course"
2. This bylaw may be cited for all purposes as "Zoning and Development Amendment Bylaw, 2008, No. 2000.70".

**READ A FIRST TIME** this                      day of                      2008  
**READ A SECOND TIME** this                      day of                      2008  
**PUBLIC HEARING HELD** this                      day of                      2008  
**READ A THIRD TIME** this                      day of                      2008  
**ADOPTED** this                                      day of                      2008

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Mayor

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Director of Administrative Services