



## City of PARKSVILLE

PO Box 1390, 100 E. Jensen Avenue, Parksville, BC V9P 2H3  
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www.parksville.ca

### **COUNCIL MEETING AGENDA**

**MONDAY, NOVEMBER 3, 2008 - 6:00 P.M.**

1. **ADOPTION OF MINUTES**

- a) of the regular meeting of Council held October 20, 2008 - Pages 1 to 4

***Recommendation: THAT the minutes of the regular meeting of Council held October 20, 2008 be adopted.***

2. **APPROVAL OF AGENDA**

3. **PRESENTATIONS**

4. **DELEGATIONS**

- a) Denise Morrow - Report from the Council of Senior Citizens Organizations of BC Conference held September 15 and 16, 2008.
- b) Parksville Community and Conference Centre - Budget Presentation

5. **UNFINISHED BUSINESS**

- a) **UBCM Community Health Promotion Fund**  
*Grants are available for up to \$25,000 to support health promotion programs and activities in communities through a focus on healthy living and chronic disease prevention. At the October 6, 2008 meeting Council endorsed the expression of interest submitted by Qualicum Beach for a jointly sponsored "Fall Prevention Clinic Pilot Project" in the Parksville/Qualicum Beach area. The project has passed the first stage of the application process and a full application must now be submitted by November 21, 2008.*

THAT the City of Parksville endorse the full application to the Union of British Columbia Municipalities being submitted by the Town of Qualicum Beach for funding under the Community Health Promotion Fund for a jointly sponsored "Falls Prevention Clinic Pilot Project" in the Parksville/Qualicum Beach area.

6. CORRESPONDENCE

- a) Parksville & District Historical Society - Grant to Historical Society - Page 5  
*Letter dated October 25, 2008 requesting that their \$350 grant in aid be given to another cause.*

THAT the letter dated October 25, 2008 from the Parksville & District Historical Society requesting that their 2008 grant in aid be given to another cause be received;

AND THAT the Grant in Aid Committee be reconvened to allocate the \$350 to another applicant.

7. DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE

8. REPORTS

- a) Committee of the Whole - October 27, 2008 - Page 6

- (1) Fire Chief - JEPP Grant Applications for 2009  
*This memo concerns the application for two grants to allow for the City of Parksville Emergency Program to purchase amateur radio equipment that the City currently does not have as back up communications for the ECC. If successful, the grant money would pay 50% of the purchase of this equipment.*

**Recommendation: THAT the report from the Fire Chief dated October 21, 2008 regarding the Joint Emergency Preparedness Program (JEPP) Grant for 2009 be received;**

**AND THAT Council direct staff to make 2 separate applications to the JEPP program for amateur radio equipment to be used to enhance the emergency preparedness of the City. One application for Emergency Coordination Centre radio equipment and one application for alternate Emergency Coordination Centre radio equipment, each to not exceed \$4500.00;**

**AND FURTHER THAT a budget be developed and brought forward for the 2009 budget deliberations to cover City of Parksville in-kind contributions that may be incurred.**

- (2) Fire Chief - Automatic Response Agreement  
*An Automatic Response Agreement has been drafted between the City of Parksville, Town of Qualicum, and the RDN representing both Errington and Coombs/Hilliars Fire Departments. This agreement would provide for enhanced initial response to fire related emergencies to specific buildings identified in the agreement.*

**Recommendation: THAT the report from the Fire Chief dated October 9, 2008 regarding the adoption of an Automatic Response Agreement be received;**

**AND THAT the Mayor and CAO be authorized to sign an Automatic Response Agreement with the Town of Qualicum Beach and the Regional District of Nanaimo, for provision of emergency resources, on behalf of the City of Parksville.**

(3) Director of Community Planning - Consideration of Revision to the Exemption Clause in the City's Works and Services Bylaw

*The Works and Services Bylaw was adopted in 1995. Changes in construction values since then make it appropriate to revisit the threshold amount for exemption from the works and services requirement as it is so low as to no longer have impact.*

**Recommendation: THAT the report from the Director of Community Planning dated October 23, 2008 for consideration of revisions to the exemption clause in the City's Works and Services Bylaw be received; AND THAT the City's Works and Services Bylaw, 1995, No. 1235 and Subdivision Servicing Bylaw, 1996, No. 1261 be amended to change the threshold value that triggers works and services from \$50,000 to \$200,000; provide exemptions for subdivisions where only one additional single family lot is created; and to exempt sustainability retrofits as outlined Appendix A attached to the report from the Director of Community Planning dated October 23, 2008.**

b) Manager of Operations - Canada Geese in Parks - Pages 7 to 10

*Staff was directed to investigate options and costs available for controlling geese in City parks.*

**Recommendation: THAT the report from the Manager of Operations dated October 30, 2008, entitled "Canada Geese in Parks", be received; AND THAT Council direct staff to pursue the option of using volunteer dog teams to chase geese away from the PCTC Park on a trial period, subject to confirmation of permitting requirements for regulatory agencies; AND FURTHER THAT Council provide a letter of support for Nature's Trust application to the Habitat Conservation Trust Foundation (HCTF) for funding assistance to develop a goose management and estuary recovery, and provide financial support in the amount of \$3,000 towards the 2009 egg addling program.**

c) Manager of Operations - Rotary Peace Park - Pages 11 to 13

*Rotary Club requested City Staff take over the maintenance of the Rotary Peace Park. Staff was directed to review the maintenance requirements.*

**Recommendation: THAT the report from the Manager of Operations dated October 30, 2008 entitled "Rotary Peace Park", be received; AND THAT Council direct staff to take over the maintenance of the Rotary Peace Park; AND FURTHER THAT \$10,000 be included in the 2009 Budget for the maintenance of the Park.**

d) Chief Administrative Officer - PCTC Technology Space Lease - Pages 14 to 16

*Bravenet Web Services Ltd. has now agreed to pay the current market annual base rental and triple net lease rate for the portion of the PCTC they are occupying.*

**Recommendation: THAT the Mayor and Director of Administrative Services be authorized to sign a five year lease with Bravenet Web Services Ltd. for those parts of the first and second floors of the Parksville Civic and Technology Centre located at 100 Jensen Avenue East currently occupied by Bravenet Web Services Ltd. commencing August 1, 2008 and terminating July 31, 2013 at an annual base rate rental of \$12 per sq/ft plus triple net.**

9. **BYLAWS**

- a) **"Works and Services Amendment Bylaw, 2008, No. 1235.2"** - Pages 17 to 18  
*Amendment to change the threshold value that triggers works and services from \$50,000 to \$200,000; provide exemptions for subdivisions where only one additional single family lot is created; and to exempt sustainability retrofits as outlined Appendix A attached to the report from the Director of Community Planning dated October 23, 2008.*
- (i) **Recommendation: THAT "Works and Services Amendment Bylaw, 2008, No. 1235.2" be read a first time.**
- (ii) **Recommendation: THAT "Works and Services Amendment Bylaw, 2008, No. 1235.2" be read a second and third time.**
- b) **"Subdivision Servicing Amendment Bylaw, 2008, No. 1261.9"** - Pages 19  
*Amendment related to the amendment of the Works and Services Bylaw to provide exemptions for subdivisions where only one additional single family lot is created.*
- (i) **Recommendation: THAT "Subdivision Servicing Amendment Bylaw, 2008, No. 1261.9" be read a first time.**
- (ii) **Recommendation: THAT "Subdivision Servicing Amendment Bylaw, 2008, No. 1261.9" be read a second and third time.**

10. **NEW BUSINESS**

11. **NOTICE OF MOTION**

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

13. **ADJOURNMENT**

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# TO BE ADOPTED

AGENDA  
COUNCIL  
NOV 03 2008  
DATE

4548.

CITY OF PARKSVILLE

October 20, 2008

Minutes of the regular meeting of Council held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Monday, October 20, 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  
G. Jackson, Director of Community Planning

**1. ADOPTION OF MINUTES**

08-298 Patterson - Burger  
THAT the minutes of the Public Hearing held October 6, 2008 be adopted.  
CARRIED.

08-299 Powell - Burger  
THAT the minutes of the regular meeting of Council held October 6, 2008 be adopted. CARRIED.

**2. APPROVAL OF AGENDA**

08-300 Powell - Lefebvre  
THAT the October 20, 2008 Council meeting agenda be approved. CARRIED.

**3. PRESENTATIONS - Nil**

**4. DELEGATIONS - Nil**

**5. UNFINISHED BUSINESS - Nil**

**6. CORRESPONDENCE**

a) **OTA Board of Directors - Oceanside Tourism Association - Extension of Agreement**

08-301 Powell - Burger  
THAT the correspondence from the Oceanside Tourism Association dated October 2, 2008 requesting City Council provide the OTA with a six-month extension, be received;  
AND THAT Council authorize a 6 month extension to the 2008 Fee for Service Agreement with the Oceanside Tourism Association to June 30, 2009.  
CARRIED.

b) **Vancouver Island Regional Library - Population - Levy Allocation 2009**

08-302 Powell - Burger  
 THAT the correspondence from the Vancouver Island Regional Library dated September 29, 2008 regarding a request for Council's vote on the budget allocation method for the Vancouver Island Regional Library's 2009 Budget, be received;  
 AND THAT the Vancouver Island Regional Library's 2009 budget, showing Parksville's levy in the amount of \$419,196.00, be approved. CARRIED.

7. **DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE** - Nil

8. **REPORTS**

a) **Committee of the Whole – October 15, 2008**

08-303 THAT the report of the Special Committee of the Whole meeting held September 8, 2008 be received and the following recommendations considered:

(1) **Director of Administrative Services - 2008 Fall Grant-In-Aid Applications**

Burger - Powell  
 THAT the report from the Grant-In-Aid Committee dated September 18, 2008 entitled "Fall 2008 Grant-In-Aid Application" be received;  
 AND THAT the Grant-In-Aid applications received for the period ending August 29, 2008 be approved as follows:

<b>Name of Organization</b>	<b>Approved</b>
District 69 Family Resource Association (FRA)	300.00
Mount Arrowsmith Pipe Band Association	300.00
Oceanside Volunteer Association	300.00
Oceanside's Food Forethought	300.00
Parksville & District Association for Community Living	300.00
Parksville & District Historical Society	350.00
Parksville Curling Club	300.00
Royal Canadian Air Cadets (893 Beaufort Squadron)	350.00
<b>Total</b>	<b>\$2500.00</b>

AND THAT \$2,500.00 be allocated from the 2008 Grants-In-Aid budget. CARRIED.

(2) **Director of Administrative Services - Silver Spur Riding Club - Annual Equestrian Toy Ride for SOS**

Lefebvre - Patterson  
 THAT the report from the Director of Administrative Services dated September 29, 2008 entitled "Silver Spur Riding Club - Annual Equestrian Toy Ride for SOS" be received,  
 AND THAT the Silver Spur Riding Club be permitted to hold an Equestrian Toy Ride on Sunday November 16, 2008 between the hours

of 11:30 a.m. and 12:30 p.m. following a designated route through City streets as indicated on the map attached to Event Application Form; AND FURTHER THAT the approval be granted on condition that the organizers adhere to the signed Terms and Conditions form dated September 16, 2008 attached to the report from the Director of Administrative Services dated September 29, 2008 entitled "Silver Spur Riding Club Equestrian Toy Ride". CARRIED.

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

08-304 Powell - Lefebvre  
THAT the Building Inspector's Summary of Permit Type report for September 2008 showing a cumulative year to date value of \$13,492,083, be received. CARRIED.

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

08-305 Powell - Lefebvre  
THAT the Fire Chief's Summary of Incident Type report for September 2008 showing a total of 56 calls and the monthly Inspection Report for September 2008 showing 19 inspections, be received. CARRIED.

**9. BYLAWS**

a) **"Zoning and Development Text Amendment Bylaw, 2008, No. 2000.70"**

*Text amendment to amend the Resort Area Tourist Accommodation (RA-2A) Zone to add Miniature Golf Course*

08-306 Lefebvre - Powell  
THAT "Zoning and Development Text Amendment Bylaw, 2008, No. 2000.70" be adopted. CARRIED.

b) **"Official Community Plan Amendment Bylaw, 2008, No. 1370.10"**

*Amendment to provide criteria for the evaluation of rezoning applications to determine whether the proposal contains community benefits and will not adversely impact community services.*

08-307 Lefebvre - Powell  
THAT "Official Community Plan Amendment Bylaw, 2008, No. 1370.10" be read a third time. CARRIED.

08-308 Powell - Lefebvre  
THAT "Official Community Plan Amendment Bylaw, 2008, No. 1370.10" be adopted. CARRIED.

c) **"Zoning and Development Amendment Bylaw, 2008, No. 2000.71"**

*Text amendment to the base density of the RS-2 Zone to make the bonus provision for affordable housing more attractive. Note: Under Section 52(3) of the Transportation Act this bylaw requires the approval of the Ministry of Transportation before it can be adopted, as it may affect property located within 800 metres of a controlled access highway.*

08-309 Lefebvre - Burger  
THAT "Zoning and Development Amendment Bylaw, 2008, No. 2000.71" be read a third time. DEFEATED.

- d) **"Zoning and Development Text Amendment Bylaw, 2008, No. 2000.72"**  
*Test amendment to the base density of the RS-3 Zone to make the bonus provision for affordable housing more attractive. Note: Under Section 52(3) of the Transportation Act this bylaw requires the approval of the Ministry of Transportation before it can be adopted, as it may affect property located within 800 metres of a controlled access highway.*

08-310 Lefebvre - Powell  
THAT "Zoning and Development Amendment bylaw, 2008, No. 2000.72" be read a third time. DEFEATED.

10. **NEW BUSINESS** - Nil
11. **NOTICE OF MOTION** - Nil
12. **SPECIAL BUSINESS (Closed/In Camera)** - Nil
13. **ADJOURNMENT**

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

The meeting adjourned at 6:23 p.m.

Certified Correct.

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Mayor



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Director of Administrative Services





AGENDA COUNCIL
NOV 03 2008
DATE

PARKSVILLE & DISTRICT HISTORICAL SOCIETY

RECEIVED
OCT 28 2008
CITY OF PARKSVILLE

25<sup>th</sup> October, 2008

Director of Finance,  
City of Parksville,  
100 Jensen Avenue,  
PARKSVILLE BC  
V9P 2H3

Dear Sir,

re: Grant to Parksville & District Historical Society

The City has very kindly offered the Society the sum of \$350 towards the purchase of a laptop computer to use in conjunction with a projector in presenting programmes to members.

The Society thanks the City for its generosity, but having recently received a large bequest from a former member, it feels that the money should be given to a more needy cause.

Yours truly

Shelagh-Ann Hedges  
Secretary

October 28, 2008

**REPORT TO: MAYOR AND COUNCIL**  
**FROM: COMMITTEE OF THE WHOLE**  
**SUBJECT: OCTOBER 27, 2008 MEETING RECOMMENDATION**

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The following item was considered by the Committee of the Whole at its special meeting held Monday, October 27, 2008:

**RECOMMENDATIONS**

**1) Fire Chief - JEPP Grant Applications for 2009**

**THAT** the report from the Fire Chief dated October 21, 2008 regarding the Joint Emergency Preparedness Program (JEPP) Grant for 2009 be received;

**AND THAT** Council direct staff to make 2 separate applications to the JEPP program for amateur radio equipment to be used to enhance the emergency preparedness of the City. One application for Emergency Coordination Centre radio equipment and one application for alternate Emergency Coordination Centre radio equipment, each to not exceed \$4500.00;

**AND FURTHER THAT** a budget be developed and brought forward for the 2009 budget deliberations to cover City of Parksville in-kind contributions that may be incurred.

**2) Fire Chief - Automatic Response Agreement**

**THAT** the report from the Fire Chief dated October 9, 2008 regarding the adoption of an Automatic Response Agreement be received;

**AND THAT** the Mayor and CAO be authorized to sign an Automatic Response Agreement with the Town of Qualicum Beach and the Regional District of Nanaimo, for provision of emergency resources, on behalf of the City of Parksville.

**3) Director of Community Planning - Consideration of Revision to the Exemption Clause in the City's Works and Services Bylaw**

**THAT** the report from the Director of Community Planning dated October 23, 2008 for consideration of revisions to the exemption clause in the City's Works and Services Bylaw be received;

**AND THAT** the City's Works and Services Bylaw, 1995, No. 1235 be amended to change the threshold value that triggers works and services from \$50,000 to \$200,000; provide exemptions for subdivisions where only one additional single family lot is created; and to exempt sustainability retrofits as outlined Appendix A attached to the report from the Director of Community Planning dated October 23, 2008.



MAYOR SANDY HERLE, Chair  
COMMITTEE OF THE WHOLE

October 30, 2008

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

**FROM: ALAN METCALF, MANAGER OF OPERATIONS**

**SUBJECT: CANADA GEESE IN PARKS**

**FILE NO: 6130-01-GEN**

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**ISSUE:**

Staff have been directed by Council to investigate and report back regarding the options including costs, available for controlling geese.

**REFERENCES:**

- Council Resolution 08-258.
- Email Proposal received from Judith Whitemarsh of Dynamic Dogs Inc. for the Experimental Goose Harassment Dog Team for the City of Parksville.
- Email from Tim Clermont of Nature's Trust regarding Canada Geese and the Attached HCTF Proposal

**BACKGROUND:**

In 2004, as directed by Council, staff initiated a program to mechanically remove goose feces in the Community Park. This program currently operates from May to September and is completed by contract services at an annual cost of \$31,000. While the mechanical removal is effective on flat areas during the summer months, once the weather turns wet or on uneven terrain such as the PCTC Park, the sweeper is ineffective at removing the droppings. In 2004 staff had investigated other methods such as the use of trained birds of prey and dogs to move the flocks out of the area. It was concluded that while these methods may be effective during the time they are onsite, unless some culling takes place, the geese tend to return.

While addling or culling are proven methods used as part of a long-term goose management strategy, it will not address the immediate concern of goose droppings in City Parks. We have recently received a proposal from a local resident to develop an experimental goose harassment dog team for the City of Parksville. The intent of the program would be to use trained, volunteer dog teams to chase the geese off the City Parks. According to the proponent this method has been used successfully in the Craig Bay Strata. Further investigation by staff indicates that the method has also proven successful in other areas, such as the Nanaimo Golf Club and the Vancouver

International Airport. Subject to approval by the City of Parksville, the proponent has indicated that the dog team could be recruited, trained and ready to start work within two to three months, and would be used at the PCTC Park on a trial period of up to one year before being used in other City Parks. The start up cost of this program is estimated at \$2,400 plus GST.

There may be requirements from wildlife agencies that will restrict the harassment of the geese at certain times of the year. Staff have been in contact with the Canadian Wildlife Services and with the Provincial Ministry of Environment. At the time this report was prepared we have been able to confirm that no federal permit is required, however staff are still awaiting confirmation regarding permitting requirements from the Provincial Ministry.

Staff have also received information from Nature's Trust regarding an application they have made to the Habitat Conservation Trust Foundation (HCTF), requesting funding assistance to develop a goose management and estuary recovery plan for three Vancouver Estuaries, including the Englishman River Estuary. The proposal includes egg addling, capturing and banding geese, population surveys, and an assessment of CAGO damage to the estuaries. In order to find and addle all the nests at the Englishman estuary, two to three people need to visit the site in early March and at least every 10 days to mid-May. With no financial resources, they were unable to adequately cover the estuary in 2008, and there were reports of over 200 goslings. Nature's Trust HCTF has identified that their proposal will greatly benefit from a letter of support from the City of Parksville, and a financial contribution (in the amount of \$3,000/year) to allow them to continue addling at the Englishman River Estuary. Subject to the financial support from the City, this egg addling would be scheduled for spring 2009.

#### **OPTIONS:**

Council may:

1. Direct staff to leave the situation status quo;
2. Direct staff to pursue the option of using volunteer dog teams to chase geese away from the PCTC Park on a trial period;
3. Direct staff to pursue other options such as the use of paid, trained dog teams to chase geese away from various City Parks;
4. Provide a letter of support to Nature's Trust application to the Habitat Conservation Trust Foundation (HCTF) for funding assistance to develop a goose management and estuary recovery, and provide financial support in the amount of \$3,000 towards the 2009 egg addling program.

## **ANALYSIS:**

1. Council could direct staff to leave the situation status quo. This will likely result in continued complaints regarding goose droppings in City Parks.
2. Council could direct staff to pursue the option of using volunteer dog teams to chase geese away from the PCTC Park on a trial period. This will result in the City entering into an agreement with the proponent to prepare and initiate a goose harassment plan with trained, volunteer dog teams. The initial start up cost will be \$2,400 plus GST. There may also be some ongoing costs for advertising and paid training in future years. This option would also be subject to confirmation of permitting requirements for regulatory agencies and it would take up to three months to implement. This program will take up to three months to put in place and will initially be used only at the PCTC Park.
3. Council could direct staff to pursue the option of using trained dog teams to chase geese away from City Parks on a trial basis. This will result in the City entering into an agreement with a paid contractor. While this option may be available immediately, it could result in higher costs in the long run.
4. Council could provide a letter of support to Nature's Trust application to the Habitat Conservation Trust Foundation (HCTF) for funding assistance to develop a goose management and estuary recovery, and provide financial support in the amount of \$3,000 towards the 2009 egg addling program. This option provides a more long-term solution to the on going problem with the resident Canada Goose population

## **SUSTAINABILITY/ENVIRONMENTAL ANALYSIS:**

Staff are awaiting confirmation from the Provincial Ministry of Environment regarding permitting requirements for the use of dogs to chase geese.

## **FINANCIAL IMPLICATIONS:**

Funding for options 2, 3 and 4 may be considered a higher level of service and are not included in the current year or 2009 budget.

**RECOMMENDATION:**

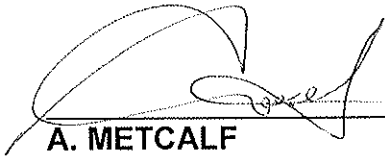
THAT the report from the Manager of Operations dated October 30, 2008, entitled "Canada Geese in Parks ", be received;

**AND THAT**

Council direct staff to pursue the option of using volunteer dog teams to chase geese away from the PCTC Park on a trial period, subject to confirmation of permitting requirements for regulatory agencies;

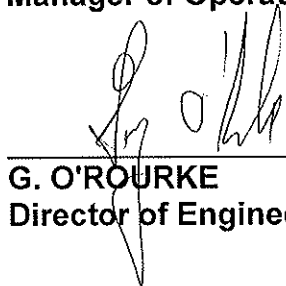
**AND FURTHER THAT**

Council provide a letter of support for Nature's Trust application to the Habitat Conservation Trust Foundation (HCTF) for funding assistance to develop a goose management and estuary recovery, and provide financial support in the amount of \$3,000 towards the 2009 egg addling program.



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**A. METCALF**  
Manager of Operations



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**G. O'ROURKE**  
Director of Engineering and Operations

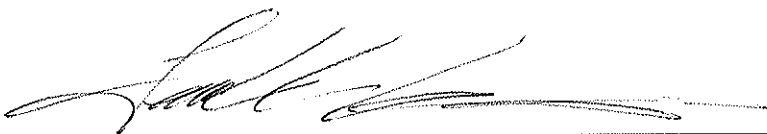
**DIRECTOR OF ADMINISTRATIVE SERVICES' COMMENTS:**



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**L. TAYLOR**  
Director of Administrative Services

**CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:**



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**F. MANSON, CGA**  
Chief Administrative Officer

October 29, 2008

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

**FROM: ALAN METCALF, MANAGER OF OPERATIONS**

**SUBJECT: ROTARY PEACE PARK**

**FILE NO: 6140-20-OTH**

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**ISSUE:**

Staff have been directed by Council to prepare a report on the request from the Rotary Club that the City take over the maintenance on the Rotary Peace Park,

**REFERENCES:**

Council Resolution 08-259

**BACKGROUND:**

In July 2002, Council approved the proposal from the Rotary Club of Parksville to develop the wooded area south of and adjacent to the Visitor Information Centre. At that time, the Rotary Club proposed to develop an implementation plan that would span up to five years.

On September 3<sup>rd</sup>, a Rotary Club delegation appeared before Council and requested that since that the Rotary Peace Park was now developed, the City take over the associated maintenance.

Staff have reviewed the maintenance requirements for the park and determined that the estimated annual maintenance costs will be \$7,500. In the first year there will be an additional \$2,500 required to upgrade the irrigation heads and the back flow prevention device to City standards.

**OPTIONS:**

Council may:

1. Deny the request received from the Rotary Club of Parksville for the City to take over the maintenance of the Rotary Peace Park
2. Direct staff to take over the maintenance of the Rotary Peace Park

**ANALYSIS:**

1. Council could deny the request received from the Rotary Club of Parksville to take over the maintenance of park. While this would result in no additional maintenance costs, it could be considered that such approach would be contrary to the spirit or intent of the original undertaking by the Rotary Club.
2. Council could direct staff to take over the maintenance of the Rotary Peace Park. As concluded in the July 3, 2002 staff report to Council, experience has shown that once the Capital improvements are complete, it is appropriate that these Parks be maintained by City Staff. This will result in the need to include the associated maintenance costs in the 2009 budget.

**SUSTAINABILITY/ENVIRONMENTAL ANALYSIS:**

None

**FINANCIAL IMPLICATIONS:**

In anticipation of this request, funding of \$7,500 is included in the in 2010-2013 budgets for the maintenance of the Rotary Peace Park. If the City takes over the maintenance of the Park now, an additional budget of \$10,000 will be required for 2009.



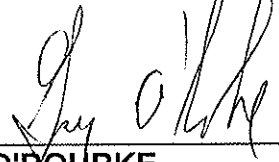
**RECOMMENDATION:**

**THAT** the report from the Manager of Operations dated October 30, 2008, entitled "Rotary Peace Park ", be received;


**AND THAT** Council direct staff to take over the maintenance of the Rotary Peace Park;

**AND THAT** \$10,000 be included in the 2009 Budget for the maintenance of the Park.


  
\_\_\_\_\_  
**A. METCALF**  
Manager of Operations

  
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**G. O'ROURKE**  
Director of Engineering and Operations

**DIRECTOR OF ADMINISTRATIVE SERVICES' COMMENTS:**

  
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**L. TAYLOR**  
Director of Administrative Services

**CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:**

  
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**F. MANSON, CGA**  
Chief Administrative Officer

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October 29, 2008

**MEMO TO: HER WORSHIP THE MAYOR AND MEMBERS OF COUNCIL**

**FROM: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER**

**SUBJECT: PCTC TECHNOLOGY SPACE LEASE**

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ISSUE

Renewal of the PCTC Technology Space Lease with Bravenet Web Services Inc.

EXECUTIVE SUMMARY

Bravenet Web Services Ltd. has changed their position and has now agreed to pay the current market annual base rental and triple net lease rate for the portion of the PCTC they are occupying.

REFERENCES

PCTC Technology Space Lease report dated August 8, 2008 by the CAO.

BACKGROUND

As Council is aware the lease with Bravenet Web Services expired July 31, 2008.

As outlined in the above referenced August 12, 2008 report from the Chief Administrative Officer, the main issues regarding renewal of the lease where the space requirements of both Bravenet and the City, as well as the change from the old lease rate to the current market lease rate.

The City currently requires additional space in the PCTC for our needs. The space occupied by Bravenet is the City's future expansion area. Bravenet currently needs all the space they are leasing.

The old lease rate was \$14 per sq/ft, the current market lease rate for similar properties is a base rate of \$12 per sq/ft plus triple net costs, which for this building using our history over the past four years has averaged at approximately \$8.50 for a total current annual rate of \$20.50 per sq/ft.

Negotiations up to the time Council deliberated on the August 12<sup>th</sup> report had stopped at a position where Bravenet was only prepared to renew the lease if it included all the space and a graduated lease rate scale starting at an all in rate of \$17 for the first year, and then increasing by a further dollar per year for each of the second, third and fourth years to a maximum of \$20 per sq/ft.

Based on the reluctance of Bravenet to pay current market rates and the City's need for additional space, council passed a resolution directing staff to negotiate a one year extension of the old lease at \$17 per sq/ft and to give notice to Bravenet that the City would require approximately 2600 sq/ft of the leased area at the end of the extension period.

Faced with this ultimatum, Bravenet has changed their position. They are now prepared to sign a 5 year triple net lease at the current market base rate of \$12 per sq/ft. Based on our four complete years of cost history in the building, this would equate to a rate of approximately \$20.50 per sq/ft. This would increase our annual revenue from \$118,720 to 173,840 or \$55,120, which amounts to a five year increase of \$275,600.

The down side of this is that the lease space will not be available for the City's, or for other PCTC partners, needs for a further five years.

At this time, City and SD69 are jointly undertaking a space optimization study for their joint and dedicated space within the PCTC. Although the results of the study are not know at this time, and will not likely be known until the new year, it is staffs hope that the recommendations from the study will provide sufficient flexibility within the current space to provide for our needs if a new five year lease with Bravenet is agreed to.

The new renewal is essentially the same as the old lease with the exception of a number of miscellaneous house keeping items; a change to the notification for renewal provisions from non existent, to 2 years; and a change to a base and triple net rate from the old all inclusive rate.

### OPTIONS

Council may:

1. Accept the position agreed to by Bravenet.
2. Provide staff with specific direction for continued negotiations.

### ANALYSIS

As mentioned in the August 12, 2008 report, Staff's primary objective during negotiations of the lease was centered on maintaining and maximizing revenue streams.

Staff's recommendation to Council in the August 12, 2008 report to negotiate the one year extension with notice that the City would require a significant portion of the space at the end of the extension period was based on Bravenet's refusal at that time to pay current rates.

As stated in the August 12, 2008 report "unless Bravenet is prepared to move much closer to the \$20.25 per sq/ft current market rate, it would be in the City's best interest to grant a one year extension to the current lease, increase the lease rate (at the very minimum) to the first year rate already agreed to by Bravenet, and give notice that the City will require

the 2600 sq/ft mentioned above at the end of the extension", which is what Council did at that time.

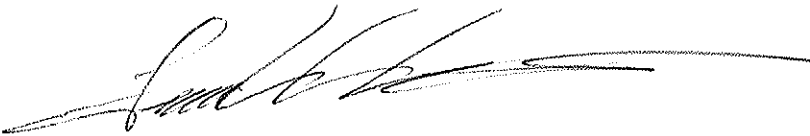
Bravenet has now moved "all the way" to the current market rate.

### BUDGET IMPLICATIONS

Bravenets new position results in the maximum additional revenue to the City amounting to an addition \$55,120 per year or \$275,600 over the term of the lease. However it also still leaves the space challenges to be addressed. There is currently \$100,000 allocated in the 2008 budget to fund the space optimization study and any recommendations which come from that study. At this point any comments by staff would only be speculation as to whether or not this will be sufficient.

### RECOMMENDATION

That the Mayor and Director of Administrative Service be authorized to sign a five year lease with Bravenet Web Service LTD for those parts of the first and second floors of the Parksville Civic and Technology Centre located at 100 Jensen Avenue East currently occupied by Bravenet Web Services Ltd., commencing August 1, 2008 and terminating July 31, 2013, at an annual base rate rental of \$12 per sq/ft plus triple net.



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FRED C. MANSON  
Chief Administrative Officer

## CITY OF PARKSVILLE

### BYLAW NO. 1235.2

#### A BYLAW TO AMEND "WORKS AND SERVICES BYLAW, 1995, No. 1235"

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**WHEREAS** the Municipal Council deems it desirable to amend "Works and Services Bylaw, 1995, No. 1235";

**NOW THEREFORE** the Municipal Council in open meeting assembled enacts as follows:

1. That "Works and Services Bylaw, 1995, No. 1235" be amended by replacing Section 4 Exemptions with the following:

"Exemptions

4. Notwithstanding Section 2, the provision of works and services will not be required where one of the following conditions is satisfied:
  - a) the building permit authorizes the construction and/or alteration of a single family dwelling or residential accessory building;
  - b) the building permit value of the building construction and/or alteration is less than \$200,000.00 as determined by the City's Building Inspector or, where the property is subject to a Development Permit, the value of all of the building construction and/or alterations authorized by the Development Permit is less than \$200,000.00 as determined by the City's Building Inspector;
  - c) the construction and/or alteration results in no net additional floor area;
  - d) the alterations result in a more sustainable building and are of the following nature:
    - i) upgraded accessibility for disabled persons;
    - ii) environmental protection, conservation or preservation;
    - iii) installation of safety upgrades such as fire sprinklers, fire alarms, emergency lighting, exits and other similar safety improvements;
    - iv) upgrades to improve energy efficiency – solar panels, insulation, heating sources etc.;
    - v) seismic upgrades;
    - vi) building envelope upgrades and repairs;
  - e) in the case of residential subdivision, where subdivision is creating no more than one additional single family lot;
  - f) in the case of subdivision where consolidation is occurring or a lot line is being adjusted and neither of which results in additional lots; or

- g) the owner of the property which is the subject of the building permit application is School District No. 69 (Qualicum)."
- 2. This bylaw may be cited for all purposes as "Works and Services Amendment Bylaw, 2008, No. 1235.2".

**READ A FIRST TIME** this

**READ A SECOND TIME** this

**READ A THIRD TIME** this

**ADOPTED** this

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Mayor

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Director of Administrative Services

**CITY OF PARKSVILLE**

**BYLAW NO. 1261.9**

**A BYLAW TO AMEND "SUBDIVISION SERVICING BYLAW, 1996, NO. 1261".**

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**WHEREAS** the Municipal Council deems it desirable to amend "Subdivision Servicing Bylaw, 1996, No. 1261"

**NOW THEREFORE** the Municipal Council in open meeting assembled enacts as follows:

1. That "Subdivision Servicing Bylaw, 1996, No. 1261", be amended by replacing subsection 11.1 GENERAL REQUIREMENTS in Section **11.0 SERVICING REQUIREMENTS** with the following:

**"11.1 GENERAL REQUIREMENTS**

- (a) Except as otherwise provided in this bylaw or in "Works and Services Bylawm 1995, No. 1235" as amended or replaced from time to time, the owner shall provide a vehicular and pedestrian highway system, water distribution, sanitary sewer and drainage works, underground wiring and street lighting systems such that each system:
  - (i) Serves and is connected to all parcels created by the subdivision or the development;
  - (ii) Extends along all highways within the subdivision;
  - (iii) Extends along all highways adjacent to the development, up to the centreline of the highway allowance;
  - (iv) Connects to the appropriate public utility;
  - (v) Complies with the requirements of the Engineering Standards and Specifications set out in Appendix I to this bylaw;
  - (vi) Shall be constructed to allow for connection to lands and systems beyond the proposed development; and
  - (vii) owner may be required to underground existing overhead wiring"
2. This bylaw may be cited for all purposes as "Subdivision Servicing Amendment Bylaw, 2008, No. 1261.9".

**READ A FIRST TIME** this

**READ A SECOND TIME** this

**READ A THIRD TIME** this

**ADOPTED** this

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Mayor

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Director of Administrative Services