

COUNCIL MEETING AGENDA

MONDAY, NOVEMBER 17, 2008 - 6:00 P.M.

1. **ADOPTION OF MINUTES**

- a) of the regular meeting of Council held November 3, 2008 - Pages 1 to 4

Recommendation: THAT the minutes of the regular meeting of Council held November 3, 2008 be adopted.

2. **APPROVAL OF AGENDA**

3. **PRESENTATIONS**

4. **DELEGATIONS**

5. **UNFINISHED BUSINESS**

- a) Parksville Community and Conference Centre – 2009 Budget - Pages 5 to 14
Formal consideration of the 2009 PCCC budget presented to Council at the November 3, 2008 Council meeting. Under the provisions of the lease agreement, the budget must be approved by Council.

Recommendation: THAT 2009 budget for the Parksville Community and Conference Centre showing a total revenue of \$304,757.54 be approved.

6. **CORRESPONDENCE**

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

8. **REPORTS**

- a) Director of Finance – Home Based Medical Equipment – Pages 15 to 18
Council requested a report from staff on the utility costs to citizens using home-based medical equipment such as a dialysis machine. Financial costs to an individual can be approximately \$625/annum. Any assistance or rebates given to these individuals will eventually have to be made up by remaining ratepayers.

Recommendation: THAT the report dated October 31, 2008 from the Director of Finance regarding home based medical equipment be received for information; AND THAT no assistance or relief in the form of utility rebates be provided to users of home based medical equipment.

- b) Building Inspector – Summary of Permit Types October 2008 – Page 19

Recommendation: THAT the Building Inspector's summary of permit type report for October 2008 showing a cumulative year to date value of \$18,484,101, be received.

- c) Fire Chief – Monthly Incident and Inspection Reports October 2008 – Pages 21 & 22

Recommendation: THAT the Fire Chief's summary of incident type report for October 2008 showing a total of 56 calls and the monthly inspection report for October 2008 showing 65 inspections, be received

- d) Manager of Current Planning – Consideration of amendment to Development Application Procedures & Fees Bylaw, 2007 No. 1422 – Pages 23 to 26

A proposal is being put forward to change the time limit that is required for amending (zoning) bylaws to be finalized after third reading has been granted from 12 months to 2 years.

Recommendation: THAT the report from the Manager of Current Planning dated November 12, 2008 regarding consideration of an amendment to the "Development Application Procedures & Fees Bylaw, 2007, No. 1422" to amend Section 9(d) Time Limit, Extension and Reapplication, be received; AND THAT the bylaw to amend "Development Application Procedures & Fees Bylaw, 2007, No. 1422" be advanced for reading consideration by Council.

9. BYLAWS

- a) "Works and Services Amendment Bylaw, 2008, No. 1235.2" - Page 27

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.

(i) Recommendation: THAT "Works and Services Amendment Bylaw, 2008, No. 1235.2" be adopted.

- b) "Subdivision Servicing Amendment Bylaw, 2008, No. 1261.9" - Pages

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 adopted.

- c) "Development Application Procedures and Fees Amendment Bylaw, 2008, No. 1422.2" - Pages 17 to 18

Amendment to change the time limit that is required for amending (zoning) bylaws to be finalized after third reading has been granted from 12 months to 2 years

(i) Recommendation: THAT "Development Application Procedures and Fees Amendment Bylaw, 2008, No. 1422.2" be read a first time.

(ii) Recommendation: THAT "Development Application Procedures and Fees Amendment Bylaw, 2008, No. 1422.2" be read a second and third time

November 17, 2008
Council Agenda cont'd.

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

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TO BE ADOPTED

AGENDA COUNCIL November 3, 2008 DATE

#1(a)

CITY OF PARKSVILLE

4552.
November 3, 2008

Minutes of the regular meeting of Council held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Monday, November 3, 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
G. O'Rourke, Director of Engineering & Operations
A. Metcalf, Manager of Operations

1. ADOPTION OF MINUTES

Burger - Powell
08-311 THAT the minutes of the regular meeting of Council held October 20, 2008 be adopted. CARRIED.

2. APPROVAL OF AGENDA

Lefebvre - Powell
08-312 THAT the November 3, 2008 Council meeting agenda be approved. CARRIED.

3. PRESENTATIONS - Nil

4. DELEGATIONS

- a) Denyse Morrow gave a report from the Council of Senior Citizens Organizations of BC Conference she attended on September 15 and 16, 2008.
- b) Parksville Community and Conference Centre gave a presentation of their Budget.

5. UNFINISHED BUSINESS

a) UBCM Community Health Promotion Fund

Lefebvre - Powell
08-313 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. CARRIED.

6. CORRESPONDENCE

a) Parksville & District Historical Society - Grant to Historical Society

08-314 Patterson - Lefebvre
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 current Grant in Aid Committee be reconvened to allocate the \$350 to another applicant. CARRIED.

7. DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE - Nil

8. REPORTS

a) Committee of the Whole – October 27, 2008

08-315 THAT the report of the Special Committee of the Whole meeting held October 27, 2008 be received and the following recommendations considered:

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

Powell - Burger
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. CARRIED.

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

Lefebvre - Patterson
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 Director of Administrative Services 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. CARRIED.

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

Lefebvre - Powell
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 in Appendix A attached to the report from the Director of Community Planning dated October 23, 2008. CARRIED.

b) **Manager of Operations - Canada Geese in Parks**

08-316 Powell - Burger
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 from 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 adding program. CARRIED.

c) **Manager of Operations - Rotary Peace Park**

Mayor Herle declared a conflict of interest as she is the President Elect of the AM Rotary Club. She left the meeting at 6:51 p.m. Councillor Robinson assumed the Chair.

08-317 Patterson - Powell
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. CARRIED.

Mayor Herle returned to the meeting at 6:56 p.m. and resumed the Chair.

d) **Chief Administrative Officer - PCTC Technology Space Lease**

08-318 Lefebvre - Burger
THAT the report from the Chief Administrative Officer dated October 29, 2008 entitled "PCTC Technology Space Lease", be received;
AND 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. CARRIED.

9. BYLAWS

a) **"Works and Services Amendment Bylaw, 2008, No. 1235.2"**

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.

08-319 Lefebvre - Powell
THAT "Works and Services Amendment Bylaw, 2008, No. 1235.2" be read a first time. CARRIED.

08-320 Powell - Burger
THAT "Works and Services Amendment Bylaw, 2008, No. 1235.2" be read a second and third time. CARRIED.

b) **"Subdivision Servicing Amendment Bylaw, 2008, No. 1261.9"**

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.

08-321 Powell - Lefebvre
THAT "Subdivision Servicing Amendment Bylaw, 2008, No. 1261.9" be read a first time. CARRIED.

08-322 Lefebvre - Burger
THAT "Subdivision Servicing Amendment Bylaw, 2008, No. 1261.9" be read a second and third time. CARRIED.

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 7:05 p.m.

Certified Correct.

Mayor



Director of Administrative Services

#5(a)



Parksville Community Centre Society

Presentation of the 2007 Budget

for the

Parksville Community & Conference Centre

This Budget was approved by the Board of Directors at the monthly meeting on Thursday, October 21, 2008.

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Year to date Actuals, Year End Estimates, 2008 Budget

Appendix 1: Budget Building Expenses 2009

Appendix 2: Administrative Expenses 2009

Appendix 3: Budget Capital Expenditures

Appendix 4: Historic Revenues

Ordinary Income/Expense Income	Year	2007	2008	2008	2009
		Budget	projected	Budget	
Facility Rentals					
Chrysler Theatre Rentals		\$3,298.27	\$13,200.00	\$14,520.00	10% increase
Lion's Bar (Servery) Rental		\$1,533.16	26,271.00	\$27,405.20	10% increase
Gray Oaks/Arbutus Rentals		\$22,217.09	\$4,180.00	\$2,208.08	10% increase
Red Cedars/Maples Rentals		\$15,956.62	\$16,000.00	\$17,379.55	10% increase
Rotary Kitchen Rentals		\$6,882.50	\$14,000.00	\$9,533.50	10% increase
Seaside Hall Rentals		\$30,617.20	\$30,874.00	\$31,595.66	10% increase
Whole Centre Rentals		\$14,169.88	\$18,635.00	\$10,964	10% increase
Total of All Rentals		\$94,674.72	\$112,160.00	\$109,594.53	10% increase
Net Incomes					
Net Catering		\$12,143.98	\$12,000.00	\$14,385.00	80% increase
Net Equipment Rentals		\$7,699.10	\$9,000.00	\$9,260.00	15% increase
Net Sound System Set Up					
Net Vending Machine		\$350.00			
Set Up/Down Charges		\$3,500.00	\$7,000.00	\$9,273.00	15% increase
Total Net Income		\$23,693.08	\$28,000.00	\$32,918.00	\$47,205.95
Total Internal Revenues					
Revenue Other					
City of PV Equity Reimbursement		\$10,895.75			
Gain on Disposal		\$400.00			
City of Parksville		\$131,325.00	\$134,082.30	\$130,085.60	2.1% increase
Bottle Deposit		\$155.95			
Donations		\$1,444.33		\$22,050.00	
Interest		\$39.26		\$30.00	
Non-Refundable Deposits		(\$195.73)			
Total Revenue Others		\$144,064.56	\$134,082.00	\$152,165.60	\$136,898.33
Total Income		\$264,402.72	\$274,242.30	\$294,678.13	\$304,657.54

Ordinary Income/Expense	2007	2008	2008	2009
Expense	Year	Budget	projected	Budget
Accounting and Legal				
Accounting	\$3,524.58	\$3,504.00	\$2,300.00	\$1,500.00
Audit	\$2,600.00	\$2,780.00	\$2,780.00	\$3,000.00
Total Accounting and Legal	\$6,124.58	\$6,284.00	\$5,080.00	\$4,500.00
Administration/Overhead				
Amortization Expense	\$19,008.52			
Bank Charges, Interest, POS	\$1,322.78	\$1,392.00	\$2,115.56	\$1,400.00
Computer System Maint	\$1,291.44	\$700.00	\$500.00	\$700.00
Membership Dues	\$498.10	\$450.00	\$535.44	\$600.00
Office Supplies	\$3,124.58	\$4,000.00	\$3,763.67	\$4,000.00
Photocopier	\$320.20	\$500.00	\$642.14	\$800.00
Postage, Courier, Freight	\$877.97	\$900.00	\$475.54	\$600.00
Prof. Dev./ Incentives	\$2,356.18	\$4,000.00	\$4,502.96	\$3,500.00
Staff Travel	\$530.75	\$600.00	\$1,047.43	\$1,500.00
Total Administration/Overhead	\$29,330.52	\$12,542.00	\$13,582.74	\$13,100.00
Advertising & Promotion				
Advertising & Promotion	\$14,301.40	\$14,000.00	\$8,000.00	\$10,000.00
Business Development	\$1,053.40	\$1,500.00	\$1,245.95	\$1,500.00
Website Maintenance	\$692.00	\$1,000.00	\$800.00	\$1,000.00
Total Advertising & Promotion	\$16,046.80	\$16,500.00	\$10,045.95	\$12,500.00
Board Liability Insurance	\$1,099.27	\$1,100.00	\$1,100.00	\$1,200.00
Insurance	\$4,715.04	\$4,800.00	\$4,760.00	\$4,800.00
Total Insurance	\$5,814.31	\$5,900.00	\$5,860.00	\$6,000.00
Kitchen				
Kitchen Equip. Rentals	\$1,221.47	\$1,200.00	\$1,373.85	\$1,500.00
Kitchen Supplies	\$5,662.74	\$5,000.00	\$4,207.54	\$4,500.00
Laundry/Cleaning Linens	\$1,821.01	\$2,000.00	\$2,595.44	\$3,000.00
Repair/Maint. Kitchen Equip.	\$192.79	\$500.00	\$373.00	\$500.00
VIHA Kitchen License	\$250.00	\$250.00	\$250.00	\$250.00
Total Kitchen	\$9,148.01	\$8,950.00	\$8,799.83	\$9,750.00

Ordinary Income/Expense	Year	2007	2008	2008	2009
Expense		Budget	projected	Budget	Budget
Net Utilities					
Hydro		\$12,491.91	\$14,000.00	\$13,913.03	\$15,000.00
Internet		\$1,169.36	\$1,300.00	\$1,937.32	\$1,400.00
Natural Gas		\$13,115.82	\$15,000.00	\$16,931.11	\$16,300.00
Telephone/Fax		\$5,026.62	\$5,500.00	\$3,912.74	\$2,300.00
Total Net Utilities		\$31,803.71	\$35,800.00	\$36,694.20	\$35,000.00
Other Expenses					
Catering		\$924.86	\$1,000.00	\$3,217.62	\$10,000.00
Coffee Supplies		\$3,091.85	\$3,500.00	\$3,370.82	\$5,000.00
Meeting Room Equipment/Supplies		\$2,504.17	\$1,300.00	\$1,888.71	\$1,500.00
Piano			\$504.00		
Society Expenses		\$1,000.28	\$1,000.00	\$600.00	\$500.00
Total other Expenses		\$7,521.16	\$7,304.00	\$9,077.15	\$17,000.00
Repairs					
Electrical		\$240.05	\$550.00		
Fire Alarm Systems		\$393.00	\$1,000.00	\$595.50	\$600.00
Janitorial Services/Floor Maint.		\$358.05	\$850.00	\$1,085.35	\$1,000.00
Janitorial Supplies		\$5,647.74	\$5,000.00	\$4,046.28	\$5,000.00
Repairs/Maint. Building		\$11,569.91	\$21,000.00	15,000.00	\$15,000.00
Total Repairs		\$18,208.75	\$28,400.00	\$20,727.13	\$21,600.00
Uncategorized Expenses					
Wage Expenses					
Casual Contract Labour		\$2,356.00	\$400.00	\$400.00	\$500.00
Administrative Wages		\$77,696.17	\$90,000.00	\$92,280.93	\$95,040.00
CPP Expenses		\$4,662.83	\$4,500.00	\$5,693.96	\$6,223.14
EI Expenses		\$2,916.88	\$2,850.00	\$2,870.34	\$2,174.96
Janitorial Wages		\$29,097.87	\$29,000.00	\$38,600.00	\$30,680.00
Vacation Pay Accrued		\$6,702.40	\$6,000.00	\$8,138.08	\$5,028.80
WCB Expenses		\$740.74	1,300.00	\$740.70	\$800.00
Total Wage Expenses		\$124,172.89	\$134,050.00	\$148,724.01	\$140,446.90
Total Expenses		\$250,537.44	\$257,242.00	\$258,591.01	\$259,896.90

Ordinary Income/Expense	Year	2007	2008	2008	2009
			Budget	projected	Budget
Net Ordinary Income			\$17,000.00		\$44,760.64
Other Income			\$35,000.00		
Capital Assets	(staging 42,000, Stove 10,000 * donation for risers Stove not purchased yet paid for risers		\$52,000.00		
			<u>\$22,050.00</u>		
			\$10,000.00		
			\$19,950.00		

Appendix 1: Budget Building Expenses 2009

Insurance	4,800
Hydro	15,000
Natural Gas	16,300
Kitchen Equipment Rentals	1,500
Kitchen Supplies	4,500
VIHA Kitchen Licence	250
Fire Alarm and Emergency Systems	600
Janitorial Supplies	5,000
Janitorial Services/floor finish	1,000
Linen Cleaning	3,000
Repl. & Repair Serving Equipment	500
Repairs & Maint. Building	15,000
Janitorial Wages	30,680
Administrative Wages 25%	23,920
Employer costs	5,831
Work Safe Expenses	800
Casual Contract Labour	500
Total:	129,181

Appendix 2: Administrative Expenditures

Accounting	1,500
Audit	3,000
Bank Charges & Interest	1,400
Computer Sys. Maintenance	700
Membership Dues	600
Office Supplies	4,000
Photocopier	800
Postage, Courier, Freight	600
Professional Development	3,500
Staff Travel	1,500
Telephone	2,300
Internet	1,400
Marketing	10,000
Business Development/Marketing	1,500
Website Maintenance	1,000
Board Liability Insurance	1,200
Catering	10,000
Coffee Supplies	5,000
Meeting Room Supplies	1,500
Society expenses	500
Administrative Wages 75%	71,120
Employers Costs	7,596
Total	130,716

Appendix 3: Budget Capital Expenditures

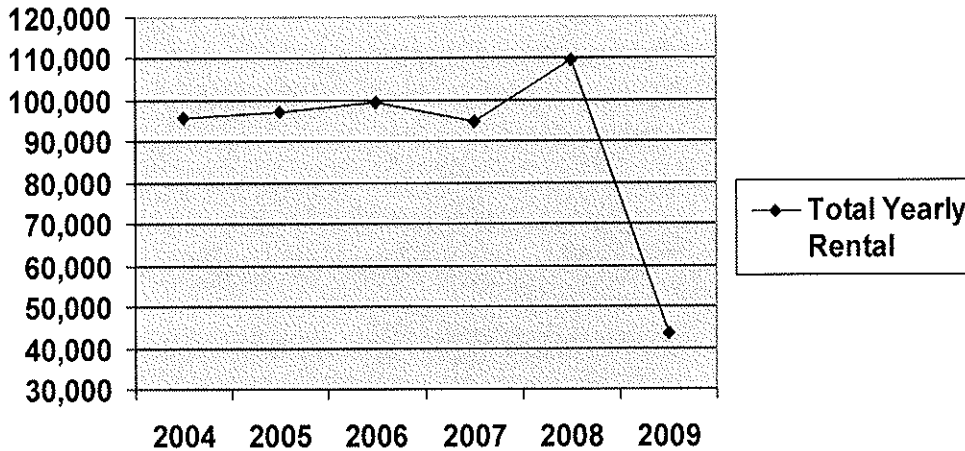
Description:	Actual		Budget		Budget		Draft	
	2005	06 Actuals	2006	2007	07 Actual	2008	2009	Draft
seasonal items	213		500					
cupboards		5,000	5,000					
storage space		33,000	40,000					
ceiling		7,500	7,500					
clothing racks	900	500		8,500	19,900			
acoustic panels				10,000	not used	10,000		5,000
kitchen equipment						42,000		5,000
Staging								
stage curtains								
bar upgrades								
Carpeting for mt rooms							24,000	
Tiling for Mt Rooms							13,000	
Audio (TV/DVD								4,000
seaside room dividers								
Seaside refinishing fir.				6,000	7,705		5,760	
dishes							2,000	
Burmisher								
security camera	919							
floor polisher	1,070							
filing cabinets	856							
phone	128							
vacuum	448							
office furniture	4,473							
plastic tables	3,335							
lighting	13,822							5,000.00
Banquet Chairs								
sign for marquee	12,043							
ice machine	3,983							
sound system	grant							
new computer	1,767							
lap top computer	1,772							
hot water tank	3,212							
cyclorama	1,711							
paging system	420							
Total	51,072	46,000	53,000	24,500	27,605	52,000	44,760	5,000

Appendix 4: Historic Revenues

	2004	2005	2006	2007	2008	2009	2010
January	5,922	4,671	8,571	4,773	6,826	2,296	682
February	10,042	7,391	9,170	7,937	9,049	4,215	5797
March	8,511	9,328	11,627	9,895	9,148	3,406	4092
April	10,615	11,911	8,878	8,226	10,653	7,117	2347
May	9,730	11,532	8,708	11,878	9,289	3,478	409
June	9,858	9,493	8,865	10,282	5,204	3,323	
July	3,324	4,358	4,548	4,577	1,592	8,140	
August	3,140	3,998	6,384	3,657	10,201	7,285	
September	6,403	7,025	8,712	8,694	9,341	1,849	
October	10,821	9,803	11,443	5,808	14,232	1,128	
November	9,929	9,907	7,557	9,937	14,232	0	
December	7,440	7,662	5,221	9,004	9,827	1,128	
Total	95,735	97,079	99,684	94,668	109,594	43,365	13327

olympic
paraolym

Total Room Rentals



October 31, 2008



H/21

MEMO TO: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER

FROM: LUCKY BUTTERWORTH, DIRECTOR OF FINANCE

SUBJECT: HOME BASED MEDICAL EQUIPMENT

Issue

Options for assistance for residents using home based medical equipment.

Executive Summary

Council requested a report from staff on the utility costs to citizens of using home based medical equipment. The only equipment that came to light in our research that uses any significant City utilities is a dialysis machine. The financial costs to an individual can reach up to about \$625 per year in extra City utility costs (water/sewer/garbage). A representative from VIHA thought there were only 2 or 3 people in the area who were on home based Dialysis machines. Any refunds of revenues will eventually have to be made up by the remaining ratepayers.

Background

Council has requested staff bring forward a report on the additional costs of extra water and garbage produced by individuals with home based medical equipment (such as dialysis) and possible options for assistance for individuals with such home based medical equipment.

Staff researched the topic and received some information from a technical leader for Renal Services for VIHA at the Royal Jubilee Hospital. This individual indicated that there are only a few (2 or 3) home based dialysis machines in the area that he is aware of. He could not think of any other type of home based medical equipment that would create any demand on utilities. The machines are supplied to the individuals at no cost by VIHA, but they do require extra water to use and create extra garbage.

Hemodialysis equipment requires the use of potable water. It was estimated that 960 litres of water is needed per treatment and there could be a treatment per day. This could mean up to an additional 175 cubic metres of water in a 6 month period. It was also estimated that this could generate as many as two extra bags garbage per week.

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Options

- 1) Allow a refund of water, sewer and garbage charges for the extra usage.
- 2) Do not allow a refund for the extra utilities used.

Analysis

Option 1: Currently, the overall cost to the City to provide users of this type of equipment some relief from municipal utility rates would not be very significant as there are only a few people in Parksville on this equipment.

There will be challenges in determining what the extra charges actually are as it would depend on how often the machine is used and what its actual water usage really is. This would require the user to tell us this information as there is no way for the City to determine additional usage resulting from these machines. If we assume maximum usage, the reduction from the metered amount would amount to \$350 per year (350 cu metres x \$1 per Cu Mtr) for water, \$175 for sewer. Garbage is a RDN function and we do not retain the revenues we collect on garbage (we forward the revenues to the RDN). The estimate for extra garbage cost is \$100 per year based on the extra 2 bags per week.

Council should also consider the precedent providing such relief will set as this will open the door to other claims for relief for other similar compassionate reasons. This may also lead to a request for relief from various Seniors Lodges who have permanent residents on medical equipment that use large amounts of utilities. This could also be seen as offering a benefit to a special interest group. There would be a high amount of administration time to administer this program and determine the refunds. As our revenue sources are limited, these refunds will have to be funded by the remaining rate payers through higher water rates.

This could also be seen as another instance of passive downloading by senior levels of government as health care and social services are the mandate of the federal and provincial governments.

Option 2: There are no revenues lost to maintaining the status quo, and there has not been a big push from the public for the City to offer some refund to people who have health issues that require extra utilities.

Financial Considerations:

The financial considerations have been outlined above in the analysis.

Sustainability Considerations:


The dialysis machine consumes a high amount of water and garbage, but it is necessary to sustain life.

Recommendation:

THAT the report dated October 31, 2008 from the Director of Finance regarding Home Based Medical Equipment be received for information;


AND THAT no assistance or relief in the form of utility rebates be provided to users of home medical equipment


G. Lucky Butterworth, CGA.
Director of Finance


Laurie Taylor
Director of Administrative Services

Chief Administrative Officer comments:

Under the Community Charter the City's responsibility is to provide water, sanitary and solid waste collection services and to collect fees from the community for the cost of providing these services. Senior levels of government are responsible for health care and social services. As well intended as this may be providing relief to users of this type of equipment is providing validation to another passive download from senior government. As mentioned above it may also open the door for other similar requests. It is my recommendation that Council not provide this relief.


Fred Manson, CGA
Chief Administrative Officer

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

AGENDA
COUNCIL
Nov 17/08
DATE

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October-08

PERMIT TYPE	Oct-08	Units	VALUE OF PERMITS	2008 YTD NO OF PRMTS	2008 YTD Units	2008 RUNNING TOTAL
RESIDENTIAL - Single Family Dwelling	2	2	355,590	43	43	9,202,079
- Alterations/Additions SFD	1		15,628	35	0	500,983
- Multi Family Dwelling:						
-Single townhouse unit				4	4	554,580
-Apartment building	1	26	4,300,000	1	26	4,300,000
- Alterations/Additions MF:						
-Single townhouse unit				1	0	39,800
-Apartment building				0	0	0
COMMERCIAL - Permits	1		2,000	28	26	2,281,960
- Alterations/Additions	1		281,800	14	0	635,700
- Residential				0	0	0
INDUSTRIAL - Permits				5	4	876,000
- Alterations/Additions	1		8,000	3	0	9,500
- Residential				0	0	0
INSTITUTIONAL - Permits				0	0	0
- Alterations/Additions	1		17,400	1	0	17,400
MOVING				2	0	0
ACCESS				0	0	0
DEMOLITION	1		0	6	0	0
SIGNS	4		11,600	24	0	66,099
Irrigation Permits (backflow protection)	1		0	1	0	0
Service Connections				8	0	0
TOTALS:	14	28	4,992,018	176	103	18,484,101

TOTAL NUMBER AND VALUE
OF PERMITS MONTHLY

14	28	4,992,018
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October-07

PERMIT TYPE	Oct-07	Units	VALUE OF PERMITS	2007 YTD NO OF PRMTS	2007 YTD Units	2007 RUNNING TOTALS
RESIDENTIAL - Single Family Dwelling	6	0	1,331,550	27	0	5,780,549
- Alterations/Additions SFD	6	0	84,200	50	0	992,406
- Multi Family Dwelling	14	0	2,115,855	36	69	16,422,445
- Alterations/Additions MF	0	0	0	0	0	0
COMMERCIAL - Permits	1	0	0	21	8	3,812,915
- Alterations/Additions	0	0	0	12	0	194,000
- Residential	0	0	0	0	0	0
INDUSTRIAL - Permits	1	0	867,800	1	0	867,800
- Alterations/Additions	0	0	0	2	0	551,500
- Residential	0	0	0	0	0	0
INSTITUTIONAL - Permits	0	0	0	2	0	22,984,800
- Alterations/Additions	0	0	0	5	0	47,000
MOVING	0	0	0	0	0	0
Access	0	0	0	0	0	0
DEMOLITION	0	0	0	7	0	4,000
SIGNS	6	0	6,209	35	0	65,978
Irrigation Permits (backflow protection)	1	0	0	3	0	1,000
Service Connections	2	0	0	9	0	0
TOTALS:	37	0	4,405,614	210	77	51,724,393

TOTAL NUMBER AND VALUE
OF PERMITS MONTHLY
PREVIOUS YEAR

37	0	4,405,614
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Parkville Volunteer Fire Department

160 W. Jensen Avenue, P.O. Box 1390, Parkville, B.C. V9P2H3 - Phone: (250) 248-3242 Fax: (250) 248-3925

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MONTHLY INSPECTION REPORT, OCTOBER 2008

AGENDA COUNCIL Nov 17/08 DATE
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#8(c)

<u>OCCUPANCY</u>	OCT	YTD TOTAL
MERCANTILE	33	110
OFFICE	21	41
DRYCLEANERS	1	1
SERVICE STATION	1	15
RESTAURANTS	5	18
ASSEMBLY	0	14
HOTEL/MOTEL	1	17
SCHOOLS	2	7
DAYCARE/PRESCHOOL	1	15
VACANT AT INSP	0	0
APARTMENTS	0	6
INDUSTRIAL	0	12
F.S. PLAN REVIEW	0	1
COMMUNITY CARE	0	0
REINSPECTIONS	0	69
SPECIAL EVENTS	0	1
LICENSING	0	1
<u>MONTHLY TOTAL</u>	65	328

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

Incident Type Description	Reponse Time (Avg)	Incident Duration (Avg)	Total Loss (Sum)	Total Saved (Sum)	Total Manpower (Avg)	Total Manhours (Sum)
15 Alarms (accidental)	4 min 14 sec	24 min 50 sec	\$0.00	\$0.00	9.5	73.00
4 Burning Complaints	2 min 9 sec	20 min 42 sec	\$0.00	\$0.00	1.0	1.80
2 Equipt. Maintenance	n/a	2 hrs 30 min	\$0.00	\$0.00	5.0	21.00
1 Fire (No dollar loss)	4 min 52 sec	20 min 34 sec	\$0.00	\$0.00	2.0	1.00
3 First Response	3 min 51 sec	20 min 22 sec	\$0.00	\$0.00	11.0	18.00
1 Gas leak (natural gas)	8 min 52 sec	29 min 0 sec	\$0.00	\$0.00	10.0	5.00
5 Motor Vehicle Incidents	4 min 49 sec	28 min 20 sec	\$0.00	\$0.00	3.0	12.50
20 Public Education events	n/a	1 hr 25 min 40 sec	\$0.00	\$0.00	3.9	184.50
3 Public Service	7 min 2 sec	1 hr 10 min 25 sec	\$0.00	\$0.00	10.7	48.80
1 Rescue (inside FPA)	4 min 1 sec	5 hrs 59 min 33 sec	\$0.00	\$0.00	22.0	132.00
1 Rescue (outside FPA)	0 min 0 sec	9 min 58 sec	\$0.00	\$0.00	13.0	3.30
Training						
56	2 mins 37 sec	0 hr 58 mins 58 sec	\$0.00	\$0.00	6.4	841.05
TOTALS						

COUNCIL REPORT

November 12, 2008



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

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

**SUBJECT: CONSIDERATION OF AN AMENDMENT TO THE DEVELOPMENT APPLICATION PROCEDURES AND FEES BYLAW, 2007, NO. 1422
PLANNING FILE NO.: 3900-01**

Issue:

Consideration of an amendment to "Development Application Procedures and Fees Bylaw, 2007, No. 1422" to change Section 9. TIME LIMIT, EXTENSION AND REAPPLICATION (d) as it applies to amending (zoning) bylaw applications.

Executive Summary

A proposal is being put forward to change the time limit that is required for an amending (zoning) bylaw to be finalized after third reading has been granted from twelve months to two years.

Background:

Development Application Procedures and Fees Bylaw, 2007, No. 1422, Section 9, TIME LIMIT, EXTENSION AND REAPPLICATION (d) reads as follows:

- "(d) If Council has not adopted an amending bylaw within twelve (12) months after the date it was given third reading by Council, the bylaw will lapse and will be of no force or effect and an applicant who wishes to proceed with the activity or development that was the subject of the application must make a new application."

Prior to bylaw adoption an applicant must finalize and secure all items that are required as conditions of approval. This typically involves the establishment of financing and letter of credit and the execution of legal documents. As applications have become more complex the existing timeframe appears to create challenges for more complex proposals where additional time beyond one year may be required.

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**SUBJECT: Consideration of an amendment to the
Development Application Procedures and Fees Bylaw,
2007, No. 1422**

Options:

Council may:

- 1) Give amendment bylaw 1st, 2nd and 3rd reading
- 2) Deny amendment bylaw

Analysis:

Option 1

Approval will mean that the maximum time limit for between third and fourth reading without automatically lapsing will be changed from twelve months to two years. Changing the time limit will provide applicants with additional time to finalize outstanding application items.

The complexity of development applications has increased due to a number of factors, including applications on sites that are more technically challenging as well as increasing expectations for negotiation of community benefits. In addition, the current global financial situation may be creating a need for additional time for developers to arrange the necessary financing of securities and project funding. Staff believes that under the current development climate that the existing one year time limit is no longer adequate given the scope of recent projects and therefore recommends that the time limit be increased to two years.

It should be noted that changing the time limit for the automatic timeout of bylaw amendments in no way changes Council's ability to approve or deny a bylaw when it is presented for fourth reading consideration.

Option 2

Denial will mean that the current bylaw remains unchanged and that where a rezoning application has been given third reading it will automatically lapse if it does not proceed to fourth reading within a year.

Retaining the status quo may discourage developers from undertaking the additional effort and time that is often needed to develop innovative proposals.

Sustainability:

There are no sustainability implications directly attributable to the proposed change. However, additional time may help applicants in satisfying complex approval conditions, including those related to sustainable development principles.

**SUBJECT: Consideration of an amendment to the
Development Application Procedures and Fees Bylaw,
2007, No. 1422**

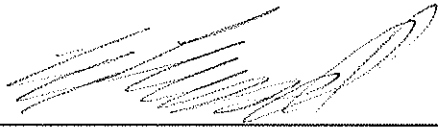
Financial Implications:

There are no significant financial costs associated with the proposed change. The change does not absolve an applicant from fulfilling any works that are a condition of the amendment application. The only potential financial implication is the slow depreciation in the value of the security deposit overtime due to inflation in the unlikely event that an applicant does not undertake any of the required works.

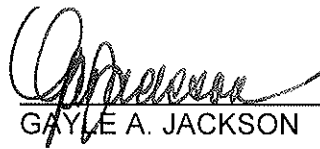
Recommendation:

That the report from the Manager of Current Planning dated November 12, 2008 regarding consideration of an amendment to the "Development Applications Procedures and Fees Bylaw, 2007, No. 1422 to amend Section 9 (d) Time Limit, Extension and Reapplication, be received;

And That the bylaw to amend "Development Application Procedures and Fees Bylaw, 2007, No. 1422" be given 1st, 2nd, and 3rd reading.



BLAINE RUSSELL



GAYLE A. JACKSON

BR/sh
Attachments

/Planning/3900-01/2008/Agenda/Procedures Report-1.

DIRECTOR OF ADMINISTRATIVE SERVICES COMMENTS:

L. TAYLOR

CHIEF ADMINISTRATIVE OFFICER COMMENTS:



F. MANSON, C.G.A.

AGENDA
COUNCIL
11/17/08
DATE

CITY OF PARKSVILLE

BYLAW NO. 1422.2

H. Grew

A BYLAW TO AMEND THE "DEVELOPMENT APPLICATION PROCEDURES AND FEES BYLAW, 2007, NO. 1422".

WHEREAS the Municipal Council deems it necessary to amend the "Development Application Procedures and Fees Bylaw, 2007, No. 1422;

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

1. THAT "Development Application Procedures and Fees Bylaw, 2007, No. 1422", be amended by replacing paragraph (d) of Section 9. TIME LIMIT, EXTENSION AND REAPPLICATION with the following:

"(d) If Council has not adopted an amending bylaw within two (2) years after the date it was given third reading by Council, the bylaw will lapse and will be of no force or effect and an applicant who wishes to proceed with the activity or development that was the subject of the application must make a new application."

2. This bylaw shall come into effect on the date of adoption.
3. This bylaw may be cited for all purposes as "Development Application Procedures and Fees Amendment Bylaw, 2008, No. 1422.2".

READ A FIRST TIME this

READ A SECOND TIME this

READ A THIRD TIME this

ADOPTED this

Mayor

Director of Administrative Services

