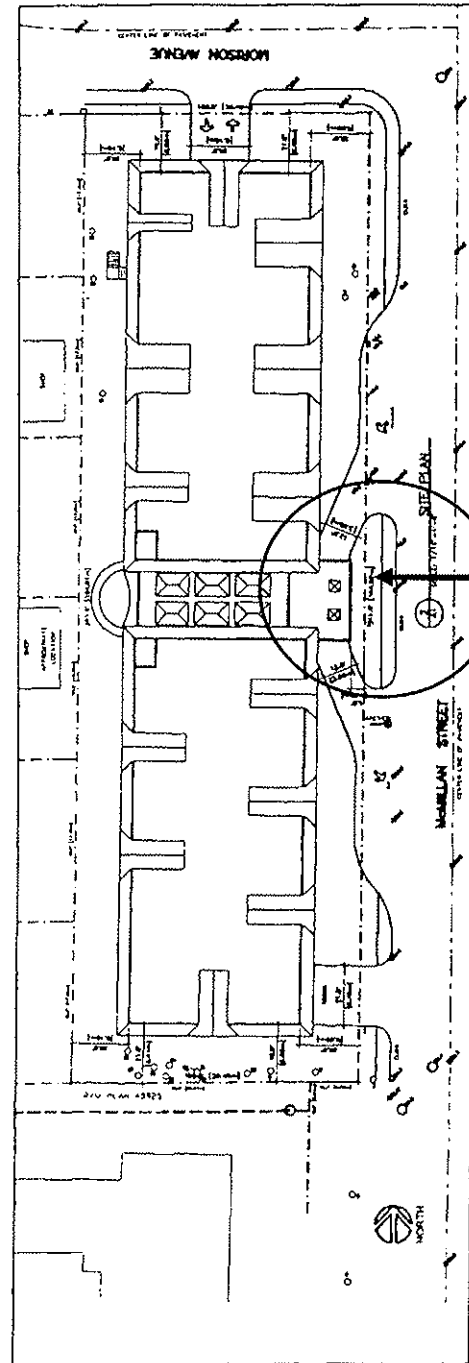


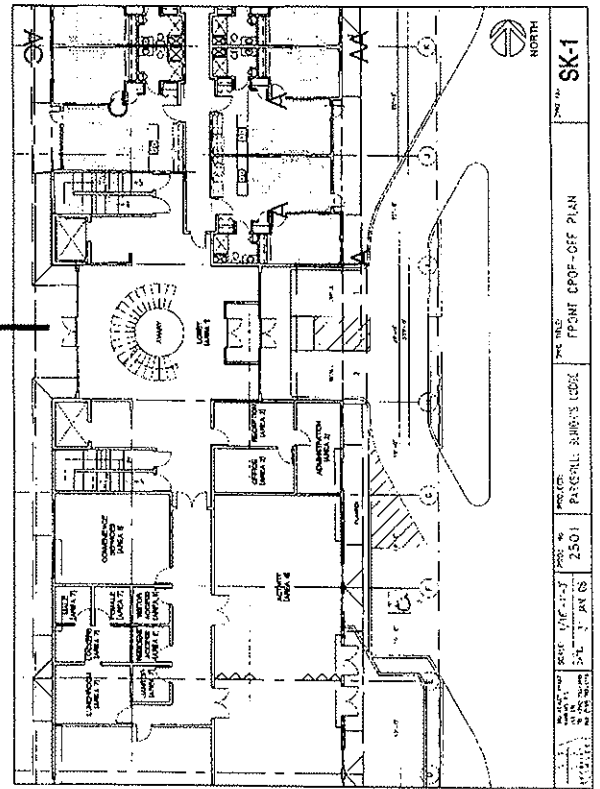
Schedule "A" of Bylaw No. 2000.49

Corporate Administrator

Site Plan



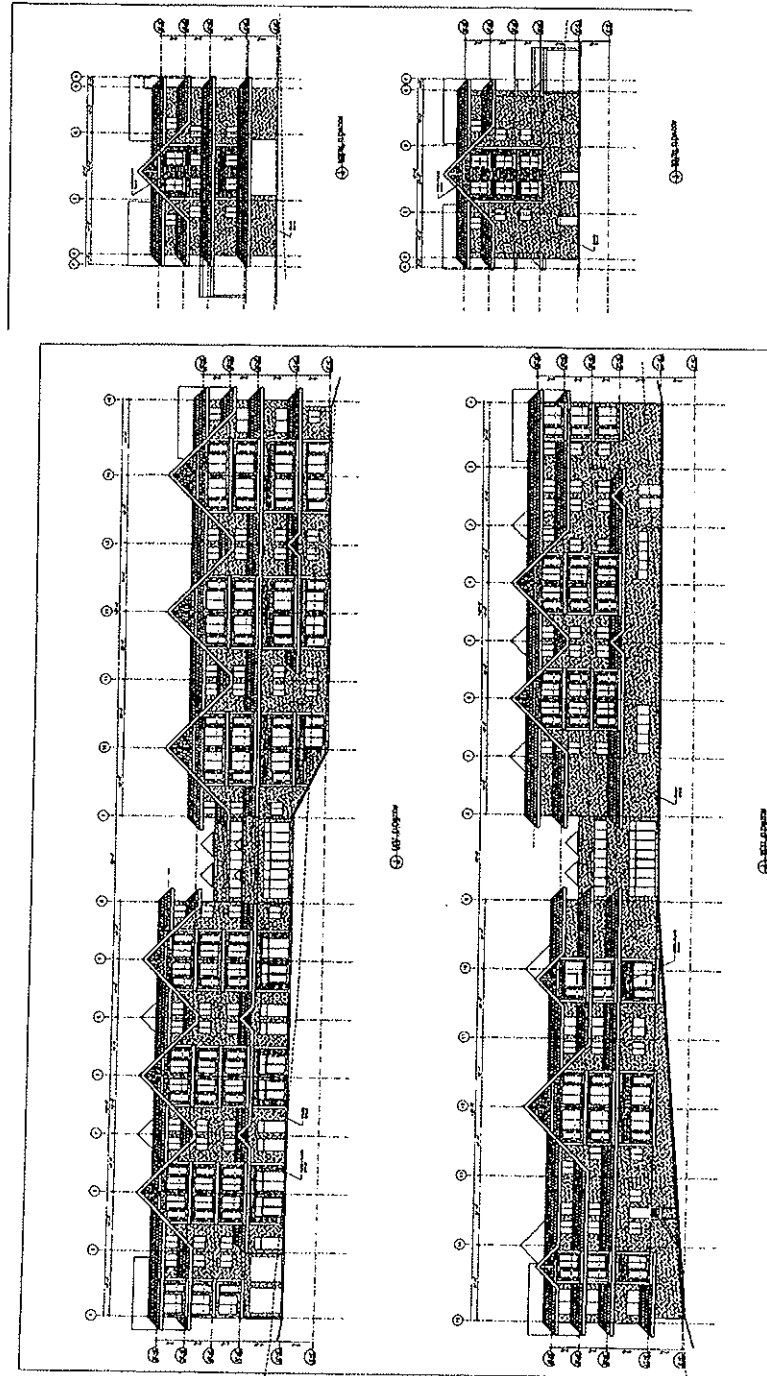
Details as per
Dwg No. SK-1
noted below.

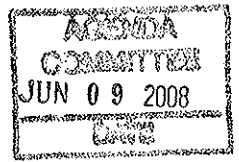


Schedule "B" of Bylaw No. 2000.49

Corporate Administrator

Elevation Plans





DATE: June 3, 2008

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

**FROM: MIKE SQUIRE
MANAGER OF ENGINEERING**

**SUBJECT: 2008 SUPPLY OF ASPHALT SERVICES
OUR FILE NO. 5400-01 PAVE**

I. ISSUE

Award of Tender for the "Supply of Asphalt Services for 2008".

II. REFERENCE

City of Parksville Tender for "2008 Supply of Asphalt Services" – dated May 2008.

III. BACKGROUND

On March 3, 2008, Council passed Resolution #08-058(7) authorizing staff to pre-qualify fifteen (15) firms to submit bids for projects in the 2008 Capital Works Program. One of the projects identified was the Supply of Asphalt Services. This project has two components. Component one; supply and placement of asphalt and gravel products for patching in various locations throughout the City. Component two; specific road rehabilitation projects on various sections along Highway 19A, Sutherland Cres, and Despard Ave between Craig St and Corfield St.

Tender packages were obtained by Haylock Bros. Paving Ltd. and Hub City Paving Division of Lafarge Canada Inc.

The following two bids were opened in public on Tuesday June 3, 2008, and have been found to be complete (costs include 5% GST):

Haylock Bros. Paving Ltd.	\$ 937,020.00
Hub City Paving Division of Lafarge Canada Inc.	\$ 1,165,045.35

Haylock Bros. paving Ltd. was the low bidder. Haylock Bros. Paving Ltd. have been the primary supplier of asphalt products for both Capital Works for the City of Parksville and private development projects within the City in the past. They are considered qualified to carry out the subject works.

Financial Implications:

Required Funding (Costs) and Available Funding (Budget)

The approximate total costs, including the low bid received and associated budgets for these projects, are summarized as follows:

2008 Supply of Asphalt Services	
COSTS (\$)	
Low Bid Received – INCLUDES \$ 50,000	
CONTINGENCY (GST Included)	\$937,020
Less 5% GST * on low bid	\$44,620
TOTAL FUNDING REQUIRED (\$)	\$892,400
BUDGET AVAILABLE (\$)	\$1,014,903

Options (Tender Award):

1. Accept the lowest bid received.
 2. Award the project to another bidder or reject the bids.
-
1. Council could accept the lowest bid received. This would allow completion of a high priority infrastructure upgrade project at the earliest possible date.
 2. Council could reject the bids. This would further delay the project.

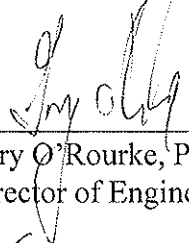
It is recommended that Council Support Option 1.

Recommendation:


That Council award the tender for the "2008 Supply of Asphalt Services", in the amount of **\$937,020.00** (including GST), to Haylock Bros. Paving Ltd."



Mike Squire, AScT.
Manager of Engineering



Gary O'Rourke, P.Eng.
Director of Engineering & Operations



Laurie Taylor
Director of Administrative Services

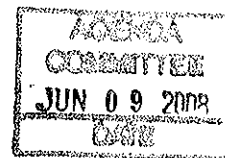
Lucky Butterworth
Director of Finance

CHIEF ADMINISTRATIVE OFFICER COMMENTS:



Fred Manson, CAO

GOR/re
I:\USERS\Eng & Ops Record Mgmt\GENERAL OPERATIONS FILES\5400-10-PAVE Hwy 19A & 2008 Paving Projects\PAVE HWY 19A
AWARD.doc



DATE: June 3, 2008

MEMO TO: FRED MANSON
CHIEF ADMINISTRATIVE OFFICER

FROM: MIKE SQUIRE
MANAGER OF ENGINEERING

SUBJECT: McCARTER STREET & STANFORD AVENUE WEST ROAD & WATERMAIN
IMPROVEMENTS
OUR FILE NO. 5330-20-MCTR

I. ISSUE

Award of Tender for the construction of "McCarter Street & Stanford Avenue West, Road & Watermain Improvements".

II. REFERENCE

City of Parksville Tender for "McCarter Street & Stanford Avenue West, Road & Watermain Improvements" – dated April 2008.

III. BACKGROUND

On March 3, 2008, Council passed Resolution #08-058(7) authorizing staff to pre-qualify fifteen (15) firms to submit bids for projects in the 2008 Capital Works Program. One of the projects identified was the Stanford Avenue and McCarter Street improvement project. These works involve replacing the existing asbestos cement watermain along Stanford Avenue from Craig Street to McCarter Avenue and installing curb, gutter and sidewalk along the south and east frontage of the bowling club in order to tie into adjacent development related works. This project will also re-locate the existing mid-block crosswalk to the McCarter / Stanford intersection thereby increasing the safety of pedestrians and school children utilizing this crossing.

Tender packages were obtained by Fournier Excavating Ltd., Hazelwood Construction Services (1999) Inc., Hub Excavating Ltd., Knappett Industries (2006) Ltd, Northridge Equipment Ltd., Parksville Heavy Equipment, and Windley Contracting Ltd.

The following seven bids were opened in public on Thursday, May 22, 2008, and have been found to be complete (costs include 5% GST):

Fournier Excavating Ltd.	\$ 277,998.00
Hazelwood Construction	\$ 266,012.57
Hub Excavating Ltd.	\$ 268,663.32
Knappett Industries (2006) Ltd.	\$ 293,989.50
Northridge Equipment	\$ 355,355.70
Parkville Heavy Equipment	\$ 298,216.80
Windley Contracting Ltd.	\$ 251,893.25

Windley Contracting Ltd. was the low bidder. Windley Contracting Ltd. has worked on both Capital Works for the City of Parksville and on private development projects within the City in the past. They are considered qualified to carry out the subject works.

Financial Implications:

Required Funding (Costs) and Available Funding (Budget)

The approximate total costs, including the low bid received and associated budgets for these projects, are summarized as follows:

McCarter Street & Stanford Avenue West – Road & Watermain Improvements	
COSTS (\$)	
Low Bid Received – INCLUDES \$ 25,000	
CONTINGENCY (GST Included)	251,893.25
Less 5% GST * on low bid	11,994.92
TOTAL FUNDING REQUIRED (\$)	239,898.33
BUDGET AVAILABLE (\$)	237,834.00
ADDITIONAL FUNDING REQUIRED (\$)	2,064.33

A budget adjustment would be required in the amount of \$2,064.33. It is anticipated that these funds are available from unexpended departmental 2008 Operating and Capital funds. A budget transfer from available funds would be reflected in the 2008 Revised Financial Plan.

Options (Tender Award):

1. Accept the lowest bid received.
 2. Award the project to another bidder or reject the bids.
-
1. Council could accept the lowest bid received and direct Staff to appropriately adjust the budget to reflect the actual project costs. Such budget adjustments would be reflected in the Revised 2008 Financial Plan. This would allow completion of a high priority infrastructure upgrade project at the earliest possible date.
 2. Council could reject the bids. This would further delay the project.

It is recommended that Council Support Option 1.

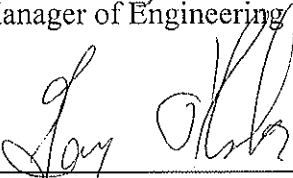
Recommendation:

That Council award the tender for the "McCarter Street & Stanford Avenue West, Road & Watermain Improvements", in the amount of **\$251,893.25** (including GST), to Windley Contracting Ltd.,

And That, Council instruct staff to amend the 2008 Financial Plan to reflect the actual cost of the works for the "McCarter Street & Stanford Avenue West, Road & Watermain Improvements" capital project.



Mike Squire, AScT.
Manager of Engineering



Gary O'Rourke, P.Eng.
Director of Engineering & Operations



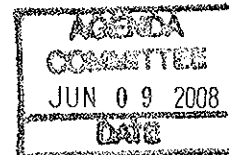
Laurie Taylor
Director of Administrative Services

Lucky Butterworth
Director of Finance

CHIEF ADMINISTRATIVE OFFICER COMMENTS:



Fred Manson, CAO



Report to Committee of the Whole

DATE: MAY 27, 2008

MEMO TO: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER

FROM: LAURIE TAYLOR, DIRECTOR OF ADMINISTRATIVE SERVICES

SUBJECT: 2008 SPECIAL EVENTS APPLICATIONS
OUR FILE: 8100-01

ISSUE

Consideration of Special Events Applications

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.

REFERENCES

Policy No. 8.22 – Applications for Special Events
Completed Event Application Forms, including Terms and Conditions signed and dated.
PGOSA – "Senior's Outdoor Volleyball" – Volleyball Courts – Tuesday and Thursday evenings in June, July, & August, 2008 (excluding Tuesday, July 1, 2008).
Sunrise Preschool – "Preschool Graduation" – Foster Park – June 20, 2008
Little Promises Childcare – "Preschool Picnic & Pony Ride" – Foster Park – June 26, 2008
Parksville Home Hardware – "Cooking Ladies 'On the Road'" – June 30, 2008
Nanaimo Sport and Social Club – "Beach Soccer Tournament" – Volleyball Courts – July 19 & 20, 2008

BACKGROUND

At the April 7, 2008 Council meeting a number of special events were approved for 2008. Since that time the City has received several more applications and they are being presented to Council for consideration.

All organizers of approved events are required to maintain general liability insurance coverage during the event in the amount of \$5M. The City must receive a copy of the valid insurance policy, as well as a \$500 refundable security deposit, a minimum of five working days prior to the event in order for the event to proceed.

The main issues associated with special events requests are:

- The impacts of the event on pedestrians, traffic conditions and the public. In some instances there may be minor interruptions to traffic but these are required to be mitigated;
- Access to properties and services by emergency vehicles, the public, utility companies and the municipality;
- Public liabilities and damages that may result from the event

Staff has reviewed the applications and determined that none of the events have scheduling conflicts and the above issues will be properly handled.

The Fire Department, RCMP and Engineering & Operations were consulted on all of these applications and they have no concerns with any of the proposed events have been expressed.

OPTIONS

Option 1: Deny the requests

Option 2: Approve the requests with conditions.

ANALYSIS

1. Denying the requests outright would avoid the need to address any concerns however this would also deny consideration of what may be viewed as positive community events;
2. The approvals could be made conditional upon the applicants addressing legitimate issues and concerns to the satisfaction of the City and other appropriate authorities. Given the City of Parksville is the 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.

SUSTAINABILITY/ENVIRONMENTAL IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RECOMMENDATION

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

PGOSA Outdoor Volleyball on Tuesday and Thursday evenings in June, July & August, 2008

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

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

Sunrise Preschool for a Preschool Graduation on June 20, 2008 from 5:00 p.m. to 7:00 p.m.; and
Little Promises Childcare for a Preschool Picnic on June 26, 2008 from 5:00 p.m. to 8:00 p.m. including a pony ride with Tiger Lily Farms from 6:00 p.m. to 7:30 p.m.

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

AND FURTHER THAT the approval for each event be granted on condition that the organizers adhere to their signed Terms and Conditions forms attached to the report from the Director of Administrative Services dated May 27, 2008 entitled "2008 Special Events Applications".

Respectfully submitted

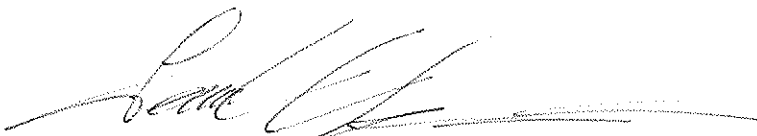


LAURIE TAYLOR
Director of Administrative Services

DIRECTOR OF ENGINEERING & OPERATIONS COMMENTS:

GARY O'ROURKE
Director of Engineering & Operations

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:



FRED MANSON
Chief Administrative Officer



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

Organization PGOSA Name of Event: Outdoor Volleyball

Date of Application: May 22/08 Phone: 752-8988

Contact Name: Betty Cordiner Bus. Phone: N/A

Mailing Address: 553 Birch Ave, Q.B. Fax: _____

V9K 1K4 ← Postal Code: _____ E-Mail: bcordiner@islandnet.com

Alternate Contact: Bruno Schmiemann Phone: 738-0063

Facility(ies) Required: Sand volleyball circle

next to gazebo → June + July
Big volleyball courts → August
(Please indicate requested areas of use on attached map if Community Park.)

Date(s) Requested: Tues. + Thurs
June to Aug. Hours of Use: 7-9 P.M.

Anticipated Number in Attendance 25
(Note, Please provide a list of any other groups coming under the umbrella of this event.)

Purpose of Use: Recreation for seniors.

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: _____



**TERMS AND CONDITIONS FOR
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;

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

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.

BETTY CORDINER
Printed Name of Authorized Representative

PGOSA
Name of Organization

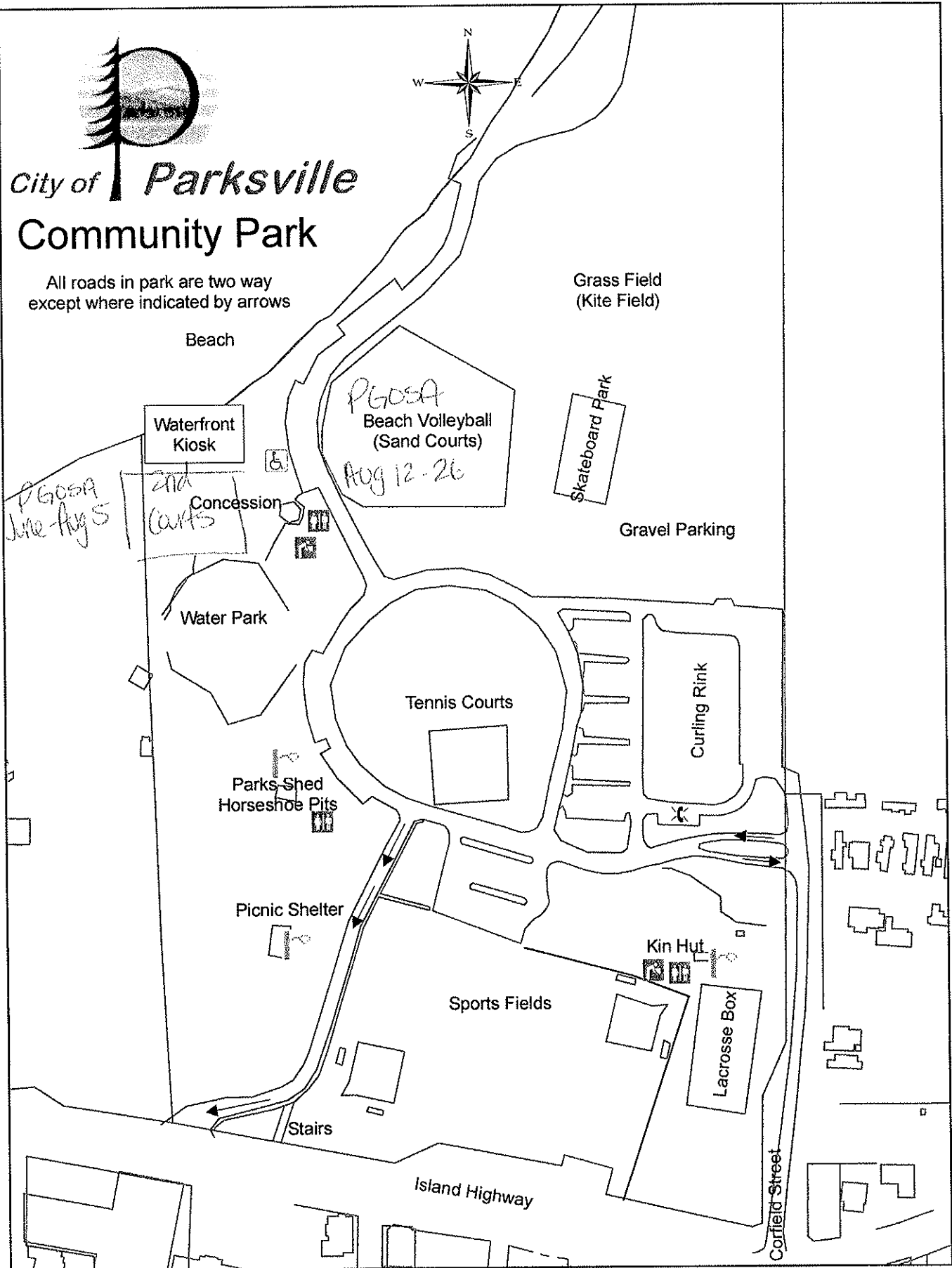
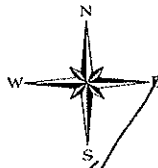
Betty Cordiner
Signature

May 22, 08
Date Signed



City of Parkville Community Park

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



RECEIVED

JUN 03 2008

ADMINISTRATOR

PARK USE APPLICATION FORM (1)

(Application to Hold an Event in any City Park)



Organization SUNRISE PRESCHOOL Name of Event: PRESCHOOL GRADUATION

Date of Application: 03 JUNE 2008 Phone: 951-0898

Contact Name: MAY WAY-NEE Bus. Phone: 248-8552

Mailing Address: RM 13, 330 CRAIG ST Fax: 951-0898 (call before)

PARKSVILLE Postal Code: V9P 2G9 E-Mail: lwaynee@ygg400.com

Alternate Contact: MICHELLE MICHE Phone: 248-8552

Facility(ies) Required: FOSTER PARK

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

Date(s) Requested: JUNE 20 108 Hours of Use: 5 - 7 pm

Anticipated Number in Attendance 100-150 APPROX.
(Note, Please provide a list of any other groups coming under the umbrella of this event.)

Purpose of Use: PRESCHOOL GRADUATION PARTY

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: _____



**TERMS AND CONDITIONS FOR
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.

MAY WAT-NEE
Printed Name of Authorized Representative

SUNRISE PRESCHOOL
Name of Organization

M. W. Nee
Signature

03 June 08
Date Signed

①

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

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



Organization Little Promises childcare Name of Event: Preschool Picnic

Date of Application: May 22/08 Phone: 248-3686

Contact Name: Lynn Moore Bus. Phone: same

Mailing Address: 655 Blenkin Ave Fax: 248-3686

Parksville Postal Code: V9P1G7 E-Mail: promises@shaw.ca

Alternate Contact: none Phone: _____

Facility(ies) Required: Foster Park

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

Date(s) Requested: June 26th Hours of Use: 5:00 to 8:00

Anticipated Number in Attendance 30 to 50
(Note, Please provide a list of any other groups coming under the umbrella of this event.)

Purpose of Use: year end picnic + (Tiger Lily Ponies)
6:00 - 7:30 PM

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: _____

(2)

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



TERMS AND CONDITIONS FOR
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 Parkville, 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 Parkville 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 Parkville 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 Parkville, 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 Parkville;
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.

Lynn Moore
Printed Name of Authorized Representative
Little Promises Childcare
Name of Organization

Lynn Moore
Signature
May 22/08
Date Signed



EVENT APPLICATION FORM (1A)

(Application to Hold a Stationary Event Held at Venue Other Than in a City Park)

Date of Application: June 30/08 Name of Event: Cooking Ladies "On the Road"
Name of Organization: Parksville Home Hardware Phone: 248 9221
Contact Name: Carol Morrison Bus. Phone: 248 9221
Mailing Address: Box 610, 142 Morrison Ave Fax: 248 9217
Parksville BC Postal Code: V9P 2G7 E-Mail: parkvillehho@bcsupernet.com
Alternate Contact: _____ Phone: _____

Facility(ies) Required: use of the parking spaces on Alberni Hwy next to CIBC lot; partial use of sidewalk area under overhang in front of our building for food demo.

Date(s) Requested: June 30/08 Hours of Use: event is 12-2pm
parking - 10AM - 3PM

Anticipated Number in Attendance: ? 20-30 as people come & go from our store.

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

Purpose of Use: food & drink demo to fundraise for BC Lupus Society

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: _____



**TERMS AND CONDITIONS FOR
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;
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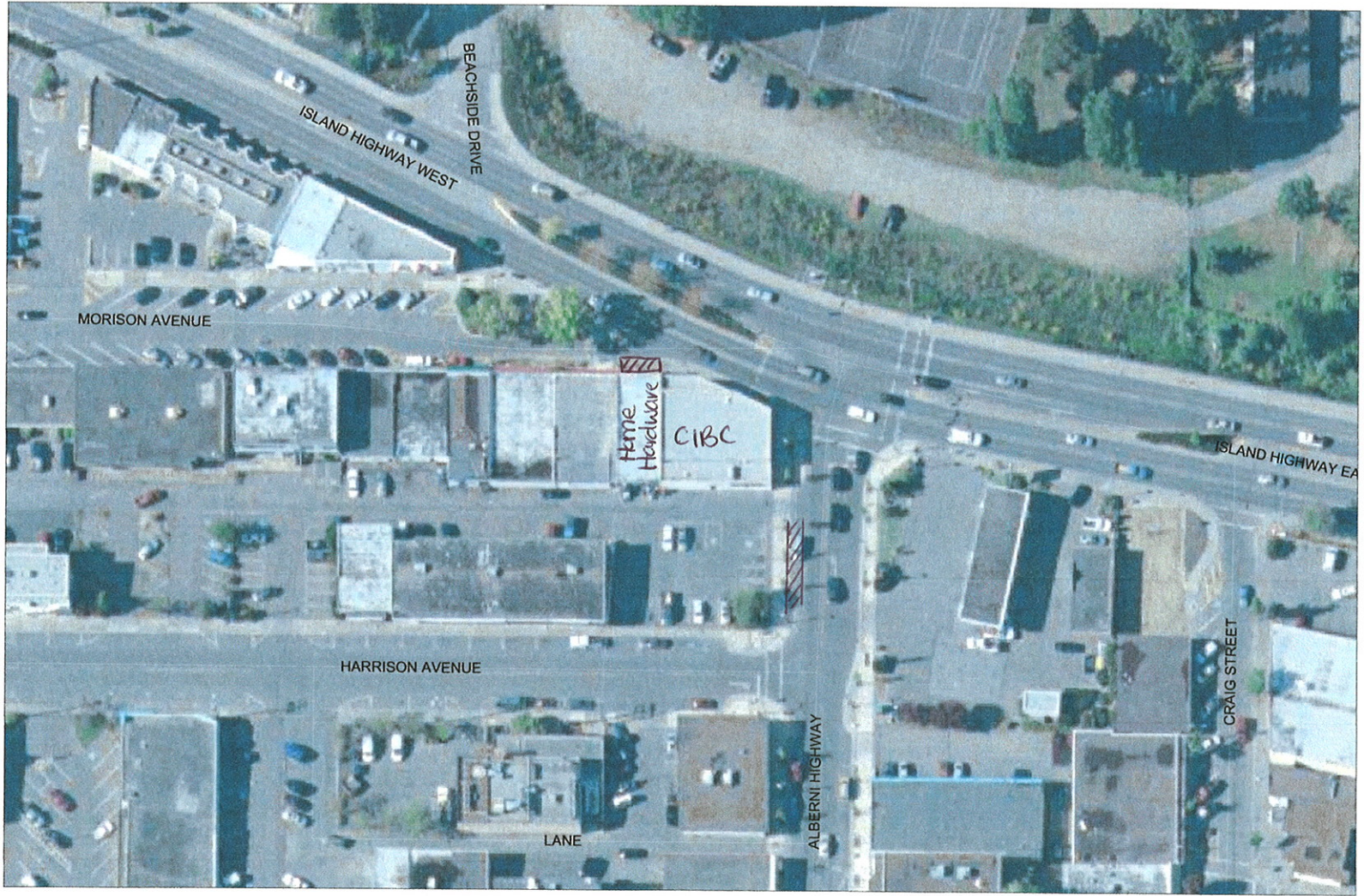
CAROL DRMISTON
Printed Name of Authorized Representative

Parksville Home Hardware
Name of Organization

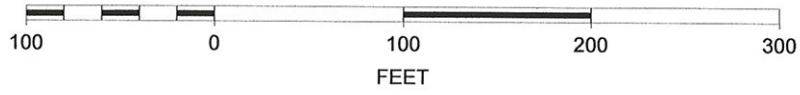
[Signature]
Signature

June 2/08
Date Signed

Map1



SCALE 1 : 1,221





**FOR IMMEDIATE RELEASE
APRIL, 2008**

"THE COOKING LADIES" READY TO ROLL ON 14,000 km ROUND TRIP ROAD TRIP

CANADA'S ONE & ONLY RV ADVENTURER DUO "BLENDING" TASTE WITH TRAVEL ON EPIC 30-CITY TOUR

TORONTO, ON - It's a recipe for success if ever there was one: take two vivacious women, a wildy-wrapped 40-foot rolling kitchen, add a dash of fun - then simmer gently in the summer sun for 14,000 km from Ontario to BC and back again. The results will leave you shaken AND stirred!

Who else could it be but Canada's traveling taste sensation, The Cooking Ladies! Phyllis Hinz and Lamont Mackay are a little bit country, a little bit rock & roll, and they're on a mission to tantalize our taste buds. Best of all, Phyllis & Lamont will be mixing charitable fundraising along with a frosty assortment of blended beverages at each of the 30 cities and towns they'll be rolling into this summer - now how cool is that?

Their latest & greatest "On the Road 2008" tour kicks off May 1 on an epic-cure odyssey from Orillia to Osoyoos and back, finally wrapping up August 12, 2008 after 14,000 kilometres of fun, food & festivity. Along the way, "The Cooking Ladies" will be making special appearances at Home Hardware stores - only natural as they are Home Hardware's official Kitchen Experts.

The Cooking Ladies are much more than Canada's version of Thelma & Louise (without all the bank-robbing) and are better looking than Wayne Rostad, yet share the latter's love for this country and its patchwork of pleasing people & pretty places. Knowing that there's nothing like being there, Phyllis & Lamont traded in their old lifestyle as restaurateurs for that of happy wanderers, bringing their lifelong love of food & drink along with them. Now wherever their 40-foot custom motorhome stops, the good times (and good eats) start!

The Cooking Ladies "On the Road 2008" tour will once again see these charismatic food columnists, cookbook authors, travel writers and restaurant consultants share their love of all things gastronomic while giving back in the form of supporting local charities. Be there or be... hungry!

Special events featuring The Cooking Ladies will be held at Home Hardware stores in:

- Ontario (Barrie, Elmira, Chatham, St. Thomas, Kitchener, Wasaga Beach, Orillia, Sudbury, Kenora, Dryden and Cochrane)
- Manitoba (Gimli, Swan River, Dauphin and Morden)
- Saskatchewan (Assiniboia and Swift Current)
- Alberta (Strathmore and Fort McMurray)
- British Columbia (Cranbrook, Penticton, Osoyoos, Aldergrove, Sooke, Campbell River, Parksville, Chilliwack, 100 Mile House, Houston and Fort St. John)

ABOUT "THE COOKING LADIES"

Phyllis Hinz and Lamont Mackay, after 20 years experience as successful restaurant owners, sold their businesses, their houses and most of their belongings in order to satisfy their appetite for adventure and to pursue regional cuisines from behind the wheel of a 40-foot motorhome. Retirement from the daily demands of restaurant ownership lead to spin-off careers as food columnists, cookbook authors, travel writers, restaurant consultants, and Home Hardware's Kitchen Experts. They are members of the International Food, Wine & Travel Writers Association and The Canadian Authors Association. This year marks the tenth anniversary of their column, "The Cooking Ladies" in RV Lifestyle Magazine.

ABOUT HOME HARDWARE

Home Hardware Stores Limited is Canada's largest independent hardware, lumber and building materials and furniture retailer with more than 1,000 stores across Canada, under the Home Hardware, Home Building Centre, Home Hardware Building Centre and Home Furniture banners. Dealers have access to 100,000 quality brand name and private label products and the company has annual retail sales of \$4.6 billion. The cooperative was founded on January 1, 1964 by 128 independent hardware Dealers.

If you would like more information about **On the Road 2008** please visit their website at thecookingladies.com/ and to schedule an interview with The Cooking Ladies, contact:

Nelson Hudes
Hudes Communications International
(905) 660-9155
nelson@hudescommunications.com

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



City of PARKSVILLE

PARK USE APPLICATION FORM (1)

(Application to Hold an Event in any City Park)

Organization Naraimo Sport and Social Club Name of Event: Beach Soccer Tournament
 Date of Application: May 10, 2008 Phone: 751-2605
 Contact Name: Melissa Kristiansen Bus. Phone: _____
 Mailing Address: 123B-3250 Rock City Rd Fax: _____
Naraimo BC Postal Code: V9T 4R2 E-Mail: melissa@naraimo
Sport.com
 Alternate Contact: _____ Phone: 7

Facility(ies) Required: Beach Volleyball Courts.

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

Date(s) Requested: July 19 Hours of Use: 8am-5pm
July 20 8am-5pm

Anticipated Number in Attendance <100
 (Note, Please provide a list of any other groups coming under the umbrella of this event.)

Purpose of Use: Beach Soccer Tournament for adults

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: _____

CITY OF PARKSVILLE ADMINISTRATION
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TERMS AND CONDITIONS FOR
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.

Melissa Kristiansen
Printed Name of Authorized Representative

Nanaimo Sport and Social Club
Name of Organization

M Kristiansen
Signature

May 10, 2008
Date Signed