



# City of PARKSVILLE

PO Box 1390, 100 E. Jensen Avenue, Parksville, BC V9P 2H3  
Telephone: (250) 248-6144 Fax: (250) 248-6650  
www.parksville.ca

## **COMMITTEE OF THE WHOLE** **AGENDA**

**MONDAY, JUNE 23, 2008 – 6:00 P.M.**

### **1. ADOPTION OF MINUTES**

- a) of the June 9, 2008 minutes of the Committee of the Whole meeting – Pages 1 to 4
- b) of the June 18, 2008 minutes of the Special Committee of the Whole meeting – Page 5

### **2. PUBLIC PRESENTATIONS**

- a) Blain Sepos – Oceanside Tourism Association – 2008 Budget Presentation and highlights from 2008 Marketing Plan – Pages 6 to 9
- b) Duane Round – Parksville Community and Conference Centre – Parking Issues at the PCCC – Pages 10 to 11

### **3. CORRESPONDENCE**

### **4. DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE**

### **5. STAFF PRESENTATIONS**

- a) Manager of Engineering – Allwood Road, Young Street and Rushton Avenue – Road and Utility Improvements – Pages 12 to 14  
*Project includes replacing watermain, sanitary sewers and drainage systems along Allwood Road, Young Street and Rushton Avenue.*

***Recommendation: THAT the tender for the "Allwood Road, Young Street and Ruston Avenue Road and Utility Improvements", in the amount of \$2,556,992.03 (including GST) be awarded to Knappett Industries (2006) Ltd.***

b) Director of Administrative Services – Optional Changes to the Election Procedures Bylaw – Pages 15 to 20

*Proposed changes to the election procedures bylaw resulting from the review done by the Citizens Advisory Committee. Any changes to the bylaw must be in place by August 1, 2008*

***Recommendation: THAT the following recommendation from the Citizens Advisory Committee be approved:***

***THAT the number of nominators required for nomination to an office be increased from 2 to 10;***

***AND THAT additional public access to nomination documents be provided by posting them on the City's website;***

***AND THAT additional public access to campaign financing disclosures be provided by posting them on the City's website;***

***AND THAT the City not implement a mail ballot voting system for the 2008 election but that it be reviewed for future elections;***

***AND THAT special voting opportunities be continued and offered at Arrowsmith Lodge, Trillium Lodge, Stanford Place and Halliday House.***

***AND THAT the appropriate bylaw be forwarded to Council for reading consideration.***

6. NEW BUSINESS

OCP amendment referral from the Special Committee of the Whole June 18, 2008.

7. ADJOURNMENT

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# TO BE ADOPTED

CITY OF PARKSVILLE

June 9, 2008

Minutes of the Committee of the Whole meeting held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Monday, June 9, 2008 at 6:00 p.m.



PRESENT: Her Worship Mayor S. R. Herle

Councillors: C. R. Burger  
M. Lefebvre  
J. B. Johnston  
T. C. Patterson  
C. Robinson

Staff: F. Manson, Chief Administrative Officer  
L. Taylor, Director of Administrative Services  
L. Butterworth, Director of Finance  
G. Jackson, Director of Current Planning  
G. O'Rourke, Director of Engineering & Operations  
M. Squire, Manager of Engineering  
P. Lovegrove, Manager of Budgets & Special Projects

1. **MINUTES**

Lefebvre - Johnston

**THAT** the minutes of the Special Committee of the Whole meeting held May 22, 2008 be adopted.

CARRIED.

Lefebvre - Burger

**THAT** the minutes of the Committee of the Whole meeting held May 26, 2008 be adopted.

CARRIED.

2. **PUBLIC PRESENTATIONS**

- a) Mike Bourcier from Business Assistance for Successful Enterprise (BASE) Program gave a presentation on the BASE Program and thanked Council for their support.
- b) Michele Deakin from Mid-Vancouver Island Habitat Enhancement Society gave an update on what she and others have been doing to consider options for ALR land owners in Parksville and other adjoining areas.

3. **CORRESPONDENCE** – Nil

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

**5. STAFF PRESENTATIONS**

Mayor Herle noted that all recommendations adopted by the Committee at this meeting will be forwarded to Council for consideration at their June 16, 2008 meeting.

**RECOMMENDATIONS:**

a) **Manager of Budgets and Special Projects – Development Cost Charge (DCC) Program Revisions**

Patterson - Robinson

**THAT** the report from the Manager of Budgets and Special Projects dated June 4, 2008 entitled "Development Cost Charge (DCC) Program", be received;

**AND THAT** staff prepare the relevant bylaws to revise the DCC program, for Council consideration, based on the DCC program presented to Council in January 2008, and the revisions presented in the report from the Manager of Budgets and Special Projects dated June 4, 2008 entitled "Development Cost Charge (DCC) Program Revisions".

CARRIED.

Herle - Burger

**THAT** Staff be requested to prepare a policy requiring an annual review of the development cost charges.

CARRIED.

b) **Director of Finance - 2007 Statement of Financial Information**

Lefebvre - Burger

**THAT** the report from the Director of Finance dated June 3, 2008 entitled "2007 Statement of Financial Information", be received;

**AND THAT** the Statement of Financial Information for the Year Ended December 31, 2007 be approved.

CARRIED.

c) **Planner – Development Permit Application (103, 105, 111 & 125 McMillan Street)**

Lefebvre - Burger

**THAT** the report from the Planner dated May 28, 2008 entitled "Issuance of Development Permit (103, 105, 111 & 125 McMillan Street)", be received;

**AND THAT** a development permit be issued to 0799424 B.C. Ltd., Inc. No. BC0799424 to permit a 71 unit apartment type building with requested variances which include a relaxation from 6.0 metres to 4.78 metres for a roof overhang of 1.22 metres and front lot line relaxation from 6.0 metres to 0.0 metres for an entry canopy at the primary building entry on McMillan Street and implementation of the overall site plan on Lots 3, 4, and 2, District Lot 89, Nanoose District, Plan 6265 and Lot 1, District Lot 89, Nanoose District, Plan 5232 and That Part of Parcel G (DD1582ON), District Lot 89, Nanoose District, shown outlined in Red on Plan 801-R (103, 105, 111 and 125 McMillan Street) subject to:

- (a) A landscaping bond in the amount of \$108,700.00 be received prior to the issuance of the permit.

CARRIED.

- d) **Director of Community Planning gave the Quarterly Report (verbal)**  
For July, August and September 2008

- e) **Manager of Engineering – 2008 Supply of Asphalt Services**

Burger - Lefebvre

**THAT** the report from the Manager of Engineering dated June 3, 2008 entitled "2008 Supply of Asphalt Services", be received;

**AND THAT** the tender for the "2008 Supply of Asphalt Services", in the amount of \$937,020.00 (including GST), be awarded to Haylock Bros. Paving Ltd.

CARRIED.

- f) **Manager of Engineering – McCarter Street & Stanford Avenue West Road & Watermain Improvements**

Patterson - Lefebvre

**THAT** the report from the Manager of Engineering dated June 3, 2008 entitled "McCarter Street & Stanford Avenue West Road & Watermain Improvements", be received;

**AND THAT** the tender for the "McCarter Street & Stanford Avenue West, Road & Watermain Improvements", in the amount of \$251,893.25 (including GST), be awarded to Windley Contracting Ltd.;

**AND FURTHER THAT** staff 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.

CARRIED.

- g) **Director of Administrative Services – Special Events Applications**

Patterson - Burger

**THAT** the report from the Director of Administrative Services dated May 27, 2008 entitled "2008 Special Events Applications", be received;

**AND 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":

Parksville Golden Oldies Sport Association (PGOSA) Seniors Outdoor Volleyball on Tuesday and Thursday evenings in June, July & August, 2008; and

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".

CARRIED.

6. **NEW BUSINESS**

7. **ADJOURNMENT**

Lefebvre - Burger  
Rise and Report to Council at their June 16, 2008 meeting.

The meeting ended at 8:20 p.m.

  
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Mayor

Minutes of the Special Committee of the Whole meeting held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Wednesday, June 18, 2008 at 6:00 p.m.



PRESENT: Her Worship Mayor S. R. Herle

Councillors: C. R. Burger  
J. B. Johnston  
M. Lefebvre  
T. C. Patterson

Staff: G. O'Rourke, A/Chief Administrative Officer  
L. Taylor, Director of Administrative Services  
G. Jackson, Director of Community Planning

1. ITEM OF BUSINESS

a) TO REDUCE OR ELIMINATE NEW SINGLE FAMILY SUBDIVISIONS

Councillor Lefebvre gave a power point presentation entitled "Why Consider Reducing or Eliminating Single Family Housing?"

Lefebvre - Patterson

THAT staff prepare an updated water capacity study by September 30, 2008, based on the current OCP, growth projections and demands, to determine whether we have sufficient water to continue pre-zoned growth.

CARRIED.

CONSIDERATION OF OPTIONS TO REDUCE OR ELIMINATE NEW SINGLE FAMILY SUBDIVISIONS – dated July 25, 2007 – Director of Community Planning

Johnston - Patterson

THAT further consideration of the report dated July 25, 2007 from the Director of Community Planning entitled "Consideration of Options to Reduce or Eliminate New Single Family Subdivisions" be tabled until after the receipt of the water capacity study to be submitted to Council by September 30, 2008.

CARRIED.

Staff were requested to provide a recommendation to the June 23, 2008 Committee of Whole meeting for an OCP amendment that would enable the City to delay consideration of new development applications that would require an amendment to the OCP or Zoning Bylaw until a new OCP is developed.

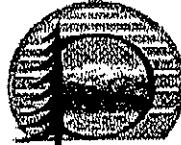
2. ADJOURNMENT

Johnston - Lefebvre

Rise and Report to Council at their July 7, 2008 meeting.

The meeting ended at 7:35 p.m.

Mayor



City of PARKSVILLE

REQUEST TO APPEAR AS A DELEGATION

TO BE HELD Monday - June 23, 2008 AT 6 P.M.  
Day Date

NAME OF PERSON MAKING PRESENTATION: Blain Sepos  
[Please print]

NAME OF APPLICANT IF OTHER THAN ABOVE: \_\_\_\_\_  
[Please print]

NAME OF ORGANIZATION [if applicable]: Oceanside Tourism Assoc. (OTA)

Mailing address: PO Box 239, Parksville, V9P 2G4

Phone: 248.6300 - \_\_\_\_\_ Fax: 248.6308  
[Business] [Home]

DETAILS: [Please provide complete information on the nature of your presentation. If applicable, provide one set of submission documents in letter sized format for photocopying purposes. All requests and documentation must be received by the Administration Department by twelve noon on the Tuesday prior to the meeting date for consideration. Delegation requests that do not meet the criteria of *Delegations and/or Presentations to Council or Committee Policy 2.22* will not be processed.]

OTA will present its 2008 budget and highlights from its 08 marketing plan. OTA will ask for Council's approval of both documents in order to satisfy section 1(c) of our service agreement.

NOTE: Any personal information on this form is collected for the purpose of administering the meetings of Council as noted in Section 26(c) of the Freedom of Information and Protection of Privacy Act.



OTA BUDGET 2008 - DRAFT

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL Jan - Dec 08	TOTAL Jan - Dec 07	Jan-Dec 06
<b>Income</b>															
<b>4000 · Fees &amp; Miscellaneous</b>															
4010 · Membership Revenue	36,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36,000.00	34,000.00	34,000
4020 · Business License Surcharge	0.00	0.00	0.00	10,000.00	0.00	16,000.00	0.00	3,000.00	0.00	0.00	0.00	0.00	29,000.00	28,000.00	12,220
4030 · Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	840
4095 · Other Income	37,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	37,500.00	0.00	0
<b>Total 4000 · Fees &amp; Miscellaneous</b>	<b>73,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>16,000.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>102,500.00</b>	<b>62,000.00</b>	<b>47,060</b>
<b>4100 · Cooperative Marketing</b>															
<b>4200 · Group Marketing</b>															
4220 · Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,000
4250 · Missions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	8,000
4260 · Publications	0.00	0.00	0.00	0.00	0.00	0.00	7,500.00	7,500.00	0.00	0.00	0.00	0.00	15,000.00	15,000.00	16,000
4270 · Trade Shows	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000
4290 · Website	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4295 · Other Group Marketing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
<b>Total 4200 · Group Marketing</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,500.00</b>	<b>7,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>15,000.00</b>	<b>19,000.00</b>	<b>52,000</b>
<b>4300 · IT Marketing</b>															
4310 · Consumer Shows	0.00	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00	2,000
4320 · Advertising	3,000.00	3,000.00	7,100.00	3,000.00	0.00	0.00	12,000.00	12,000.00	21,000.00	0.00	0.00	0.00	61,100.00	52,100.00	48,000
4350 · Publications	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	105,000.00	15,000.00	10,000.00	10,000.00	140,000.00	120,000.00	80,000
4360 · Website	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000
4395 · Other IT Marketing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
<b>Total 4300 · IT Marketing</b>	<b>3,000.00</b>	<b>3,000.00</b>	<b>9,100.00</b>	<b>3,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,000.00</b>	<b>12,000.00</b>	<b>126,000.00</b>	<b>15,000.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>203,100.00</b>	<b>174,100.00</b>	<b>145,000</b>
<b>4400 · Media Relations</b>															
4420 · Collateral	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4430 · Trade Shows	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4450 · Missions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4480 · Website	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4495 · Other Media Relations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
<b>Total 4400 · Media Relations</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>
<b>4500 · Operations</b>															
4510 · Member Events	200.00	0.00	200.00	0.00	200.00	0.00	200.00	0.00	200.00	0.00	200.00	0.00	1,200.00	1,200.00	1,200
4530 · Workshops	650.00	0.00	0.00	650.00	0.00	0.00	0.00	0.00	650.00	0.00	650.00	0.00	2,600.00	2,600.00	2,600
4595 · Other Operations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
<b>Total 4500 · Operations</b>	<b>850.00</b>	<b>0.00</b>	<b>200.00</b>	<b>650.00</b>	<b>200.00</b>	<b>0.00</b>	<b>200.00</b>	<b>0.00</b>	<b>850.00</b>	<b>0.00</b>	<b>850.00</b>	<b>0.00</b>	<b>3,800.00</b>	<b>3,800.00</b>	<b>3,800</b>
<b>Total 4100 · Cooperative Marketing</b>	<b>77,350.00</b>	<b>3,000.00</b>	<b>9,300.00</b>	<b>13,650.00</b>	<b>200.00</b>	<b>16,000.00</b>	<b>19,700.00</b>	<b>22,500.00</b>	<b>126,850.00</b>	<b>15,000.00</b>	<b>10,850.00</b>	<b>10,000.00</b>	<b>324,400.00</b>	<b>196,900.00</b>	<b>200,800</b>
<b>4600 · Accommodation Tax</b>															
4610 · Parksville	9,300.00	12,300.00	9,100.00	11,500.00	19,800.00	17,900.00	23,600.00	30,600.00	60,100.00	70,700.00	32,400.00	18,000.00	315,300.00	295,500.00	283,970
4620 · Qualicum Beach	1,300.00	1,500.00	1,000.00	1,300.00	2,400.00	2,400.00	3,200.00	4,200.00	8,600.00	12,400.00	5,700.00	3,100.00	47,100.00	46,400.00	44,992
4630 · RDN	1,500.00	1,400.00	1,000.00	1,000.00	1,600.00	2,800.00	3,100.00	4,300.00	6,100.00	9,200.00	3,600.00	2,100.00	37,700.00	30,400.00	29,236
<b>Total 4600 · Accommodation Tax</b>	<b>12,100.00</b>	<b>15,200.00</b>	<b>11,100.00</b>	<b>13,800.00</b>	<b>23,800.00</b>	<b>23,100.00</b>	<b>29,900.00</b>	<b>39,100.00</b>	<b>74,800.00</b>	<b>92,300.00</b>	<b>41,700.00</b>	<b>23,200.00</b>	<b>400,100.00</b>	<b>372,300.00</b>	<b>358,198</b>
<b>Total Income</b>	<b>162,950.00</b>	<b>18,200.00</b>	<b>20,400.00</b>	<b>37,450.00</b>	<b>24,000.00</b>	<b>55,100.00</b>	<b>49,600.00</b>	<b>64,600.00</b>	<b>201,650.00</b>	<b>107,300.00</b>	<b>52,550.00</b>	<b>33,200.00</b>	<b>827,000.00</b>	<b>631,200.00</b>	<b>606,058</b>

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OTA BUDGET 2008 - DRAFT

	OTA BUDGET 2008 - DRAFT												TOTAL		TOTAL
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan - Dec 08	Jan - Dec 07	Jan-Dec 06
<b>Expense</b>															
<b>5200 · Group Marketing (Exp)</b>															
5210 · Affiliations	0.00	0.00	500.00	0.00	0.00	1,000.00	0.00	0.00	500.00	0.00	0.00	0.00	2,000.00	2,000.00	2,000
5215 · Sales Contractor	3,000.00	3,000.00	9,000.00	3,000.00	3,000.00	9,000.00	3,000.00	3,000.00	9,000.00	3,000.00	3,000.00	9,000.00	60,000.00	60,000.00	72,673.57
5220 · Cooperative Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30,000
5230 · Destination Advertising	2,000.00	3,250.00	2,000.00	1,250.00	0.00	1,250.00	0.00	1,250.00	2,000.00	3,250.00	2,000.00	1,250.00	19,500.00	19,500.00	30,000
5240 · Market Research	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000
5250 · Missions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,800.00	15,000
5260 · Publications	0.00	0.00	0.00	0.00	0.00	0.00	9,000.00	9,000.00	0.00	0.00	0.00	0.00	18,000.00	81,000.00	30,000
5270 · Trade Shows	0.00	0.00	0.00	0.00	0.00	4,100.00	7,000.00	0.00	2,000.00	0.00	0.00	0.00	13,100.00	13,100.00	9,500
5280 · Travel/Hosting	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	4,800.00	19,000.00	9,000
5285 · Travel Incentive Fund (NEW)	0.00	0.00	4,500.00	0.00	0.00	4,500.00	0.00	0.00	4,500.00	0.00	0.00	4,500.00	18,000.00	0.00	0
5290 · Website	200.00	200.00	5,000.00	200.00	200.00	5,000.00	200.00	200.00	5,000.00	200.00	200.00	5,000.00	21,600.00	20,600.00	7,500
5295 · Contingency	0.00	0.00	0.00	0.00	0.00	2,500.00	0.00	0.00	2,500.00	0.00	0.00	0.00	5,000.00	5,000.00	15,000
<b>Total 5200 · Group Marketing (Exp)</b>	<b>5,600.00</b>	<b>6,850.00</b>	<b>21,400.00</b>	<b>4,850.00</b>	<b>3,600.00</b>	<b>27,750.00</b>	<b>19,600.00</b>	<b>13,850.00</b>	<b>25,900.00</b>	<b>6,850.00</b>	<b>5,600.00</b>	<b>20,150.00</b>	<b>162,000.00</b>	<b>225,000.00</b>	<b>225,674</b>
<b>5300 · IT Marketing (Exp)</b>															
5310 · Consumer Shows	1,000.00	0.00	14,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00	2,000.00	0.00	3,750.00	21,750.00	15,000.00	15,000
5320 · Cooperative Advertising	0.00	3,000.00	8,000.00	3,000.00	0.00	0.00	0.00	21,000.00	21,000.00	10,000.00	0.00	0.00	66,000.00	62,000.00	60,000
5330 · Destination Advertising	1,500.00	0.00	25,000.00	0.00	0.00	13,750.00	0.00	10,000.00	24,750.00	0.00	0.00	24,750.00	99,750.00	34,000.00	15,000
5340 · Market Research	7,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,500.00	9,000.00	5,000
5350 · Publications & Distribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	97,500
5350a Publications	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	47,500.00	0.00	0.00	47,500.00	100,000.00	95,000.00	0
5350b Distribution	14,600.00	6,000.00	3,000.00	4,600.00	2,600.00	2,000.00	1,600.00	600.00	3,000.00	600.00	1,600.00	2,000.00	42,200.00	30,200.00	0
5360 · Website	200.00	200.00	5,000.00	200.00	200.00	5,000.00	200.00	200.00	5,000.00	200.00	200.00	5,000.00	21,600.00	16,200.00	15,200
5395 · Contingency	0.00	0.00	0.00	0.00	0.00	2,500.00	0.00	0.00	2,500.00	0.00	0.00	0.00	5,000.00	5,000.00	5,000
<b>Total 5300 · IT Marketing (Exp)</b>	<b>29,800.00</b>	<b>9,200.00</b>	<b>55,000.00</b>	<b>7,800.00</b>	<b>2,800.00</b>	<b>23,250.00</b>	<b>1,800.00</b>	<b>31,800.00</b>	<b>104,750.00</b>	<b>12,800.00</b>	<b>1,800.00</b>	<b>83,000.00</b>	<b>363,800.00</b>	<b>266,400.00</b>	<b>212,700</b>
<b>5400 · Media Relations (Exp)</b>															
5410 · Affiliations	1,625.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	700.00	450.00	450.00	450.00	6,825.00	5,525.00	5,275
5420 · Collateral	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	6,500.00	1,000
5430 · Trade Shows	0.00	2,500.00	0.00	0.00	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00	5,000
5440 · Hosting	0.00	0.00	500.00	0.00	0.00	500.00	0.00	0.00	500.00	0.00	0.00	500.00	2,000.00	2,000.00	2,000
5450 · Missions	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	0
5460 · Photography & Footage	0.00	0.00	1,500.00	0.00	0.00	1,500.00	0.00	0.00	1,500.00	0.00	0.00	1,500.00	6,000.00	16,000.00	3,000
5470 · PR Contractor	2,100.00	2,100.00	4,550.00	2,100.00	2,100.00	4,550.00	2,100.00	2,100.00	4,550.00	2,100.00	2,100.00	4,550.00	35,000.00	35,000.00	0
5480 · Website	200.00	200.00	1,000.00	200.00	200.00	1,000.00	200.00	200.00	1,000.00	200.00	200.00	1,000.00	5,600.00	0.00	0
5495 · Contingency	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00	2,000.00	5,000.00	2,000
<b>Total 5400 · Media Relations (Exp)</b>	<b>4,925.00</b>	<b>5,250.00</b>	<b>9,000.00</b>	<b>2,750.00</b>	<b>5,250.00</b>	<b>9,000.00</b>	<b>2,750.00</b>	<b>2,750.00</b>	<b>8,250.00</b>	<b>2,750.00</b>	<b>2,750.00</b>	<b>9,000.00</b>	<b>64,425.00</b>	<b>76,025.00</b>	<b>18,275</b>
<b>5500 · Operations (Exp)</b>															
5510 · Member Events	200.00	0.00	450.00	0.00	200.00	250.00	200.00	0.00	450.00	0.00	200.00	250.00	2,200.00	2,200.00	1,200
5520 · Toll Free Line	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00	396.00	396.00	300
5530 · Workshops	650.00	0.00	0.00	650.00	0.00	0.00	0.00	0.00	650.00	0.00	650.00	0.00	2,600.00	2,600.00	2,600
5540 · Collateral	1,500.00	500.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	4,500.00	4,500.00	0
5550 · Website (NEW)	200.00	200.00	1,000.00	200.00	200.00	1,000.00	200.00	200.00	1,000.00	200.00	200.00	1,000.00	5,600.00	0.00	0

PAGE

OTA BUDGET 2008 - DRAFT

	OTA BUDGET 2008 - DRAFT												TOTAL		TOTAL	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan - Dec 08	Jan - Dec 07	Jan-Dec 06	
5595 · Contingency	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	500.00	1,000.00	1,000.00	1,000	
<b>Total 5500 · Operations (Exp)</b>	<b>2,583.00</b>	<b>733.00</b>	<b>1,733.00</b>	<b>1,133.00</b>	<b>683.00</b>	<b>2,033.00</b>	<b>683.00</b>	<b>483.00</b>	<b>2,383.00</b>	<b>483.00</b>	<b>1,333.00</b>	<b>2,033.00</b>	<b>16,296.00</b>	<b>10,696.00</b>	<b>5,100</b>	
<b>7000 · Office &amp; Administration</b>																
7010 · Accounting & Legal	230.00	230.00	230.00	230.00	230.00	230.00	230.00	230.00	230.00	230.00	230.00	230.00	2,760.00	2,760.00	2,952	
7020 · Affiliations	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	1,000	
7030 · Bad Debt Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00	75.00	75.00	75.00	300.00	300.00	300	
7040 · Bank Charges & Interest (RBC & TD)	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	1,440.00	1,440.00	56	
7045 · Cash over/short	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	
7050 · Computer Maintenance	250.00	0.00	0.00	250.00	0.00	0.00	250.00	0.00	0.00	250.00	0.00	0.00	1,000.00	1,000.00	1,000	
7060 · Employee Training	1,000.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	4,000.00	4,000.00	4,000	
7070 · Insurance	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00	0.00	0.00	0.00	0.00	0.00	3,000.00	3,000.00	2,676	
7080 · Internet Service	38.00	38.00	38.00	38.00	38.00	38.00	38.00	38.00	38.00	38.00	38.00	38.00	456.00	456.00	456	
7090 · Repairs & Maintenance	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	540.00	540.00	780	
7100 · Rent	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	15,600.00	14,376.00	14,016	
7110 · Staff Recruitment	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0	
7120 · Storage	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	1,920.00	1,920.00	1,920	
7130 · Supplies	430.00	950.00	430.00	430.00	430.00	430.00	430.00	430.00	430.00	430.00	430.00	430.00	6,110.00	3,960.00	3,600	
7140 · Telephone	420.00	420.00	420.00	420.00	420.00	420.00	420.00	420.00	420.00	420.00	420.00	420.00	5,040.00	5,040.00	8,820	
7150 · Utilities	115.00	115.00	115.00	115.00	115.00	115.00	115.00	115.00	115.00	115.00	115.00	115.00	1,380.00	1,380.00	1,380	
7160 · Vehicle Expense	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	1,500.00	1,500.00	0	
<b>Total 7000 · Office &amp; Administration</b>	<b>5,233.00</b>	<b>3,503.00</b>	<b>3,983.00</b>	<b>4,233.00</b>	<b>2,983.00</b>	<b>4,483.00</b>	<b>5,733.00</b>	<b>2,983.00</b>	<b>3,058.00</b>	<b>4,308.00</b>	<b>3,058.00</b>	<b>3,058.00</b>	<b>47,046.00</b>	<b>42,672.00</b>	<b>42,956</b>	
<b>7300 · Board &amp; Business Meetings</b>																
7310 · Board/General Meeting Meals	240.00	240.00	240.00	240.00	240.00	240.00	240.00	240.00	240.00	240.00	240.00	240.00	2,880.00	2,880.00	2,880	
7320 · Board Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,500.00	0.00	0.00	2,500.00	2,500.00	2,500	
7330 · Business Meals	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	1,800.00	1,800.00	1,800	
7340 · Business Meeting Expenses	170.00	170.00	170.00	170.00	170.00	170.00	170.00	170.00	170.00	170.00	170.00	170.00	2,040.00	2,040.00	4,320	
<b>Total 7300 · Board &amp; Business Meetings</b>	<b>560.00</b>	<b>560.00</b>	<b>560.00</b>	<b>560.00</b>	<b>560.00</b>	<b>560.00</b>	<b>560.00</b>	<b>560.00</b>	<b>1,560.00</b>	<b>2,060.00</b>	<b>560.00</b>	<b>560.00</b>	<b>9,220.00</b>	<b>9,220.00</b>	<b>11,500</b>	
<b>8500 · Wages &amp; Benefits</b>																
8510 · CPP Expense	675.00	570.00	570.00	570.00	570.00	570.00	570.00	530.00	300.00	300.00	300.00	300.00	5,825.00	5,595.00	5,280	
8520 · EI Expense	380.00	400.00	400.00	400.00	400.00	400.00	400.00	300.00	210.00	210.00	210.00	210.00	3,920.00	3,140.00	2,998	
8556 · Employee Benefit Medical	103.68	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	1,313.68	1,244.00	1,245	
8540 · Wages Expense	12,700.00	12,700.00	12,700.00	12,700.00	17,000.00	12,700.00	12,700.00	12,700.00	12,700.00	12,700.00	12,700.00	12,700.00	156,700.00	140,400.00	132,805	
Employee Gift Expense	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,500.00	1,500	
Employee Bonus Expense	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,000.00	6,000.00	6,000	
8550 · WCB Expense	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0	
<b>Total 8500 · Wages &amp; Benefits</b>	<b>21,058.68</b>	<b>13,780.00</b>	<b>13,780.00</b>	<b>13,780.00</b>	<b>18,080.00</b>	<b>13,780.00</b>	<b>13,780.00</b>	<b>13,640.00</b>	<b>13,320.00</b>	<b>13,320.00</b>	<b>13,320.00</b>	<b>13,320.00</b>	<b>174,958.68</b>	<b>157,879.00</b>	<b>149,828</b>	
<b>Total Expense</b>	<b>69,759.68</b>	<b>39,876.00</b>	<b>105,456.00</b>	<b>35,106.00</b>	<b>33,956.00</b>	<b>80,856.00</b>	<b>44,906.00</b>	<b>66,066.00</b>	<b>159,221.00</b>	<b>42,571.00</b>	<b>28,421.00</b>	<b>131,121.00</b>	<b>837,315.68</b>	<b>787,892.00</b>	<b>666,033</b>	
	<b>93,190.32</b>	<b>-21,676.00</b>	<b>-85,056.00</b>	<b>2,344.00</b>	<b>-9,956.00</b>	<b>-25,756.00</b>	<b>4,694.00</b>	<b>-1,466.00</b>	<b>42,429.00</b>	<b>64,729.00</b>	<b>24,129.00</b>	<b>-97,921.00</b>	<b>-10,315.68</b>	<b>-156,692.00</b>	<b>-59,975</b>	

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REQUEST TO APPEAR AS A DELEGATION

TO BE HELD 23 - June, 2008 AT 6:00 P.M.  
Day Date

NAME OF PERSON MAKING PRESENTATION: Duane Round and Peter Hann  
[Please print]

NAME OF APPLICANT IF OTHER THAN ABOVE: \_\_\_\_\_  
[Please print]

NAME OF ORGANIZATION [if applicable]: Parksville Community Centre Society

Mailing address: 132 E. Jensen Ave, Box 1125, Parksville BC V9P 2H2

Phone: 248-5806 - \_\_\_\_\_ Fax: \_\_\_\_\_  
[Business] [Home]

**DETAILS:** [Please provide complete information on the nature of your presentation. If applicable, provide one set of submission documents in letter sized format for photocopying purposes. All requests and documentation must be received by the Administration Department by twelve noon on the Tuesday prior to the meeting date for consideration. Delegation requests that do not meet the criteria of *Delegations and/or Presentations to Council or Committee Policy 2.22* will not be processed.]

**PARKSVILLE COMMUNITY CENTRE SOCIETY**

**Subject: Draft Notes In Respect to Concerns about Insufficient Parking  
At the Parksville Community and Conference Centre  
For Consideration by the City Of Parksville.**

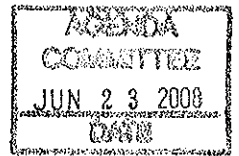
1. A Parking Study was undertaken in 2000 by the City of Parksville as part of the broader Transportation Plan. The Study was to be updated in 2005 but no action has been taken as of 2008.
2. A presentation was made to Parksville City Council by President Duane Round and Director Peter Hann in June 2007 outlining the problems associated with a lack of parking at the Centre. Council accepted the Presentation but no action was taken concerning the recommendations contained therein.

The PCCS Parking Group wishes to place before the Board its recommendation/suggestions for discussion, the findings of which could be incorporated into a second submission before City Council.

1. That the proposed Shuttle Bus Service include, from Wembley Mall to South Parksville Include a stop at the Community and Conference Centre and that "extra service" be available when special events are being held at the Centre.
2. That City Council, the District 69 School Board, UVI and the Public Library ask their employees to car pool, thus saving on the cost of gasoline and making more parking available for the Centre's clients. UVI to ask a similar request of their students.
3. That City Council authorizes the posting of signs identifying parking exclusively for the use of visitors to the Centre.
4. That City Council considers the installation of parking ticket meters, for example, with a two hour limits, with revenue shared by the stake-holders. Revenue from fines would be for PCCS.
5. That a Parking Agreement be clarified with the City, SD 69 and UVI.
6. That Parking Sites be published on the City web-page and on hard copy for visitors.
7. That the four City Vehicles currently using parking spaces at the Centre be relocated to the lockup at the Public Works Yard in the Industrial Park.
8. That the grass area immediately behind the Centre be paved over, thus providing additional parking for staff of the PC&CC.
9. That Craig Street be designated one-way between Highway 19A and Stanford Avenue, thus permitting parking on both sides of Craig Street.
10. That visitors to the Centre who are attending an all-day function, for example attending a convention, be provided with a dashboard vehicle pass with their documentation which will excuse the delegate from having to purchase a meter ticket.
11. That the City of Parksville creates a one-way single lane behind the Centre, thus adding approximately twenty additional parking spaces.

Submitted by Duane Round and Peter Hann

NOTE: Any personal information on this form is collected for the purpose of administering the meetings of Council as noted in Section 26(c) of the *Freedom of Information and Protection of Privacy Act*.



**DATE:** June 18, 2008

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

**FROM:** MIKE SQUIRE  
MANAGER OF ENGINEERING

**SUBJECT:** ALLWOOD ROAD, YOUNG STREET, AND RUSHTON AVENUE  
ROAD AND UTILITY IMPROVEMENTS  
OUR FILE NO. 5330-20-YNG

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**I. ISSUE**

Award of Tender for the "Allwood Road, Young Street, and Rushton Avenue Road and Utility Improvements".

**II. REFERENCE**

City of Parksville Tender for "Allwood Road, Young Street, and Rushton Avenue Road and Utility Improvements" – dated June 2008.

**III. BACKGROUND**

On July 16, 2007, Council passed Resolution #07-226 authorizing staff to pre-qualify twelve (12) firms to submit bids for projects in the 2007 Capital Works Program. One of the projects identified was the Allwood Road, Young Street, and Rushton Avenue Road and Utility Improvements project. This project involves replacing watermain, sanitary sewers and drainage systems along Allwood Road, Young Street and Rushton Avenue. In order to receive public opinion and specific neighbourhood comments, several alternate road cross section options were presented at an Open House held on November 27, 2007. The preferred option was that Allwood Road and Young Street would be constructed to a 6.5m (21') wide asphalt road with 0.45m wide (18") flush mounted curbs. It was determined that this width will better accommodate on-street parking and the flush mounted curb would allow storm drainage from the road surface to enter directly onto the grass swale and lawn basins located within the boulevard. This concept is in conformance with low impact development standards and will help filter drainage runoff for improved storm water quality. Rushton Avenue will be widened to two 3.6m (11.8') lanes complete with pullouts for the neighbourhood mailboxes with a concrete sidewalk located on the west side. Rushton Lane has been designed to accommodate a right in / right out scenario at Highway 19A. A separated walkway located on City park adjacent to Rushton Lane from Ruston Avenue to Highway 19A will also be constructed.

Tender packages were obtained by Fournier Excavating Ltd., Hazelwood Construction Services, Knappett Industries (2006) Ltd. and Windley Contracting Ltd.

The following four bids were opened in public on Tuesday June 11, 2008, and have been found to be complete (costs include 5% GST):

<b>Fournier Excavating Ltd.</b>	<b>\$ 3,147,204.90</b>
<b>Hazelwood Construction Services</b>	<b>\$ 2,990,545.30</b>
<b>Knappett Industries (2006) Ltd.</b>	<b>\$ 2,556,992.03</b>
<b>Windley Contracting Ltd.</b>	<b>\$ 2,685,791.10</b>

Knappett Industries (2006) Ltd. was the low bidder. Knappett Industries (2006) Ltd. has successfully completed Capital Works and Private Development projects within the City of Parksville 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:

<b>COSTS (\$)</b>	
Low Bid Received (GST Included)	\$ 2,556,992.03
Contingency	\$ 250,000.00
Engineering and Geotechnical	\$ 88,316.00
Less 5% GST * on low bid	\$ 121,761.53
<b>TOTAL FUNDING REQUIRED (\$)</b>	<b>\$ 2,773,546.50</b>
<b>CURRENT AVAILABLE BUDGET (\$)</b>	<b>\$ 2,779,944.00</b>

**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.

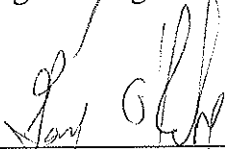
**Recommendation:**

“**That** Council award the tender for the "Allwood Road, Young Street, and Rushton Avenue Road and Utility Improvements", in the amount of \$ 2,556,992.03 (including GST), to Knappett Industries (2006) Ltd.”



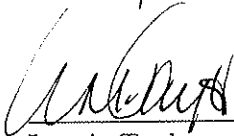
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Mike Squire, AScT.  
Manager of Engineering



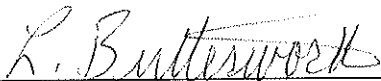
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Gary O'Rourke, P.Eng.  
Director of Engineering & Operations



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Laurie Taylor  
Director of Administrative Services



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Lucky Butterworth  
Director of Finance

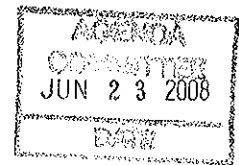
**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**

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Fred Manson, CAO

GOR/re  
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June 19, 2008

**MEMO TO: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER**  
**FROM: LAURIE TAYLOR, DIRECTOR OF ADMINISTRATIVE SERVICES**  
**SUBJECT: Optional Changes to the Election Procedures Bylaw**

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**ISSUE**

Recommendation from the Citizens Advisory Committee on the "optional" recommendations to the election procedures bylaw.

**EXECUTIVE SUMMARY**

Proposed changes to the election procedures bylaw resulting from the review done by the Citizens Advisory Committee. Any changes to the bylaw must be in place by August 1, 2008.

**REFERENCES:**

*Recommendation from Citizens' Advisory Committee dated June 18, 2008*

**BACKGROUND**

At the May 5, 2008 meeting, Council was advised of a number of changes to provincial legislation that affect the election provisions in the *Local Government Act*. A number of these changes are "optional" and Council referred them to the Citizens' Advisory Committee for their input and recommendation.

The committee met on June 18, 2008 and thoroughly analyzed and discussed the information provided. As a reminder to Council the following were the changes referred to the Committee:

1. Current requirement under the LGA for is for two nominators per candidate. The number of nominators required *may* be increased by local bylaw. A local government may set the minimum number at 10, or in jurisdictions with a population of more than 5000, the minimum can be set at 25. People can still sign as a nominator for more than one candidate but now the number they can nominate is limited to the number of persons who have to be elected to fill the office (i.e. 6 for Councillor and 1 for Mayor).
2. In order to provide additional public access to nomination documents, the ability to publish them on a municipality's website *may* be authorized by local bylaw.
3. In order to provide additional public access to campaign financing disclosure, the ability to publish them on a municipality's website *may* be authorized by local bylaw.
4. Mail ballot voting *may* now be extended to snowbirds and other electors who will be absent during the voting period if provided for in the local election bylaw. Previously the only electors who could vote by mail ballot were persons with a physical disability.
5. The issue of special voting opportunities was referred to the committee – the City currently has two opportunities and should either look at expanding the number or eliminating them all together.

**OPTIONS**

1. Accept the recommendation from the Citizens' Advisory Committee.
2. Reject the recommendation from the Citizens' Advisory Committee and decide the issue of the optional changes independently.

Staff recommends Option 1.

**ANALYSIS**

The Citizens Advisory Committee did a thoughtful and thorough independent examination of the issue and made their recommendation from the perspective of the general public as requested by Council.

**SUSTAINABILITY/ENVIROMENTAL IMPLICATIONS**

None

**FINANCIAL IMPACT**

There will be an increase in election costs to the additional special voting opportunities at Stanford Place and Halliday House.

**RECOMMEDATION**

**THAT** the following recommendation from the Citizens Advisory Committee be approved:

THAT the number of nominators required for nomination to an office be increased from 2 to 10;

AND THAT additional public access to nomination documents be provided by posting them on the City's website;

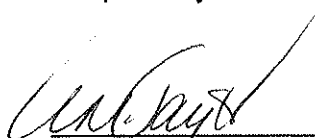
AND THAT additional public access to campaign financing disclosures be provided by posting them on the City's website;

AND THAT the City not implement a mail ballot voting system for the 2008 election but that it be reviewed for future elections;

AND THAT special voting opportunities be continued and offered at Arrowsmith Lodge, Trillium Lodge, Stanford Place and Halliday House.

**AND THAT** the appropriate bylaw be forwarded to Council for reading consideration.

Respectfully submitted,



LAURIE TAYLOR  
Director of Administrative Services

FRED C. MANSON, CGA  
Chief Administrative Officer

**CITY OF PARKSVILLE  
CITIZENS' ADVISORY COMMITTEE**

**RECOMMENDATIONS**

**DATE:** June 18, 2008  
**TIME:** 10:10 a.m.  
**PLACE:** Parksville Civic and Technology Centre, The Forum  
**CHAIRMAN:** Doug O'Brien

**MEMBERS PRESENT:**

Douglas O'Brien                      Dennis Belliveau                      Diana Jolly  
Isabelle Fitzpatrick                      Russ Rayner

**Absent:** Dennis Wrightson                      Diane Lloyd                      Paul Edwards

**Staff:**

Laurie Taylor, Director of Administrative Services  
Lynn Kitchen, Deputy Corporate Administrator

1. "OPTIONAL" ELECTION LEGISLATIVE CHANGES
- a) **Question: Should the City increase the number of nominators required to endorse a candidate running in the Municipal Election?**

**RECOMMENDATION**

THAT the requirement for the number of nominators be increased from 2 to 10;  
AND THAT the number of nominators required be reviewed once again after the 2008 municipal election.

- b) & c) **Question: Should the City post nomination documents and campaign financial disclosures on the City's website?**

**RECOMMENDATION**

THAT Nomination Documents and Campaign Financial Disclosures be made available for public inspection only on the City's website.

- d) **Question: Should the City implement a mail ballot voting opportunity during the 2008 Municipal Election?**

**RECOMMENDATION**

THAT Parksville not include a mail ballot voting opportunity for the 2008 Municipal Election.

- e) **Question: Should the City continue offering Special Voting Opportunities at Arrowsmith and Trillium Lodges?**

**RECOMMENDATION**

THAT the City continue to offer Special Voting Opportunities at Arrowsmith and Trillium Lodges; AND THAT Special Voting Opportunities be extended to include Halliday House and Stanford Place.

**Additional Recommendation for Consideration:**

THAT the City lobby the Member of the Legislative Assembly to consider implementation of a spending cap on candidates' election expenses.

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Douglas O'Brien, Chair

**CITY OF PARKSVILLE**  
**CITIZENS' ADVISORY COMMITTEE**

**MINUTES OF MEETING**

**Date:** June 18, 2008  
**Time:** 10:00 a.m.  
**Place:** PCTC, The Forum  
**Chairman:** Douglas O'Brien

**Members Present:**

Douglas O'Brien	Dennis Belliveau
Russ Rayner	Diana Jolly
Isabelle Fitzpatrick	

**Others:**

L. Taylor, Director of Administrative Services  
L. Kitchen, Deputy Corporate Administrator

**1. Call to Order:**

The meeting was called to order at 10:10 a.m.

**2. Minutes**

**Moved Rayner/Seconded Belliveau**  
THAT the minutes of the meeting of March 27, 2008 be approved.

CARRIED

The Director of Administrative Services outlined the "optional" Election legislative changes that could be incorporated into the "Election Procedures & Automated Voting Authorization Bylaw, 2002, No. 1371".

**3. Issues**

- a) **Increase the Number of Nominators**  
To provide recommendation on whether the City should increase the number of nominators required by a candidate from 2 to 10 or 25.

**Moved O'Brien**  
THAT the requirement for the number of nominators be increased from 2 to 10;  
AND THAT the number of nominators required be reviewed once again after the 2008 municipal election.

CARRIED

- b) **Posting Nomination Documents on the City's Website**
- c) **Posting Campaign Financial Disclosures on the City's Website**

**To provide input and recommendations on the posting of Nomination documents and Campaign Financial Disclosures on the City's Website.**

Discussion included ensuring that the documents could be viewed only and not printed off from the City's website.

**Moved O'Brien**

THAT Nomination Documents and Campaign Financial Disclosures be made available for public inspection only on the City's website.

CARRIED

**d) Mail Ballot Voting**

**To provide input on whether the City should authorize mail ballot voting.**

There was discussion about how this would primarily accommodate "snowbirds" and could be a complicated process – not much gain was anticipated for the work that would be required.

**Moved O'Brien**

THAT Parksville not include a mail ballot voting opportunity for the 2008 Municipal Election.

CARRIED

**e) Special Voting Opportunities**

**To provide input on at the number and location of special voting opportunities.**

There was discussion about how this might be redundant because of curbside voting, and also about how Seniors may not have transportation to polling stations.

**Moved O'Brien**

THAT the City continue to offer Special Voting Opportunities at Arrowsmith and Trillium Lodges; AND THAT Special Voting Opportunities be extended to include Halliday House and Stanford Place.

CARRIED

**Moved O'Brien**

THAT the City lobby the Member of the Legislative Assembly to consider implementation of a spending cap on candidates' election expenses.

CARRIED

**4. Adjournment:**

There being no further business the meeting adjourned 11:38 a.m.

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Chair