



# 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, JULY 14, 2008 – 6:00 P.M.

### 1. ADOPTION OF MINUTES

- a) of the June 23, 2008 minutes of the Committee of the Whole meeting – Pages 1 to 4
- b) of the July 7, 2008 minutes of the Special Committee of the Whole meeting – Page 5

### 2. PUBLIC PRESENTATIONS

### 3. CORRESPONDENCE

### 4. DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE

### 5. STAFF PRESENTATIONS

- a) Planner – Bench Placement in the Downtown Core (verbal)  
*Presentation on the overall design philosophy and specific design considerations for street furnishings associated with current pedestrian upgrade works along the Alberni Highway corridor.*
- b) Manager of Current Planning – Consideration of a Small-Lot Residential Zone – Pages 6 to 10  
*Staff has been directed by Council to investigate the possibility of the inclusion of a small lot residential zoning within the existing Zoning and Development Bylaw.*

***Recommendation: THAT the small lot residential template, attached as Schedule "A" to the report from the Manager of Current Planning dated July 3, 2008 entitled "Consideration of a Small-Lot Residential Zone", be accepted;***

***AND THAT staff make the small lot residential template available to interested parties.***

- c) Director of Community Planning – Official Community Plan (OCP) Development Permit Guidelines – Pages 11 to 13  
*Council, through the budget process, endorsed consideration of a review and enhancement of the OCP's development permit guidelines as a major 2008 project. The budget assigned to the project is \$50,000.00 but the applicant responding to the call for proposal has determined that their projected cost with GST will be \$68,900.00. This report is to consider reallocation of funds in order to increase the OCP Development Permit Guidelines update project cost to \$80,000.00.*

**Recommendation: THAT the report from the Director of Community Planning dated June 19, 2008 for consideration of budget increase for the Official Community Plan Development Permit Guideline project be received;**

**AND THAT a reallocation of funds in order to increase the OCP DP Guideline update project cost to \$80,000.00, be approved.**

- d) Director of Community Planning – Consideration of Implementations of Mandatory Provision of Affordable Housing Units within all Future Multiple Family Developments – Pages 14 to 17

*Council requested that Staff consider the topic of mandating that all future housing projects contain some affordable housing units. Preliminary investigations indicate that some projects would not have the financial capability to do so, which would result in one-off relaxation requests. A better approach may be an evaluation of rezoning applications against the criteria.*

**Recommendation: THAT the report from the Director of Community Planning dated June 19, 2008 for consideration of implementation of mandatory provision of affordable housing units within all future multiple family developments be received;**

**AND THAT an Official Community Plan policy that makes mandatory affordable housing inclusion an evaluation consideration for future rezonings, be considered.**

- e) Manager of Engineering – Highway 19A – Shelly Road to the Englishman River Bridge Pedestrian Facilities Upgrade – Pages 18 to 20

*Project includes installing a wide concrete sidewalk from the Englishman River Bridge to Shelly Road; upgrading the pedestrian crosswalk at Martindale with overhead solar-powered pedestrian activated warning lights, and; installing traffic medians for the purpose of pedestrian refuge, a dedicated left turn lane onto Martindale Road and a protected turning lane onto Highway 19A (westbound) from Martindale Road.*

**Recommendation: THAT the tender for the “Highway 19A – Shelly Road to the Englishman River Bridge Pedestrian Facilities Upgrade”, in the amount of \$490,449.83 (including GST), be awarded to Nash Excavating Ltd.**

- f) Director of Administrative Services – Consolidation Authorization Bylaw No. 1447 – Pages 21 to 25

*Under the provisions of the Community Charter the Corporate Officer may be authorized to consolidate the bylaws of a municipality. This is required in order to give legal effect to the City's consolidated bylaws, as currently the bylaws are consolidated only for convenience.*

**Recommendation: THAT the report dated June 24, 2008 from the Director of Administrative Services entitled "Consolidation Authorization Bylaw No. 1447" be received for information;**

**AND THAT the "Consolidation Authorization Bylaw, 2008, No. 1447" be advanced for reading consideration.**

- g) 2009 Provisional Budget – Comments & Questions from Council  
*(Please bring packages circulated at July 7, 2008 Special Committee of the Whole Meeting)*

6. **NEW BUSINESS**

7. **ADJOURNMENT**

# TO BE ADOPTED

CITY OF PARKSVILLE

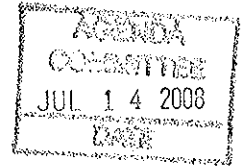
June 23, 2008

Minutes of the Committee of the Whole meeting held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Monday, June 23, 2008 at 6:00 p.m.

PRESENT: Her Worship Mayor S. R. Herle

Councillors: C. R. Burger  
J. B. Johnston  
T. C. Patterson  
S. E. Powell  
C. Robinson

Staff: G. O'Rourke, A/Chief Administrative Officer  
L. Taylor, Director of Administrative Services  
D. Banks, Fire Chief  
L. Butterworth, Director of Finance  
G. Jackson, Director of Community Planning  
M. Squire, Manager of Engineering



## 1. MINUTES

Patterson - Burger

THAT the minutes of the Committee of the Whole meeting held June 9, 2008 be adopted.

CARRIED.

Johnston - Patterson

THAT the minutes of the Special Committee of the Whole meeting held June 18, 2008 be adopted.

CARRIED.

## 2. PUBLIC PRESENTATIONS

- a) Blain Sepos from Oceanside Tourism Association gave a presentation on the 2008 Budget Presentation and highlights from 2008 Marketing Plan.

Burger - Johnston

THAT the Oceanside Tourism Association 2008 Budget and 2008 Marketing Plan be approved.

CARRIED.

- b) Duane Round and Peter Hann from Parksville Community and Conference Centre have a presentation on the parking issues at the PCCC.

Burger - Powell

THAT staff be requested to meet with representatives from the Parksville Community and Conference Centre to discuss options to address parking problems at the PCCC site and report back to Council on what solutions can be implemented on a short-term basis and what solutions can be implemented in the longer term.

CARRIED.

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 July 7, 2008 meeting.

**RECOMMENDATIONS:**

- a) **Manager of Engineering – Allwood Road, Young Street and Rushton Avenue – Road and Utility Improvements**

Powell - Burger

**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.

CARRIED.

- b) **Director of Administrative Services – Optional Changes to the Election Procedures Bylaw**

Burger - Patterson

**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.

MOTION WITHDRAWN

Patterson/Robinson

**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

DEFEATED

Johnston - Burger

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

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

CARRIED.

Powell - Burger

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

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

CARRIED.

Powell - Johnston

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

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

CARRIED.

Johnston - Powell

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

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

CARRIED.

Johnston - Burger

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

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

CARRIED.

**6. NEW BUSINESS**

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

Powell - Burger

**That** Staff be directed to prepare a report on the feasibility of an Official Community Plan amendment bylaw which has the affect of adding a 'sustainability' section to the OCP which conveys the message that, at this time, zoning amendment applications and applications to amend the OCP are not invited due to a need to re-evaluate the carrying capacity of City infrastructure and due to the belief that each of the following land use categories [commercial, industrial, multiple family, resort] has a sufficient supply to meet the community needs at this time

CARRIED.

7. **ADJOURNMENT**

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

The meeting ended at 7:15 p.m.

---

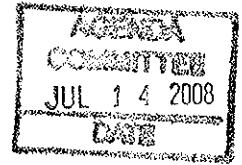
Mayor

Minutes of the Special Committee of the Whole meeting held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Monday, July 7, 2008 at 6:50 p.m.

PRESENT: Her Worship Mayor S. R. Herle

Councillors: C. R. Burger  
T. Patterson  
C. Robinson

Staff: G. O'Rourke, A/Chief Administrative Officer  
L. Taylor, Director of Administrative Services  
L. Butterworth, Director of Finance  
G. Jackson, Director of Community Planning  
D. Banks, Fire Chief  
M. Squire, Manager of Engineering  
P. Lovegrove, Manager of Budgets and Special Projects



1. 2009 BUDGET – OVERVIEW PRESENTATION

The Director of Finance gave a PowerPoint presentation of an overview of the 2009 budget, noting the general tax increase was decreased from 5% to 2% to incorporate the tax increase of 3% required for the Firehall debt.

Next budget meeting will be held July 14, 2008.

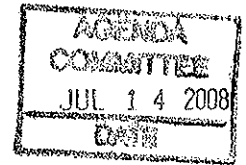
2. ADJOURNMENT

Patterson - Burger  
Rise and Report to Council at their July 21, 2008 meeting.

The meeting ended at 7:40 p.m.

  
Mayor

COMMITTEE OF THE WHOLE REPORT



July 3, 2008

**REPORT TO:** F. C. MANSON, C.G.A., CHIEF ADMINISTRATIVE OFFICER  
**FROM:** B. C. RUSSELL, MANAGER OF CURRENT PLANNING  
**SUBJECT:** CONSIDERATION OF A SMALL-LOT RESIDENTIAL ZONE  
**FILE NO:** 3360-01

---

**Issue:**

Consideration of small lot residential zone.

**Executive Summary:**

Staff has been directed by Council to investigate the possibility of the inclusion of a small lot residential zoning within the existing Zoning and Development Bylaw.

**Reference:**

Schedule 'A' – Small Lot Residential Zone template.

**Background:**

A special Committee of the Whole meeting was held May 22, 2008 with the Oceanside Development & Construction Association (ODCA) to discuss affordable housing opportunities and to understand the perspective of the development community.

As part of the discussion, the ODCA members raised the topic of small lot residential development as a potential means of creating more opportunities of housing affordability. In further discussion the ODCA members indicated that it would be helpful for the City's Zoning Bylaw to include a small lot residential zone template that the development community could aim towards when devising potential small lot residential development applications.

Subsequently, at the regular Council meeting held June 2, 2008 the following resolution was carried:

***THAT** Council direct staff to investigate the possibility of including a Small Lot zoning category in the "City of Parksville Zoning and Development Bylaw, 1994, No. 2000".*

**Options:**

1. That the small lot residential zone template is accepted and that Staff be directed to make available copies of the template to interested parties.
2. That the small lot residential zone template is accepted and that Staff be directed to commence the statutory process to facilitate its inclusion in the Zoning Bylaw.



3. That the small lot residential zone template is rejected and Staff be directed to make specific alteration and report back to Council.

### **Analysis:**

1. Acceptance of the small lot residential zone as a sample template will provide prospective developers with clarity as to the expected parameters that such a development may take with respect to minimum lot size, maximum parcel coverage, maximum floor area ratio, setback requirements and maximum height. The small lot residential zone template is based generally on the existing Comprehensive Development 16B Zone for Bridgewater Lane as it relates to single family dwellings. This existing zone provides working parameters that have been proven on the ground in Parksville as part of an existing development.
2. The inclusion of a zone in a land use bylaw where no real property is so designated is known as a floating zone. The existence of a floating zone in a land use bylaw was found to be *ultra vires* by the BC Supreme Court in 1975 in the case *Assembly Hall of Jehovah's Witnesses (Trustees) v. Surrey (District)*; therefore, Staff recommends that this option not be considered.
3. As the zone template is based to a large extent on the parameters of the Bridgewater Lane development no issues are anticipated. However, should changes be required the template may be referred back to Staff for additional refinement.

### **Affordable Housing:**

There is rationalization that a small lot residential zone, and the subsequent lots it permits, can achieve improvement in the level of affordability when compared to a conventional sized residential lot. This is based on the assumption that a significant obstacle to affordability can be attributed to the cost of land and servicing infrastructure. By reducing the size of the lot and associated road frontage in this scenario it is assumed that per dwelling unit affordability gains can be achieved which can ultimately be passed on to the end consumer.

Given all the other cost factors associated with the current construction environment it is unknown to what extent affordability may be realized. Ultimately it is the supply and demand of the free market that will determine how affordable or not a small lot residential development may be.

### **Sustainability:**

A small lot residential zone enables the creation of more compact neighbourhoods; neighbourhoods that when sited appropriately can allow for a reduction in the distance to community amenities. By reducing the distance to community amenities more walkable neighbourhoods can be created. In addition, this type of neighbourhood facilitates an increase in density that can improve the opportunities to provide public transit, compared to a conventional single family zone.

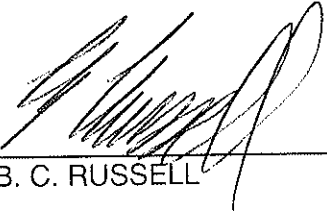
Compact neighbourhoods work towards improving sustainability through more efficient use of land and resources. Small lot residential developments when situated in proximity to commercial and other complimentary uses can realize the principles of smart growth.


**Financial Implications:**

As only a template is proposed there are no financial implications associated with this report.

**Recommendation:**

That the small lot residential template, attached as Schedule "A" to the report from the Manager of Current Planning dated July 3, 2008 entitled "Consideration of a Small-Lot Residential Zone", be accepted;  
And That staff be directed to make the small lot residential template available to interested parties.


  
\_\_\_\_\_  
B. C. RUSSELL

  
\_\_\_\_\_  
G.A. JACKSON

BR/sh  
Attachment(s)

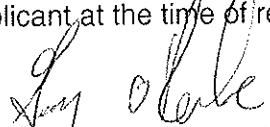
I:/Users/Planning/3360-01/2008/Agenda/SmallLot-1.

**DIRECTOR OF ADMINISTRATIVE SERVICES COMMENTS:**

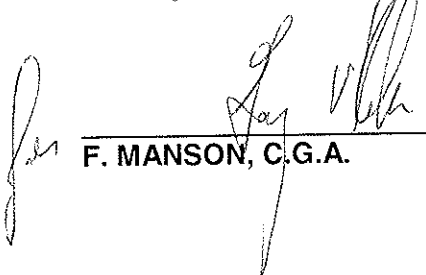
  
\_\_\_\_\_  
L. TAYLOR

**DIRECTOR OF ENGINEERING COMMENTS:**

Servicing implications, including possible increased water and sewer 'demands', will need to be assessed on a site specific basis, to establish if related infrastructure improvements are required to accommodate a small-lot zone. Such assessment is typically undertaken by the applicant at the time of rezoning.

  
\_\_\_\_\_  
G.O'ROURKE, P. ENG

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**

  
\_\_\_\_\_  
F. MANSON, C.G.A.

Schedule 'A'

---	<b>Small Lot Residential</b>	<b>SLR-1</b>
-----	------------------------------	--------------

*This zone is intended to designate land solely for the purpose of accommodating modest single family dwellings on small lots or single family dwellings with secondary suites on conventional lots.*

**---.1 Permitted Land Uses** **Minimum Lot Size**

Single Family Dwelling	300 m <sup>2</sup>
Home Occupation	N/A
Single Family Dwelling with inclusion of a mandatory Secondary Suite (a)	560 m <sup>2</sup>

(a) Secondary Suites must be in accordance with Section 613 of this Bylaw.

**---.2 Buildings and Structures**

Single Family Dwelling	1 per lot
Combined total Floor Area of all Accessory Buildings and Structures	30 m <sup>2</sup>

**---.3 Maximum Height:**

Single Family Dwelling	7.5 m
Accessory Building or Structure	4.0 m

**---.4 Maximum Density:**

Lots 400 m <sup>2</sup> or less	Maximum Floor Area Ratio*	0.55
	Maximum Lot Coverage*	50%
Lots greater that 400 m <sup>2</sup>	Maximum Floor Area Ratio*	0.50
	Maximum Lot Coverage*	33%

\* includes accessory buildings

**Schedule 'A' (continued)**

**---.5 Minimum Building and Structure Setbacks**

Permitted Use	Minimum Building Setback			
	Front	Rear	Ext. Side	Int. Side
Single Family Dwelling	4.5 m	3.0 m	3.5 m	1.0 m
Accessory Building	6.0 m	1.2 m	4.5 m	1.5 m

**---.6 Off-Street Parking and Loading**

Off-street parking and loading shall be provided in accordance with Division 400 of this Bylaw.

**---.7 Screening and Landscaping:**

Screening and Landscaping shall comply with the requirements contained in Division 500 of this Bylaw as applied in the RS-1 zone.

**---.8 Minimum lot Dimensions**

Despite section 618 (a) in the case of this zone no lot shall be created having dimensions less than the following:

- i) Width: 15 metres\*  
16 metres for corner lots\*

\* On curved street or cul-de-sacs the minimum width shall be measured at a point 7.5 metres back from the front lot line radial from the street centre of curvature.

- ii) Depth: 18 metres

- iii) Frontage: 15.0 metres or 9.0 metres on curved streets or cul-de-sacs.

COMMITTEE OF THE WHOLE REPORT



June 19, 2008

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

**FROM: G. A. JACKSON, DIRECTOR OF COMMUNITY PLANNING**

**SUBJECT: OFFICIAL COMMUNITY PLAN (OCP) DEVELOPMENT PERMIT GUIDELINES**

---

**Issue:**

Consideration of budget increase for the OCP Development Permit Guideline project.

**Executive Summary:**

Council, through the budget process, endorsed consideration of a review and enhancement of the OCP's development permit guidelines as a major 2008 project. The budget assigned to the project is \$50,000.00 but the applicant responding to the call for proposal has determined that their projected cost with GST will be \$68,900.00. This report is to consider reallocation of funds in order to increase the OCP Development Permit Guidelines update project cost to \$80,000.00.

**Background:**

The Department of Community Planning's major 2008 project is a review and enhancement of the OCP's development permit guidelines. A work program has been identified and some of the work has commenced. Staff determined that it would be most cost effective to undertake part of the work in house and award part of the work to an outside consultant. The 'in house' work is the 'Form and Character' work, which Staff [in consultation with the Advisory Design Panel] has expertise to complete. The other portion of work, pertaining to environment, geotechnical and coastal matters requires other expertise which does not exist within the department. The overall budget assigned to the project is \$50,000.00. It was originally anticipated that the Staff project component would be allotted \$10,000.00 (for reproduction, graphic and associated costs) and \$40,000.00 to the Consultant contract.

Terms of Reference for the latter work were established and a Request for Proposal was requested from 5 firms known to be qualified. Only one firm provided a response. This firm HB Lanarc is well qualified and experienced. Their indicated project cost (with GST) is \$68,900.00. Deviations from the outlined work program would result in additional charges. It is anticipated that this project would be largely a 2008 project with some carry over activity into 2009.

Under the City's Purchasing Policy for this amount Council would typically not be involved in this type of contract award. In this instance however the Contract amount exceeds the budget amount so Staff is bringing the matter to Council for budget approval; to increase the \$50,000.00 project cost centre to \$80,000.00 by diverting from another general revenue operating cost centre which will have excess funds in 2008 (Building Inspection – wages).

**Options:**

Council may:

1. Approve the reallocation of funds within the departmental budget and increase this project cost centre to \$80,000.00.
2. Determine that the project should not proceed at this time.

**Analysis:**

Staff believes that it is an appropriate time for this project to occur and that there is benefit from breaking this work out from that of the overall OCP update which will be done in the future. This work constitutes a large component of the OCP update work and constitutes the component which requires the most outside expert assistance. The work outlined in the proposal once completed would bring the City's DP section of the OCP in line with the state of the art thinking with respect to sustainability, climate change and the like. It would also address some on going areas which cause administrative challenges, such as in the area of private shoreline treatment. Should Council approve the budget allocation Staff will proceed to award the contract to HB Lanarc.

**Financial Implications:**

An increase in project budget in the amount of \$30,000.00 is necessary for this project to proceed.

**Recommendation:**

That the report from the Director of Community Planning dated June 19, 2008 for consideration of budget increase for the Official Community Plan Development Permit Guideline project be received;


And That Council approve a reallocation of funds in order to increase the OCP DP Guideline update project cost to \$80,000.

  
\_\_\_\_\_  
GAYLE A. JACKSON

GAJ/sh

I:/Users/Planning/6480-01/2008/Agenda/Report-3.


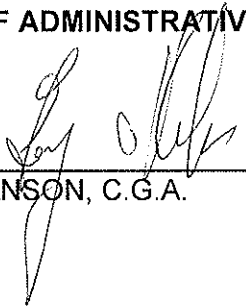
**CORPORATE ADMINISTRATOR'S COMMENTS:**

  
\_\_\_\_\_  
L. TAYLOR

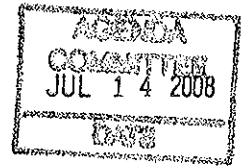
**DIRECTOR OF FINANCE COMMENTS:**

  
\_\_\_\_\_  
L. BUTTERWORTH

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**

  
  
\_\_\_\_\_  
F. MANSON, C.G.A.

**COMMITTEE OF THE WHOLE REPORT**



June 19, 2008

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

**FROM: G. A. JACKSON, DIRECTOR OF COMMUNITY PLANNING**

**SUBJECT: CONSIDERATION OF IMPLEMENTATION OF MANDATORY PROVISION OF AFFORDABLE HOUSING UNITS WITHIN ALL FUTURE MULTIPLE FAMILY DEVELOPMENTS – FILE 5040-01**

---

**Issue:**

Consideration of implementation of mandatory provision of affordable housing units within all future multiple family developments.

**Executive Summary:**

Council requested that Staff consider the topic of mandating that all future housing projects contain some affordable housing units. Preliminary investigations indicate that some projects would not have the financial capability to do so, which would result in one-off relaxation requests. A better approach may be an evaluation of rezoning applications against the criteria.

**References:**

October 25, 2007 Staff report  
May 22, 2008 Minutes of the City of Parksville

**Background:**

An October 25, 2007 report to Council addressed the above topic. Council considered this report and passed the follow resolution:

"07-321(10) THAT the report from the Director of Community Planning dated October 31, 2007 entitled "Consideration of a Policy Strategy for Affordable Housing", be received;  
AND THAT the issue considering the implementation of a mandatory provision of affordable housing units in all future multiple family developments be referred to the Oceanside Development Construction Association for comment."

On May 22, 2008 Council met with representatives on this and other related affordable housing topics. The minutes from that meeting are attached. Comments from this meeting suggest that the ODCA does not view this approach to be a significant contributor to the affordable housing situation.



**Options:**

Council may:

1. Direct Staff to amend all existing multiple family zoning categories so as to include a mandatory requirement for affordable housing in all future multi-family developments.
2. Adopt a policy which makes mandatory affordable housing inclusion an evaluation consideration for future rezonings.
3. Maintain the status quo.

**Analysis:**

It is difficult or impossible for Staff to become privy to a developer's financial information which would indicate their profit margin and thus their ability to include affordable housing units. Other variables (such as the scope of their company and percentage amount of financing relative to development investment) also may influence whether a developer can structure his financing to include some affordable housing units. With this in mind it is anticipated that an imposed requirement for inclusion of affordable housing will meet with resistance and will result in on-going requests for exemption due to individual circumstances.

Other issues may also arise, such as community and consumer resistance to a mandatory program.

Given the low numbers of units that this approach would likely generate Staff does not believe that the benefit (remembering that this would only provide market housing and not social housing) will be offset by on-going requests to review the requirement for individual proposals.

Presently the OCP has verbiage which invites a developer to provide affordable housing in return for consideration regarding density bonusing. Even this approach has not attracted developer interest in part, Staff is told, due to the associated financing challenges.

If Council adopts a policy of making the provision of affordable housing an evaluation criteria for rezoning, Council will get an in depth knowledge of the ability to accomplish this on a project by project basis and will be able to evaluate accordingly whether to grant a rezoning. To support the need for information, Council could request that a rezoning applicant provide a financial analysis report. It should be noted however that there may not be sufficient numbers of zoning amendment applications to have a significant impact.

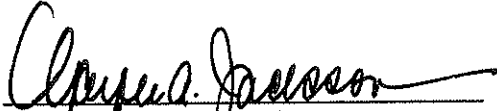
**Financial Implications:**

This is a policy matter which does not have implications for City expenditure beyond the resources taken to research and draft this report.

**Recommendation:**

That the report from the Director of Community Planning dated June 19, 2008 for consideration of implementation of mandatory provision of affordable housing units within all future multiple family developments be received;


And That an Official Community Plan policy be considered which makes mandatory affordable housing inclusion an evaluation consideration for future rezonings.

  
\_\_\_\_\_  
GAYLE A. JACKSON

GAJ/sh  
Attachments

I:/Users/Planning/5040-01/2008/Agenda/Report-2,

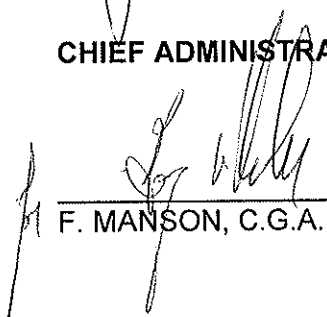
**CORPORATE ADMINISTRATOR'S COMMENTS:**

  
\_\_\_\_\_  
L. TAYLOR

**DIRECTOR OF ENGINEERING AND OPERATIONS COMMENTS:**

  
\_\_\_\_\_  
G. O'ROURKE, P. ENG.

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**

  
\_\_\_\_\_  
F. MANSON, C.G.A.

Minutes of the Special Committee of the Whole meeting held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Monday, May 22, 2008 at 6:00 p.m.

PRESENT: Her Worship Mayor S. R. Herle

Councillors: C. R. Burger  
J. B. Johnston  
T. C. Patterson  
S. Powell

Staff: F. Manson, Chief Administrative Officer  
L. Kitchen, Deputy Corporate Administrator  
B. Russell, Manager, Current Planning

1. ITEM OF BUSINESS

a) **Oceanside Development & Construction Association - Affordable Housing**

Johnston – Burger

**THAT** Council direct staff to investigate the possibility of including a Small Lot zoning category in the "City of Parksville Zoning and Development Bylaw, 1994, No. 2000".

CARRIED.

2. ADJOURNMENT

Johnston – Burger

Rise and Report to Council at their June 2, 2008 meeting.

The meeting ended at 7:26 p.m.

---

Mayor



**DATE:** July 8, 2008

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

**FROM:** MIKE SQUIRE  
MANAGER OF ENGINEERING

**SUBJECT:** HIGHWAY 19A - SHELLY ROAD TO THE ENGLISHMAN RIVER BRIDGE  
PEDESTRIAN FACILITIES UPGRADES  
OUR FILE NO. 5330-20-PED

---

**I. ISSUE**

Award of Tender for the "Highway 19A – Shelly Road to the Englishman River Bridge Pedestrian Facilities Upgrade".

**II. REFERENCE**

City of Parksville Tender for "Highway 19A – Shelly Road to the Englishman River Bridge Pedestrian Facilities Upgrade"— dated July 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 Highway 19A – Shelly Road to the Englishman River Bridge Pedestrian Facilities Upgrade. This project involves improving pedestrian access along Highway 19A and formalizing the pedestrian crossing at Martindale Road.

More specifically the project comprises:

- Installing a 1.8m wide concrete sidewalk from the Englishman River Bridge to Shelly Road;
- Upgrading the pedestrian crosswalk at Martindale with overhead solar-powered pedestrian activated warning lights, and;
- Installing traffic medians for the purpose of pedestrian refuge, a dedicated left turn lane onto Martindale Road and a protected turning lane onto Highway 19A (westbound) from Martindale Road.

Multiple options were presented to the public at an open house held on November 27, 2007. The current design reflects the preferred option selected by local businesses and residents attending the open house. The City has received a \$49,000 grant towards this project as part of the Provincial Local Motion Program.

Tender packages were obtained by Nash Excavating Ltd. and Windley Contracting Ltd.

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

<b>Nash Excavating Ltd.</b>	<b>\$490,449.83</b>
<b>Windley Contracting Ltd.</b>	<b>\$509,936.89</b>

Nash Excavating Ltd. was the low bidder. Nash Excavating 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)	\$490,449.83
Contingency	\$ 50,000.00
Engineering and Geotechnical	\$ 25,000.00
Less 5% GST * on low bid	\$ 23,354.75
<b>TOTAL FUNDING REQUIRED (\$)</b>	<b>\$542,095.08</b>
<b>CURRENT AVAILABLE BUDGET (\$)</b>	<b>\$ 707,882.00</b>

\* The City receives a rebate of the GST

**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.

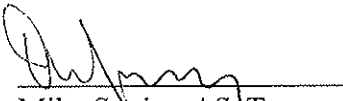
It is recommended that Council Support Option 1.

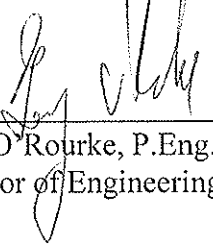
**Sustainability Considerations**

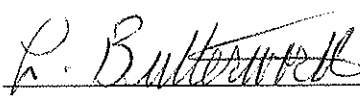
This project involves improving pedestrian facilities, including constructing new sidewalks and installing a solar-powered pedestrian crossing signal. The improvements will help to encourage walking as well as cycling.

**Recommendation:**

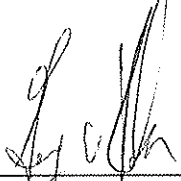
“**That** Council award the tender for the “Highway 19A – Shelly Road to the Englishman River Bridge Pedestrian Facilities Upgrade”, in the amount of \$490,449.83 (including GST), to Nash Excavating Ltd.”

  
for \_\_\_\_\_  
Mike Squire, ASCE  
Manager of Engineering

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

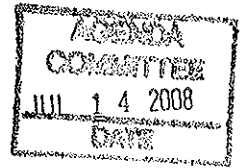
  
\_\_\_\_\_  
Lucky Butterworth  
Director of Finance

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**

  
for \_\_\_\_\_  
Fred Manson, CAO

GOR/frp/re  
I:\USERS\VI Eng & Ops Record Mgmt\GENERAL OPERATIONS FILES\5330 CAPITAL WORKS\2008\5330-20-PED Hwy 19A, E.R. Bridge to Shelly Road\MTC Hwy 19A PED Improvements ER Bridge to Shelly Rd Tender Award.doc

June 24, 2008



**MEMO TO:** FRED MANSON, CHIEF ADMINISTRATIVE OFFICER  
**FROM:** LAURIE TAYLOR, DIRECTOR OF ADMINISTRATIVE SERVICES  
**SUBJECT:** Consolidation Authorization Bylaw No. 1447

---

**ISSUE:**

Consider Consolidation Authorization Bylaw No. 1447

**EXECUTIVE SUMMARY**

Under the provisions of the *Community Charter* the Corporate Officer may be authorized to consolidate the bylaws of a municipality.

**REFERENCES:**

*Community Charter Section 139*  
*Draft Consolidation Authorization Bylaw, 2008, No. 1447*

**BACKGROUND:**

Municipalities traditionally consolidate bylaws to include amendments and revisions for the convenience of the public and staff. Section 139 of the *Community Charter* permits a Council, by bylaw, to authorize the corporate officer to consolidate one or more of the bylaws of the municipality. The consolidated bylaw may then be used as proof of the adoption of the original bylaw and all of the amending bylaws. The provisions in the *Charter* are a simplified version of the provincial legislation on statute consolidation. The proposed bylaw will also allow the Corporate Officer to establish the method and format for standardizing the consolidated bylaws so that it is consistent.

**OPTIONS:**

1. Forward the proposed new the Consolidation Authorization Bylaw for reading consideration.
2. Maintain the status quo and not adopt the Consolidation Authorization Bylaw.

Staff recommends Option 1.

**ANALYSIS**

Adoption of the Consolidation Authorization Bylaw No. 1447 is required in order to give legal effect to the City's consolidated bylaws

**SUSTAINABILITY/ENVIROMENTAL IMPLICATIONS**

None

**FINANCIAL IMPACT**

None

**STAFF RECOMMENDATION:**

**THAT** the report dated June 24, 2008 from the Director of Administrative Services entitled "Consolidation Authorization Bylaw No. 1447" be received for information.

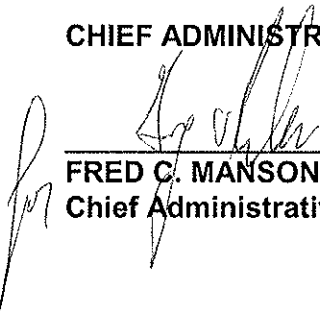
**AND THAT** the "Consolidation Authorization Bylaw, 2008, No. 1447" be advanced for reading consideration.

Respectfully submitted,



\_\_\_\_\_  
**LAURIE TAYLOR**  
Director of Administrative Services

**CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:**



\_\_\_\_\_  
**FRED C. MANSON, CGA**  
Chief Administrative Officer



### Consolidation of bylaws

**139** (1) A council may, by bylaw, authorize the corporate officer to consolidate one or more of the bylaws of the municipality.

(2) In consolidating a bylaw, the corporate officer must

(a) incorporate in it all amendments that have been made to the bylaw, and

(b) omit any provision that has been repealed or that has expired.

(3) A printed document purporting

(a) to be a copy of a bylaw consolidated under this section, and

(b) to be printed by authority of the corporate officer

is proof, in the absence of evidence to the contrary, of the original bylaw, of all bylaws amending it and of the fact of adoption of the original and all amending bylaws.

### Revision of bylaws

**140** (1) A council may, by bylaw, authorize the revision of all or any of the bylaws of the municipality in accordance with the regulations under this section.

(2) The Lieutenant Governor in Council may, by regulation, provide municipalities with an authority to revise their bylaws that is equivalent to the authority provided in relation to statutes under the *Statute Revision Act*, including regulations establishing the legal effect of the revised bylaws and providing for the correction of revision errors.

(3) As an exception to section 138 (2), a revised bylaw adopted in accordance with regulations under this section is deemed to be a bylaw that has been adopted as if all requirements respecting the approval and adoption of its provisions have been met.

# CITY OF PARKSVILLE

## BYLAW NO. 1447

### A Bylaw to authorize consolidation of bylaws

---

**WHEREAS** section 139 of the *Community Charter* empowers Council to, by bylaw, authorize the corporate officer to consolidate one or more of the bylaws of the City.

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

1. TITLE

This bylaw may be cited for all purposes as "Consolidation Authorization Bylaw, 2008, No. 1447".

2. INTERPRETATION

In this bylaw:

"*Consolidation*" means the incorporation of a bylaw and all amendments to it into a single document.

"*Corporate Officer*" means Corporate Officer for the City of Parksville appointed by Council and includes her/his deputy.

3. CONSOLIDATION OF BYLAWS

- a. The Corporate Officer is authorized to consolidate a bylaw by incorporating in it all amendments that have been made to the bylaw and omitting any provision that has been repealed or has expired.
- b. The Corporate Officer is authorized to establish the method and format for consolidating bylaws.

4. COPIES OF CONSOLIDATED BYLAWS

- a. Copies of consolidated bylaws that are made available to the public must be identified as being:
  - i. a bylaw consolidated under the provisions of the *Community Charter*, and
  - ii. printed under the authority of the Corporate Officer

**READ A FIRST TIME** this

**READ A SECOND TIME** this

**READ A THIRD TIME** this

**ADOPTED** this

\_\_\_\_\_  
Mayor

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