

Sustainability Implications:

The provision of carriage houses within a community is consistent with the social objectives of sustainability in respect of providing a variety of housing options.

Financial Implications:

This topic is a matter of policy. There are no ongoing implications. Staff resources were utilized to research and draft this report and the Bylaw.

Recommendation:

That the report from the Director of Community Planning dated July 8, 2008 pertaining to information regarding a zoning amendment bylaw for carriage houses be received;
And That the "Zoning and Development Amendment Bylaw, 2008, No. 2000.69" be advanced for reading consideration.



GAYLE K. JACKSON

GAJ/sh

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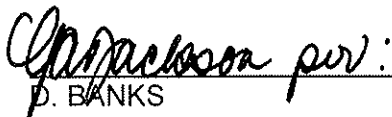
CORPORATE ADMINISTRATOR'S COMMENTS:



L. TAYLOR

FIRE CHIEF'S COMMENTS:

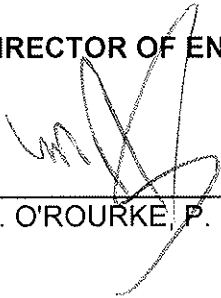
Minimum lot sizes² need to be established to allow for sufficient "spatial separation" for these type of structures. Depending on the size and configuration of the particular lot, access for firefighting purposes may be restricted.



D. BANKS

² It has been established that leaving the maximum coverage figure in tact has the same effect. G.A. Jackson

DIRECTOR OF ENGINEERING AND OPERATIONS COMMENTS:


G. O'ROURKE, P. ENG.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:


F. MANSON, C.G.A.

CITY OF PARKSVILLE

BYLAW NO. 2000.69

Text Amendment – Amend Single Family Residential (RS-1) Zone to add Carriage Houses

A bylaw to amend the "City of Parksville Zoning and Development Bylaw, 1994, No. 2000".

The Municipal Council in open meeting assembled enacts as follows:

1. That "City of Parksville Zoning and Development Bylaw, 1994, No. 2000" be amended as follows:
 - a. Section 104 – DEFINITIONS of DIVISION 100: SCOPE AND DEFINITIONS by adding the following:

"accessory carriage house means a dwelling unit which is contained in a building separate from a single family dwelling on the same lot;"
 - b. Section 104 – DEFINITIONS of DIVISION 100: SCOPE AND DEFINITIONS by replacing the definition of "parcel" with the following:

"parcel means the smallest area of land and/or structure which is registered in the Land title Office on an individual title;"
 - c. Section 104 – DEFINITIONS of DIVISION 100: SCOPE AND DEFINITIONS by replacing the definition of "secondary suite" with the following:

"secondary suite means a separate designated dwelling unit within a single family dwelling containing toilet, bathroom, sleeping and living areas and cooking facilities provided in accordance with the conditions of Section 613 of this Bylaw;"
 - d. Section 407 - PARKING REQUIREMENTS of DIVISION 400: OFF-STREET PARKING AND LOADING by adding the following:

Land Use

Parking Spaces Required

Accessory Carriage House	1 per dwelling unit
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- e. Division 200 – ZONING DISTRICT SCHEDULES by replacing Section 202 - Single Family Residential RS-1 with the new Section 202 - Single Family Residential RS-1 attached to this bylaw as Schedule "A".
2. This bylaw may be cited for all purposes as "Zoning and Development Amendment Bylaw, 2008, No. 2000.69 ".

READ A FIRST TIME this day of 2008

READ A SECOND TIME this day of 2008

PUBLIC HEARING HELD this day of 2008

READ A THIRD TIME this day of 2008

ADOPTED this day of 2008

Mayor

Director of Administrative Services

Schedule "A" of Bylaw No. 2000.69

202	SINGLE FAMILY RESIDENTIAL	RS-1
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This zone is intended to provide land solely for the purpose of low density single family housing.

202.1 Permitted Land Uses

Minimum Lot Size

Single Family Dwelling	560 m ²
Home Occupation	N/A
Secondary Suites	N/A
Accessory Uses	N/A
Accessory Carriage House	N/A

202.2 Buildings and Structures

Maximum Number, Size and Height

Accessory Carriage House	1 per lot
Single Family Dwelling	1 per lot
Combined Gross Floor Area of Accessory Buildings and accessory carriage house	90m ²
Height of Principal Building	7.5 m
Height of Accessory Carriage House	7.5 m
Height of Accessory Buildings and Structures	5.0 m

- (a) Despite the above, in no case shall the total number of self contained dwelling units exceed two (2).

202.3 Minimum Building Setbacks:

Use	Front Lot Line Setback	Rear Lot Line Setback	Exterior Lot Line Setback	Interior Lot Line Setback
Single Family Dwelling	7.5 m	3.0 m	7.5 m	1.6 m
Accessory Buildings and Structures	7.5 m	1.2 m	7.5 m	0.6 m
Accessory Carriage House	7.5 m	3.0 m	7.5 m	3.0 m

- (a) The distance between a principal Single Family Dwelling and an Accessory Carriage House must be a minimum of 3.0 m as measured from the closest points of each structure.

202.4 Landscaping and Screening:

Landscaping and screening shall comply with the requirements contained in Division 500 of this Bylaw.

202.5 Off-Street Parking and Loading:

Off-street parking and loading shall be provided according to Division 400 of this Bylaw.

202.6 Maximum Lot Coverage: 33%

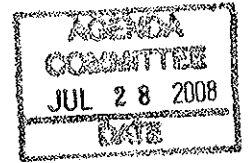
202.7 Play and Recreation Area Requirements: no requirements

202.8 Other Requirements:

- (a) Maximum Floor Area Ratio: 0.50
- (b) Secondary Suites:

Secondary suites are permitted within single family dwellings subject to Section 613 of this Bylaw.

COMMITTEE OF THE WHOLE REPORT



July 15, 2008

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

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

SUBJECT: CONSIDERATION OF HOW TO AMEND ALL EXISTING MULTIPLE FAMILY ZONING CATEGORIES TO INCLUDE A REQUIREMENT FOR AFFORDABLE HOUSING IN ALL FUTURE DEVELOPMENTS

Issue:

Consideration of how to amend all existing multiple family zoning categories to include a requirement for affordable housing in all future developments.

Executive Summary:

Council has requested that Staff identify a method of ensuring that there is affordable housing included in all multiple family developments and in situations where the multiple family zoning is already in place. The legislative mechanism to do this is through the bonus provision set out in Section 904 of the *Local Government Act*. Right now the City does have bonus provisions in its multiple family zones, but this is not often taken advantage of by developers. To make this effective it is necessary to adjust the base density provisions and to add a bonus provision to other zones which permit multiple family as well.

References:

Section 904 of the *Local Government Act*
Legal opinion
June 19, 2008 Staff report

Background:

At the Committee of the Whole meeting of July 14th and the subsequent Council meeting of July 21st, 2008 Council passed the following resolution:

"THAT Staff be directed to amend all existing multiple family zoning categories so as to include a mandatory requirement for affordable housing all future multi-family developments."

This report addresses the method to encourage that all future developments which do not require a rezoning contain a percentage of affordable housing. It is generally recognized that the rezoning process offers a method to 'negotiate' the inclusion of affordable housing, whereas sites which presently have 'multiple family zoning' are not subject to this requirement. The City's current multiple family zoning categories include 'bonus' provisions which permit greater density where affordable housing units are included, but taking advantage of this option is at the discretion of the developer. It has been the subject of discussion that the current density allotment is sufficiently high that a developer may not perceive the density bonus to be of

sufficient inducement to include affordable housing. A downward adjustment to the density may yield better results.

At this time there are very limited options outside of the rezoning process for the assured inclusion of affordable housing. Offering a 'voluntary' density bonus is, in fact, the only clearly authorized approach. The provision of the *Local Government Act* sets out the provision for this in Section 904. To ensure that this tool is effective and that the developer is motivated to take advantage of the bonus, the base density must be at an appropriate rate; one which makes the bonus attractive. To get this bonus the inclusion of affordable housing units is assured.

To make the City of Parksville's zones achieve this would take a reduction in the base density of the zones.

Although the term "multiple family zones" has been the one utilized in reference to this topic it is necessary to also recognize that a number of the CD (Comprehensive Development) zones also permit multiple family development and should be considered.

Options:

Council may:

1. Direct Staff to amend the RS-2 and RS-3 Zones to lower the base density so as to make it attractive to provide affordable housing in order to develop a multiple family building.
2. Direct Staff to amend the RS-2 and RS-3 Zones, and all other zones which permit a multiple family development, to lower the base density so as to make it attractive to provide affordable housing in order to develop a multiple family building.
3. Maintain the status quo.

Analysis:

1. The challenge with implementing Option 1 is in establishing suitable numbers to provide an inducement to develop. In the absence of specific comment from the ODCA and/or additional work of a land economist there is no empirical basis for selecting the new base density. It may be prudent to undertake a moderate adjustment (say 50% reduction) and monitor the result. As part of a monitoring process Staff would also evaluate the impact of the required percentage of affordable housing units necessary to permit a density increase. This percentage may also require adjustment.

Some development property owners may view this initiative as taking away development rights and may react accordingly. It should be made clear that a primary reason that developers may be reluctant to include affordable housing units in their projects is due to the impact on their project financing.

Impacts of this proposed initiative will vary depending on the exact scenario chosen. Some possible considerations are as follows:

Scenario 1 – Amendment of the base density in RS-2 and RS-3 zone categories. Most of these sites are located in close proximity to the downtown core or other amenity. There is not a significant amount of undeveloped land. Two major sites with these zones have in stream development applications at this time. Timing would dictate whether these projects would be subject to the existing zone or the new zone. There is no automatic in stream protection scenario for this situation. If these two zone categories were adjusted without adjusting other zones permitting multiple family it is possible that multiple family development would occur in zones which do not require the provision of affordable housing. It is also possible that the requirement for affordable housing units would be a disincentive to redevelopment of older multiple family buildings.

Scenario 2 – Amendment of RS-2 and RS-3 and all CD zones which permit multiple family development. Several undeveloped CD zones permit multiple family use. (i.e. CD16B Bridgewater; CD21 Old Works Yard, CD14 Wembley Place). These CD zones facilitate large projects that could yield a higher number of affordable units. Conversely, a change to any of these zones may be perceived to be a renegotiation of already established development rights.

Scenario 3 – To include all properties which permit multiple family development (in addition to RS-2 and RS-3, and CD zones) it would also be necessary to include the RS-4 and RS-5 zones which cover the VIHA and MacLean Homes lands; and the downtown C-3 zone. It is assumed that Council would not want to include these zones for a variety of reasons, such as the desire to encourage downtown housing, however, an initiative which excludes them may be perceived to be inequitable.

There is an overall lack of data available at this time to know whether the benefits of this initiative would outweigh possible impacts. However, it is important to note that this is the correct tool for Municipalities to utilize to encourage the provision of affordable housing units.

Choosing the first scenario of altering the base density of the RS-2 and RS-3 zones by a 50% reduction would be a first step which would permit the monitoring of the success of this initiative.

2. Given that there are few rezoning applications in Parksville which offer an opportunity for negotiating the inclusion of affordable housing and given that the existing bonus structure in multiple family zones is not resulting in the construction of affordable housing it can be concluded that the status quo is not achieving the goal of provision of affordable housing.

Recommendation:

That the report of the Director of Community Planning dated July 15, 2008 for consideration of how to amend all existing multiple family zoning categories to include a requirement for affordable housing in all future developments be received;

And That Staff be directed to amend the RS-2 and RS-3 zones to reduce the permitted density as expressed as maximum floor area ratio by 50%.

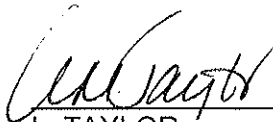


GAYLE A. JACKSON

GAJ/sh
Attachments

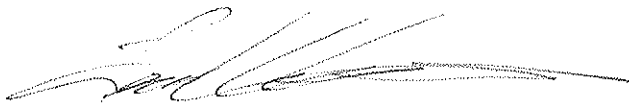
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CORPORATE ADMINISTRATOR'S COMMENTS:



L. TAYLOR

CHIEF ADMINISTRATIVE OFFICER COMMENTS:



F. MANSON, C.G.A.



Report to Committee of the Whole

DATE: JULY 18, 2008
MEMO TO: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER
FROM: LAURIE TAYLOR, DIRECTOR OF ADMINISTRATIVE SERVICES
SUBJECT: CO-ED ORTHO SOFTBALL BEER GARDEN EVENT APPLICATION
OUR FILE: 8100-01

ISSUE:

Beer Garden Event Application for event organized by the Co-Ed Ortho Softball League in the Community Park on August 30, 31 and September 1, 2008, between the hours of noon and 6:00 p.m.

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.

REFERENCE:

*Policy No. 8.22 – Applications for Special Events
Completed Beer Garden Event Applications (1C), including the Terms and Conditions signed July 9, 2008; a location diagram; a copy of the Special Occasion Licence Application (to be approved by the RCMP pending Council's approval); and confirmation of the Fire Department's approval of the event, received July 9, 2008 from the Co-Ed Ortho Softball League.*

BACKGROUND:

The Co-Ed Ortho is planning softball events over three days during the September long weekend, with a number of teams from Vancouver Island in attendance. To encourage responsible alcohol consumption, they are applying to conduct a beer garden in conjunction with these events. Co-Ed Ortho Softball hosted a similar event last year. The League is well organized and no difficulties have been encountered.

The intention of having a beer garden at events is to provide a designated and controlled area for players and spectators to partake in an alcoholic beverage, discouraging consumption in non-controlled areas. For this reason, the RCMP support beer gardens for recreational events. While the City may endorse a Special Occasion Licence (Beer Garden), final approval must be received from the RCMP Oceanside Detachment. The Beer Garden Event Application requires, among other items, confirmation of approval of the event by the Parksville Volunteer Fire Department and the Oceanside RCMP Police to obtain a Special Event Licence. The organizers have signed the Terms and Conditions, acknowledging their willingness to fulfill these and all other Special Event requirements.

From time to time the Municipality is requested to allow the use of City property and roads for organized events such as this. The main issues associated with such requests are:

1. The impacts of the event on pedestrians, traffic conditions and the public;
2. Access to properties and services by emergency vehicles, the public, utility companies, and the municipality;
3. Public liabilities and damages that may result from the event.

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 may discourage the organizers from continuing their efforts in hosting such events. Spectators and players will not be provided with a designated and controlled location to consume alcohol.
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. Attached to their Beer Garden Applications are City of Parksville Terms and Condition form for a Beer Garden Event, signed in agreement to adhere to all of the listed terms and conditions.

It is recommended that Council support Option 2.

RECOMMENDATION:

THAT the Co-Ed Ortho Softball League be permitted to conduct a beer garden on August 30, 31 and September 1, 2008, between the hours of noon and 6:00 p.m. in the Community Park Lacrosse Box as outlined on the map attached to the report from the Director of Administrative Services dated July 18, 2008 entitled "Co-Ed Ortho Softball Beer Garden Event Application";

AND THAT the approval be granted on condition that the organizers ensure that any temporary food concessions associated with the event are in compliance with Community Park Food Concessions Policy No. 3.18;

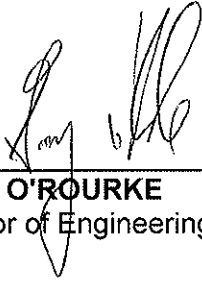
AND FURTHER THAT the approval be granted on condition that the organizers adhere to the signed Terms and Conditions form dated July 9, 2008 attached to the report from the Director of Administrative Services dated July 18, 2008 entitled "Co-Ed Ortho Softball Beer Garden Event Application".

Respectfully submitted,



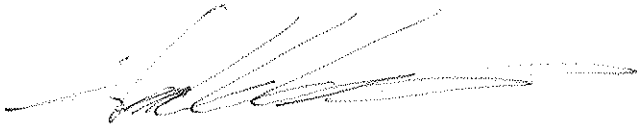
LAURIE TAYLOR
Director of Administrative Services

DIRECTOR OF ENGINEERING & OPERATIONS COMMENTS:



GARY O'ROURKE
Director of Engineering & Operations

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:



FRED MANSON
Chief Administrative Officer

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City of PARKSVILLE

BEER GARDEN EVENT APPLICATION FORM (IC)

(Application for a Beer Garden Licence in the City of Parksville)

Name of Organization, Event, Group etc: Co-Ed Ortho / Softball

Name of Event and Beer Garden Coordinator: Matt Baker

Address: 833 Drew rd. Parksville BC

Postal Code: V9P 1X2 Fax: — Phone: (250) 240-4785

Matt Baker Date: July 9th / 08

Signature of Applicant

Date(s) of Beer Garden: Aug 30-31 Sept 1st Day of Week: Sat, Sun, Mon Time 12-6
(Hours of operation to be a maximum of any six hours between 11:00 a.m. and 8:00 p.m.)

Duration of Beer Garden: 3 days (Not to exceed two days in duration for any one event unless held on a long weekend in which case not to exceed three days.)

Location of Beer Garden: Community Park Springwood Park

(Attach details of security and staff assisting with the beer garden event, including control of entrances and exits.)

Confirm that tables, chairs, benches, tables, etc. have/will be obtained: Triple H

Number and locations of portable toilets: 3

Number and locations of extra garbage containers: 2

Closure of Street Required? Yes No [If Yes, which street(s)] _____

Traffic Control Arrangements: (Name of Company/Group and contact person)

Name: Matt Baker Phone: 240-4785

(Confirm that staff will be provided to ensure vehicles are parking in a safe and legal manner)

NOTE: The Municipal Council is not obligated to allocate the full six days for beer garden licences in any one calendar year. Once an application has been approved no change(s) will be allowed unless Council approval has been obtained.

See Reverse side for Terms and Conditions - Signature required prior to submission for consideration.

This portion to be completed by City of Parksville

Council Approval: Yes No Council Meeting Date: _____



**TERMS AND CONDITIONS FOR A BEER GARDEN EVENT
HELD IN CITY OF PARKSVILLE FACILITIES**

1. Provide confirmation of approval by the Parksville Volunteer Fire Department and the Oceanside RCMPolice to obtain a special event licence to hold a beer garden and to ensure appropriate public and emergency vehicle access is maintained to all roads, the park and adjacent facilities.
2. Provide all of the necessary traffic controls and confirmation that staff will be provided to ensure vehicles are parking in a safe and legal manner. 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.**
3. Provide a detailed map of sufficient size, showing the proposed location of the beer garden; the number and location of portable toilets in a quantity suitable to the expected attendance for the duration of the event, extra garbage containers and arranging with a waste disposal company for removal/dumping of bins following the event; details of the security and staff assisting with the beer garden event including the control of entrances and exits.
4. Provide confirmation that tables and chairs have been obtained for the patrons. Provide identifiable paper cups and assurance that food will be available to the patrons. Ensure that any and all concessions [approved by the City with regard to the standing contract with the operator of the Community Park concession] meet all applicable health and safety requirements and the concession be allowed to remain open for one hour only beyond the closing of the beer garden.
5. Ensure the area created for the beer garden is enclosed and patrolled to the satisfaction of the Oceanside RCMPolice, which must include a 6' fence or suitable barriers or be double fenced with an 8' separation between the two barrier fences.
6. The beer garden will not exceed two days in duration for any one event unless held on a long weekend in which case beer gardens are not to exceed three days in duration for any one event.
7. Maintain the hours of operation to a maximum of any six hours between 11:00 a.m. and 8:00 p.m. and ensure a minimum of two hours closure of the beer garden prior to any other liquor permits being issued in the area [i.e. the area could be defined as the entire Park].
8. Ensure that no minors are allowed within the beer garden premises.
9. Hold and save harmless the City from and against all claims and damages arising out of, or in any way connected with the event, and 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 such policy shall be delivered to the City a minimum of five working days prior to the event date.
10. Provide the City with a refundable security deposit of \$500.00 (to cover any loss or damage resulting from the event) a minimum of five working days prior to the event date.
11. 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.

Matt Baker

Printed Name of Authorized Representative

Matt Baker

Signature

July 09/08

Date Signed

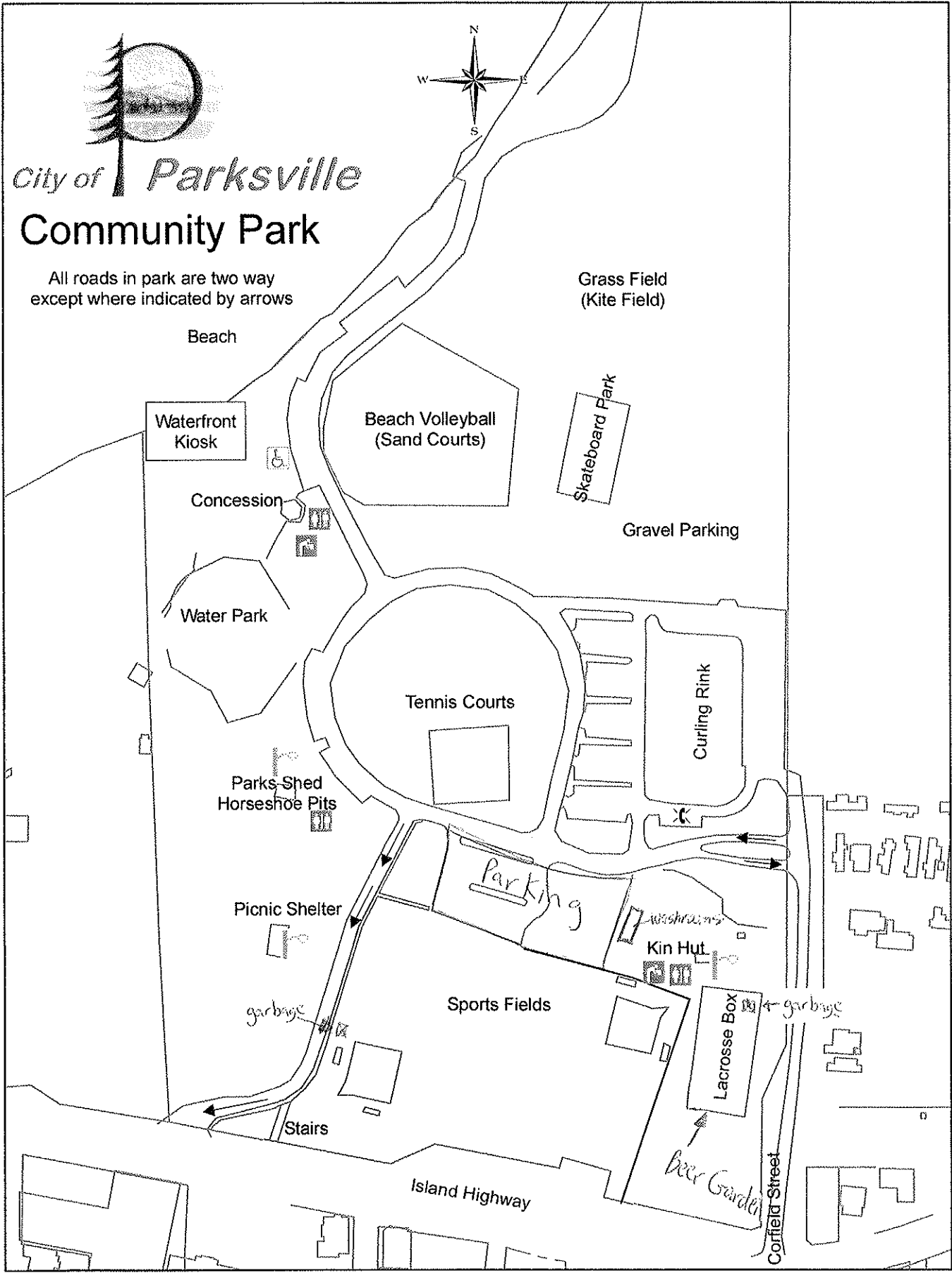
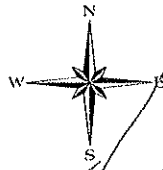
Name of Organization



City of Parksville

Community Park

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



The information provided on this application will be a part of the Special Occasion Licence if issued. Please ensure that the information provided is accurate and complete. This information is collected under the authority of the *Liquor Control and Licensing Act* (RSBC 1996, c.267). The information provided will be used to process an application for a Special Occasion Licence and may be shared with representatives of the Liquor Distribution Branch, the Liquor Control and Licensing Branch, police agencies, and local government. It may also be released to other parties upon request. If you have any questions about the collection and use of this information, contact the Liquor Control and Licensing Branch at 2nd Floor, 1019 Wharf Street, Victoria, BC V8W 8J8. Telephone 250 387-1254

APPLICATION FOR SPECIAL OCCASION LICENCE

PERSONAL INFORMATION		ORGANIZATION INFORMATION	
NAME <u>Matt Baker</u>	PHONE NUMBER <u>240-1342</u>	NAME OF ORGANIZATION <u>Mixed or tho instigators</u>	
HOME ADDRESS <u>833 Drew Rd</u>		ADDRESS OF ORGANIZATION <u>833 Drew Rd</u>	
CITY <u>Parksville</u>	POSTAL CODE <u>V9P 1X2</u>	CITY <u>Parksville</u>	POSTAL CODE <u>V9P 1X2</u>
YOUR "SERVING IT RIGHT" LICENSEE NUMBER			

TYPE OF SPECIAL OCCASION LICENCE APPLYING FOR

PRIVATE EVENT \$25
 PUBLIC EVENT \$100
 MANUFACTURER PROMOTION/RESEARCH

DESCRIPTION OF EVENT Beer Garden

EVENT DETAILS (shaded areas for store use only)

LOCATION OF EVENT	ADDRESS	DESIGNATED AREA WHERE LIQUOR WILL BE CONSUMED
<u>Community Park</u>	<u>Parksville BC</u>	<u>Community Park Ball Fields.</u>

DATE OF EVENT	APPROX # OF ATTENDEES	TIME OF EVENT FROM	TO	FEE (INCL PST)	LICENCE NO
<u>Aug 30 - Sept 1</u>	<u>1000</u>	<u>12</u>	<u>6</u>		

LIQUOR QUANTITIES AND PRICES*

LIQUOR	QUANTITY	PRICE
Packaged Beer		\$ per bottle/can
Draught Beer		\$ per 12 oz glass
Packaged Cider/Apple		\$ per bottle/can
Draught Cider		\$ per 12 oz glass
Wine		\$ per bottle
Wine		\$ per 4 oz glass
Spirits		\$ per oz

LIQUOR STORE MANAGER'S COMMENTS

STORE NAME _____ STORE # _____

MGR _____ PHONE # _____

POLICE COMMENTS/ENDORSEMENT

* Subject to Liquor Price Schedule maximums

DECLARATION: I hereby make application for a Special Occasion Licence under section 6 of the *Liquor Control and Licensing Act* to purchase for consumption at the time(s), date(s) and place as set out above. I am qualified to purchase liquor pursuant to the *Government Liquor Control and Licensing Act*, and I have read and understand the regulations printed on the reverse of this form. I understand that any person who makes a false statement when applying for a licence, commits an offence.

UBREW/UVIN AND HOMEMADE WINES OR BEERS ARE NOT PERMITTED AT THIS EVENT

SIGNATURE _____ DATE _____

Attach this original application form to your licence(s). This original application and the licence(s) must be prominently displayed during the event.

WHITE: APPLICANT

PAGE 94

PINK: LIQUOR STORE MANAGER

CANARY: POLICE



Parksville Volunteer Fire Department

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

Visit us on the WEB @ WWW.PVFD.CA

April 16, 2007

Co-Ed Orthodox Baseball
833 Drew Rd
Parksville, B.C.
V9P 1X2

ATTN: Matt Baker Ph: (250) 240-4785

RE: Beer Garden Event Application – CoEd Ortho Baseball Tournament
Aug. 30 & 31 and Sept. 1, 2008 @ the Parksville Community Park

Dear Matt

The Parksville Volunteer Fire Department approves the application for the referenced Beer Garden, to be located in the field at the Parksville Community Park as shown on the submitted map, in respect to fire & life safety, provided that your group adheres to the following conditions.

Conditions

1. Public thoroughfares and emergency access routes (fire lanes, etc.) are to be maintained clear of obstructions, at all times, for the duration of the event.
2. Any use of structures/buildings adheres to fire safety standards as set forth in the British Columbia Fire Code.

Please contact the undersigned with any questions.

Yours truly,

MARC NORRIS
Deputy Fire Chief

/mhn

Amanda Haywood

From: Paul Voisine [Paul.Voisine@rcmp-grc.gc.ca]
Sent: Tuesday, July 15, 2008 3:17 PM
To: Amanda Haywood
Subject: RE: Beer Gardens

Date: August 30,31 Sept 1st 2008

Organization: Co-Ed Ortho Soft BALL Tournament Applicant:Matt Baker Location:Parksville Community Park Event Times:
12:00 pm to 6:00 pm

Attendees: 100

Oceanside RCMP Recommendation: Cpl Voisine has reviewed the licence and approves the licence as written.

Cpl P. Voisine
A/OPS NCO
Oceanside Detachment

Parksville, B.C.
V9P 1B9

Phone: 250-248-6111
Fax: 250-248-4962



Report to Committee of the Whole

DATE: JULY 18, 2008
MEMO TO: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER
FROM: LAURIE TAYLOR, DIRECTOR OF ADMINISTRATIVE SERVICES
SUBJECT: PARKSVILLE & DISTRICT 25th ANNUAL SOS BIKERS TOY RUN
OUR FILE: 8100-01

ISSUE:

Use of areas of the Community Park for the Parksville & District 25th Annual SOS Bikers Toy Run Event, to be held on Sunday, September 21, 2008 between the hours of 9:00 a.m. and 3:00 p.m. as well as use of City Streets between the hours of 12:00 p.m. and 1:00 p.m.

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.

REFERENCE:

*Policy No. 8.22 – Applications for Special Events
Completed Parks Use Application Form (1) and Event Application Form 1(B) including Terms and Conditions signed, July 14, 2008.*

BACKGROUND:

A request has been received from the SOS to hold their Parksville & District 25th Annual SOS Bikers Toy Run Event on Sunday, September 21, 2008 between the hours of 9:00 a.m. and 3:00 p.m., utilizing the picnic shelter, parking areas of the Community Park as indicated on the attached map, with the motorcycles following a designated route through City streets. With an anticipated 300 to 450 participants, it is planned that the Rotary Club of Parkville will be providing a BBQ lunch between the hours of 11:30 a.m. and 2:00 p.m.

In past years, this event has been held at the Coombs Rodeo Grounds and it is hoped that moving it to a more central location will heighten public awareness and participation. This is the second year for this event to be held in Parksville.

The SOS is a well-established community support organization in Parksville, with extensive experience running group events. Given their record, there is no reason to anticipate problems with the proposed Bikers' Toy Run.

Although no road closures have been requested, the organizers are still in progress with regard to providing traffic control and safety at intersections within the City throughout the event.

The group providing lunch has a reputable history providing for similar events, and is well prepared to meet health and safety requirements. Agreement with the current holder of the Beach Concession Contract will be obtained prior to the event, however, given the nature of the proposed meal, picnic shelter location, and number of participants, it is not anticipated this will be a problem.

From time to time the Municipality is requested to allow the use of City property and roads for organized events such as this. The main issues associated with such requests are:

1. The impacts of the event on pedestrians, traffic conditions and the public;
2. Access to properties and services by emergency vehicles, the public, utility companies, and the municipality;
3. Public liabilities and damages that may result from the event.

Staff has reviewed the application and determined that the event doesn't have any 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 no concerns with any of the proposed events have been expressed.

OPTIONS:

- Option 1: Deny the request.
- Option 2: Approve the request with conditions.
- Option 3: Approve the request without conditions.

ANALYSIS:

1. Denying the request outright would avoid the need to address any concerns; however it would also deny consideration of what may be viewed as a positive community event;
2. The approval could be made conditional upon the applicant addressing legitimate issues and concerns to the satisfaction of the municipality and other appropriate authorities. Some minor interruption to vehicle, cycling and pedestrian traffic is possible during this event. These issues can probably be mitigated to ensure a successful, positive event;
3. Council could grant unconditional approval of the request. However, given the City of Parksville is the owner of the Community Park and the road authority of the City streets, 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.

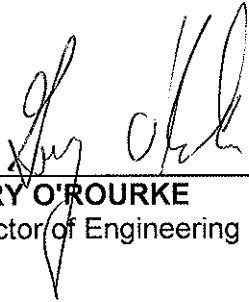
It is recommended that Council support Option 2.

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

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PARK USE APPLICATION FORM (1)

(Application to Hold an Event in any City Park)

Organization: DISTRICT 69 SOS Name of Event: PARKSVILLE & DISTRICT 25th Anniversary SOS ANNUAL BIKERS TOY RUN

Date of Application: JULY 14/08 Phone: 250 248 2093

Contact Name: RENEE CAULDER Bus. Phone: 250 248-2093

Mailing Address: PO Box 898 Fax: 250 248-8433

PARKSVILLE BC Postal Code: V9P 2G9 E-Mail: coordinator@sosd69.com

Alternate Contact: _____ Phone: _____

Facility(ies) Required: (As indicated by X) PICNIC SHELTER, PARKING LOTS

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

Date(s) Requested: SUN. SEPT. 21/08 Hours of Use: 9:00 - 3:00

Anticipated Number in Attendance: 300-450
(Note, Please provide a list of any other groups coming under the umbrella of this event.)

Purpose of Use: ROTARY CLUB OF PARKSVILLE - BBQ
11:30 - 2:00

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**

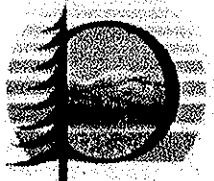
1. Ensure appropriate public access is maintained to all roads, park and adjacent facilities to the satisfaction of the City of Parksville, the RCMP, the Fire Department and the Ambulance Service;
2. Provide all of the necessary traffic controls, parking and emergency access acceptable to the RCMP, the 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.

R. Sutherland
Printed Name of Authorized Representative

DISTRICT 69 SOCIETY OF ORGANIZED SERVICES
Name of Organization

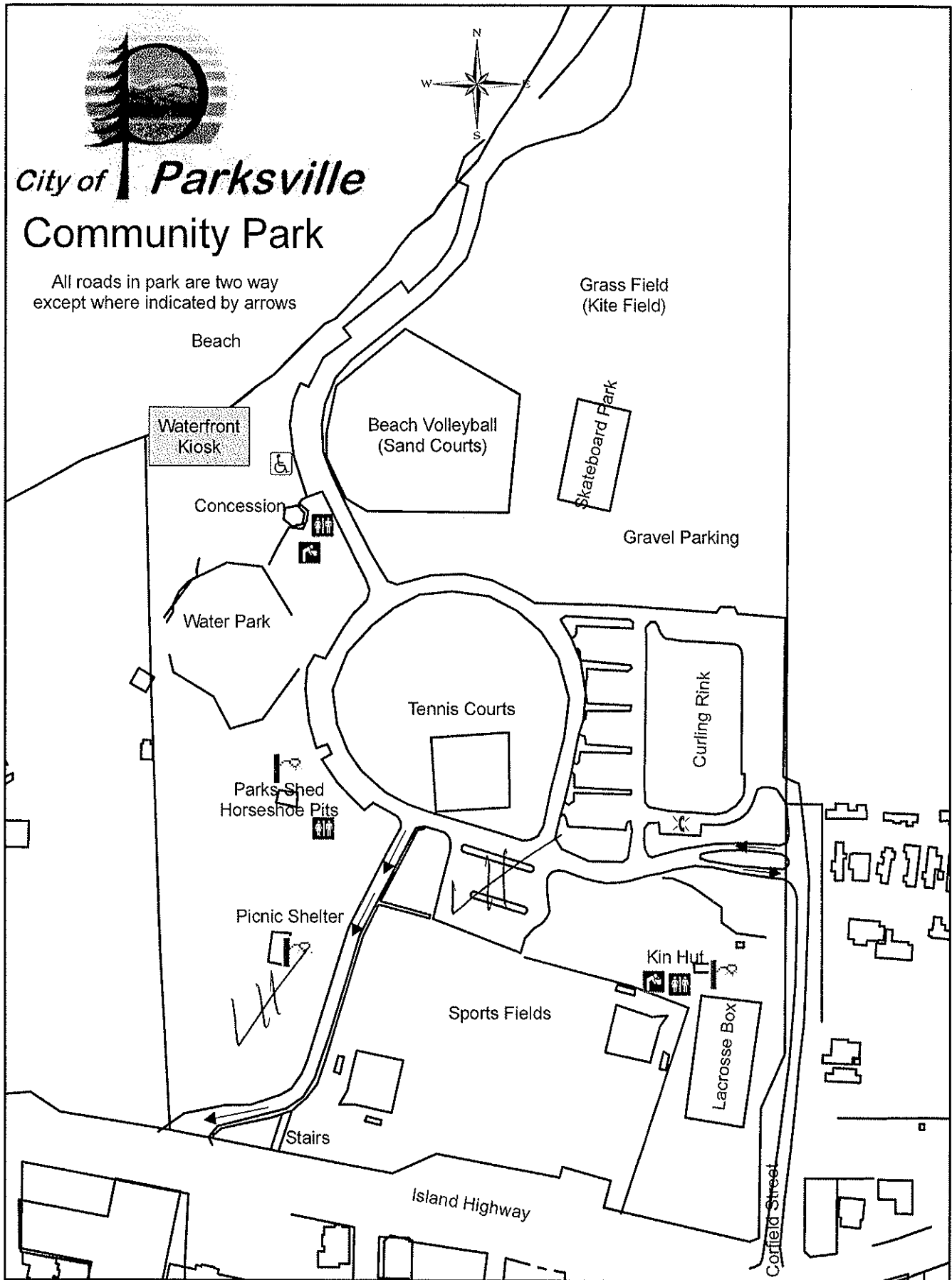
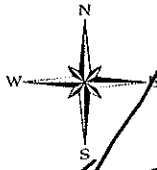
R. Sutherland
Signature

July 14, 2008
Date Signed



City of Parksville Community Park

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





EVENT APPLICATION FORM (IB)

(Application to Hold a Parade/Race/Run/Walk in the City of Parksville)

City of PARKSVILLE

Organization: DISTRICT 69 SOCIETY OF ORGANIZED SERVICES Name of Event: PARKSVILLE & DISTRICT 25th ANNUAL SOS BIKERS TOY RUN

Name of Parade Marshall/Contact Person: RENEE CAULDER

Address: PO Box 898, 245 W FIRST AVE. PARKSVILLE BC

Postal Code: V9P 2G9 Fax: 250-248-8433 Phone: 250-248-2093

R. Caulder
Signature of Applicant

RENEE CAULDER
Printed Name

EXT. 229
JULY 14/08
Date

Date of Parade: TOY RUN SEPT. 21/08 Day of Week: SUNDAY Time: 12:00 NOON

Duration of Parade: 1 HOUR (hrs.)

Number and Type of units/participants: 300-400 MOTOR CYCLISTS

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

General Description of Proposed Route (Please attach map): SPECIFIC ROUTE IS ATTACHED

Assembly Area: PICNIC SHELTER @ PKSV COMMUNITY PARK

Dispersal Area: CORFIELD STREET

Closure of Street Required? Yes No (If Yes, which Streets?) WE WOULD ONLY NEED THE TRAFFIC INTERSECTIONS

Traffic Control Arrangements: (Name of Company/Group and contact person)
Name: IN PROGRESS @ THIS TIME Phone: _____

(NOTE: The responsibility for all traffic control rests with the body organizing the event. The City is not responsible to provide signage or barricades, nor will traffic signals be adjusted to accommodate the event.)

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**

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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;
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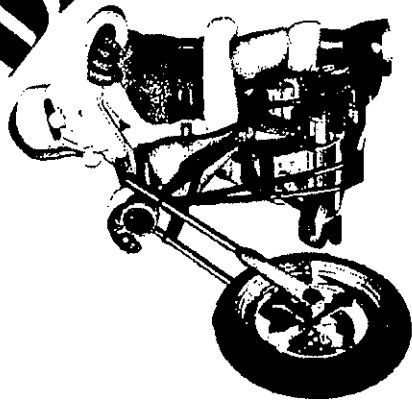
Renate Sutherland
Printed Name of Authorized Representative

R Sutherland
Signature

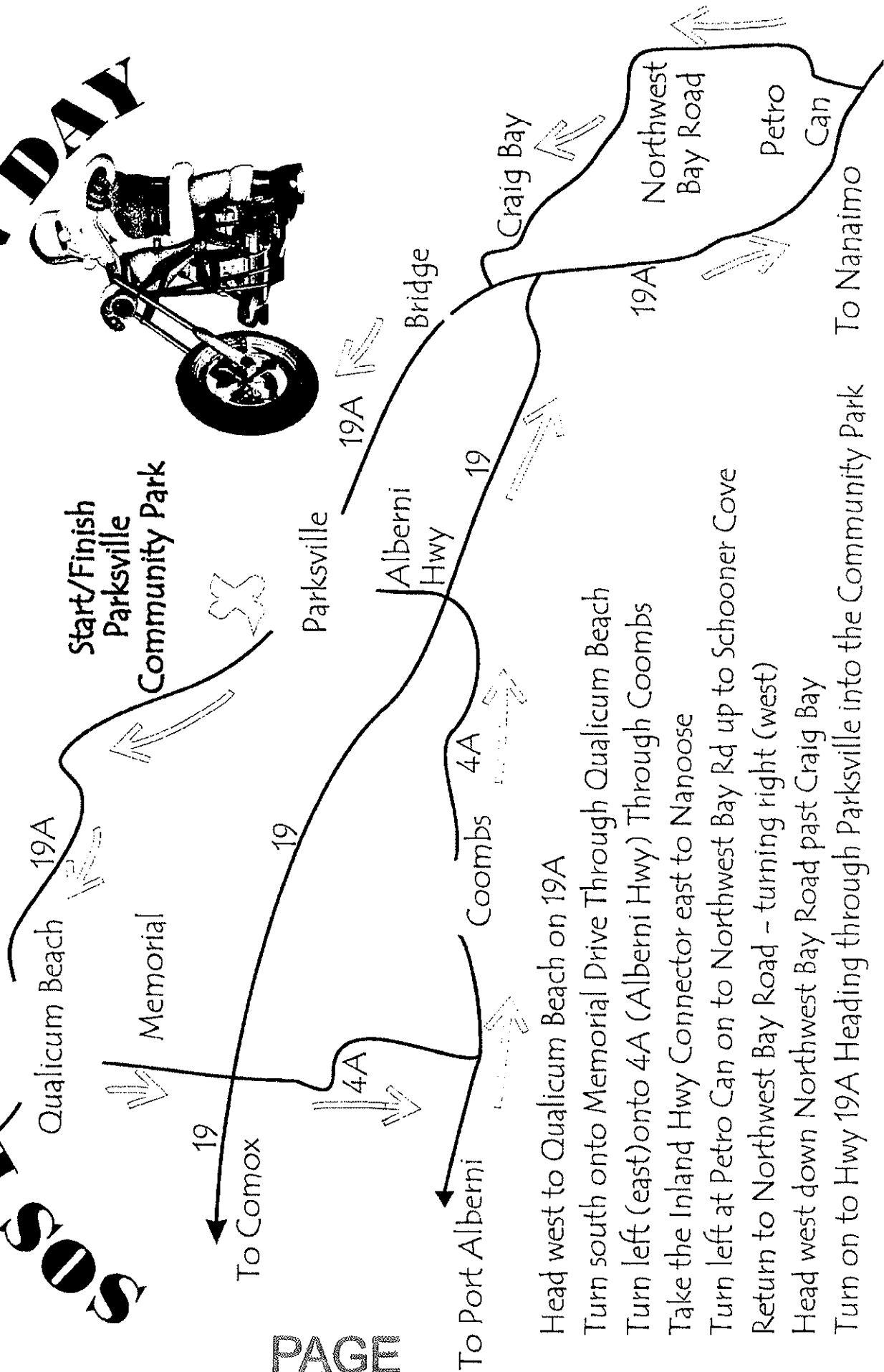
District 69 Society of Organized
SERVICES
Name of Organization

July 14, 2008
Date Signed

SOS PARKSVILLE & DISTRICT BIKERS TOY RUN & FUN DAY



Start/Finish
Parksville
Community Park



Head west to Qualicum Beach on 19A

Turn south onto Memorial Drive Through Qualicum Beach

Turn left (east) onto 4A (Alberni Hwy) Through Coombs

Take the Inland Hwy Connector east to Nanoose

Turn left at Petro Can on to Northwest Bay Rd up to Schooner Cove

Return to Northwest Bay Road - turning right (west)

Head west down Northwest Bay Road past Craig Bay

Turn on to Hwy 19A Heading through Parksville into the Community Park To Nanaimo