



City of PARKSVILLE

PO Box 1390, 100 E. Jensen Avenue, Parksville, BC V9P 2H3
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COUNCIL MEETING AGENDA

MONDAY, AUGUST 18, 2008 – 6:00 P.M.

1. ADOPTION OF MINUTES

- a) of the special meeting of Council held August 6, 2008 – Page 1

Recommendation: THAT the minutes of the special meeting of Council held August 6, 2008 be adopted.

- b) of the regular meeting of Council held August 6, 2008 – Pages 2 to 8

Recommendation: THAT the minutes of the regular meeting of Council held August 6, 2008 be adopted.

2. APPROVAL OF AGENDA

3. PRESENTATIONS

4. DELEGATIONS

- a) Ken Henderson – Park Island Properties – Development Variance Permit Application

5. UNFINISHED BUSINESS

6. CORRESPONDENCE

7. DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE

8. REPORTS

- a) **Committee of the Whole – August 11, 2008** – Pages 9 to 10

- (1) **Manager of Budgets and Special Projects - Water Rate Structure and Rate Review**

In order to conserve our water resources, the City of Parksville is reviewing its rates to implement fair and equitable charges that encourages water conservation but meets the financial needs of the City's Water Utility fund. Staff has reviewed a number of block rate billing models with progressively increasing rates using City of Parksville historical consumptions. These models have worked well for single family residential properties but have proven very inequitable when applied to multi-family, institutional and commercial properties. Staff now has determined that a more complex model with separate rate structures for each of at least these four classes of properties will be necessary.

Staff would like to have more time to research the concerns more thoroughly so that a new rate structure will promote conservation and is equitable for everyone.

Recommendation: THAT the report dated August 1, 2008 from the Manager of Budgets and Special Projects regarding the Water Rate Structure and Water rate review be received for information.

(2) Director of Finance - Fees and Charges Update

Many of the City's fees and charges are set out in various City bylaws. These fees are periodically updated if a fee is determined to be too low for the level of service supplied. Several fees charged by the Finance department and RCMP have been determined to be too low and require adjusting.

Recommendation: THAT staff be instructed to prepare the appropriate amendments to Fees and Charges Bylaw, 2006, No. 1421 and the Dog Licence and Pound Bylaw, 1997, No. 1284 to reflect the fee increases outlined in Schedules B, C and E attached to the report from the Director of Finance entitled Fees and Charges Update dated July 28, 2008; AND THAT the amending bylaws be forwarded to Council for reading consideration.

(3) Planner - Resignation of Advisory Design Panel Member and Consideration of the Appointment of New Panel Member

One Advisory Design Panel member has tendered their resignation and a replacement is needed.

Recommendation: THAT Ruben Galdames be appointed to the Advisory Design Panel for the remainder of the current term of Council; AND THAT Michael Chriss be thanked for his valuable services rendered during his term of office as a member of the Advisory Design Panel.

(4) Director of Community Planning – Consideration of Amendment to RS-1 and RS-3 Zone to Make the Bonus Provision for Affordable Housing More Effective

Council has discussed finding a method to ensure that "already zoned" multiple family sites contain affordable housing. Staff has done a draft amendment to both the RS-2 and RS-3 Zone to illustrate how this may be accomplished.

Recommendation: THAT Staff amend the base densities of the RS-2 and RS-3 Zones by 50%; AND THAT Staff amend the percentage of affordable units necessary to obtain the bonus provision for RS-2 to 5%; AND FURTHER THAT Staff amend the percentage of affordable units necessary to obtain the bonus provision for RS-3 to 10%.

(5) Chief Administrative Officer – Lease Agreement [183 McVickers Street]

The building at 183 McVickers Street was purchased by the City in 2006 and is currently not being used. Two groups have expressed an interest in renting the building for a one year term, which will allow the City time to finalize the subdivision process so that the building can be sold.

Recommendation: That the Mayor and Director of Administrative Services be authorized to execute the Lease Agreement, on behalf of the City, with German Ju Jutsu Systems and Family Resource Association, for the property legally described as East Half of Lot 11, District Lot 4 Nanoose District Plan 6725 (183 McVickers Street) for the period

September 1, 2008 to and including August 31, 2009 at an annual rent of six thousand (\$6,000.00) dollars.

(6) Director of Administrative Services – Lease Agreement Renewal with Parksville Chrysler Ltd.

Renewal of a lease agreement with Parksville Chrysler Ltd. for an area of land abutting the south boundary of their property. Lease was originally entered into in 1998. Lease renewal would run until 2013.

Recommendation: THAT the Mayor and Director of Administrative Services be authorized to execute the Lease Agreement, on behalf of the City, with Parksville Chrysler Ltd. for a 33 ft. x 198.8 ft. portion of the unopened roadway abutting the south property line of Lot A, District Lot 3, Nanoose District, Plan VIP73833 (230 Shelly Road) for the period September 1, 2008 to and including August 31, 2013 with an option to renew for a further term.

b) Building Inspector – Summary of Permit Types July 2008 – Page 11

Recommendation: THAT the Building Inspector's Summary of Permit Type report for July 2008 showing a cumulative year to date value of \$11,715,258.00, be received.

c) Fire Chief – Monthly Incident and Inspection Reports July 2008 – Pages 12 to 13

Recommendation: THAT the Fire Chief's Summary of Incident Type report for July 2008 showing a total of 46 calls and the monthly Inspection Report for July 2008 showing 28 inspections, be received

e) Director of Community Planning – Development Variance Permit Application – Park Island Properties Ltd. – 280 Island Highway East – Pages 14 to 21

A proposed expansion of the Thrifty Foods store and construction of another building in the same complex trigger the City's Works and Services Bylaw requirements. The developer is seeking a relaxation from some of the perceived requirements. Sufficient information has not been provided to allow for an identification of what those works would be.

Recommendation: THAT the report dated July 31, 2008 from the Director of Community Planning for the issuance of a Development Variance Permit at 280 Island Highway East and 182, 174 and 160 Corfield Street be received; AND THAT the Development Variance Permit to Park Island Properties Ltd., to permit the removal of all engineering requirements relating to the Island Highway and Bagshaw Street to permit the expansion of the Thrifty Foods store, a new retail outlet with 3 residential dwellings on the second floor on Lot A, District Lot 4, Nanoose District, Plan VIP76612, Lot 1 and 2, District Lot 4, Nanoose District, Plan 32401 and Lot 1, District Lot 4, Nanoose District, Plan VIP75740 (280 Island Highway East and 182, 174 and 160 Corfield Street), be denied.

f) Director of Engineering and Operations – Canada-British Columbia Building Canada Fund – Application for Moilliet Street Upgrade – Pages 22 to 24

Recommendation: THAT the report from the Director of Engineering and Operations dated August 13, 2008 entitled "Canada-British Columbia Building Canada Fund Application for Moilliet Street Upgrade", be received;

AND THAT staff apply for funding under the Canada – British Columbia Building Canada Program;
AND THAT the 2009 Moilliet Street Upgrade Project is the City's priority project under Canada – British Columbia Building Canada Program, is confirmed;
AND FURTHER THAT the City include the estimated project cost, in the amount of \$2.62 million in the 2009- 2013 Financial Plan.

- g) Accountant – Review of Computer Loans Policy No. 7.2 – Pages 25 to 31
Changes are required to bring Staff Purchase of Home Computer Systems Policy No. 7.2 into compliance with the Canada Revenue Agency rules for taxable benefits.

Recommendation: THAT the report from the Accounting dated July 29, 2008 regarding the review of Computer Loans Policy No. 7.2, be received;
AND THAT "Staff Purchase of Home Computer Systems No. 7.2" be amended:

- a) **to include an interest rate that is equal to the rate prescribed by Canada Revenue Agency for such loans; and**
b) **limit the number of computer loans to one per employee at any one time.**

effective July 29, 2008.

9. BYLAWS

- a) "Dog Licence and Pound Amendment Bylaw, 2008, No. 1284.1" - Page 32
Amendment to licence fees.
- (i) **Recommendation: THAT "City of Parksville Dog Licence and Pound Amendment Bylaw, 2008, No. 1284.1" be read a first time.**
- (ii) **Recommendation: THAT "City of Parksville Dog Licence and Pound Amendment Bylaw, 2008, No. 1284.1" be read a second and third time.**
- b) "Fees and Charges Amendment Bylaw, 2008, No. 1421.1" – Pages 33 to 36
To amend Finance, Engineering and Operations and Police Services fees.
- (i) **Recommendation: THAT "Fees and Charges Amendment Bylaw, 2008, No. 1421.1" be read a first time.**
- (ii) **Recommendation: THAT "Fees and Charges Amendment Bylaw, 2008, No. 1421.1" be read a second and third time.**
- c) "Repealing Bylaw, 2008, No. 1450" – Page 37
Repeal the Advisory Design Panel Bylaw that has been replaced with Terms of Reference
- (i) **Recommendation: THAT "Repealing Bylaw, 2008, No. 1450" be read a first time.**
- (ii) **Recommendation: THAT "Repealing Bylaw, 2008, No. 1450" be read a second and third time.**
- d) "Five Year Financial Plan Bylaw, 2009 - 2013, No. 1451" – Pages 38 to 46

August 18, 2008
Council Agenda cont'd.

- (i) **Recommendation: THAT "Five Year Financial Plan Bylaw, 2009 – 2013, No. 1451" be read a first time.**
- (ii) **Recommendation: THAT "Five Year Financial Plan Bylaw, 2009 – 2013, No. 1451" be read a second and third time.**

10. **NEW BUSINESS**

11. **NOTICE OF MOTION**

12. **SPECIAL BUSINESS (Closed/In Camera)**

13. **ADJOURNMENT**

ooOOoo

TO BE ADOPTED



CITY OF PARKSVILLE

August 6, 2008

Minutes of the special meeting of Council held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Wednesday, August 6, 2008 at 5:30 p.m.

PRESENT: Her Worship Mayor S. R. Herle

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

Staff: F. Manson, Chief Administrative Officer
G. Jackson, Director of Community Planning
G. O'Rourke, Director of Engineering & Operations
D. Banks, Fire Chief
L. Kitchen, Deputy Corporate Administrator
P. Lovegrove, Manager of Budgets and Special Projects

1. 2008 PROVISIONAL BUDGET

08-209 Lefebvre - Patterson
THAT the presentation regarding the 2008 Provisional Budget and 2009-2013 Draft Provisional Financial Plan by the Manager of Budgets and Special Projects, be received. CARRIED.


2. ADJOURNMENT

It was moved by Councillor Burger and seconded by Councillor Lefebvre that the meeting adjourn. CARRIED.

The meeting adjourned at 7:00 p.m.

Certified Correct.

Mayor



Director of Administrative Services

TO BE ADOPTED



4519.

August 6, 2008

CITY OF PARKSVILLE

Minutes of the regular meeting of Council held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Wednesday, August 6, 2008 at 7:08 p.m.

PRESENT: Her Worship Mayor S. R. Herle

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

Staff: F. Manson, Chief Administrative Officer
G. Jackson, Director of Community Planning
G. O'Rourke, Director of Engineering & Operations
D. Banks, Fire Chief
L. Kitchen, Deputy Corporate Administrator
P. Lovegrove, Manager of Budgets & Special Projects

1. ADOPTION OF MINUTES

08-210 Patterson - Lefebvre
THAT the minutes of the regular meeting of Council held July 21, 2008 be adopted. CARRIED.

08-211 Lefebvre - Burger
THAT the minutes of the special meeting of Council held July 21, 2008 be adopted. CARRIED.

2. APPROVAL OF AGENDA

08-212 Johnston - Lefebvre
THAT the August 6, 2008 Council meeting agenda be approved. CARRIED.

3. PRESENTATIONS - Nil

4. DELEGATIONS - Nil

5. UNFINISHED BUSINESS - Nil

6. CORRESPONDENCE

08-213 Lefebvre - Johnston
THAT the correspondence from Ron Cantelon, MLA, dated July 16, 2008 thanking the Oceanside Primary Health Care Taskforce for the report regarding Health Care in the Oceanside Area, be received for information. CARRIED.

08-214 Burger - Lefebvre
THAT the correspondence from the Parksville Downtown Business Association dated July 24, 2008 thanking the City for works carried out in the downtown core, be received. CARRIED.

08-215 Burger - Lefebvre
THAT the correspondence from the Oceanside Development & Construction Association dated July 25, 2008 regarding the addition of a sustainability section to the Official Community Plan, be received for information. CARRIED.

7. DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE - Nil

8. REPORTS

a) Committee of the Whole – July 28, 2008

08-216 THAT the report of the Special Committee of the Whole meeting held July 28, 2008 be received and the following recommendations considered:

(1) Planner – Recommendation to Rescind the Current Advisory Design Panel Bylaw to be Replaced with an Updated Terms of Reference

Johnston - Burger
THAT the report from the Planner dated July 8, 2008 entitled "Recommendation to Rescind the Current Advisory Design Panel Bylaw to be Replaced with an Updated Terms of Reference" be received;
AND THAT Council adopt a formal Terms of Reference for the Advisory Design Panel. CARRIED.

(2) Planner – Application for a Development Permit [500 Corfield Street]

Lefebvre - Burger
THAT the report from the Planner dated July 16, 2008 for the issuance of a Development Permit at 500 Corfield Street be received;
AND THAT a development permit be issued to Corfield Glades Development Limited, to permit 58 townhouse units, 2 indoor recreation units and overall site improvements on Lots 30 and 31, Block 1438, Nanoose District, Plan VIP66125 (500 Corfield Street);
AND THAT where the Qualified Environmental Professional's (QEP) report dated April 10, 2008, prepared by Toth and Associates, describes an area designated as Streamside Protection and Enhancement Area (SPEA), that development activities within the SPEA shall be conducted in accordance with the QEP's assessment report;
AND THAT a landscaping bond in the amount of \$264,212.50 be received prior to the issuance of the permit;
AND FURTHER THAT proof of lot consolidation be received prior to the issuance of the permit. CARRIED.

(3) Manager of Current Planning – Application for a Development Permit [352 Hirst Avenue]

Lefebvre - Johnston
THAT the report from the Manager of Current Planning dated July 17, 2008 for the issuance of a Development Permit at 352 Hirst Avenue be received;

AND THAT a development permit be issued to Carel Properties Ltd., to facilitate the overall site plan and construction of a three storey, 18 unit apartment building on Lot 5, District Lot 14, Nanoose District, Plan 5797 (352 Hirst Avenue) with the following variances:

- Relaxation of the required number of off-street parking stalls from 1.5 stalls per dwelling unit (27 stalls) to 1 stall per dwelling unit (18 stalls);
- Relaxation of the front yard setback from 6.0 metres to 4.0 metres; and,
- Relaxation of the outdoor recreation space requirement from 396 m² to 214 m²;

AND THAT an amendment to Development Permit No. 07-07 be issued to Carel Properties Ltd., to facilitate the inclusion of additional landscape screening on Lot B, District Lot 14, Nanoose District, Plan 5797 (344 Hirst Avenue);

AND FURTHER THAT a landscaping bond in the amount of \$46,770.49 be received prior to the issuance of the permit. CARRIED.

(4) **Manager of Current Planning – Zoning Bylaw Text Amendment to Permit Miniature Golf Course Use in the Resort Area Tourist Accommodation RA-2A Zone**

Johnston - Burger

THAT the report from the Manager of Current Planning dated July 17, 2008, entitled "Zoning Bylaw Text Amendment to Permit Miniature Golf Course Use in the Resort Area Tourist Accommodation RA-2A Zone" be received;

AND THAT a zoning text amendment bylaw be drafted to add miniature golf course as a permitted use to the Resort Area Tourist Accommodation RA-2A zone and that the bylaw be advanced for reading consideration. CARRIED.

(5) **Director of Community Planning – Information Regarding Zoning Amendment Bylaw for Carriage Houses
Director of Community Planning – Information Regarding Zoning Amendment Bylaw for Carriage Houses – ADDENDUM**

Lefebvre - Patterson

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 addendum report from the Director of Community Planning dated July 28, 2008 pertaining to additional information regarding a zoning amendment bylaw for carriage houses be received;

AND FURTHER THAT the "Zoning and Development Amendment Bylaw, 2008, No. 2000.69" be advanced for reading consideration. CARRIED.

(6) **Director of Community Planning – Consideration of How to Amend All Existing Multiple Family Zoning Categories to Include a Requirement for Affordable Housing in all Future Developments**

Burger - Lefebvre

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 the report be referred back to staff for further information to be received by no later than mid-September. CARRIED.

(7) Director of Administrative Services – Co-Ed Ortho Softball Beer Garden Event Application

Lefebvre - Burger

THAT the report from the Director of Administrative Services dated July 18, 2008 entitled "Co-Ed Ortho Softball Beer Garden Event Application" be received;

AND 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". CARRIED.

(8) Director of Administrative Services – Parksville & District 25th Annual SOS Bikers Toy Run

Johnston - Burger

THAT the report from the Director of Administrative Services dated July 18, 2008 entitled "Parksville & District 25th Annual SOS Bikers Toy Run" be received;

AND THAT the SOS be permitted to hold the 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 map attached to Park Use Application Form (1) with the motorcycles following a designated route through City streets as indicated on the map attached to Event Application Form (1B) which are attached to the report from the Director of Administrative Services dated July 18, 2008 entitled "Parksville & District 25th Annual SOS Bikers Toy Run";

AND THAT the approval be granted on condition that the organizers adhere to the signed Terms and Conditions form dated July 14, 2008 attached to the report from the Director of Administrative Services dated July 18, 2008 entitled "Parksville & District 25th Annual SOS Bikers Toy Run". CARRIED.

(9) Bard to Broadway Theatre Society – Signage Request

Lefebvre - Johnston

THAT the Bard to Broadway Theatre Society be permitted to place special events signage under the Sign Regulation Bylaw, 1997, No. 1276,

advertising the Bard to Broadway productions, on the City-owned property located at 140 Jensen Avenue and on the City-owned park property located between 100 Jensen Avenue and 225 Corfield at the McCarter Street/Jensen Avenue intersection;

AND THAT staff be instructed to prepare a letter of understanding with the Bard to Broadway Theatre Society outlining the conditions of the placement of the signage under the Sign Regulation Bylaw, 1997, No. 1276;

AND FURTHER THAT the Mayor and Corporate Officer be authorized to sign the letter of understanding on behalf of the City of Parksville with the Bard to Broadway Theatre Society regarding the placement of the signage. CARRIED.

b) **Fire Chief – UBCM 2008 Emergency Planning Grant Program**

08-217 Patterson - Lefebvre

THAT the report from the Fire Chief dated July 29, 2008 regarding UBCM 2008 Emergency Planning Grant Program be received;

AND THAT Council direct staff to make application to the UBCM for the 2008 Emergency Planning Grant Program in an amount not to exceed \$5,000.00 to be used for the purpose of developing a Hazard Risk Vulnerability Analysis;

AND FURTHER THAT a budget be developed and brought forward for the 2009 budget deliberations to cover the City of Parksville in-kind contributions that may be incurred. CARRIED.

c) **Manager of Current Planning - Consideration of Temporary Change to the Liquor Licence for the Curling Club [193 Island Highway East]**

08-218 Lefebvre - Burger

THAT the report from the Manager of Current Planning dated July 31, 2008 entitled "Temporary Change to Liquor Licence for the Parksville Curling Club – The Arena Building (193 Island Highway East)", be received;

AND THAT Council advise the Liquor Control and Licensing Branch that Council has no objection to the application for temporary expansion of the licensed area and change of hours for the Parksville Curling Club, for the arena building on Parcel B, except Plan 29279 and VIP52582 Parcel B DD349031 (193 Island Highway East). CARRIED.

d) **Chief Administrative Officer – Downtown Revitalization Logo**

08-219 Burger - Patterson

THAT the report from the Chief Administrative Officer dated July 28, 2008 entitled "Downtown Revitalization Logo", be received;

AND THAT the Parksville Downtown Business Association be granted permission to use the Parksville Downtown Revitalization Logo for their communication and other promotional initiatives in accordance with the general guidelines attached as appendix A to the report from the Chief Administrative Officer dated July 28, 2008 entitled "Downtown Revitalization Logo". CARRIED.

e) **Director of Administration - Special Event Application – Movie Night – Community Park**

08-220 Burger - Lefebvre
THAT the report from the Director of Administrative Services dated July 30, 2008 entitled "Special Event Application – Movie Night – Community Park", be received;
AND THAT Alliance West Sports & Entertainment be granted permission to hold the Thrifty Foods Great Outdoor Film Festival on the sports fields located in the Parksville Community Park on Tuesday, August 19, 2008;
AND FURTHER THAT the approval be granted on condition that the organizers adhere to the signed Terms and Conditions form dated July 29, 2008 attached to the report from the Director of Administrative Services dated July 29, 2008 entitled "Special Event Application – Movie Night – Community Park".
CARRIED.

9. **BYLAWS**

a) **"Consolidation Authorization Bylaw, 2008, No. 1447"**
Authorizes the corporate officer to consolidate one or more of the bylaws of the City.

08-221 Patterson - Lefebvre
THAT "Consolidation Authorization Bylaw, 2008, No. 1447" be adopted.
CARRIED.

b) **"Zoning and Development Text Amendment Bylaw, 2008, No. 2000.69"**
Text amendment to amend single family residential (RS-1) Zone to add Carriage Houses.

08-222 Lefebvre - Burger
THAT "Zoning and Development Text Amendment Bylaw, 2008, No. 2000.69" be read a first time. CARRIED.

08-223 Lefebvre - Burger
THAT "Zoning and Development Text Amendment Bylaw, 2008, No. 2000.69" be read a second time. CARRIED.

c) **"Zoning and Development Text Amendment Bylaw, 2008, No. 2000.70"**
Text amendment to amend the Resort Area Tourist Accommodation (RA-2A) Zone to add Miniature Golf Course.

08-224 Lefebvre - Patterson
THAT "Zoning and Development Text Amendment Bylaw, 2008, No. 2000.70" be read a first time. CARRIED.

08-225 Johnston - Lefebvre
THAT "Zoning and Development Text Amendment Bylaw, 2008, No. 2000.70" be read a second time. CARRIED.

10. NEW BUSINESS

a) **Oceanside Primary Healthcare Task Force**

Mayor Herle gave an update on the meetings resulting from the release of the Task Force Report.

b) **BC Housing**

Mayor Herle gave an update on her meeting with a representative from BC Housing regarding workforce and affordable housing.

11. NOTICE OF MOTION

a) **Councillor Lefebvre – Senior Representative to Council of Senior Citizens Organizations of BC Conference – September 15 and 16, 2008**

08-226 Lefebvre - Burger
THAT the City of Parksville send a seniors representative of the Parksville Seniors' Centre as the City's representative to the Council of Senior Citizens Organizations of BC conference on Seniors Health, Housing and Income in a Global Age-Friendly Community to be held September 15 and 16, 2008 in Richmond;
AND THAT \$700.00 to cover registration, accommodation and travel expenses be provided from Council contingency. CARRIED.

12. SPECIAL BUSINESS (Closed/In Camera) - Nil

13. ADJOURNMENT

It was moved by Councillor Johnston and seconded by Councillor Burger that the meeting adjourn. CARRIED.

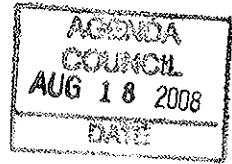
The meeting adjourned at 7:51 p.m.

Certified Correct.

Mayor



Director of Administrative Services



August 12, 2008

REPORT TO: MAYOR AND COUNCIL
FROM: COMMITTEE OF THE WHOLE
SUBJECT: AUGUST 11, 2008 MEETING RECOMMENDATION

The following item was considered by the Committee of the Whole at its special meeting held Monday, August 11, 2008:

RECOMMENDATIONS

- 1) Manager of Budgets and Special Projects - Water Rate Structure and Rate Review**

THAT the report dated August 1, 2008 from the Manager of Budgets and Special Projects regarding the Water Rate Structure and Water rate review be received for information.
- 2) Director of Finance - Fees and Charges Update**

THAT staff be instructed to prepare the appropriate amendments to Fees and Charges Bylaw, 2006, No. 1421 and the Dog Licence and Pound Bylaw, 1997, No. 1284 to reflect the fee increases outlined in Schedules B, C and E attached to the report from the Director of Finance entitled Fees and Charges Update dated July 28, 2008;
AND THAT the amending bylaws be forwarded to Council for reading consideration.
- 3) Planner - Resignation of Advisory Design Panel Member and Consideration of the Appointment of New Panel Member**

THAT Ruben Galdames be appointed to the Advisory Design Panel for the remainder of the current term of Council;
AND THAT Michael Chriss be thanked for his valuable services rendered during his term of office as a member of the Advisory Design Panel.
- 4) Director of Community Planning – Consideration of Amendment to RS-1 and RS-3 Zone to Make the Bonus Provision for Affordable Housing More Effective**

THAT Staff amend the base densities of the RS-2 and RS-3 Zones by 50%;
AND THAT Staff amend the percentage of affordable units necessary to obtain the bonus provision for RS-2 to 5%;
AND FURTHER THAT Staff amend the percentage of affordable units necessary to obtain the bonus provision for RS-3 to 10%.
- 5) Chief Administrative Officer – Lease Agreement [183 McVickers Street]**

That the Mayor and Director of Administrative Services be authorized to execute the Lease Agreement, on behalf of the City, with German Ju Jutsu Systems and Family

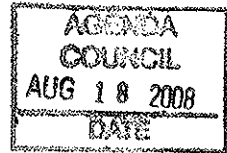
Resource Association, for the property legally described as East Half of Lot 11, District Lot 4 Nanoose District Plan 6725 (183 McVickers Street) for the period September 1, 2008 to and including August 31, 2009 at an annual rent of six thousand (\$6,000.00) dollars.

6) Director of Administrative Services – Lease Agreement Renewal with Parksville Chrysler Ltd.

THAT the Mayor and Director of Administrative Services be authorized to execute the Lease Agreement, on behalf of the City, with Parksville Chrysler Ltd. for a 33 ft. x 198.8 ft. portion of the unopened roadway abutting the south property line of Lot A, District Lot 3, Nanoose District, Plan VIP73833 (230 Shelly Road) for the period September 1, 2008 to and including August 31, 2013 with an option to renew for a further term.



MAYOR SANDY HERLE, Chair
COMMITTEE OF THE WHOLE



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

July-08

PERMIT TYPE	Jul-08	Units	VALUE OF PERMITS	2008 YTD NO OF PRMTS	2008 YTD Units	2008 RUNNING TOTAL
RESIDENTIAL - Single Family Dwelling	4	4	794,459	36	36	7,399,504
- Alterations/Additions SFD	4		105,905	28	0	463,555
- Multi Family Dwelling:						
-Single townhouse unit				4	4	554,580
-Apartment building				0	0	0
- Alterations/Additions MF:						
-Single townhouse unit				1	0	39,800
-Apartment building				0	0	0
COMMERCIAL - Permits	26	26	2,271,960	27	26	2,279,960
- Alterations/Additions	1		6,000	9	0	308,200
- Residential				0	0	0
INDUSTRIAL - Permits				3	3	634,000
- Alterations/Additions				2	0	1,500
- Residential				0	0	0
INSTITUTIONAL - Permits				0	0	0
- Alterations/Additions				0	0	0
MOVING				1	0	0
ACCESS				0	0	0
DEMOLITION	2		0	5	0	0
SIGNS	3		8,419	15	0	34,159
Irrigation Permits (backflow protection)				0	0	0
Service Connections	5		0	6	0	0
TOTALS:	45	30	3,186,743	137	69	11,715,258

TOTAL NUMBER AND VALUE OF PERMITS MONTHLY

45	30	3,186,743
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July-07

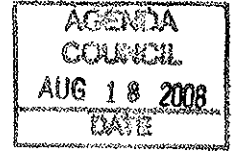
PERMIT TYPE	Jul-07	Units	VALUE OF PERMITS	2007 YTD NO OF PRMTS	2007 YTD Units	2007 RUNNING TOTALS
RESIDENTIAL - Single Family Dwelling	4	0	661,815	14	0	2,696,759
- Alterations/Additions SFD	11	0	79,400	37	0	611,416
- Multi Family Dwelling	8	0	1,154,380	22	69	14,306,590
- Alterations/Additions MF	0	0	0	0	0	0
COMMERCIAL - Permits	1	0	600,000	20	8	3,812,915
- Alterations/Additions	0	0	0	11	0	179,000
- Residential	0	0	0	0	0	0
INDUSTRIAL - Permits	0	0	0	0	0	0
- Alterations/Additions	0	0	0	1	0	550,000
- Residential	0	0	0	0	0	0
INSTITUTIONAL - Permits	0	0	0	2	0	22,984,800
- Alterations/Additions	3	0	17,000	5	0	47,000
MOVING	0	0	0	0	0	0
Access	0	0	0	0	0	0
DEMOLITION	1	0	0	7	0	4,000
SIGNS	1	0	17,000	26	0	58,969
Irrigation Permits (backflow protection)	0	0	0	2	0	1,000
Service Connections	2	0	0	5	0	0
TOTALS:	31	0	2,529,595	152	77	45,252,449

TOTAL NUMBER AND VALUE OF PERMITS MONTHLY PREVIOUS YEAR

31	0	2,529,595
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**PARKSVILLE FIRE DEPARTMENT
MONTHLY INCIDENT REPORT
JULY 2008**

Incident Type Description	Reponse Time (Avg)	Incident Duration (Avg)	Total Loss (Sum)	Total Saved (Sum)	Total Manpower (Avg)	Total Manhours (Sum)
11 Alarm (accidental)	3 min 38 sec	20 min 41 sec	\$0.00	\$0.00	11.1	46.30
1 Bark mulch	13 min 43 sec	9 min 29 sec	\$0.00	\$0.00	1.0	0.30
6 Burning complaints	7 min 5 sec	26 min 57 sec	\$0.00	\$0.00	2.7	7.80
2 Bush fires	16 min 55 sec	1 hr 48 min	\$0.00	\$0.00	8.5	32.00
2 Complaints	12 min 19 sec	58 min 14 sec	\$0.00	\$0.00	10.5	25.80
2 Dumpster fires	5 min 46 sec	26 min 59 sec	\$0.00	\$0.00	13.5	24.00
4 Equipmt. Maintenance	0	1 hr. 30 min	\$0.00	\$0.00	3.5	28.00
3 First Response	5 min 40 sec	25 min 41 sec	\$0.00	\$0.00	5.3	7.80
1 Fuel spill (gas/diesel)	18 min 39 sec	35 min 40 sec	\$0.00	\$0.00	1.0	0.50
1 Gas leak	4 min 5 sec	29 min 22 sec	\$0.00	\$0.00	10.0	5.00
2 Hazardous materials	6 min 50 sec	15 min 32 sec	\$0.00	\$0.00	8.0	4.00
5 Motor Vehicle Incident	8 min 13 sec	1 hr 0 min 8 sec	\$0.00	\$0.00	9.2	62.30
5 Public service	9 min 54 sec	30 min 34 sec	\$0.00	\$0.00	1.0	2.80
1 Rescue (inside FPA)	6 min 3 sec	4 hr 38 mins 47 sec	\$0.00	\$0.00	16.0	30.50
<i>Training</i>						
46 TOTALS	6 min 53 sec	44 mins 34 sec	\$0.00	\$0.00	7.1	874.3
						597.50





Parkville Volunteer Fire Department

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

Visit us on the WEB @ WWW.PVFD.CA

MONTHLY INSPECTION REPORT, JULY 2008



<u>OCCUPANCY</u>	JUL	YTD TOTAL
MERCANTILE	1	58
OFFICE	0	16
DRYCLEANERS	0	0
SERVICE STATION	0	9
RESTAURANTS	2	13
ASSEMBLY	0	14
HOTEL/MOTEL	0	16
SCHOOLS	0	1
DAYCARE/PRESCHOOL	0	2
VACANT AT INSP	0	0
APARTMENTS	0	6
INDUSTRIAL	0	4
F.S. PLAN REVIEW	0	1
COMMUNITY CARE	0	0
REINSPECTIONS	25	55
SPECIAL EVENTS	0	1
<u>MONTHLY TOTAL</u>	28	197

FIRE PREVENTION SAVES LIVES AND REDUCES PROPERTY LOSS!

COMMITTEE OF THE WHOLE REPORT



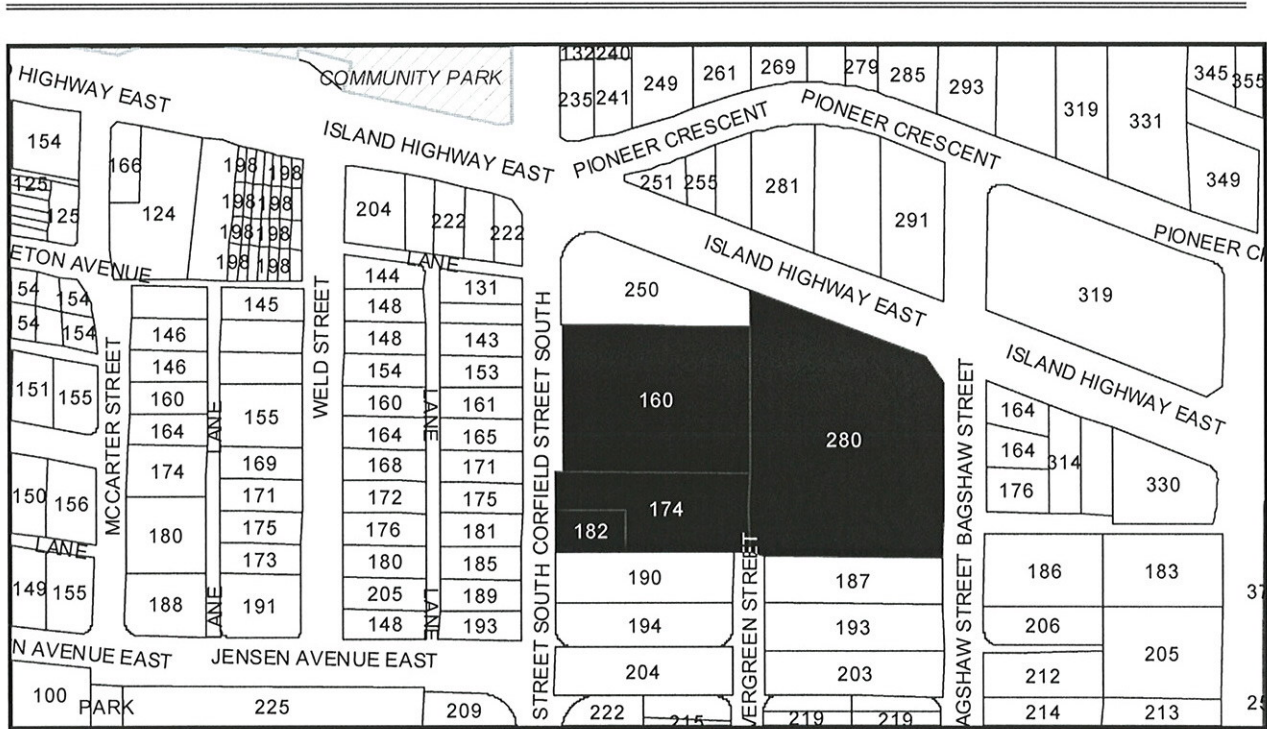
July 31, 2008



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

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

SUBJECT: CONSIDERATION OF DEVELOPMENT VARIANCE PERMIT ON LOT A, DISTRICT LOT 4, NANOOSE DISTRICT, PLAN VIP76612, LOT 1 AND 2, DISTRICT LOT 4, NANOOSE DISTRICT, PLAN 32401 AND LOT 1, DISTRICT LOT 4, NANOOSE DISTRICT, PLAN VIP75740 (280 ISLAND HIGHWAY EAST AND 182, 174 AND 160 CORFIELD STREET) REGISTERED OWNER AND APPLICANT: PARK ISLAND PROPERTIES LTD., INC. NO. 407559 FILE 3090-08-01



Issue:

Consideration of development variance permit.

References:

- July 24, 2008 letter to applicant.
- July 29, 2008 letter from Park Island Properties Ltd.
- Bylaw No. 1235, Sections 2 and 3, [Works and Services Bylaw]

.../2

Executive Summary:

A proposed expansion of the Thrifty's store and construction of another building in the same complex trigger the city's Works and Services Bylaw requirements. The developer is seeking a relaxation from some of the perceived requirements. Sufficient information has not been provided to allow for an identification of what those works would be.

Background:

The applicant is proposing an expansion to the store and construction of another building on the site. The expansion will involve a 1,016 sq. m. addition to the Thrifty's Food Store and also a 376.2 sq. m. building to be added to an existing free standing building which fronts Corfield. The overall site is comprised of four separate fee simple lots. Since the development now involves all of these lots as an integrated unit it is necessary for the applicant to consolidate them into one parcel. The provisions of the Works and Services Bylaw, 1995, No. 1235 are triggered by both the requirement for building permits and the consolidation of the parcels.

The impact of this is that the applicant must address all road frontages to ascertain upgrading requirements. This does not necessarily mean that physical work will be required on all those frontages but it does mean that the developer and/or his engineer must establish and identify any disparity between the existing works and their condition and the current standards. Part of this due diligence is a determination of whether or not the existing infrastructure is capable of meeting the added requirements of the new development. It should be noted that in this context works and services include both underground works as well as the visible above ground works. For the underground works due diligence may be an examination of the capacity of pipes and their age and condition.

In this particular circumstance the applicant has expressed a willingness to undertake the required works on Corfield Street (as per his itemized list) but has not undertaken the due diligence with respect to either the portion of the highway to which the development fronts, or Bagshaw Street. The applicant appears to believe that based on the appearance of these two street frontages that there should be no requirement to undertake any further examination. In this regard, the application is deficient in the provision of the basic required information. The applicant is seeking a variance to undertaking any work or due diligence with respect to the Island Highway and Bagshaw Street.

Options:

Council may:

1. Grant the variance.
2. Deny the variance.
3. Table the application until additional information is required.

Analysis:

1. Granting the variance based on the amount of information provided does not permit Council or Staff to know the condition of any of the underground works, as an example. To grant a variance in the absence of this information could result in the City being required to replace or upgrade infrastructure rather than the developer.

The expectation for an applicant to undertake this due diligence, rather than Staff, has been a long-standing one and is based on the premise that the general taxpayer should not be subsidizing work associated with development.

- 2. Denial of the variance is an option based on having inadequate information to evaluate whether the variance is warranted.
- 3. Staff believe that the applicant understands the purpose of the City requesting additional information but is not prepared to provide it. Therefore, tabling the application and requesting additional information is unlikely to receive results.

Sustainability/Environmental Analysis:

There are no environmentally significant features on the development parcel. This is an infill development adding to services within walking distance of the designated downtown core area.

Financial Implications:

If conventional process is followed the only implication is the cost of processing the application which would be covered by the application fee. If added Staff time is assigned to identification of specific requirements for this project additional costs would be incurred. There may also be financial requirements (by the City) to replace and/or upgrade services that would be the usual responsibility of the developer under current bylaw requirements.

Recommendation:

That the report dated July 31, 2008 from the Director of Community Planning for the issuance of a Development Variance Permit at 280 Island Highway East and 182, 174 and 160 Corfield Street be received;

And That a Development Variance Permit not be issued to Park Island Properties Ltd., Inc. No. 407559 to permit the removal of all engineering requirements relating to the Island Highway and Bagshaw Street to permit the expansion of the Thrifty Foods store, a new retail outlet with 3 residential dwellings on the second floor on Lot A, District Lot 4, Nanoose District, Plan VIP76612, Lot 1 and 2, District Lot 4, Nanoose District, Plan 32401 and Lot 1, District Lot 4, Nanoose District, Plan VIP75740 (280 Island Highway East and 182, 174 and 160 Corfield Street).




GAYLE A. JACKSON

GAJ/sh
Attachments

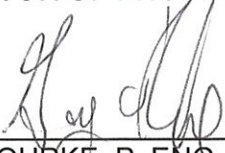
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CORPORATE ADMINISTRATOR'S COMMENTS:



L. TAYLOR

DIRECTOR OF ENGINEERING AND OPERATIONS COMMENTS:



G. O'ROURKE, P. ENG.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:



F. MANSON, C.G.A.

July 24, 2008

Park Island Properties Ltd.
#202 – 2736 Quadra Street
Victoria, BC V8T 4E6

ATTENTION: KEN HENDERSON

Dear Sirs:

**SUBJECT: LEGAL: LOT A, DISTRICT LOT R, NANOOSE DISTRICT, PLAN VIP76612, LOTS 1 AND 3, DISTRICT LOT 4, NANOOSE DISTRICT, PLAN 32401 AND LOT 1, DISTRICT LOT 4, NANOOSE DISTRICT, PLAN VIP75740
CIVIC: 280 ISLAND HIGHWAY EAST, 182, 174 AND 160 CORFIELD STREET
APPLICATION FOR DEVELOPMENT VARIANCE PERMIT FOR REMOVAL OF ALL ENGINEERING REQUIREMENTS RELATING TO THE ISLAND HIGHWAY AND BAGSHAW STREET BEING DROPPED COMPLETELY TO ALLOW FOR THE EXPANSION OF THE THRIFTY FOODS STORE, AND A NEW RETAIL OUTLET WITH 3 RESIDENTIAL DWELLINGS ON THE 2ND FLOOR.
OUR FILE NO: 3090-08-01**

We acknowledge receipt of your July 18th submission, which included a fee payment of \$2000.00 and explanatory letter.

While we understand conceptually what you are seeking, you have not provided the customary detail which allows for an in-depth evaluation. We have gone back and forth on this topic. I would like to take another opportunity to explain the submission requirements for this type of item. Right now there is a requirement under the City's Works and Services Bylaw for provision of works and services to be provided as a development requirement. The expectation is that these works [being the ones abutting the site; both above ground and underground] be brought up to the standard of the day.

In order to know the scope of these works the City practice is to have the developer review in detail the existing works and identify how they may deviate from the City's current day standards. This review would be undertaken also to consider the established needs of the development (i.e. does the development require different pipe sizes than presently exist) and, the condition of the works (is the age of the infrastructure such that replacement is necessary). While it is sometimes difficult to explain this situation to lay people, who would assume that the City should know what its infrastructure is, it is the last two points that are noteworthy. The review of existing infrastructure, simply put, is in part to determine if it is failing in some way (i.e. age) or if it is adequate to meet the demands of the development (which can vary depending on the scope of the development).

Mr. K. Henderson
July 24, 2008
Page 2

As a matter of general philosophy and practice it was determined sometime ago (pre-dating the decade I have been a City employee) that it would be the developer who undertook this due diligence to investigate and confirm whether the City infrastructure was adequate for the proposal, rather than having this work, in effect, subsidized by the general taxpayer if City Staff undertakes it. There is also some liability protection for a City if this approach is taken. A practical and specific example in the scenario you are dealing with is that there may be some question about the age and longevity of one of the servicing pipes. With this rationale in mind, I believe it becomes clear that some additional information is required to support your application. We have attempted to convey to you previously that it is this information that provides a basis for evaluation of what is required. Reasonable judgement is then applied to establish the upgrading requirements.

Without you providing the above described information neither Staff nor Council will be able to evaluate the scope of the relaxation request. Staff is prepared to advance your application as is, but would not be in a position to support the application without this detail. Please let me know you would like to proceed.

Yours truly,



GAYLE A. JACKSON
Director of Community Planning

/sh
Attachment

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cc F. Manson, Chief Administrative Officer
G. O'Rourke, P. Eng., Director of Engineering and Operations

bcc D. Smith, Economic Development Officer

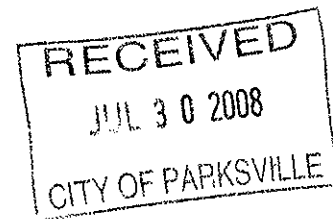


Park Island Properties Ltd.

C/o 202 - 2736 Quadra Street
Victoria, B C V8T 4E6
Ph: 250-385-9741
FAX: 250-385-9040

July 29, 2008

City Of Parksville
P O Box 1390, 100 Jensen Ave East
Parksville, B C
V9P 2H3



Attn: Gayle A. Jackson, Director of Community Planning

Re: Your File No. 3090-08-01

Dear Ms Jackson,

Thank you for your letter of July 24, 2008. We are very clear as to your position relative to the developer's responsibility to detail the existing works (above ground and below ground) and how they may deviate from the City's current standards.

However our position has not changed either; in that this expansion cannot support any of the works on the Island Highway or Bagshaw. Therefore we do not see the need to undertake more costly studies. We have also been advised (verbally) by B.C. Hydro that they do not wish anyone fooling with their highway works and certainly do not want the wires moved underground.

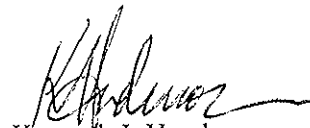
In addition your own staff have indicated that applying the *downtown* standard as to sidewalks, etc. to our property makes no sense as it would not match anything in the area (indeed the Post Office next door), and would require removing the mature trees currently fronting the highway.

We feel the bylaw is poorly worded in that it applies to new and existing properties alike. We have already done significant upgrading of services on Bagshaw and the Island Highway. You have indicated the bylaw threshold is \$50,000 - so that even if we were to build a small garden shop for example costing \$50,000 we could be subject to over \$1,000,000 worth of offsite costs. Surely this makes no common sense whatsoever. Our planned expansion has virtually no impact on sewers, storm drains, water, schools or hospitals.

It appears that only Council can resolve this matter in an expedient manner. Please forward our application to Council without your endorsement. If it fails we think the City will be the poorer for it.

Yours truly,


Russell D. Stubbs


Kenneth J. Henderson

Copy: Fred Manson, City of Parksville Chief Administrative Officer
Gary O'Rourke, Director of Engineering and Operations
Mayor Sandra Herle and Council, City of Parksville
Vaughan Roberts, Park City Engineering
Ray Bourbonnais, Thrifty Foods