



# 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

## COUNCIL MEETING AGENDA

MONDAY, JANUARY 19, 2009 - 6:00 P.M.

### 1. ADOPTION OF MINUTES

- a) of the regular meeting of Council held December 15, 2008 - Pages 1 to 3

***Recommendation: THAT the minutes of the regular meeting of Council held December 15, 2008 be adopted.***

### 2. APPROVAL OF AGENDA

### 3. PRESENTATIONS

Presentation of the Bronze Duke of Edinburgh Award to Flight Sergeant Lublinkhof of the Royal Canadian Air Cadets.

### 4. DELEGATIONS

- a) Parksville Downtown Business Association - Would like to request Council proceed with the renewal of the Business Improvement Area (BIA) as a Council initiative under Section 213 of the *Community Charter*.

### 5. UNFINISHED BUSINESS

### 6. CORRESPONDENCE

- a) Regional District of Nanaimo - Request for Garbage Rates Relief for Home Based Medical Equipment Waste - Page 4

*Council requested a report from staff on the utility costs to citizens using home based medical equipment. The only equipment that came to light in our research that uses any significant City utilities is a dialysis machine. The financial costs to an individual can reach up to about \$625 per year in extra City utility costs (water/sewer/garbage). Resolution #08-326 from this report requested that staff contact the Regional District of Nanaimo and request similar relief be provided for the garbage rates.*

***Recommendation: THAT the correspondence dated December 30, 2008 from the Regional District of Nanaimo entitled "Request for Garbage Rates Relief for Home Based Medical Equipment Waste", be received for information.***

- b) Ministry of Community Development - Towns for Tomorrow, LocalMotion - Pages 5 to 6  
*Government grant programs that are currently available to assist the City.*

**Recommendation: THAT the correspondence dated December 19, 2008 from the Ministry of Community Development regarding the 2009 Towns for Tomorrow and LocalMotion grant programs, be received for information.**

7. DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE

8. REPORTS

- a) Committee of the Whole - January 12, 2009 - Pages 7 to 8

- (1) John Olsen - Oceanside Affordable Housing Society - 183 McVickers  
*Appeared as a delegation at the January 12, 2009 Committee of the Whole to discuss 183 McVickers and the development of multi-dwelling family rental units for affordable housing under the rules and guidelines of Canada Mortgage & Housing and BC Housing.*

**Recommendation: THAT the proposal from the Oceanside Affordable Housing Society regarding 183 McVickers, or other potential City-owned property, be referred to staff for a report and recommendation to Council.**

- (2) Faye Smith from the Mid Vancouver Island Habitat Enhancement Society (MVIHES) - Rain Garden near the Parksville Elementary School.  
*Appeared as a delegation at the January 12, 2009 Committee of the Whole as they would like Council's permission to work with the Parksville Engineering and Operations office to investigate the possibility of constructing a rain garden near the Parksville Elementary School.*

**Recommendation: THAT the proposal from the Mid Vancouver Island Habitat Enhancement Society regarding a rain garden near the Parksville Elementary School be referred to staff for a review of the feasibility of the project and a recommendation to Council.**

- (3) Director of Community Planning - Development Permit for Proposed Renovations for the Dairy Queen Restaurant [154 Island Highway East]  
*On November 5, 2008, the City received a Development Permit application from Timberlake-Jones Engineering on behalf of the property owner, Harbrenger Holdings Ltd. The applicant requests the issuance of a Development Permit to permit proposed renovations for the Dairy Queen restaurant at 154 Island Highway East. The subject property is within Development Permit Area No. 1 - DOWNTOWN CORE. The development permit designation is under the revitalization / form and character of development categories. The site is situated at the northeast corner of Island Highway 19A and McCarter Street.*

**Recommendation: THAT the report from the Planner dated December 19, 2008 for the issuance of a Development Permit at 154 Island Highway East be received for information;  
AND THAT a Development Permit be issued to Harbrenger Holdings Ltd. (Inc. No. BC0251007) to permit proposed renovations for the Dairy Queen restaurant on Lot A, District Lot 13, Nanoose District, Plan VIP57504 [154 Island Highway East].**

(4) Director of Community Planning - Development Permit to Provide a Tree Management Regime

*The original Bridgewater development permit provided for retention of the natural trees as a buffer area along the east, south, and south-west boundaries of the strata lots in the first phases of the development. The development permit did not provide a process for tree removal and management over time. It is now necessary to address this topic as some of the residents believe some of these trees pose a hazard. This report addresses the specific situation which brought this topic forward, along with providing some historical context and a proposed method for future tree management of this area.*

***Recommendation: THAT the Bridgewater Strata Council be requested to consult, with City staff's assistance as required, with the property owners abutting the natural treed buffer area on the proposed amendment to the Bridgewater Development Permit to provide a tree management regime and report back to Council through the Planning Department.***

***Recommendation: THAT consideration of the amendment to the Bridgewater Development Permit to provide a tree management regime be deferred until the process of consultation with the abutting property owners is completed.***

(5) Parksville & District Chamber of Commerce - Community Awards "The Glassies"

***Recommendation: THAT the City sponsor the Parksville and District Glassie award for the Citizen of the Year at a cost of \$350; AND THAT the funding be provided from Council contingency.***

(6) FCM Convention

***Recommendation: THAT the Mayor and three councillors be sent to the annual Federation of Canadian Municipalities convention to be held June 5 to 8, 2009 in Whistler.***

b) Building Inspector - Summary of Permit Types December 2008 - Page 9

***Recommendation: THAT the Building Inspector's Summary of Permit Type report for December 2008 showing a cumulative year to date value of \$26,396,935, be received.***

c) Fire Chief - Monthly Incident and Inspection Reports December 2008 - Pages 10 to 11

***Recommendation: THAT the Fire Chief's Summary of Incident Type report for December 2008 showing a total of 55 calls and the monthly Inspection Report for December 2008 showing 27 inspections, be received.***

d) Director of Community Planning - Advisory Planning Commission (APC) Vacancies - Pages 12 to 14

*The terms of office of three members of the Advisory Planning Commission expired December 31, 2008. Advisory Planning Commission Bylaw, 1999, No. 1331 stipulates that the Advisory Planning Commission shall consist of seven members. The terms of the other 4 members will expire at the end of 2009.*

**Recommendation: THAT Dr. Terrence Knight, Mr. Larrie Taylor and Mr. Richard Thompson be re-appointed as members of the Advisory Planning Commission for another term of two years (2009 - 2010).**

- e) Director of Administrative Services - Appointments to the Board of Variance - Pages 15 to 16

*Appointment of members to the Board of Variance in order to meet the provisions of the Local Government Act. The Act requires that each local government must establish a Board of Variance once it has adopted a zoning bylaw. The term of office for two of the three member board is expiring in February.*

**Recommendation: THAT Vincent Casey and Ken Kyler be re-appointed as members of the Board of Variance for the term of February 9, 2009 to and including February 8, 2012.**

9. **BYLAWS**

10. **NEW BUSINESS**

- a) Notice of Special In-Camera Council Meeting - January 21, 2009

11. **NOTICE OF MOTION**

- a) Mayor Mayne - Council Code of Conduct - From December 15, 2008 Regular Meeting of Council

**Recommendation: THAT the Council Policy No. 2.26 pertaining to the Council Code of Conduct be adopted.**

- b) Councillor Greir - McMillan Street Infrastructure Upgrade Capital Project - From December 15, 2008 Regular Meeting of Council

**Recommendation: THAT the McMillan Street Infrastructure Upgrade capital project be postponed under after the approval of the 2009 final budget.**

- c) Councillor Greir - Rotary Peace Park - From December 15, 2008 Regular Meeting of Council

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

Pursuant to Sections 90 (1) (e) and (c) of the *Community Charter* Council proceed to a closed meeting to consider items relating to acquisition of land and personnel.

13. **ADJOURNMENT**

ooOOoo

JAN 19 2008  
DATECITY OF PARKSVILLE**TO BE ADOPTED**

4564.

December 15, 2008

Minutes of the regular meeting of Council held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Monday, December 15, 2008 at 6:00 p.m.

**PRESENT:** His Worship Mayor E. F. Mayne

Councillors: C. R. Burger  
A. R. Greir  
M. Lefebvre  
T. Patterson  
S. Powell  
C. J. Powell-Davidson

Staff: F. Manson, Chief Administrative Officer  
L. Taylor, Director of Administrative Services  
L. Butterworth, Director of Finance  
D. Banks, Fire Chief

1. **ADOPTION OF MINUTES**

08-351 Powell - Powell-Davidson  
THAT the minutes of the Inaugural meeting of Council held December 8, 2008 be adopted. CARRIED.

2. **APPROVAL OF AGENDA**

08-352 Lefebvre - Patterson  
THAT the December 15, 2008 Council meeting agenda be approved. CARRIED.

3. **PRESENTATIONS** - Nil

4. **DELEGATIONS** - Nil

5. **UNFINISHED BUSINESS** - Nil

6. **CORRESPONDENCE**

a) **Union of BC Municipalities - 2009 Property Assessments**

08-353 Lefebvre - Powell  
THAT the correspondence dated November 19, 2008 from UBCM entitled "2009 Property Assessments", be received for information. CARRIED.

b) **Ministry of Health Services - Primary Care Facility Models**

08-354 Burger - Powell-Davidson  
THAT the correspondence dated November 24, 2008 from the Ministry of Health Services regarding Primary Care facility models, be received for information. CARRIED.

c) **Ministry of Community Development - Trees for Tomorrow**

08-355 Patterson - Lefebvre  
THAT the correspondence dated December 4, 2008 from the Ministry of Community Development regarding the Trees for Tomorrow initiative, be received for information. CARRIED.

08-356 Greir - Lefebvre  
THAT staff notify the public through the press or other means to see if we can't get community involvement on a Trees for Tomorrow project. CARRIED.

d) **Office of the Premier - Government Programs: Towns for Tomorrow, Local Motion and Trees for Tomorrow**

08-357 Lefebvre - Powell  
THAT the correspondence dated December 5, 2008 from the Premier of BC regarding government programs, be received for information. CARRIED.

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

8. **REPORTS**

a) **Director of Administrative Services - UBCM Community Tourism Program Funds**

08-358 Lefebvre - Greir  
THAT the report dated December 9, 2008 from the Director of Administrative Services entitled UBCM Community Tourism Program Funds be received for information;  
AND THAT Council approve the UBCM Community Tourism Program Phase 2 application and the expenditure of the funds on the installation of a new wayfinding sign at the Alberni Highway exit from Highway 19 as outlined in the report. CARRIED.

b) **Building Inspector - Summary of Permit Types November 2008**

08-359 Powell - Burger  
THAT the Building Inspector's Summary of Permit Type report for November 2008 showing a cumulative year to date value of \$25,452,880, be received. CARRIED.

c) **Fire Chief - Monthly Incident and Inspection Reports November 2008**

08-360 Lefebvre - Greir  
THAT the Fire Chief's Summary of Incident Type report for November 2008 showing a total of 25 calls and the monthly Inspection Report for November 2008 showing 76 inspections, be received. CARRIED.

9. **BYLAWS**

- a) **"Dog Licence and Pound Amendment Bylaw, 2008, No. 1284.2"**  
*An amendment to the Dog Licence and Pound Bylaw is required to address the use of volunteer dog teams to control wild birds and to provide for "off leash areas" as currently the bylaw has a complete prohibition on dogs at large within the municipality.*

08-361 Burger - Lefebvre  
THAT "Dog Licence and Pound Amendment Bylaw, 2008, No. 1284.2" be adopted. CARRIED.

10. **NEW BUSINESS** - Nil

11. **NOTICE OF MOTION**

- a) **Councillor Greir - Rotary Peace Park**

Councillor Greir gave notice that he will be bringing forward a motion at the January 19, 2009 Council meeting regarding the maintenance of the Rotary Peace Park. He indicated that a letter should be sent to the Rotary Club advising them they should be responsible for the maintenance of the park forever or get another group to look after it.

- b) **Councillor Greir - McMillan Street Construction**

Councillor Greir gave notice that he will be bringing forward a motion at the January 19, 2009 Council meeting regarding the capital works project scheduled for McMillan Street. He indicated the project should be put on hold until such time as there is a vision or plan.

- c) **Mayor Mayne - Council Code of Ethics**

Mayor Mayne gave notice that he will be bringing forward a motion at the January 19, 2009 Council meeting to adopt a Council Code of Conduct. A copy of the proposed policy was circulated to Council.

12. **SPECIAL BUSINESS** - Nil

13. **ADJOURNMENT**

It was moved by Councillor Lefebvre and seconded by Councillor Powell-Davidson that the meeting adjourn. CARRIED.

The meeting adjourned at 6:44 p.m.

Certified Correct.

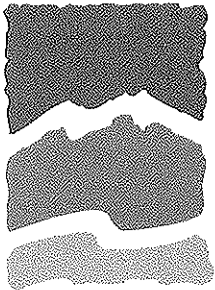
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Mayor



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Director of Administrative Services



REGIONAL  
DISTRICT  
OF NANAIMO

RECEIVED  
JAN 05 2009  
ADMINISTRATION  
CITY OF PARKSVILLE

December 30, 2008

City of Parksville  
PO Box 1390  
Parksville, BC  
V9P 2H3

**Attention: Laurie Taylor**  
**Dir. of Administrative Services**

**Re: Request for Garbage Rates Relief for Home Based Medical Equipment Waste**

This will confirm that your correspondence dated November 18, 2008 with respect to a request for garbage rates relief was included on the December 8, 2008 Board Agenda.

Please be advised that the Board endorsed the following resolutions with respect to your correspondence:

*That the correspondence received from the City of Parksville regarding a request for garbage rate relief for home based medical equipment waste, be received.*

*That this item be referred to staff to prepare a report for the Board's consideration.*

Sincerely,

Maureen Pearse  
Sr. Mgr. of Corporate Administration

MMP:mat

cc: Environmental Services

6300 Hammond Bay Rd.  
Nanaimo, B.C.  
V9T 6N2

Ph: (250)390-4111  
Toll Free: 1-877-607-4111  
Fax: (250)390-4163

RDN Website: [www.rdn.bc.ca](http://www.rdn.bc.ca)





BRITISH  
COLUMBIA

AGENDA  
COUNCIL  
JAN 19 2009  
DATE

RECEIVED  
DEC 22 2008  
ADMINISTRATION  
CITY OF PARKSVILLE

Ref: 129700

December 19, 2008

Her Worship Mayor Ed Mayne  
and Members of Council  
City of Parksville  
Box 1390  
Parksville, BC V9P 2H3

Dear Mayor Mayne and Councillors:

I am writing to update you on our 2009 Towns for Tomorrow and LocalMotion grant programs.

In October 2008, the Ministry of Community Development (Ministry) launched the 2009 version of these popular programs. At that time, we advised you that in response to your comments we were introducing significant improvements, including a simpler two-page application, a commitment to get back to you on decisions within 60 days of the application deadline, and the extension of the Towns for Tomorrow program to regional districts. Please note the next application intake deadline is January 16, 2009.

I know that many of you are now deciding which projects you will be putting forward for funding under these programs. As you do that, I ask you to give serious consideration to those projects that can get underway quickly. We have all seen the dramatic changes to the economy that have occurred over the past months and we all know that governments at all levels need to do what they can to create jobs as soon as possible. My commitment to you is that we will have our decisions to you by March 16, 2009. In return, I would like you to commit to getting approved projects started as early as possible so you can help put people in your communities to work. This spring is a critical time so I would strongly encourage you to think about how these projects can get started by May 30, 2009.

.../2

BC  
150 YEARS  
The Best Place on Earth

Ministry of Community  
Development

Office of the Minister

Mailing Address:  
PO Box 9056 Stn Prov Govt  
Victoria BC V8W 9E2  
Phone: 250 387-2283  
Fax: 250 387-4312

Location:  
Room 133  
Parliament Buildings  
Victoria  
www.gov.bc.ca/cd

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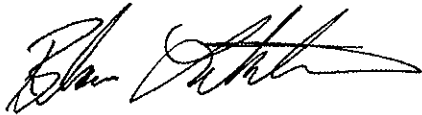
Her Worship Mayor Ed Mayne  
Page 2

To this end, please ensure you include information in your application regarding project construction start and end dates, as this information will form an important part of our project evaluation. This question was not in the original application forms, but needs to be clearly stated in the project descriptions/summary. Applicants should consider submitting applications for priority projects that have completed design work and are ready to construct. In particular, consideration should be given to those projects that are ready to break ground in spring 2009.

If you have any questions regarding these programs, please contact Ministry staff by telephone at: 250 387-4060.

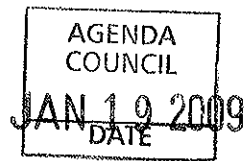
Thank you for your work on behalf of British Columbia communities.

Sincerely,

A handwritten signature in black ink, appearing to read 'Blair Lekstrom', with a stylized flourish at the end.

Blair Lekstrom  
Minister

January 13, 2009



**REPORT TO:           MAYOR AND COUNCIL**

**FROM:                COMMITTEE OF THE WHOLE**

**SUBJECT:             January 12, 2009 MEETING RECOMMENDATION**

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The following item was considered by the Committee of the Whole at its special meeting held Monday, January 12, 2009:

**RECOMMENDATIONS**

**1)     John Olsen - Oceanside Affordable Housing Society - 183 McVickers**

**THAT** the proposal from the Oceanside Affordable Housing Society regarding 183 McVickers, or other potential City-owned property, be referred to staff for a report and recommendation to Council.

**2)     Faye Smith from the Mid Vancouver Island Habitat Enhancement Society (MVIHES) - Rain Garden near the Parksville Elementary School.**

**THAT** the proposal from the Mid Vancouver Island Habitat Enhancement Society regarding a rain garden near the Parksville Elementary School be referred to staff for a review of the feasibility of the project and a recommendation to Council.

**3)     Director of Community Planning - Development Permit for Proposed Renovations for the Dairy Queen Restaurant [154 Island Highway East]**

**THAT** the report from the Planner dated December 19, 2008 for the issuance of a Development Permit at 154 Island Highway East be received for information;  
**AND THAT** a Development Permit be issued to Harbrenger Holdings Ltd. (Inc. No. BC0251007) to permit proposed renovations for the Dairy Queen restaurant on Lot A, District Lot 13, Nanoose District, Plan VIP57504 [154 Island Highway East].

**4)     Director of Community Planning - Development Permit to Provide a Tree Management Regime**

**THAT** the Bridgewater Strata Council be requested to consult, with City staff's assistance as required, with the property owners abutting the natural treed buffer area on the proposed amendment to the Bridgewater Development Permit to provide a tree management regime and report back to Council through the Planning Department.

**THAT** consideration of the amendment to the Bridgewater Development Permit to provide a tree management regime be deferred until the process of consultation with the abutting property owners is completed.

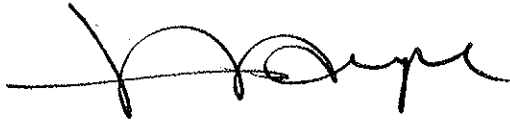
**5) Parksville & District Chamber of Commerce - Community Awards "The Glassies"**

**THAT** the City sponsor the Parksville and District Glassie award for the Citizen of the Year at a cost of \$350;

**AND THAT** the funding be provided from Council contingency.

**6) FCM Convention**

**THAT** the Mayor and three councillors be sent to the annual Federation of Canadian Municipalities convention to be held June 5 to 8, 2009 in Whistler.

A handwritten signature in black ink, appearing to read 'Ed Mayne', written over a horizontal line.

MAYOR ED MAYNE, Chair  
COMMITTEE OF THE WHOLE

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

AGENDA  
COUNCIL  
**JAN 19 2009**  
DATE

**December-08**

PERMIT TYPE	Dec-08	Units	VALUE OF PERMITS	2008 YTD NO OF PRMTS	2008 YTD Units	2008 RUNNING TOTAL
RESIDENTIAL - Single Family Dwelling	3	3	631,900	51	49	10,553,188
- Alterations/Additions SFD	3		128,000	40	0	650,983
- Multi Family Dwelling:						
-Single townhouse unit				24	24	6,778,990
-Apartment building				1	26	4,300,000
- Alterations/Additions MF:						
-Single townhouse unit				1	0	39,800
-Apartment building				0	0	0
COMMERCIAL - Permits				28	26	2,281,960
- Alterations/Additions	4		182,000	21	0	820,700
- Residential				0	0	0
INDUSTRIAL - Permits				5	4	876,000
- Alterations/Additions				3	0	9,500
- Residential				0	0	0
INSTITUTIONAL - Permits				0	0	0
- Alterations/Additions				1	0	17,400
MOVING				2	0	0
ACCESS				0	0	0
DEMOLITION				6	0	0
SIGNS	3		2,155	28	0	68,414
Irrigation Permits (backflow protection)				1	0	0
Service Connections	1		0	11	0	0
<b>TOTALS:</b>	<b>14</b>	<b>3</b>	<b>944,055</b>	<b>223</b>	<b>129</b>	<b>26,396,935</b>

TOTAL NUMBER AND VALUE  
OF PERMITS MONTHLY

14	3	944,055
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**December-07**

PERMIT TYPE	Dec-07	Units	VALUE OF PERMITS	2007 YTD NO OF PRMTS	2007 YTD Units	2007 RUNNING TOTALS
RESIDENTIAL - Single Family Dwelling	2	0	379,915	33	0	7,132,369
- Alterations/Additions SFD	6	0	71,600	56	0	1,064,006
- Multi Family Dwelling	6	0	886,500	45	69	17,366,125
- Alterations/Additions MF	0	0	0	0	0	0
COMMERCIAL - Permits	0	0	0	21	8	3,812,915
- Alterations/Additions	3	0	120,000	18	0	367,000
- Residential	0	0	0	0	0	0
INDUSTRIAL - Permits	0	0	0	1	0	867,800
- Alterations/Additions	0	0	0	3	0	551,500
- Residential	0	0	0	0	0	0
INSTITUTIONAL - Permits	0	0	0	2	0	22,984,800
- Alterations/Additions	0	0	0	5	0	47,000
MOVING	0	0	0	0	0	0
Access	0	0	0	0	0	0
DEMOLITION	0	0	0	7	0	4,000
SIGNS	0	0	0	37	0	69,978
Irrigation Permits (backflow protection)	0	0	0	3	0	1,000
Service Connections	1	0	0	11	0	0
<b>TOTALS:</b>	<b>18</b>	<b>0</b>	<b>1,458,015</b>	<b>242</b>	<b>77</b>	<b>54,268,493</b>

TOTAL NUMBER AND VALUE  
OF PERMITS MONTHLY  
PREVIOUS YEAR

18	0	1,458,015
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**PARKSVILLE FIRE DEPARTMENT  
MONTHLY INCIDENT REPORT  
DECEMBER 2008**

AGENDA COUNCIL
<b>JAN 19 2009</b>
DATE

Incident Type Description	Reponse Time (Avg)	Incident Duration (Avg)	Total Loss (Sum)	Total Saved (Sum)	Total Manpower (Avg)	Total Manhours (Sum)
9 Alarms (accidental)	7 min 16 sec	28 min 26 sec	\$0.00	\$0.00	9.6	52.50
2 Ambulance Assists.	6 min 30 sec	29 min 35 sec	\$0.00	\$0.00	7.5	9.30
2 Burning Complaints	2 min 51 sec	29 min 36 sec	\$0.00	\$0.00	1.0	1.00
1 Bush fire	10 min 56 sec	43 min 14 sec	\$0.00	\$0.00	12.0	9.00
1 Carbon Monoxide Detector	8 min 46 sec	1 hr. 29 mins 30 sec	\$0.00	\$0.00	11.0	16.50
1 Chimney fire	16 min 50 sec	52 min 29 sec	\$0.00	\$0.00	15.0	15.00
1 Complaints	3 min 4 sec	46 min 56 sec	\$0.00	\$0.00	12.0	9.00
3 Equipt. Maintenance	n/a	1 hr. 20 mins	\$0.00	\$0.00	3.0	17.00
1 Fire (No \$ loss)	12 min 12 sec	40 min 0 sec	\$0.00	\$0.00	14.0	11.00
5 First response	7 min 16 sec	33 mins 0 sec	\$0.00	\$0.00	7.2	23.50
2 Gas Leak (Natural gas)	1 min 24 sec	25 min 9 sec	\$0.00	\$0.00	1.0	1.50
13 Motor Vehicle Incident	24 min 1 sec	27 min 29 sec	\$0.00	\$0.00	4.1	39.00
1 Pedestrian/Cyclist struck	1 min 55 sec	23 min 55 sec	\$0.00	\$0.00	1.0	0.50
1 Public Education	n/a	1 hr. 30 min	\$0.00	\$0.00	2.0	3.00
11 Public Service	32 min 38 sec	33 min 12 sec	\$0.00	\$0.00	4.1	29.60
1 Structure fire (hotel/motel)	4 min 25 sec	1 hr. 5 mins 34 sec	\$0.00	\$0.00	25.0	31.30
<i>Training</i>						
<b>55</b>	<b>15 min 30 sec</b>	<b>36 min 26 sec</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>6.2</b>	<b>268.6</b>



# Parkville Volunteer Fire Department

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

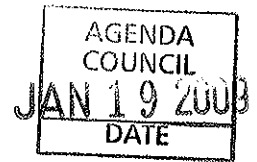
Visit us on the WEB @ [www.PVFD.ca](http://www.PVFD.ca)

## MONTHLY INSPECTION REPORT, DECEMBER 2008

<u>OCCUPANCY</u>	DEC	YTD TOTAL
MERCANTILE	7	160
COMPLAINT/HAZARD	0	1
OFFICE	2	54
DRYCLEANERS	0	1
SERVICE STATION	0	22
RESTAURANTS	3	30
ASSEMBLY	1	16
HOTEL/MOTEL	1	19
SCHOOLS	0	7
DAYCARE/PRESCHOOL	0	15
VACANT AT INSP	0	1
APARTMENTS	8	14
INDUSTRIAL	0	12
F.S. PLAN REVIEW	0	2
COMMUNITY CARE	4	4
REINSPECTIONS	0	70
SPECIAL EVENTS	0	1
LICENSING	1	2
<u>MONTHLY TOTAL</u>	27	431

**FIRE PREVENTION SAVES LIVES AND REDUCES PROPERTY LOSS!**

COMMITTEE OF THE WHOLE REPORT



January 5, 2009

**MEMO TO:** F. C. MANSON, C.G.A., CHIEF ADMINISTRATIVE OFFICER  
**FROM:** G. A. JACKSON, DIRECTOR OF COMMUNITY PLANNING  
**SUBJECT:** ADVISORY PLANNING COMMISSION (APC) VACANCIES  
**FILE:** 0540-20-APC

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**Issue:**

To consider reappointment of four members to the Advisory Planning Commission.

**Reference:**

Advisory Planning Commission Bylaw, 1999, No. 1331

**Executive Summary:**

The terms of office of three members of the Advisory Planning Commission expired December 31, 2008. Advisory Planning Commission Bylaw, 1999, No. 1331 stipulates that the Advisory Planning Commission shall consist of seven members.

The terms of the other 4 members will expire at the end of 2009.

**Background:**

The term of office of the following members expired on December 31, 2008. All three members have stated their desire for reappointment:

Dr. Terrence Knight  
Mr. Larrie Taylor  
Mr. Richard Thompson

The City has routinely placed advertisements to solicit membership and ascertain community interest. An advertisement was placed December 5, 2008 in The News and December 11, 2008 in the Oceanside Star. Additionally, the advertisement was placed on the City's web site. The advertisement requested a response by December 31, 2008. There was no response to these advertisements.

The Bylaw which governs the Advisory Planning Commission is attached. The APC's primary tasks include the review of zoning amendment applications and review and input into major planning initiatives. The APC historically has assisted the Planning Department in obtaining public input through open house sessions.

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**SUBJECT: ADVISORY PLANNING COMMISSION VACANCIES**

**Options:**

Council may:

1. Reappoint the existing three members;
2. Re-advertise to attract new candidates.

**Analysis:**

The existing members have had the benefit of several internal training seminars.

The Commission has now had the experience to function as a well-trained, well-informed group. It is desirable to have an experienced and enthusiastic group to handle the workload.

The existing members are agreeable to reappointment.

**Financial Implications:**

The Advisory Planning Commission is an unpaid group of volunteers. There is Staff time associated with meetings, preparation, set up and maintenance and periodic cost for the advertising of membership replacement.

**Sustainability Implications:**

There are no identifiable implications.

**Recommendation:**


That Dr. Terrence Knight, Mr. Larrie Taylor and Mr. Richard Thompson be re-appointed as members of the Advisory Planning Commission for another term of two years (2009 - 2010).

  
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GAYLE JACKSON

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Planning/0540-20/APC/2009/Agenda/Report-1.

**CORPORATE ADMINISTRATOR'S COMMENTS:**

  
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L. TAYLOR

**SUBJECT: ADVISORY PLANNING COMMISSION VACANCIES**

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**



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F. MANSON, C.G.A.

January 12, 2009



**MEMO TO:** FRED MANSON, CHIEF ADMINISTRATIVE OFFICER  
**FROM:** LAURIE TAYLOR, DIRECTOR OF ADMINISTRATIVE SERVICES  
**SUBJECT:** APPOINTMENTS TO THE BOARD OF VARIANCE  
FILE: 3730-01

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**ISSUE**

To consider reappointment of two members to the Board of Variance.

**EXECUTIVE SUMMARY**

Appointment of members to the Board of Variance in order to meet the provisions of the *Local Government Act*. The *Act* requires that each local government must establish a Board of Variance once it has adopted a zoning bylaw. The term of office for two of the three member board is expiring in February.

**REFERENCE**

*Local Government Act* Section 899.  
Board of Variance Bylaw, 1999, No. 1332

**BACKGROUND**

Under the provisions of the *Local Government Act*, a local government must establish a Board of Variance (BOV) once it has adopted a zoning bylaw. The BOV is an independent, quasi-judicial, body appointed by Council to consider applications for minor variances where a person alleges that compliance with the zoning bylaw for such things as siting, dimensions or size of a building or structure would cause them hardship. The BOV may grant a minor variance provided they are of the opinion that the variance does not: result in inappropriate development of the site; adversely affect the natural environment; substantially affect the use and enjoyment of adjacent land; vary the permitted uses or densities or defeat the intent of the bylaw. The variances granted by the BOV cannot conflict with other policies of the local government or with covenants, land use contracts, or floodplain or heritage protection provisions. Generally, a decision of the BOV granting a minor variance cannot be appealed to the courts except on procedural grounds. Council is bound by the decisions of the BOV and cannot direct the board in its decision making process.

The board must be established by bylaw and under the provisions of the *Act* municipalities with a population of less than 25,000 must have a three member board. The appointments are for a three year term and a person who is a member of an advisory planning commission, the Council, or an officer or employee of the local government, is not eligible to be appointed to a BOV. Members of a BOV must not receive compensation for their services, but are entitled to be paid reasonable and necessary expenses for the performance of their duties. The BOV does not meet regularly, but on an "as-needed" basis, which in the past has been usually one or twice per year.

The term of two of the current members of the BOV are due to expire on February 6, 2009, and the third member's term expires in April 2011.

**OPTIONS**

1. Re-appoint Vincent Casey and Ken Kyler to the Board of Variance each for a three year term of office effective immediately.
2. Not make any appointments and undertake newspaper and website advertising to attract new candidates.

**ANALYSIS**

The two individuals whose terms are expiring are interested in continuing to serve on the BOV. The Board has the experience to function as a well-informed group which is necessary in order to handle the applications.

**FINANCIAL IMPACT**

None

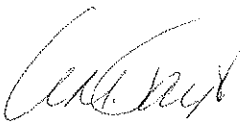
**SUSTAINABILITY CONCERNS**

None

**RECOMMENDATION**

THAT Vincent Casey and Ken Kyler be re-appointed as members of the Board of Variance for the term of February 9, 2009 to and including February 8, 2012.

Respectfully submitted,



**LAURIE TAYLOR**  
Director of Administrative Services

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:



**FRED C. MANSON**  
Chief Administrative Officer