



# 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, FEBRUARY 2, 2009 - 6:00 P.M.

1. ADOPTION OF MINUTES

- a) of the regular meeting of Council held January 19, 2009 - Pages 1 to 6

***Recommendation: THAT the minutes of the regular meeting of Council held January 19, 2009 be adopted.***

2. APPROVAL OF AGENDA

3. PRESENTATIONS

4. DELEGATIONS

- a) Michelle Stilwell and Ron Cantelon, MLA - 10 by 10 Committee - Update on the 10 by 10 Challenge - Pages 7 to 8

5. UNFINISHED BUSINESS

6. CORRESPONDENCE

- a) Regional District of Nanaimo - Northern Community Sewer SA Development Cost Charges Amendment Bylaw No. 1442.02 - Page 9 to 12  
*This bylaw proposed to amend the development cost charges within the Northern Community Sewer Service Area. As part of the approval process the District requires the City's consent to this bylaw.*

***Recommendation: THAT the Council of the City of Parksville consents to the adoption of "Northern Community Sewer SA Development Cost Charges Amendment Bylaw No. 1442.02", and the Regional District be notified accordingly.***

- b) Parksville Community and Conference Centre - Appreciation for Snow Removal - Pages 13

***Recommendation: THAT the correspondence dated January 19, 2009 from the Parksville Community and Conference Centre regarding snow removal, be received for information.***

- c) Vancouver Island Regional Library - Budget and Levy to Members - Pages 14 to 33  
*2009 Budget showing a 2.86% increase in the 2009 levy from \$407,553 to \$419,196.*

**Recommendation: THAT the correspondence from the Vancouver Island Regional Library dated January 14, 2009 regarding library budget and levy to members, be received for information.**

7. DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE

8. REPORTS

- a) Committee of the Whole - January 26, 2009 - Page 34

- (1) Director of Community Planning - Zoning Amendment Application [451, 461 and 465 Hirst Avenue West]

*On May 26, 2008 the City received a zoning amendment application from Angela Y. P. Quek Architecture on behalf of 0726963 B.C. Ltd. for the above-mentioned site located in the 400 block of Hirst Avenue. The applicant is applying to rezone the site from Single Family Residential RS-1 to a Comprehensive Development (CD) Multifamily residential zone. A 41 unit multifamily development is proposed; consisting of three duplex and two apartment buildings. A prior application was processed in 2006 which was ultimately denied. This application addresses issues that were identified in the previous application.*

**Recommendation: THAT the report of the Director of Community Planning dated December 15, 2008 for the zoning amendment application for 451, 461 and 465 Hirst Avenue West, be received;  
AND THAT Council refer the application for Lot 1, Plan 17579 and Lot A, Plan 17962 and Lot 4, Plan 18691, all of District Lot 106, Nanoose District (451, 461, And 465 Hirst Avenue West) for a 41 dwelling unit multifamily residential development to the APC;  
AND THAT Council refer the application to a Public Information Meeting;  
AND FURTHER THAT Staff report back to Council the results of the Public Information Meeting.**

- (2) Director of Community Planning - Amendment to Bridgewater Development Permit Pertaining to Trees

*To determine Council's direction subsequent to public input received to date and to consider holding a meeting to provide an opportunity for further input.*

**Recommendation: THAT the report from the Director of Community Planning dated January 20, 2009 for the amendment to Bridgewater Development Permit pertaining to trees be received;  
AND THAT the Bridgewater Strata Council be requested to consult with the property owners abutting the natural treed buffer on the tree management proposal and report back to Council with a collective recommendation through the Planning Department.**

- b) Manager of Operations - Vandalism / MVA Damage Costs - 2008 - Page 35

**Recommendation: THAT the report from the Manager of Operations dated January 14, 2009 entitled Vandalism / MVA Damage Cost for 2008, be received for information.**

- c) Manager of Engineering - Core Area Parking Study - Pages 36 to 37  
*In accordance with our Purchasing Policy, the design and engineering services for the Core Area Parking Plan was advertised to the public for qualified consultants to submit Expressions of Interest (EOI). Review of Expressions of Interest allows Staff to pre-qualify consultants, to then invite submission of detailed proposals.*
- Recommendation: THAT the report of the Manager of Engineering dated January 23, 2009 entitled "Core Area Parking Study", be received;  
AND THAT the project be awarded to Boulevard Transportation Group in the amount of \$41,680.00 plus GST.**
- d) Director of Administrative Services - Business Improvement Area - Pages 38 to 40  
*Council adopted Bylaw 1420 in February 2007 which established the Downtown Business Improvement Area (BIA). The current term for the BIA expires December 31, 2009 and the City has been approached by the PDBA to renew the BIA for a further term under the Council initiative method.*
- Recommendation: THAT the report of the Director of Administrative Services dated January 20, 2009 entitled "Business Improvement Area", be received;  
AND THAT the Parksville Downtown Business Association be advised that should they wish to proceed with the renewal of the business improvement area, it should be done under section 212 (petition for) of the Community Charter.**
- e) Director of Administrative Services - City of Parksville Traffic Bylaw - Pages 41 to 64  
*The current City of Parksville Traffic Bylaw was adopted in 1970. A new bylaw, reflecting current conditions and requirements, has been developed to replace the old one. The proposed bylaw contains provisions that include; appropriate delegation of authority, prohibitions related to highway use and parking, permitting requirements, speed limits and penalties. The bylaw also includes regulations and permitting requirements for access and crossing control, which is currently covered under a separate Crossing Control bylaw.*
- Recommendation: THAT the report from the Director of Administrative Services dated January 19, 2009 entitled "City of Parksville Traffic Bylaw No. 1436" be received for information;  
AND THAT "Traffic Bylaw, 2008, No. 1436" be advanced for reading consideration.**
- f) Director of Administrative Services - Amend Municipal Ticket Information Bylaw No. 1444 - Pages 65 to 72  
*The City's new Traffic Bylaw the bylaw must be added to the City's Municipal Ticket Information (MTI) bylaw in order to enable staff to write tickets for offences under the bylaw.*
- Recommendation: THAT the report from the Director of Administrative Services dated January 19, 2009 entitled "Amend Municipal Ticket Information Bylaw" be received for information;  
AND THAT "Municipal Ticket Information Amendment Bylaw, 2009, No. 1444.1" be advanced for reading consideration.**
- g) Chief Administrative Officer - Parksville & District Chamber of Commerce 2009 Fee for Services Agreement - Pages 73 to 76  
*The purpose of the Fee for services Contract is to formalize requirements the City establishes for performance by the Chamber, provides for a means of evaluating the efforts of the Chamber and confirms amounts and timing for payments made by the City.*
- Recommendation: THAT Council defers deliberation on the 2009 Chamber Fee for Service Agreement to the 2009 Final Budget Discussions.**

9. **BYLAWS**

10. **NEW BUSINESS**

- a) Federal Budget

11. **NOTICE OF MOTION**

- a) Councillor Lefebvre - Boundary Extensions - From January 19, 2009 Regular Meeting of Council

***Recommendation: THAT the moratorium on boundary extensions and/or incorporation applications be extended until December 31, 2009.***

- b) Councillor Lefebvre - Falls Prevention Clinic Advisory Committee - From January 19, 2009 Regular Meeting of Council

***Recommendation: THAT Councillor Lefebvre be appointed as Council Liaison to the Falls Prevention Clinic Advisory Committee.***

- c) Councillor Powell-Davidson - City Hall Sign - From January 19, 2009 Regular Meeting of Council

***Recommendation: THAT staff investigate the feasibility of erecting a sign that indicates "City Hall" on the corner of Jensen Avenue and Craig Street in front of the PCTC and report back to Council on the proposed design and costs.***

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

13. **ADJOURNMENT**

ooOOoo

# TO BE ADOPTED

CITY OF PARKSVILLE

4567.  
January 19, 2009

Minutes of the regular meeting of Council held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Monday, January 19, 2009 at 6:00 p.m.

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

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

Staff: F. Manson, Chief Administrative Officer  
L. Taylor, Director of Administrative Services  
G. Jackson, Director of Community Planning  
D. Banks, Fire Chief



1. **ADOPTION OF MINUTES**

09-001 Lefebvre - Powell  
THAT the minutes of the regular meeting of Council held December 15, 2008 be adopted. CARRIED.

2. **APPROVAL OF AGENDA**

09-002 Lefebvre - Powell-Davidson  
THAT the January 19, 2009 Council meeting agenda be approved. CARRIED.

3. **PRESENTATIONS**

Mayor Mayne presented the Bronze Duke of Edinburgh Award to Flight Sergeant Casey Lublinkhof of the Royal Canadian Air Cadets.

4. **DELEGATIONS**

- a) **Parksville Downtown Business Association – Ann Cameron & Micelle Jones**  
Requested Council proceed with the renewal of the Business Improvement Area (BIA) as a Council initiative under Section 213 of the *Community Charter*.
- 09-003 Lefebvre - Patterson  
THAT Council proceed with the renewal of the Business Improvement Area for the Parksville Downtown Business Association (PDBA) as a Council initiative with the PDBA reimbursing the City for all costs related to printing, mailing and advertising. MOTION WITHDRAWN.

09-003 Lefebvre - Greir  
THAT the request from the Parksville Downtown Business Association to proceed with the renewal of the business improvement area as a Council initiative under section 213 of the *Community Charter* be referred to staff for a report and recommendation to Council. CARRIED.

**5. UNFINISHED BUSINESS - Nil**

**6. CORRESPONDENCE**

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

09-004 Lefebvre - Patterson  
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. CARRIED.

b) **Ministry of Community Development - Towns for Tomorrow, Local Motion**

09-005 Lefebvre - Burger  
THAT the correspondence dated December 19, 2008 from the Ministry of Community Development regarding the 2009 Towns for Tomorrow and Local Motion grant programs, be received for information. CARRIED.

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

**8. REPORTS**

a) **Committee of the Whole – January 12, 2009**

09-006 THAT the report of the Committee of the Whole meeting held January 12, 2009 be received and the following recommendations considered:

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

Lefebvre - Patterson  
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. CARRIED.

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

Powell - Powell-Davidson  
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. CARRIED.

Mayor Mayne declared a conflict of interest for the Dairy Queen Restaurant development permit as the restaurant is a competitor of his wife's business. He left the Council meeting at 6:30 p.m. Acting Mayor Burger assumed the Chair.

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

Lefebvre - Greir

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. to permit proposed renovations for the Dairy Queen restaurant on Lot A, District Lot 13, Nanoose District, Plan VIP57504 [154 Island Highway East]. CARRIED.

Mayor Mayne returned to the Council meeting at 6:32 p.m. and resumed the Chair.

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

Powell - Lefebvre

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. CARRIED.

Powell - Lefebvre

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. CARRIED.

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

Powell - Patterson

THAT the Council 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. CARRIED.

(6) **FCM Convention**

**Main Motion**

Lefebvre - Powell

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.

**Amendment:**

Greir

THAT the motion regarding the Federation of Canadian Municipalities convention be amended to read the Mayor and one Councillor. MOTION FAILED DUE TO LACK OF SECONDER.

**Amendment:**

Burger - Greir

THAT the motion regarding the Federation of Canadian Municipalities convention be amended to read the Mayor and two Councillors. CARRIED.

**Main Motion as Amended:**

Lefebvre - Powell

THAT the Mayor and two Councillors be sent to the annual Federation of Canadian Municipalities convention to be held June 5 to 8, 2009 in Whistler. CARRIED.

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

09-007 Burger - Greir  
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. CARRIED.

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

09-008 Lefebvre - Powell  
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. CARRIED.

d) **Director of Community Planning - Advisory Planning Commission (APC) Vacancies**

09-009 Powell - Burger  
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 from January 1, 2009 to and including December 31, 2010. CARRIED.

e) **Director of Administrative Services - Appointments to the Board of Variance**

09-010 Powell-Davidson - Patterson  
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. CARRIED.



9. BYLAWS - Nil

10. NEW BUSINESS - Nil

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

Notice was given that a Special InCamera Council meeting will be held on January 21, 2009 at 8:30 a.m. to consider items relating to personnel, land, municipal services and setting objectives, measures and progress reports under Sections 90 (1)(c),(e),(k) and (l) of the *Community Charter*.

11. NOTICE OF MOTION

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

09-011 Powell - Greir  
THAT the Council Policy No. 2.26 pertaining to the Council Code of Conduct be adopted. CARRIED.

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

09-012 Greir - Lefebvre  
THAT the McMillan Street Infrastructure Upgrade capital project be postponed until after the approval of the 2009 final budget. CARRIED.

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

Councillor Grier withdrew his motion regarding the Rotary Peace Park noting that he hopes some organization will come forward and volunteer to maintain the Peace Park

- d) Councillor Lefebvre - Boundary Extensions

Councillor Lefebvre gave notice that he will be bringing forward a motion at the February 2, 2009 Council meeting to extend the current moratorium on boundary extensions and incorporation applications until December 31, 2009.

- e) Councillor Lefebvre – Falls Prevention Clinic Advisory Committee

Councillor Lefebvre gave notice that he will be bringing forward a motion at the February 2, 2009 Council meeting to make an appointment of a Council liaison to the Falls Prevention Clinic Advisory Committee.

f) Councillor Powell-Davidson – City Hall Sign

Councillor Powell-Davidson gave notice that she will be bringing forward a motion at the February 2, 2009 Council meeting to have a "City Hall" sign installed in front of the PCTC.

12. SPECIAL BUSINESS

09-013 Lefebvre - Powell-Davidson  
THAT 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. CARRIED.

Time 7:24 p.m.

Council reconvened at 7:45 p.m.

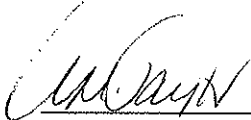
13. ADJOURNMENT

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

The meeting adjourned at 7:45 p.m.

Certified Correct.

\_\_\_\_\_  
Mayor

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



REQUEST TO APPEAR AS A DELEGATION

TO BE HELD second - February, 2009 AT 6 P.M.  
Day Date

NAME OF PERSON MAKING PRESENTATION: Michelle Stilwell and Ron Cantelon, MLA  
[Please print]

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

NAME OF ORGANIZATION [if applicable]: 10 by 10 Committee \_\_\_\_\_

Mailing address: 501-5800 Turner Road \_\_\_\_\_

Phone: 250-729-7041 - 250-468-2704 Fax: 250-729-7069  
[Business] [Home]

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

“Ability is of little account without opportunity.”  
Napoleon Bonaparte

10 by 10 Challenge

A challenge to increase employment of persons with disabilities in British Columbia's communities by 10 percent by the year 2010. This means increasing employment of persons with disabilities in BC from 132000 to 145000 (13000).

We are living in a dynamic and prosperous time in BC. Vancouver is hosting the 2010 Winter Olympic and paralympic games and BC's economy is the strongest it has been in decades. It is more important than ever for British Columbian businesses to access skilled workers. Persons with disabilities are those workers because they are a largely untapped resource.

There are currently 300000 working age people with disabilities in BC—many whom want to work. They have the motivation, education and abilities to be valuable members of our workforce. 34000 of them have college diplomas, 30000 have trade certificates and 28000 have university degrees. Yet, people with disabilities face an employment rate of only 44% in BC. Of those unemployed, about half of those not working reported that if they were accommodated they would be willing to work (those not working number approx. 85,000). Employers in BC will need to fill more than one million new job openings by 2015. Persons with disabilities are a large, growing consumer market, representing \$25 billion in spending power across Canada;

However, it is becoming more and more difficult for employers in BC to find qualified people to fill these jobs. Persons with disabilities have the motivation, education and ability to assist employers in meeting this demand.

Hiring people with disabilities is a win-win-win situation for businesses, communities, people with disabilities and the province at large. The minister's council on Employment for persons with disabilities is working towards the goal of 10 by 10, with supports like measuring up and workable solutions.

In October 2006, the 10 by 10 challenge was given to every municipality in BC. Today 80 communities have signed the challenge! We will ask that council show leadership by supporting and promoting the 10 by 10 challenge with a resolution.

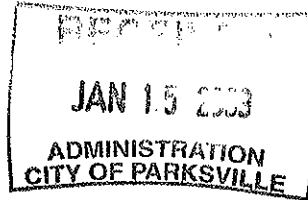
<http://www.mhr.gov.bc.ca/epwd/10by10/>

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

AGENDA  
COUNCIL  
FEB 02 2009  
DATE



January 14, 2009



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

**Attention: Laurie Taylor, Director  
Administrative Services**

Dear Ms. Taylor:

**Re: Northern Community Sewer SA Development Cost Charges  
Amendment Bylaw No. 1442.02**

The Board at its special meeting of January 13, 2009 re-introduced and read three times the above noted amendment bylaw (copy attached). This bylaw proposes to amend the development cost charges within the Northern Community Sewer Service Area. As part of the approval process the District requires the City's consent to this bylaw.

It would be appreciated if your Council would endorse the following resolution:

MOVED \_\_\_\_\_, SECONDED \_\_\_\_\_, that the Council of the City of Parksville consents to the adoption of "Northern Community Sewer SA Development Cost Charges Amendment Bylaw No. 1442.02, 2009" and FURTHER that the Regional District be notified accordingly.

Would you please return your consent to us following your next Council meeting.

If you have any questions, please do not hesitate to contact this office.

Sincerely,

**Maureen Pearse  
Sr. Mgr. of Corporate Administration**

MMP:nat

Attachments

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)

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1442.02**

**A BYLAW TO AMEND THE DEVELOPMENT COST CHARGES WITHIN  
THE NORTHERN COMMUNITY SEWER SERVICE AREA**

WHEREAS the Regional District of Nanaimo has adopted “Northern Community Sewer Service Area Development Cost Charges Bylaw No. 1442, 2005;

AND WHEREAS the Board wishes to amend the development cost charges for wastewater treatment/sanitary sewer works and services;

NOW THEREFORE the Board of the Regional District of Nanaimo in open meeting assembled enacts as follows:

Northern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1442 as amended to date is further amended by:

1. **Definitions**

The definition of “Dwelling Unit” is deleted and replaced with the following:

“**Dwelling Unit**” means one self-contained unit with a separate entrance intended for year-round occupancy and the principal use of such dwelling unit is residential, with complete living facilities for one or more persons, including permanent provisions for living, sleeping, cooking and sanitation, but does not include a secondary suite as defined in the British Columbia Building Code.

The definition of “Gross Floor Area” is deleted and replaced with the following:

“**Gross Floor Area**” means the total of the horizontal areas of all floors in a building, including the basement measured to the outside of the exterior walls of the building, but not including any floor area used exclusively for vehicle parking or vehicle access, any basement area where the ceiling is less than 1.8 meters above the floor, exits, vertical service spaces, and their enclosing assemblies.

A new definition of “Vertical Service Space” is added as follows:

“**Vertical Service Space**” means a shaft oriented essentially vertically that is provided in a building to facilitate the installation of building services including mechanical, electrical and plumbing installations and facilities such as elevators, refuse chutes and linen chutes.

2. Adding to Paragraph 4 the following subsection (d):  

“d) where a building permit is issued for the construction, alteration or extension of a multiple family residential building the rates in Schedule ‘A’ will apply as required in this bylaw, provided that the total amount payable shall not be greater than the amount that would be obtained by multiplying the number of dwelling units to be constructed by the single family dwelling unit rate in Schedule ‘A’.”
3. Deleting Section 6. Grace Period and replacing it with the following:  

**“6. Effective Date**

The effective date for the application of the rates contained within this bylaw will be the later of February 24, 2009 or the date upon which this bylaw is adopted by the Board of the Regional District of Nanaimo.”
4. Schedule ‘A’ to Bylaw No. 1442 is hereby repealed and Schedule ‘A’ attached to and forming part of the this bylaw is substituted therefore.
5. This bylaw may be cited as the “Northern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1442.02, 2009”.

Introduced for first and second readings this 22nd day of April, 2008.

Read a third time this 8th day of July, 2008.

Rescinded at third reading this 13th day of January, 2009.

Introduced as amended and read three times this 13th day of January, 2009.

Approved by the Inspector of Municipalities this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
SR. MGR., CORPORATE ADMINISTRATION

Schedule 'A' to accompany  
"Northern Community Sewer  
Service Area Development Cost  
Charges Amendment Bylaw  
No. 1442.02, 2009"

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Sr. Mgr., Corporate Administration

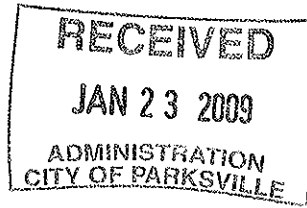
### SCHEDULE 'A'

#### Development Cost Charges for Wastewater Treatment/Sanitary Sewer Works and Services

1. Pursuant to Section 2 of Bylaw No. 1442 and subsequent amendments, development cost charges shall be levied in those areas that will be serviced by wastewater treatment/sanitary sewerage works and services as outlined on the map in Schedule 'B'.
2. The assist factor for wastewater treatment/sanitary sewerage works and services shall be 1%.
3. All charges shall be paid in full prior to the approval of a subdivision or building permit unless paid by way of installments in accordance with BC Reg 166/84.
4. The Development Cost Charge Schedule is as follows:

Development Type	Subdivision	Building Permit
Single family	\$7,337.00 per lot	\$7,337.00 per dwelling unit
Multiple family residential		\$53.95 per m <sup>2</sup> of gross floor area
Commercial		\$31.45 per m <sup>2</sup> of gross floor area
Industrial		\$31.45 per m <sup>2</sup> of gross floor area
Airport Industrial		\$3.50 per m <sup>2</sup> of gross floor area
Institutional		\$38.45 per m <sup>2</sup> of gross floor area





January 19, 2009

City of Parksville,  
Box 1390,  
Parksville, B.C.  
V9P 2H3  
ATTENTION: Al Metcalf, Manager of Operations.

Dear Mr. Metcalf,

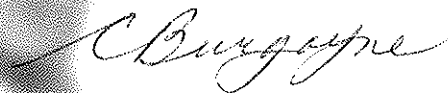
On behalf of the Parksville Community & Conference Centre Board of Directors, Executive Director Margaret Spruit, the Staff and our clients, I wish to express our appreciation for the job well done in managing to keep the Centre's parking and building entrances cleared during the recent heavy snowfalls.

We realize the heavy workload your crews experienced during those days in December through to January. It is not always easy to meet everyone's demands during an unusually heavy and enduring snowfall, and we thank you for the efforts of your Staff.

The P.C.C.C. was well booked for the Holiday Season, and while some had to cancel due to the unusually difficult weather conditions, other events went ahead and the snow clearing for the parking lot and entrance way steps was critical for safety reasons, well being of our clients and being able to keep the Centre open.

Please convey to your Staff our sincere appreciation and a Happy New Year.

Sincerely,



C. Burgoyne,  
Secretary,  
Parksville Community &  
Conference Centre Society.

Cc: Mayor Ed Mayne, Councilors, and City Administrator



CENTRAL SERVICES  
Box 3333, 6250 Hammond Bay Rd., Nanaimo BC, Canada V9R 5N3  
Phone: (250) 758-4697 Fax: (250) 758-2482  
Email: info@virl.bc.ca Web: www.virl.bc.ca

AGENDA  
COUNCIL  
FEB 02 2008  
DATE

RECEIVED  
JAN 16 2009  
ADMINISTRATION  
CITY OF PARKSVILLE

January 14, 2009

Ms Laurie Taylor  
Director of Administrative Services  
City Of Parksville  
Box 1390  
Parksville B.C.  
V9P 2H3

Dear Sir/madam

**Re: LIBRARY BUDGET AND LEVY TO MEMBERS**

The Vancouver Island Regional Library Board adopted the 2009 budget at its November 29, 2008 Board meeting. General operating expenses increased 3.84% while member levies increased on average 3.11% from 2008 levels.

The budget document is attached and the Levy information can be seen on page 17. Detail on populations and assessments used for apportioning the levy can be seen on pages 15 and 16.

Following is the detail on the first payment due.

INSTALLMENT	AMOUNT	DATE DUE
2009 First Quarter	\$104,799	March 1, 2009

Please do not hesitate to contact us if you have any questions.

Thank you,

  
Adrian Maas, CGA  
Director of Finance

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VANCOUVER ISLAND REGIONAL LIBRARY

2009- 2013 Adopted Financial Plan Index

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Total Levy Calculation with History	17
Weighted Vote Calculation for 2009	18

**VANCOUVER ISLAND REGIONAL LIBRARY**

**REVENUE BY MAJOR CATEGORY**

**2008**

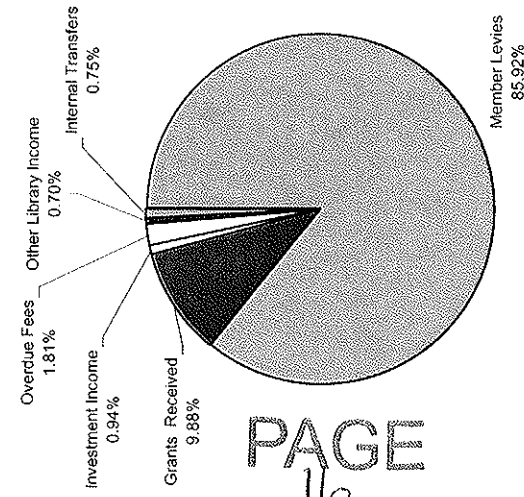
Member Levies	13,770,932
Grants Received	1,583,950
Investment Income	150,000
Overdue Fees	290,000
Other Library Income	111,950
Internal Transfers	120,700
<b>Total</b>	<b>16,027,532</b>

**2009**

Member Levies	14,198,891
Grants Received	1,719,900
Investment Income	210,000
Overdue Fees	347,250
Other Library Income	116,200
Internal Transfers/ Spending from Reserves	740,590
<b>Total</b>	<b>17,332,831</b>

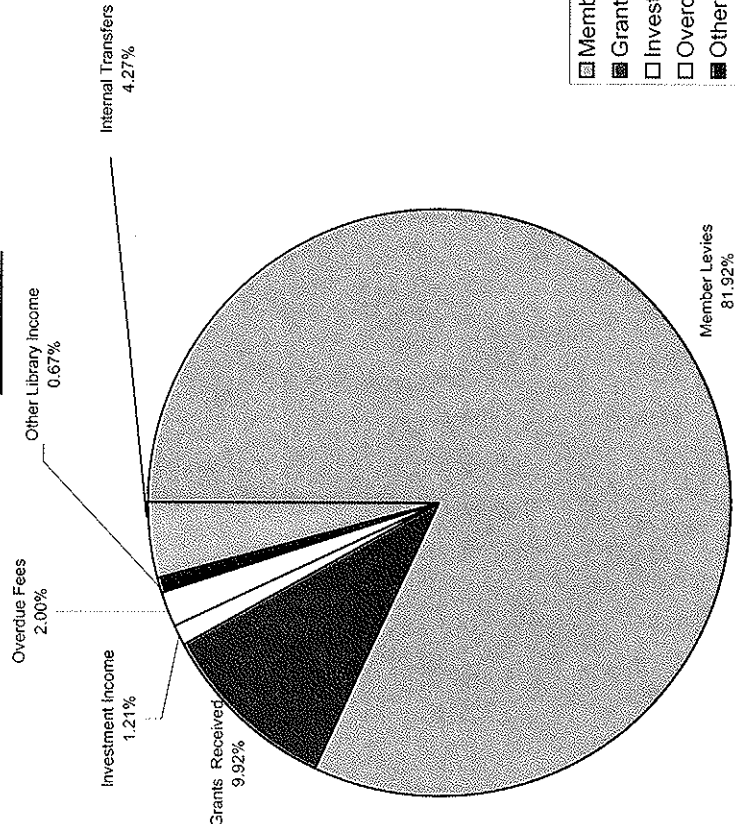
Member Levies  
Grants Received  
Investment Income  
Overdue Fees  
Other Library Income  
Internal Transfers/ Spending from Reserves

**2008 Budget**



- Member Levies
- Grants Received
- Investment Income
- Overdue Fees
- Other Library Income
- Internal Transfers

**2009 Budget**



- Member Levies
- Grants Received
- Investment Income
- Overdue Fees
- Other Library Income
- Internal Transfers

**VANCOUVER ISLAND REGIONAL LIBRARY**

**EXPENSE BY MAJOR CATEGORY**

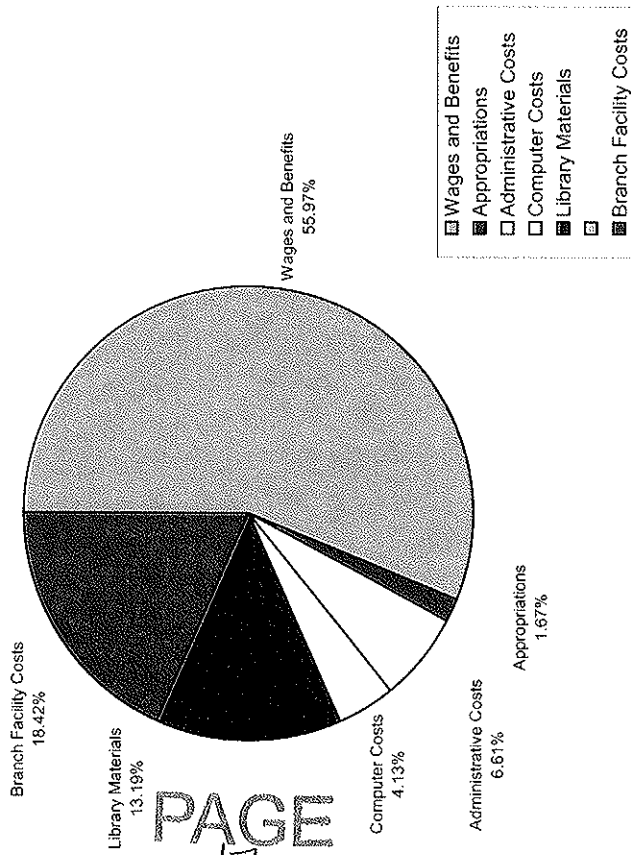
**2008**

Wages and Benefits	8,971,228
Appropriations	266,934
Administrative Costs	1,059,148
Computer Costs	662,570
Library Materials	2,114,676
Projects etc Funded by Reserve	2,952,976
Branch Facility Costs	<u>16,027,532</u>

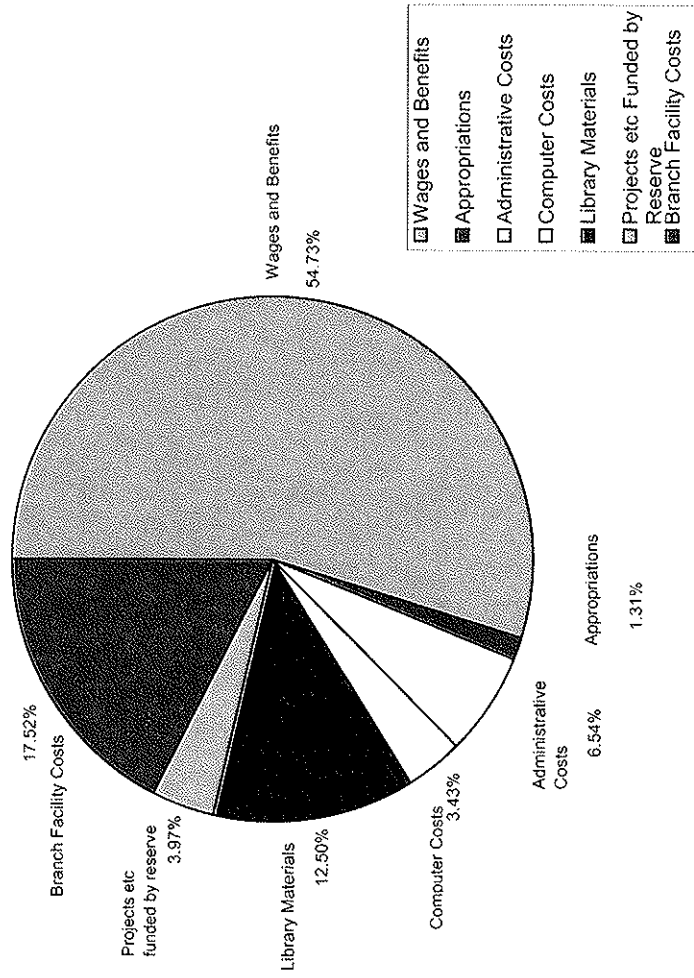
**2009**

Wages and Benefits	9,486,454
Appropriations	226,570
Administrative Costs	1,134,432
Computer Costs	594,000
Library Materials	2,166,331
Projects etc Funded by Reserve	688,590
Branch Facility Costs	<u>3,036,454</u>
	<u>17,332,831</u>

**2008 Budget**

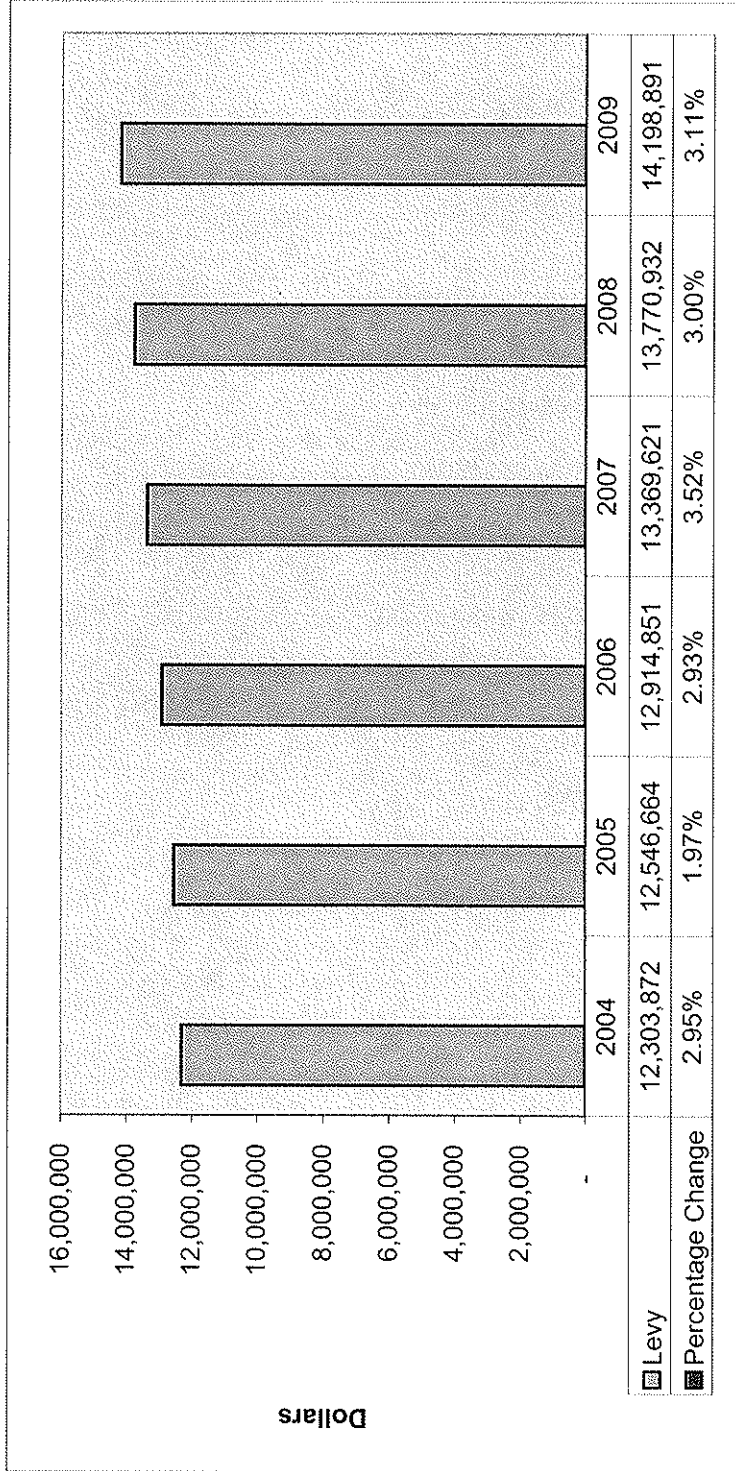


**2009 Budget**



**VANCOUVER ISLAND REGIONAL LIBRARY**

**MEMBER LEVIES**



Description	04 ACTUALS	05 ACTUALS	06 ACTUALS	07 ACTUALS	2007 APPROVED BUDGET	2008 APPROVED BUDGET	2009 BUDGET	% OF Total Budget Change	2008 2009 CHANGE	2010 PROJECTED BUDGET	2011 PROJECTED BUDGET	2012 PROJECTED BUDGET	2013 PROJECTED BUDGET
<b>REVENUES</b>													
Member Levies	(12,303,872)	(12,546,664)	(12,914,951)	(13,369,621)	(13,369,621)	(13,770,932)	(14,198,891)	81.92%	427,959	(14,624,958)	(15,063,603)	(15,515,512)	(15,980,977)
Grants Received	(1,230,430)	(1,241,523)	(1,367,297)	(1,578,259)	(1,168,500)	(1,583,950)	(1,719,900)	9.92%	135,950	(1,231,000)	(1,246,000)	(1,261,000)	(1,266,000)
Investment Income	(68,368)	(87,479)	(144,445)	(184,788)	(70,000)	(150,000)	(210,000)	1.21%	60,000	(215,000)	(215,000)	(215,000)	(215,000)
Book Bag Sales	-	(6,232)	(5,821)	(6,872)	(7,000)	(6,400)	(7,000)	0.04%	600	(7,000)	(7,000)	(7,000)	(7,000)
Overdue Fees	(374,092)	(383,603)	(355,087)	(291,101)	(291,101)	(290,000)	(347,250)	2.00%	57,250	(313,395)	(319,663)	(326,056)	(332,577)
Internet Cost Recoveries	(29,553)	(28,230)	(26,389)	(27,427)	(29,450)	(25,900)	(27,300)	0.16%	1,400	(27,300)	(27,300)	(27,300)	(27,300)
Lost Books / Cards	(23,218)	(30,845)	(30,319)	(27,603)	(33,450)	(26,000)	(27,400)	0.16%	1,400	(27,400)	(27,400)	(27,400)	(27,400)
Misc and Non Resident Fees	(5,706)	(5,358)	(4,742)	(2,748)	(9,500)	(3,500)	(3,500)	0.02%	-	(3,500)	(3,500)	(3,500)	(3,500)
Photocopiers	(31,388)	(28,240)	(23,163)	(20,897)	(31,500)	(19,500)	(19,500)	0.11%	-	(19,500)	(19,500)	(19,500)	(19,500)
Book and Promotional Item Sales	(25,542)	(30,225)	(29,966)	(26,507)	(31,200)	(30,650)	(31,500)	0.19%	850	(31,500)	(31,500)	(31,500)	(31,500)
Transfer from Reserves or Surplus	-	-	-	(73,899)	(73,899)	(120,700)	(740,590)	4.27%	619,890	(786,762)	(471,303)	(473,424)	(674,822)
<b>TOTAL REVENUES</b>	<b>(14,099,436)</b>	<b>(14,388,400)</b>	<b>(14,902,080)</b>	<b>(15,609,821)</b>	<b>(15,115,221)</b>	<b>(16,027,532)</b>	<b>(17,332,831)</b>	<b>100%</b>	<b>1,305,299</b>	<b>(17,287,215)</b>	<b>(17,431,769)</b>	<b>(17,907,192)</b>	<b>(18,585,576)</b>

Description	04 ACTUALS	05 ACTUALS	06 ACTUALS	07 ACTUALS	2007 APPROVED BUDGET	2008 APPROVED BUDGET	2009 BUDGET	% OF Total Budget Change	2008 CHANGE	2010 PROJECTED BUDGET	2011 PROJECTED BUDGET	2012 PROJECTED BUDGET	2013 PROJECTED BUDGET
<b>EXPENDITURES</b>													
<b>WAGES AND BENEFITS</b>													
Exempt Staff / Contingency	685,791	816,194	975,371	946,345	1,106,973	1,187,014	1,055,629	6.09%	131,386	1,108,329	1,277,629	1,510,129	1,755,129
BCGEU Staff	1,410,350	1,343,377	1,499,758	1,599,794	1,516,529	1,703,314	1,836,386	10.59%	7.81	1,778,025	1,840,275	1,840,275	1,840,275
CUPE and Pages	4,165,718	4,000,070	3,915,868	3,922,460	4,059,497	4,133,652	4,501,737	25.97%	8.90	4,688,832	4,688,832	4,688,832	4,688,832
Benefits	1,607,911	1,895,934	2,025,857	1,943,157	1,866,900	1,947,248	2,092,700	12.07%	7.47	2,145,917	2,230,950	2,293,299	2,358,219
<b>TOTAL WAGES AND BENEFITS</b>	<b>7,869,769</b>	<b>8,055,575</b>	<b>8,413,854</b>	<b>8,411,756</b>	<b>8,549,899</b>	<b>8,971,228</b>	<b>9,486,454</b>	<b>54.73%</b>	<b>5.74</b>	<b>9,720,103</b>	<b>10,037,686</b>	<b>10,332,535</b>	<b>10,642,455</b>
<b>AUTOMOTIVE, TRAVEL &amp; VEHICLE OPERATION</b>													
Fuel, Insurance, R&M, Truck Rental	36,421	40,095	44,832	52,411	60,324	52,797	60,168	0.35%	13.96	61,955	63,817	65,759	67,749
Travel	67,027	65,136	59,596	78,283	73,307	84,071	84,809	0.49%	(7.38)	83,532	83,556	83,579	83,580
<b>TOTAL AUTOMOTIVE TRAVEL AND VEHICLE OPERATION</b>	<b>103,448</b>	<b>105,230</b>	<b>104,428</b>	<b>130,694</b>	<b>133,631</b>	<b>136,868</b>	<b>144,977</b>	<b>0.84%</b>	<b>5.92</b>	<b>145,487</b>	<b>147,373</b>	<b>149,338</b>	<b>151,329</b>
<b>BUILDING AND EQUIPMENT MAINTENANCE</b>													
Storage	3,117	3,379	1,907	-	2,000	13,333	12,929	0.07%	-	-	-	-	-
Furniture & Equipment Repairs	11,257	8,928	8,836	7,775	12,375	13,333	12,929	0.07%	404	13,023	13,118	13,216	13,315
Branch Repairs & Maintenance	18,670	22,884	20,368	22,795	26,127	26,127	26,127	0.15%	-	26,127	26,127	26,127	26,127
Central Service Repairs & Maintenance	39,235	47,277	63,520	61,124	55,684	48,940	79,875	0.45%	63.21	58,693	59,525	60,370	60,719
<b>TOTAL BUILDING/EQUIPMENT MAINTNCE</b>	<b>72,278</b>	<b>82,467</b>	<b>94,630</b>	<b>91,695</b>	<b>96,186</b>	<b>88,400</b>	<b>118,931</b>	<b>0.65%</b>	<b>34.54</b>	<b>97,843</b>	<b>98,770</b>	<b>99,713</b>	<b>100,161</b>
<b>CONSULTING AND PROFESSIONAL</b>													
Audit Fees	11,085	11,400	11,600	13,106	12,300	12,300	18,000	0.10%	46.34	13,500	13,500	13,500	13,500
Consulting	32,991	41,621	32,852	17,168	35,100	39,000	44,000	0.25%	12.82	34,000	34,000	34,000	34,000
Legal	3,601	33,958	70,296	28,255	22,000	22,000	22,000	0.13%	-	22,000	22,000	22,000	22,000
<b>TOTAL CONSULTING PROFESSIONAL</b>	<b>47,676</b>	<b>86,978</b>	<b>114,748</b>	<b>58,528</b>	<b>69,400</b>	<b>73,300</b>	<b>84,000</b>	<b>0.48%</b>	<b>14.60</b>	<b>69,500</b>	<b>69,500</b>	<b>69,500</b>	<b>69,500</b>
<b>MISCELLANEOUS</b>													
Inter Library Loans	7,147	7,273	5,781	6,732	10,000	7,500	7,500	0.04%	-	7,500	7,500	7,500	7,500
Miscellaneous	1,719	11,090	8,684	41,288	8,650	8,850	32,500	0.19%	267.23	2,601	2,601	2,654	2,708
Branch Discretionary Materials	18,283	16,336	16,510	15,770	25,000	24,505	24,355	0.14%	(0.61)	24,355	24,355	24,355	24,355
Dues and Association Fees	370	645	1,372	1,223	2,250	2,250	2,250	0.01%	-	2,250	2,250	2,250	2,250
<b>TOTAL MISCELLANEOUS</b>	<b>27,519</b>	<b>35,344</b>	<b>32,347</b>	<b>65,013</b>	<b>45,900</b>	<b>43,105</b>	<b>66,605</b>	<b>0.38%</b>	<b>54.52</b>	<b>36,655</b>	<b>36,706</b>	<b>36,759</b>	<b>36,813</b>
<b>OFFICE PHOTOCOPIER AND SUPPLIES</b>													
Processing and Cataloguing supplies	13,937	8,088	8,066	17,692	13,000	20,000	26,500	0.15%	(6,500)	26,715	26,932	27,151	27,373
Cleaning and Lighting Supplies	20,995	17,711	18,450	21,995	21,066	20,210	27,285	0.16%	(7,075)	27,767	28,258	28,759	29,270
Office Supplies	107,016	83,540	78,947	87,233	94,989	91,000	85,521	0.49%	(6,02)	86,067	88,989	87,832	91,203
Printing Signage and Supplies	42,365	36,684	47,298	38,133	42,757	44,765	49,230	0.28%	9.97	49,978	50,743	51,524	52,324
<b>TOTAL OFFICE PHOTOCOPIER AND SUPPLIES</b>	<b>184,313</b>	<b>146,023</b>	<b>152,701</b>	<b>166,054</b>	<b>171,812</b>	<b>175,975</b>	<b>188,536</b>	<b>1.09%</b>	<b>7.14</b>	<b>189,527</b>	<b>194,522</b>	<b>195,066</b>	<b>473,780</b>

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Description	04 ACTUALS	05 ACTUALS	06 ACTUALS	07 ACTUALS	2007 APPROVED BUDGET	2008 APPROVED BUDGET	2009 BUDGET	% Of Total Budget	% Change	2008 2009 CHANGE	2010 PROJECTED BUDGET	2011 PROJECTED BUDGET	2012 PROJECTED BUDGET	2013 PROJECTED BUDGET
<b>EXPENDITURES CONTINUED</b>														
<b>POSTAGE MAIL AND COURIER</b>														
TOTAL POSTAGE MAIL COURIER	140,859	97,723	98,266	107,782	105,623	130,900	120,500	0.70%	(7.94)	10,400	120,742	122,723	124,743	126,804
<b>PROMOTION AND ADVERTISING</b>														
Programming	20,079	19,251	14,716	18,439	6,000	18,400	25,600	0.15%	39.13	(7,200)	6,600	6,800	7,000	7,000
Hiring Costs	6,067	64,851	14,641	70,111	9,000	10,000	15,000	0.09%	50.00	(5,000)	15,000	15,000	15,000	15,000
Promotion and Advertising	7,339	9,466	15,144	17,617	12,850	14,780	25,600	0.15%	73.21	(10,820)	37,150	37,765	38,395	38,042
TOTAL PROMOTION AND ADVERTISING	33,485	93,568	44,501	106,167	27,850	43,180	66,200	0.38%	53.31	(23,020)	58,750	59,565	60,395	61,042
<b>TRAINING AND WORKSHOPS</b>														
Continuing Education	33,744	24,027	26,398	24,062	34,390	38,930	48,200	0.28%	23.81	(9,270)	38,268	38,313	38,359	38,405
Internal Training	17,346	71,149	47,331	15,647	43,200	43,200	43,230	0.25%	0.07	(30)	43,260	43,291	43,322	43,353
TOTAL TRAINING & WORKSHOPS	51,090	95,176	73,729	39,710	77,590	82,130	91,430	0.53%	11.32	(9,300)	81,528	81,604	81,681	81,758
<b>UTILITIES AND TELECOMMUNICATIONS</b>														
Central Services Utilities	25,057	28,677	29,745	29,956	32,038	34,576	34,744	0.20%	0.49	(168)	35,476	36,224	36,987	37,766
Branch Telecommunications	81,181	73,400	74,278	74,047	73,754	73,754	73,750	0.43%	(0.01)	4	73,750	73,750	73,750	73,750
Central Services Telecommunications	18,288	17,941	20,329	17,398	19,500	20,000	24,150	0.14%	20.95	(4,190)	24,382	24,576	24,771	24,969
TOTAL UTILITIES & TELECOMMUNICATIONS	124,527	120,018	124,352	121,402	125,292	128,330	132,684	0.77%	3.39	(4,354)	133,608	134,550	135,508	136,485
<b>BANK CHARGES AND THIRD PARTY PROCESSINGS</b>														
Bank Charges	5,466	6,324	5,688	6,411	6,500	18,000	12,000	0.07%	(33.33)	6,000	12,000	12,000	12,000	12,000
Debit / Credit card costs	-	-	-	466	-	-	6,000	0.03%	#DIV/0!	(6,000)	6,000	6,000	6,000	6,000
Payroll Prod. Costs	26,467	25,076	35,227	44,743	55,000	55,000	49,000	0.28%	(10.91)	6,000	50,500	53,500	55,100	56,750
TOTAL BANK THIRD PARTY PROCESSING	31,933	31,400	40,916	51,620	61,500	73,000	67,000	0.39%	(8.22)	6,000	68,500	71,500	73,100	74,750

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Description	2007		2008		2009 BUDGET		% OF Total Budget Change		2008 2009 CHANGE		2010 PROJECTED BUDGET		2011 PROJECTED BUDGET		2012 PROJECTED BUDGET		2013 PROJECTED BUDGET		
	04 ACTUALS	05 ACTUALS	06 ACTUALS	07 ACTUALS	APPROVED BUDGET	APPROVED BUDGET	2009 BUDGET	%	2008	2009	PROJECTED BUDGET	PROJECTED BUDGET	PROJECTED BUDGET	PROJECTED BUDGET	PROJECTED BUDGET	PROJECTED BUDGET	PROJECTED BUDGET	PROJECTED BUDGET	
<b>EXPENDITURES CONTINUED</b>																			
<b>BOARD EXPENSES</b>																			
Meetings- Accommodation	12,112	10,089	10,874	11,528	12,000	14,500	14,000	0.08%	500	-	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	
Meetings- Air Fare	7,641	9,331	9,841	9,460	11,000	11,110	10,000	0.06%	(9,99)	1,110	10,500	11,000	11,000	11,000	11,500	11,500	11,500	12,000	
Conventions	611	336	3,276	6,872	4,000	4,000	4,000	0.02%	-	-	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	
Dues & Assoc. Fees	2,675	3,458	6,386	6,250	3,650	7,000	7,000	0.04%	-	-	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	
Catering- Food & Beverage	9,954	11,542	13,726	19,548	12,000	15,000	16,500	0.10%	(1,500)	1,500	17,000	17,500	17,500	18,000	18,000	18,500	18,500	18,500	
Meetings Mileage & Travel	22,000	17,773	20,133	20,502	19,500	21,000	21,000	0.12%	-	-	21,000	21,000	21,000	21,000	21,000	21,000	21,000	21,000	
Miscellaneous	3,222	2,253	1,857	2,750	2,750	3,000	3,000	0.02%	(250)	250	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	
<b>TOTAL BOARD EXPENSES</b>	<b>58,215</b>	<b>54,780</b>	<b>65,594</b>	<b>77,020</b>	<b>64,900</b>	<b>75,360</b>	<b>75,500</b>	<b>0.44%</b>	<b>(140)</b>	<b>140</b>	<b>76,500</b>	<b>77,500</b>	<b>77,500</b>	<b>78,500</b>	<b>78,500</b>	<b>79,500</b>	<b>79,500</b>	<b>79,500</b>	
<b>COMPUTER NETWORKING COSTS</b>																			
Network Maintenance Licensing Program	83,620	127,705	83,792	64,281	104,670	113,670	128,000	0.74%	(14,330)	14,330	128,000	128,000	128,000	128,000	128,000	128,000	128,000	128,000	128,000
Network Communications	342,442	319,379	222,682	226,359	332,000	285,000	249,000	1.44%	(12,63)	36,000	250,175	251,379	251,379	252,614	252,614	253,879	253,879	253,879	
Computer Equipment Expenses	173,000	151,353	304,156	19,247	156,000	283,900	217,000	1.25%	(17,77)	46,900	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	
<b>TOTAL COMPUTER NETWORKING COSTS</b>	<b>599,062</b>	<b>598,436</b>	<b>610,630</b>	<b>309,928</b>	<b>594,670</b>	<b>682,570</b>	<b>594,000</b>	<b>3.43%</b>	<b>(10,35)</b>	<b>68,570</b>	<b>428,175</b>	<b>429,379</b>	<b>429,379</b>	<b>430,614</b>	<b>430,614</b>	<b>431,879</b>	<b>431,879</b>	<b>431,879</b>	
<b>INSURANCE</b>																			
	95,593	92,776	95,684	94,037	95,000	97,000	97,000	0.56%	-	-	99,000	100,000	100,000	102,000	102,000	104,000	104,000	104,000	
<b>CONTINGENCY</b>																			
Contingency	68,946	57,435	38,000	38,000	38,000	18,000	-	#DIV/0!	-	-	30,000	45,000	45,000	60,000	60,000	75,000	75,000	75,000	
Contingency - Shipping & Receiveing	68,946	57,435	38,000	38,000	38,000	18,000	-	(100.00)	18,000	-	30,000	45,000	45,000	60,000	60,000	75,000	75,000	75,000	
<b>TOTAL CONTINGENCY</b>	<b>137,892</b>	<b>114,870</b>	<b>76,000</b>	<b>76,000</b>	<b>76,000</b>	<b>36,000</b>	<b>-</b>	<b>(100.00)</b>	<b>18,000</b>	<b>-</b>	<b>60,000</b>	<b>90,000</b>	<b>90,000</b>	<b>120,000</b>	<b>120,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	
<b>APPROPRIATIONS / INTERNAL TRANSFERS</b>																			
TOTAL APPROPRIATIONS INTERNAL TRANSFERS	116,971	33,741	3,570	219,149	68,934	248,934	226,570	1.31%	(8,98)	22,364	393,570	513,570	513,570	548,570	548,570	551,070	551,070	551,070	
<b>PROJECTS ETC FUNDED BY RESERVES</b>																			
	-	-	-	-	-	-	688,590	3.97%	#DIV/0!	(688,590)	786,762	471,303	471,303	473,424	473,424	614,822	614,822	614,822	
<b>FURNITURE AND EQUIPMENT</b>																			
Furniture and Equipment Capital	16,146	12,201	13,797	22,664	21,000	15,000	15,000	0.09%	-	-	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	
Furniture and Equip Lease and Mce.	38,787	96,906	10,207	7,958	12,610	10,610	9,810	0.06%	(7.54)	800	9,810	9,810	9,810	9,810	9,810	9,810	9,810	9,810	
Furniture and Equip Expensed.	49,120	31,748	41,296	34,664	35,545	36,045	35,360	0.20%	(1.90)	685	35,410	35,461	35,461	35,513	35,566	35,566	35,566	35,566	
<b>TOTAL FURNISHINGS AND EQUIPMENT</b>	<b>104,052</b>	<b>102,854</b>	<b>65,300</b>	<b>65,286</b>	<b>69,155</b>	<b>61,655</b>	<b>60,170</b>	<b>0.35%</b>	<b>(2.41)</b>	<b>1,485</b>	<b>60,220</b>	<b>60,271</b>	<b>60,271</b>	<b>60,323</b>	<b>60,376</b>	<b>60,376</b>	<b>60,376</b>	<b>60,376</b>	
<b>LIBRARY MATERIALS</b>																			
	1,776,061	1,945,478	2,002,702	2,281,875	2,030,876	2,114,676	2,166,331	12.50%	2.44	(51,655)	2,263,750	2,375,750	2,375,750	2,490,750	2,490,750	2,610,750	2,610,750	2,610,750	
<b>BRANCH AND FACILITY COSTS</b>	2,288,028	2,435,851	2,539,755	2,655,499	2,689,003	2,802,921	2,857,363	16.49%	1.94	(54,432)	2,869,950	2,907,869	2,907,869	3,016,648	3,016,648	3,026,845	3,026,845	3,026,845	
<b>TOTAL EXPENSES</b>	<b>13,793,825</b>	<b>14,270,865</b>	<b>14,716,708</b>	<b>15,091,216</b>	<b>15,115,221</b>	<b>16,027,552</b>	<b>17,332,831</b>	<b>100%</b>	<b>8.14</b>	<b>(616,709)</b>	<b>16,940,508</b>	<b>17,563,837</b>	<b>17,563,837</b>	<b>18,145,742</b>	<b>18,145,742</b>	<b>18,894,297</b>	<b>18,894,297</b>	<b>18,894,297</b>	
<b>Net (Revenue) / Expense</b>	<b>(305,611)</b>	<b>(117,545)</b>	<b>(183,372)</b>	<b>(518,605)</b>	<b>-</b>	<b>-</b>	<b>(346,707)</b>	<b>-</b>	<b>-</b>	<b>688,590</b>	<b>(141,985)</b>	<b>(141,985)</b>	<b>(146,249)</b>	<b>(146,249)</b>	<b>(150,636)</b>	<b>(150,636)</b>	<b>(150,636)</b>	<b>(150,636)</b>	

1% on member levies = approx

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Description	2008 APPROVED BUDGET	2009 BUDGET	% OF Total Budget	% Change	2008 2009 CHANGE	Variance Explanation for items over 5% and \$50,000
<b>REVENUES</b>						
Member Levies	(13,770,932)	(14,198,891)	81.92%	3.11	427,959	Levy increase to cover operating costs
Grants Received	(1,583,950)	(1,719,900)	9.92%	8.58	135,950	Increased operating Grant and anticipated increases in Conditional Grants
Investment Income	(150,000)	(210,000)	1.21%	40.00	60,000	Increased Returns anticipated due to deferral of some plans while Long Term considerations reviewed.
Overdue Fees	(290,000)	(347,250)	2.00%	19.74	57,250	Growth and Reinstatement of Children's Fines
Transfer from Reserves or Surplus	(120,700)	(740,590)	4.27%	513.58	619,890	Now showing expenditures from reserves as part of formal budget rather than as notational entries as in past years
<b>TOTAL REVENUES</b>	<b>(16,027,532)</b>	<b>(17,332,831)</b>	<b>100%</b>	<b>8.14</b>	<b>1,305,299</b>	

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NOTE: ONLY SIGNIFICANT VARIANCES SHOWN FOR COMPLETE BUDGET PLEASE REFER TO SUMMARY SHEETS  
VIRL BOARD IS NOT BOUND BY FUTURE YEARS EXPENDITURE ESTIMATES

2008 APPROVED BUDGET      2009 BUDGET      % OF Total Budget      % Change      2008 2009 CHANGE      Variance Explanation for items over 5% and \$50,000

**EXPENDITURES**

**TOTAL WAGES AND BENEFITS**

8,971,228      9,486,454      54.73%      5.74      (515,226)      Negotiated Wages Settlements and Benefits costs increase faster than general inflation

**Central Service Repairs & Maintenance**

48,940      79,875      0.46%      63.21      (30,935)      Central Services Facility Janitorial Maintenance and repairs; inflationary increases of \$6,475 as well as new expenditures of \$12,000 for furnaces and \$10,000 for changes to the loading dock to accommodate Ergonomic issues. \$22,000 offset by draw on reserve.

**TOTAL BUILDING/EQUIPMENT MAINTNCE**

88,400      118,931      0.69%      34.54      (30,531)

**Audit Fees**

12,300      18,000      0.10%      46.34      (5,700)

**TOTAL CONSULTING PROFESSIONAL**

73,300      84,000      0.48%      14.60      (10,700)

**Miscellaneous**

8,850      32,500      0.19%      267.23      (23,650)

**TOTAL MISCELLANEOUS**

43,105      66,605      0.38%      54.52      (23,500)

**Processing and Cataloguing supplies**

20,000      26,500      0.15%      32.50      (6,500)

**Cleaning and Lighting Supplies**

20,210      27,285      0.16%      35.01      (7,075)

**Printing Signage and Supplies**

44,765      49,230      0.28%      9.97      (4,465)

**TOTAL OFFICE PHOTOCOPIER AND SUPPLIES**

175,975      188,536      1.09%      7.14      (12,561)

**Programming**

18,400      25,600      0.15%      39.13      (7,200)

**Hiring Costs**

10,000      15,000      0.09%      50.00      (5,000)

**Promotion and Advertising**

14,780      25,600      0.15%      73.21      (10,820)

**TOTAL PROMOTION AND ADVERTISING**

43,180      66,200      0.38%      53.31      (23,020)

Our Auditors have given notice they will no longer perform the audit – A request for proposals will be required – our Auditors have advised that 2009 will be a transition year and their fee will be based on their actual time spent which they state is higher than their billings – future years will be adjusted once results from a RFP process are known. Future years will also likely be higher.

Increase offset by reductions in other areas

\$30,000 spending for 2010 Legacies now offset by Grant Revenue

Processing an Catalogue Supplies \$26,500 – magazines, Cd's , DVD's , and other previously un catalogued materials are being catalogued to improve access – this increases costs

Cleaning and lighting supplies \$27,285 – 2007 budget at \$17,000 was overspent by \$2,600 – presuming cost increases maintain at that level more funds are required

\$5,000 Budgeted for supplies for saleable promotional items to increase misc revenue

Includes Writers programs \$7,000 for which there is an offsetting grant.

Anticipating increased advertising to fill positions

Planning on doing more promotion of library

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**NOTE: ONLY SIGNIFICANT VARIANCES SHOWN FOR COMPLETE BUDGET PLEASE REFER TO SUMMARY SHEETS**  
VIRL BOARD IS NOT BOUND BY FUTURE YEARS EXPENDITURE ESTIMATES

Description	2008 APPROVED BUDGET	2009 BUDGET	% OF Total Budget	% Change	2008 2009 CHANGE	Variance Explanation for items over 5% and \$50,000
Central Services Telecommunications	20,000	24,190	0.14%	20.95	(4,190)	Anticipating increased costs to improve services
Debit / Credit card costs	-	6,000	0.03%		(6,000)	First year of Debit Credit Card machines in eight largest branches and online payments now available.
Network Maintenance Licensing Programming	113,670	128,000	0.74%	12.61	(14,330)	Conversion to Microsoft increased licenses costs
Network Communications	285,000	249,000	1.44%	(12.63)	36,000	Rationalizing services where practical and cost effective to do so
Computer Equipment Expenses	263,900	217,000	1.25%	(17.77)	46,900	Decreased Cap Grant and in house Computer expenses but increased expenses funded by Technology and Literacy Grants
<b>TOTAL COMPUTER NETWORKING COSTS</b>	<b>662,570</b>	<b>594,000</b>	<b>3.43%</b>	<b>(10.35)</b>	<b>68,570</b>	
<b>TOTAL CONTINGENCY</b>	<b>18,000</b>	<b>-</b>		<b>(100.00)</b>	<b>18,000</b>	Eliminated contingency for shipping and receiving
<b>TOTAL APPROPRIATIONS INTERNAL TRANSFERS</b>	<b>248,934</b>	<b>226,570</b>	<b>1.31%</b>	<b>(8.98)</b>	<b>22,364</b>	
<b>PROJECTS ETC FUNDED BY RESERVES</b>	<b>-</b>	<b>688,590</b>	<b>3.97%</b>	<b>#DIV/0!</b>	<b>(688,590)</b>	See cover report to budget - New Facility Projects not already in stream will require board approval
<b>LIBRARY MATERIALS</b>	<b>2,114,676</b>	<b>2,166,331</b>	<b>12.50%</b>	<b>2.44</b>	<b>(51,655)</b>	General inflation increase \$30,000 being drawn from reserve for materials to offset.
<b>BRANCH AND FACILITY COSTS</b>	<b>2,802,921</b>	<b>2,857,353</b>	<b>16.49%</b>	<b>1.94</b>	<b>(54,432)</b>	General inflationary increases - larger branch at Comox now impounded into budget
<b>TOTAL EXPENSES</b>	<b>16,027,532</b>	<b>17,332,831</b>	<b>100%</b>	<b>8.14</b>	<b>(1,305,299)</b>	

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NOTE: ONLY SIGNIFICANT VARIANCES SHOWN FOR COMPLETE BUDGET PLEASE REFER TO SUMMARY SHEETS  
VIRL BOARD IS NOT BOUND BY FUTURE YEARS EXPENDITURE ESTIMATES

**VANCOUVER ISLAND REGIONAL LIBRARY**

**DEPARTMENT SUMMARY**

Description	04 ACTUALS	05 ACTUALS	06 ACTUALS	07 ACTUALS	2007 APPROVED BUDGET	2008 APPROVED BUDGET	2008 CHANGE	2010 PROJECTED BUDGET	2011 PROJECTED BUDGET	2012 PROJECTED BUDGET	2013 PROJECTED BUDGET
10 - EXECUTIVE DIRECTOR	201,574	179,696	208,812	248,836	219,267	230,308	(1,049)	231,399	231,443	231,486	231,542
11 - BOARD EXPENSES	58,215	54,780	65,594	77,020	64,900	75,360	(140)	76,500	77,500	78,500	79,500
20 - TOTAL BRANCH OPERATIONS	4,763,942	4,751,769	4,553,345	4,592,074	4,722,512	4,790,609	(394,881)	5,382,930	5,433,843	5,433,882	5,433,882
22 - SYSTEMS/TECHNICAL SERVICES	71,803	76,502	78,685	96,276	100,763	102,638	(1,742)	104,380	104,380	104,380	104,380
23 - SYSTEMS	997,788	903,030	819,792	516,812	881,029	843,730	116,729	734,850	738,201	739,304	740,435
24 - MARKETING AND PROMOTION	111,704	84,499	114,730	137,216	132,729	158,866	(14,724)	192,913	194,266	195,653	197,076
27 - TECHNICAL SERVICES	395,835	200,523	223,191	225,788	234,672	237,364	(10,820)	256,727	259,002	259,002	259,002
30 - 31 - FINANCE ACCOUNTING	377,182	364,876	457,855	471,112	480,857	503,879	(18,160)	525,095	530,095	533,695	537,345
32 - GENERAL PURCHASING	238,409	211,300	207,722	223,084	250,734	253,910	(26,396)	287,340	289,609	291,906	294,230
35 - 37 - FACILITY COSTS	2,375,357	2,532,276	2,656,642	2,767,354	2,801,425	2,911,370	(85,103)	2,986,993	3,028,668	3,139,335	3,150,946
38 - SHIPPING RECEIVING	329,159	310,944	274,357	307,190	341,663	333,315	(35,705)	377,927	381,745	385,681	389,743
39 - BENEFITS	1,607,911	1,895,934	2,025,857	1,934,983	1,866,900	1,947,248	(131,452)	2,146,917	2,230,950	2,293,299	2,358,219
40 - HUMAN RESOURCES	133,310	389,447	490,411	371,080	451,728	565,705	116,931	503,410	674,710	907,210	1,152,210
81 - INTER LIBRARY LOANS	7,147	53,783	90,459	110,627	129,243	110,843	(7,961)	120,077	124,596	122,352	124,619
82 - LIBRARY DESIGN	-	-	-	2,812	-	8,500	975	7,550	7,576	7,601	7,601
84 - MATERIALS / COLLECTIONS	1,848,649	2,051,637	2,101,765	2,440,201	2,211,789	2,295,144	(51,873)	2,457,304	2,571,579	2,686,579	2,806,579
91 - PROGRAMS	76,527	94,027	114,577	115,136	113,076	113,259	(8,952)	124,626	127,104	127,307	127,307
00 - APPROPRIATION TRANSFER etc	185,917	91,176	41,570	257,149	106,934	286,934	40,364	423,570	558,570	608,570	626,070
98 - Spending From Reserves	-	-	-	-	-	688,590	#DIV/0!	786,762	471,303	473,424	674,822
99 - MISC GRANTS	13,397	19,849	169,235	153,835	-	278,550	(103,650)	-	-	-	-
<b>NET TOTAL</b>	<b>13,793,825</b>	<b>14,266,048</b>	<b>14,694,597</b>	<b>15,048,585</b>	<b>15,110,221</b>	<b>16,027,532</b>	<b>(1,305,299)</b>	<b>17,727,270</b>	<b>18,035,140</b>	<b>18,619,166</b>	<b>19,295,509</b>

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**VANCOUVER ISLAND REGIONAL LIBRARY**

**RESERVES SUMMARY**

Reserve	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
<b>Summary of Planned Contributions</b>											
Vehicle Replacements	20,500	27,913	22,708	23,730	24,798	22,123	21,129	22,080	23,073	24,111	22,734
New Branches	26,000	41,443	117,115	203,829	200,710	203,327	191,056	189,444	199,309	205,143	214,374
Refurbishments	53,864	38,280	55,000	55,000	65,000	67,500	65,000	65,000	65,000	65,000	65,000
Systems and Network	5,000	21,833	28,946	31,874	54,933	54,030	73,088	73,002	72,912	72,818	72,720
Integrated Library System	-	35,000	36,575	38,221	39,941	41,738	43,616	45,579	47,630	49,535	(14,586)
Furnishings and Equipment	1,570	19,976	15,212	12,883	11,767	10,093	6,967	7,280	6,434	4,818	5,035
Long Term Maintenance	-	22,529	50,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
Includes interest from 2009 on	106,934	206,974	325,557	440,537	472,149	473,812	475,856	477,385	486,358	486,426	440,277
<b>Summary of Planned Expenditures</b>											
Vehicle Replacements	-	(143,582)	-	-	(84,235)	(44,223)	-	-	-	(54,731)	(26,938)
New Branches	(223,797)	(226,500)	(190,144)	(273,133)	(142,559)	(476,026)	(226,870)	(36,896)	-	-	(287,941)
Refurbishments	(9,329)	(70,000)	(376,895)	(44,919)	(51,031)	-	(31,977)	(11,401)	(129,342)	(671,958)	(189,419)
Systems and Network	(146,981)	(197,100)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)
Integrated Library System	(58,456)	(81,408)	(66,968)	(37,676)	(48,956)	(79,573)	-	-	(671,958)	-	-
Furnishings and Equipment	(19,109)	(22,000)	(33,765)	(40,575)	(71,643)	-	-	(26,095)	(42,333)	-	-
Materials Reserve	(457,672)	(770,590)	(742,771)	(471,303)	(473,424)	(674,822)	(333,847)	(149,393)	(918,634)	(801,689)	(579,297)
Long Term Maintenance											
<b>Summary of Reserve Balances (year end projection)</b>											
Vehicle Replacements	164,740	49,072	71,780	95,510	36,074	13,974	35,103	57,182	80,256	49,636	45,432
New Branches	343,175	158,118	85,089	15,786	73,937	(198,762)	(234,576)	(82,028)	114,281	319,424	245,857
Refurbishments	406,217	374,497	69,454	82,661	100,349	172,365	213,145	276,335	224,428	(372,431)	(513,609)
Systems and Network	262,962	87,895	41,642	(1,484)	(21,551)	(42,521)	(44,433)	(46,431)	(48,520)	(50,702)	(52,982)
Integrated Library System	-	35,000	71,575	109,796	149,737	191,475	235,091	280,670	(343,668)	(324,122)	(338,708)
Furnishings and Equipment	109,026	47,584	(4,162)	(28,955)	(66,144)	(135,624)	(128,657)	(147,472)	(183,372)	(178,553)	(173,518)
Long Term Maintenance	167,308	167,836	191,624	234,672	248,589	334,776	424,841	518,959	617,312	720,091	827,495
	1,453,428	919,812	527,003	507,985	520,990	335,683	500,513	857,215	460,727	163,342	39,967

NOTE - highlighting indicates probable shortfall of funding based on most recent plan.  
 NOTE - Where projects are "in stream the current years budget is carried over to allow for full funding of the project in the subsequent year - This is necessary as budget is adopted before year end.  
 NOTE - All facility projects on hold unless specifically authorized in Interim Plan or by Board Resolution

Description	2007		2008		2009 BUDGET	
	ACTUALS	BUDGET	ACTUALS	BUDGET	ACTUALS	BUDGET
<b>Canada Council Bookfest/Readings</b>						
Grant - Canada Council Bookfest	-	(10,500)	(7,600)	(11,200)	(10,500)	(10,500)
Travel - Canada Council	-	-	-	233	-	300
Canada Council Readings	12,966	10,303	7,594	11,200	10,200	10,200
<b>PLSB - Literacy Initiatives</b>						
Travel - Literacy PLSB Grant	431	(14,562)	(92,153)	(39,972)	(54,500)	-
Office Supplies - Literacy PLSB Grant	-	341	3,059	1,256	2,500	-
Promotion - Literacy PLSB Grant	-	506	4,603	11,528	4,000	-
Professional Dev. Literacy	-	159	679	676	900	1,700
Computer Equip. Expenses	-	-	-	-	1,000	-
Furniture & Equip. Exp. - Literacy	-	-	-	-	-	90,000
Collection Materials - Literacy PLSB Grant	-	-	101	49	-	-
Wages - Professional (Literacy PLSB Grant)	-	13,279	63,311	30,453	37,100	-
Wages - CSL (Literacy PLSB Grant)	-	-	-	1,415	-	-
Wages - Clerical R&O (Literacy PLSB Grant)	-	-	8,141	7,908	5,000	-
Benefits - Literacy PLSB Grant	-	(3,500)	-	2,544	-	-
Grant - Literacy Kits	-	-	-	(23,500)	-	-
Literacy Kits	-	-	4,679	4,973	4,000	-
<b>PLSB - Technology Initiatives</b>						
Grant - Technology PLSB	-	(33,350)	(74,446)	(64,293)	(33,350)	(100,000)
Travel - Technology	-	-	-	628	-	-
Consulting	-	-	-	-	-	10,000
Promotion & Advertising - Technology	-	-	-	65	-	3,000
Training - Technology	-	68	1,048	1,880	-	10,000
Continuing Ed. - Public Training - Technology	-	-	-	333	-	-
Technology Grant Expenses	-	-	74,446	-	-	-
Computer Equip. Expenses	-	-	-	-	-	-
Wages - Professional	-	-	8,262	58,209	-	7,000
Benefits - Technology	-	-	-	3,179	33,350	56,000
Grant - School Outreach PLSB	-	-	(23,100)	(18,006)	-	14,000
Travel - School Outreach	-	-	-	33	-	-
Promotion - School Outreach	-	-	-	1,769	-	-
Wages Professional - School Outreach	-	-	13,768	11,662	-	-
Wages Clericals - School Outreach	-	-	-	1,144	-	-
Benefits - School Outreach	-	-	-	873	-	-
<b>Writers in Libraries</b>						
Grant - Writers in Libraries - Jackson	-	(1,726)	(485)	(609)	(2,600)	(10,000)
Travel - Writers - Jackson	-	-	218	267	600	-
Meals - Writers - Jackson	-	-	15	66	-	1,000
Accommodation - Writers - Jackson	-	-	90	14	-	-
Honorarium - Writers - Jackson	-	-	250	263	2,000	9,000
Grant - Writers in Libraries - Langston	-	(877)	(344)	(503)	-	-
Travel - Writers - Langston	-	-	49	(7)	-	-
Honorariums - Writers - Langston	-	-	250	503	-	-
Grant - Writers in Libraries - Citta	-	(325)	(517)	(964)	-	-
Honorariums - Writers - Citta	-	-	250	1,339	-	-
Grant - Writers in Libraries - Radford	-	(104)	(149)	(330)	-	-
Honorariums - Writers - Radford	-	-	375	330	-	-
Grant - Writers in Libraries - Swanson	-	-	-	(827)	-	-
Travel - Writer - Swanson	-	-	265	104	-	-
Honorariums - Writers - Swanson	-	-	125	348	-	-
Grant - Writers in Libraries - Jones	-	-	-	(500)	-	-
Honorariums - Writer - Jones	-	-	-	500	-	-
<b>Law Society - Specialized Collection</b>						
Grant - Law Matters Pilot Project	-	-	-	(6,248)	-	(10,000)
Materials - Law Matters Pilot Project	-	-	-	6,248	-	10,000
<b>2010 Legacies Now Early Literacy Planning</b>						
Grant - 2010 Legacies Now - Literacy	-	-	-	(437)	-	(30,000)
2010 Legacies Now - Literacy	-	-	-	437	-	30,000
<b>Total Grants</b>						
	-	(61,444)	(198,745)	(141,895)	(100,950)	(252,200)

Note: All Grants subject to receipt - Spending NOT APPROVED UNLESS GRANT CONFIRMED.



**VANCOUVER ISLAND REGIONAL LIBRARY**  
**FULL TIME EQUIVALENCY COMPARISON**

<u>2009</u>	<u>EXEMPT</u>	<u>LIBRARIANS</u>	<u>CLERICALS</u>	<u>PAGES</u>	<u>TOTAL</u>	<u>CHANGE</u>
Executive Director's Office	2.00				<b>2.00</b>	-0.04
Systems & Technical Services	1.00				<b>1.00</b>	0.00
Systems & Network	1.00	1.00	3.02		<b>5.02</b>	-0.06
Promotion & Advertising	1.00		1.46		<b>2.46</b>	0.00
Technical Services		1.00	4.60		<b>5.60</b>	-0.25
Director of Finance	1.00		1.12		<b>2.12</b>	0.00
Accounting	1.00		2.13		<b>3.13</b>	-0.02
Purchasing			2.93		<b>2.93</b>	0.26
Shipping & Receiving			4.98		<b>4.98</b>	0.01
Human Resources	3.00		2.17		<b>5.17</b>	0.17
Support Services	1.00	1.00	0.80		<b>2.80</b>	0.00
Programs		1.00	1.00		<b>2.00</b>	0.00
Interlibrary Loans		1.00	1.22		<b>2.22</b>	-0.06
Public Services *	1.00	25.77	83.81	20.39	<b>130.97</b>	-0.68
<b>TOTALS</b>	<b>12.00</b>	<b>30.77</b>	<b>109.24</b>	<b>20.39</b>	<b>172.40</b>	<b>-0.67</b>

Note Denman .68 cut for 2009

<u>2008</u>	<u>EXEMPT</u>	<u>LIBRARIANS</u>	<u>CLERICALS</u>	<u>PAGES</u>	<u>TOTAL</u>	<u>CHANGE</u>
Executive Director's Office	2.04				<b>2.04</b>	0.04
Systems & Technical Services	1.00				<b>1.00</b>	0.00
Systems & Network	1.00	1.00	3.08		<b>5.08</b>	-0.01
Promotion & Advertising	1.00		1.46		<b>2.46</b>	0.42
Technical Services		1.00	4.85		<b>5.85</b>	0.10
Director of Finance	1.00		1.12		<b>2.12</b>	0.04
Accounting	1.00		2.15		<b>3.15</b>	0.03
Purchasing			2.67		<b>2.67</b>	0.00
Shipping & Receiving			4.97		<b>4.97</b>	-0.01
Human Resources	3.00		2.00		<b>5.00</b>	2.00
Support Services	1.00	1.00	0.80		<b>2.80</b>	0.00
Programs		1.00	1.00		<b>2.00</b>	0.00
Interlibrary Loans		1.00	1.28		<b>2.28</b>	-0.40
Public Services						
Public Services- Extension		4.00	18.01	3.17	<b>25.18</b>	1.16
Public Services- North		8.06	29.33	7.82	<b>45.21</b>	1.52
Public Services- South	1.00	13.77	36.78	9.71	<b>61.26</b>	-0.94
<b>TOTALS</b>	<b>12.04</b>	<b>30.83</b>	<b>109.50</b>	<b>20.70</b>	<b>173.07</b>	<b>3.95</b>

NOTE THAT 2009 REQUIRES AMENDMENT FOR AN APPROVED REORGANIZATION

Municipalities	2003 Net		2004 Net		2005 Net		2006 Net		2007 Net		2008 Net		2009		Less Band		2009 Net		Population Increase (Decrease) from Previous Year		% Change From Previous Year		Change in Levy from previous year		% Change in Levy From Prev Year		2009 Portion of Levy	
	Population	Levy	Population	Levy	Population	Levy	Population	Levy	Population	Levy	Population	Levy	Population	Levy	Population	Levy	Population	Levy	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year
Campbell River	31,402	29,745	29,617	30,170	30,810	31,351	524,595	31,563	31,964	-387	13,939	-589	30,964	30,964	1.23%	4,567	1.01%	131	0.87%	529,162	3,165	3,165	8.38%	224,540	3,165	3,165	3.16%	224,540
Comox	11,809	11,937	12,304	12,706	13,008	13,139	217,662	13,139	13,139	1,378	23,911	23,911	23,911	23,911	6.12%	31,585	6.12%	1,378	8.38%	408,629	3,368	3,368	6.99%	51,576	3,368	3,368	6.99%	408,629
Courtenay	2,721	2,719	2,760	2,817	2,881	2,881	84,208	2,881	2,881	3,018	3,018	3,018	3,018	3,018	4.76%	4,102	4.76%	137	4.76%	88,302	4,102	4,102	8.31%	25,173	4,102	4,102	8.31%	25,173
Cumberland	4,812	4,810	4,820	4,871	4,898	4,923	13,357	4,923	4,923	1,473	1,473	1,473	1,473	1,473	6.05%	1,931	6.05%	84	6.05%	139,178	1,931	1,931	11.50%	53,029	1,931	1,931	11.50%	139,178
Duncan	7,044	7,073	7,111	7,292	7,460	7,460	124,828	7,460	7,460	3,103	3,103	3,103	3,103	3,103	-0.46%	856	-0.46%	-15	-0.87%	63,146	856	856	-0.87%	63,146	856	856	-0.87%	63,146
Gold River	3,178	3,536	3,538	3,763	3,819	3,819	63,702	3,819	3,819	967	967	967	967	967	-0.71%	230	-0.71%	-7	-0.71%	16,662	967	967	5.31%	1,426,452	967	967	5.31%	1,426,452
Lake Cowichan	1,268	1,006	952	78,271	79,626	80,949	1,354,517	83,469	83,469	2,520	2,520	2,520	2,520	2,520	3.11%	15,818	3.11%	2,520	5.31%	503,049	15,818	15,818	3.25%	503,049	15,818	15,818	3.25%	503,049
Lantzville	27,838	27,467	27,368	28,065	28,519	29,118	487,231	29,436	29,436	61	61	61	61	61	0.54%	5,057	0.54%	318	2.68%	193,437	5,057	5,057	0.42%	203,007	5,057	5,057	0.42%	203,007
Masset	10,955	10,824	10,923	11,103	11,274	11,274	188,380	11,274	11,274	12,081	12,081	12,081	12,081	12,081	-1.67%	856	-1.67%	-202	0.70%	316,619	856	856	0.70%	316,619	856	856	0.70%	316,619
Nanaimo	19,531	18,465	18,235	18,490	18,688	18,790	314,412	18,527	18,527	893	893	893	893	893	-21.04%	-3,664	-21.04%	-238	-19.36%	15,261	-3,664	-3,664	-19.36%	15,261	-3,664	-3,664	-19.36%	15,261
North Cowichan	1,258	1,200	1,111	1,203	1,128	1,131	18,925	1,131	1,131	533	533	533	533	533	-8.70%	-585	-8.70%	45	-6.76%	8,066	-585	-585	-6.76%	8,066	-585	-585	-6.76%	8,066
Port Alberni	5,283	4,805	4,581	4,597	4,597	4,597	76,721	4,597	4,597	4,597	4,597	4,597	4,597	4,597	-12.52%	-8,175	-12.52%	-574	-10.66%	68,546	-8,175	-8,175	-10.66%	68,546	-8,175	-8,175	-10.66%	68,546
Port Hardy	3,086	2,904	2,847	2,900	2,928	2,928	49,011	2,928	2,928	2,928	2,928	2,928	2,928	2,928	-6.45%	-2,186	-6.45%	-189	-4.46%	46,825	-2,186	-2,186	-4.46%	46,825	-2,186	-2,186	-4.46%	46,825
Port McNeill	7,533	7,151	7,294	7,383	8,807	8,899	148,907	9,010	9,010	9,010	9,010	9,010	9,010	9,010	1.25%	5,070	1.25%	111	3.41%	153,977	5,070	5,070	3.41%	153,977	5,070	5,070	3.41%	153,977
Qualicum Beach	434	405	397	403	407	410	6,861	410	410	1,042	1,042	1,042	1,042	1,042	-5.76%	-654	-5.76%	-60	-3.75%	16,782	-654	-654	-3.75%	16,782	-654	-654	-3.75%	16,782
Queen Charlotte	11,117	11,281	11,372	11,495	11,862	11,849	198,269	12,017	12,017	168	168	168	168	168	-15.85%	-965	-15.85%	65	-14.06%	5,896	-965	-965	-14.06%	5,896	-965	-965	-14.06%	5,896
Sayward	9,759	9,255	9,305	9,730	10,117	10,436	174,625	10,504	10,504	577	577	577	577	577	0.65%	4,884	0.65%	68	2.80%	178,509	4,884	4,884	2.80%	178,509	4,884	4,884	2.80%	178,509
Sidney	892	892	559	593	577	562	9,404	383	383	1,846	1,846	1,846	1,846	1,846	-31.85%	-2,859	-31.85%	-179	-30.40%	6,545	-2,859	-2,859	-30.40%	6,545	-2,859	-2,859	-30.40%	6,545
Sooke	1,628	1,550	1,653	1,711	1,846	1,906	31,893	1,752	1,752	1,906	1,906	1,906	1,906	1,906	-8.08%	-1,952	-8.08%	-154	-6.12%	29,941	-1,952	-1,952	-6.12%	29,941	-1,952	-1,952	-6.12%	29,941
Tahsis	1,831	1,646	1,652	1,847	1,900	1,978	33,098	1,567	1,567	228	228	228	228	228	-20.78%	-6,319	-20.78%	-411	-19.09%	26,779	-6,319	-6,319	-19.09%	26,779	-6,319	-6,319	-19.09%	26,779
Tofino	272	230	228	232	228	231	3,865	193	193	228	228	228	228	228	-16.45%	-567	-16.45%	-38	-14.66%	3,296	-567	-567	-14.66%	3,296	-567	-567	-14.66%	3,296
Ucluelet	274,955	270,355	270,905	277,294	285,264	290,232	4,856,443	293,677	293,677	293,677	293,677	293,677	293,677	293,677	0.95%	152,309	0.95%	2,856	3.14%	5,008,752	152,309	152,309	3.14%	5,008,752	152,309	152,309	3.14%	5,008,752
Zeballos	9,175	8,364	6,179	8,378	8,529	8,326	139,319	10,499	10,499	8,529	8,326	8,326	8,326	8,326	1.32%	4,849	1.32%	110	3.48%	144,168	4,849	4,849	3.48%	144,168	4,849	4,849	3.48%	144,168
Regional Districts	3,502	3,502	3,502	3,502	3,502	3,473	58,114	4,359	4,359	3,502	3,473	3,473	3,473	3,473	12.55%	8,689	12.55%	436	14.95%	66,803	8,689	8,689	14.95%	66,803	8,689	8,689	14.95%	66,803
Alberni-Clayoquot	2,119	1,756	1,591	1,598	1,647	1,921	32,144	3,327	3,327	1,647	1,921	1,921	1,921	1,921	-27.75%	-8,424	-27.75%	-533	-26.21%	23,720	-8,424	-8,424	-26.21%	23,720	-8,424	-8,424	-26.21%	23,720
Capital	33,323	33,323	32,025	33,054	33,735	33,557	561,508	23,677	23,677	33,735	33,557	33,557	33,557	33,557	-30.25%	-161,526	-30.25%	-10,152	-28.77%	399,982	-161,526	-161,526	-28.77%	399,982	-161,526	-161,526	-28.77%	399,982
Central Coast	33,775	30,527	30,764	31,632	32,383	31,976	535,053	36,100	36,100	32,383	31,976	31,976	31,976	31,976	1.67%	20,513	1.67%	533	3.83%	555,566	20,513	20,513	3.83%	555,566	20,513	20,513	3.83%	555,566
Comox Valley	3,258	2,389	1,819	1,894	2,010	3,165	53,295	4,060	4,060	2,010	3,165	3,165	3,165	3,165	-22.39%	-36,293	-22.39%	1,347	-5.83%	659,094	-36,293	-36,293	-5.83%	659,094	-36,293	-36,293	-5.83%	659,094
Cowichan Valley	40,731	35,023	35,248	36,191	36,191	36,191	622,801	39,402	39,402	394	394	394	394	394	10.83%	440	10.83%	440	13.19%	7,519	440	440	13.19%	7,519	440	440	13.19%	7,519
Mount Waddington	2,647	2,274	2,274	2,273	1,276	1,204	20,146	2,608	2,608	1,204	1,204	1,204	1,204	1,204	-5.90%	-783	-5.90%	-71	-3.89%	19,363	-783	-783	-3.89%	19,363	-783	-783	-3.89%	19,363
Nanaimo	130,620	117,633	115,877	118,910	119,667	121,259	2,029,023	135,575	135,575	135,575	135,575	135,575	135,575	135,575	0.89%	61,666	0.89%	1,078	3.04%	2,090,689	61,666	61,666	3.04%	2,090,689	61,666	61,666	3.04%	2,090,689
Nanaimo Region	405,575	387,988	386,782	396,204	404,951	411,491	6,885,466	429,252	429,252	411,491	411,491	411,491	411,491	411,491	0.96%	213,980	0.96%	3,934	3.11%	7,099,446	213,980	213,980	3.11%	7,099,446	213,980	213,980	3.11%	7,099,446
Powell River	2,647	2,274	2,274	2,273	1,276	1,204	20,146	2,608	2,608	1,204	1,204	1,204	1,204	1,204	-5.90%	-783	-5.90%	-71	-3.89%	19,363	-783	-783	-3.89%	19,363	-783	-783	-3.89%	19,363
Skeena-Queen Charlotte	130,620	117,633	115,877	118,910	119,667	121,259	2,029,023	135,575	135,575	135,575	135,575	135,575	135,575	135,575	0.89%	61,666	0.89%	1,078	3.04%	2,090,689	61,666	61,666	3.04%	2,090,689	61,666	61,666	3.04%	2,090,689
Strathcona	405,575	387,988	386,782	396,204	404,951	411,491	6,885,466	429,252	429,252	411,491	411,491	411,491	411,491	411,491	0.96%	213,980	0.96%	3,934	3.11%	7,099,446	213,980	213,980	3.11%	7,099,446	213,980	213,980	3.11%	7,099,446

Unadjusted for Split

Comox Strathcona split 2008

Municipalities	2003 Converted			2004 Converted			2005 Converted			2006 Converted			2007 Converted			2008 Converted			2009 Converted			Assessment Increase (Decrease) from Previous Year	% Change From Previous Year	Change in Levy from previous year	% Change in Levy From Prev Year	2009 Assessment Portion of Levy
	Hospital Assessment	Hospital Assessment	Hospital Assessment	Hospital Assessment	Hospital Assessment	Hospital Assessment	Hospital Assessment	Hospital Assessment	Hospital Assessment	Hospital Assessment	Hospital Assessment	Hospital Assessment	Hospital Assessment	Hospital Assessment	Hospital Assessment	Hospital Assessment	Hospital Assessment	Hospital Assessment	Hospital Assessment	Hospital Assessment						
1 Campbell River	265,799,577	263,143,164	273,803,765	309,569,579	369,088,651	430,288,901	425,018	490,557,716	60,268,815	14.01%	11,395	2.68%	436,413													
2 Comox	74,190,754	78,667,060	86,067,480	137,945,362	168,768,714	166,721	193,603,368	24,814,654	14.70%	5,514	3.31%	172,235														
3 Courtenay	160,981,597	174,917,810	193,124,766	234,579,315	287,380,837	335,565	401,943,218	62,216,574	18.31%	22,015	6.56%	357,580														
4 Cumberland	14,245,051	17,111,231	20,578,954	26,015,655	32,131	32,131	40,146,778	7,617,533	23.42%	3,585	11.16%	35,716														
5 Duncan	41,021,193	41,298,012	43,074,957	49,559,273	54,659,380	64,710	74,234,481	8,722,419	13.31%	1,331	2.06%	66,041														
6 Gold River	10,263,704	10,512,927	10,224,261	12,071,959	13,245,857	13,084	15,261,485	2,015,628	15.22%	493	3.77%	13,577														
7 Ladysmith	46,542,581	49,393,223	53,121,598	64,074,577	78,610,054	99,714	114,360,338	13,409,866	13.28%	2,024	2.03%	101,738														
8 Lake Cowichan	16,595,356	18,466,265	21,743,079	25,652,335	32,182,690	31,788	38,908,984	6,726,294	20.90%	2,826	8.89%	34,614														
9 Lantzville	32,908,627	38,658,254	47,447,965	56,267,648	64,174,792	63,389	73,278,976	9,104,184	14.19%	1,802	2.84%	65,191														
10 Masset	4,640,428	4,592,072	4,423,875	4,433,289	4,617,604	5,498	7,376,051	1,809,594	32.51%	1,064	19.35%	6,562														
11 Nanaimo	632,243,281	655,811,313	727,366,062	857,432,224	1,002,166,770	1,227,890,371	1,212,848	1,406,071,332	178,180,961	14.51%	38,031	3.14%	1,250,879													
12 North Cowichan	242,399,360	248,300,558	265,249,727	305,622,690	347,585,074	416,323,221	411,223	487,904,275	71,581,054	17.19%	22,830	5.55%	434,053													
13 North Saanich	165,469,817	187,655,752	220,734,771	264,554,573	304,783,318	361,918,637	357,485	401,685,536	39,766,899	10.99%	-135	-0.04%	357,350													
14 Parksville	103,085,822	108,770,158	122,678,533	147,340,626	169,368,795	207,949,074	205,402	243,010,722	35,061,648	16.86%	10,787	5.25%	216,189													
15 Port Alberni	125,720,104	125,105,208	127,746,719	138,464,592	162,742,314	196,746,982	194,337	223,985,226	27,238,244	13.84%	4,926	2.53%	199,263													
16 Port Alice	13,572,611	13,200,320	12,903,622	13,371,715	13,885,272	16,028,979	15,833	17,642,363	1,613,384	10.07%	-138	-0.87%	15,695													
17 Port Clements	2,488,412	2,472,854	2,314,937	2,354,603	2,395,772	2,490,673	2,460	3,024,817	534,144	21.45%	231	9.39%	2,691													
18 Port Hardy	26,076,589	25,567,410	26,156,826	27,286,525	27,217,030	31,898,328	31,508	27,291,876	-4,606,452	-14.44%	-7,228	-22.94%	24,280													
19 Port McNeill	17,001,413	16,797,385	17,350,767	17,896,860	19,099,157	21,581,507	21,317	24,322,474	2,740,967	12.70%	321	1.51%	21,638													
20 Qualicum Beach	75,380,529	82,155,641	93,010,327	128,822,715	149,285,520	183,892,671	181,640	197,261,012	13,368,341	7.27%	-6,151	-3.39%	175,489													
21 Queen Charlotte	2,885,065	2,720,638	2,837,718	7,922,868	7,607,956	7,609,705	7,516	8,536,492	926,787	12.18%	78	1.04%	7,594													
22 Sayward	136,635,821	149,593,990	169,026,415	206,490,951	240,206,031	292,910,224	4,004	4,137,455	84,217	2.08%	-323	-8.07%	3,681													
23 Sidney	85,923,709	72,493,881	84,066,362	108,348,328	131,658,409	156,464,935	289,322	327,474,775	34,564,551	11.80%	2,008	0.69%	291,330													
24 Sooke	6,497,411	6,151,299	2,213,683	2,752,337	3,354,211	4,608,429	4,552	5,298,551	690,122	14.98%	162	3.56%	4,714													
25 Tahsis	34,496,547	37,638,876	43,057,790	55,395,762	66,666,852	80,895,461	79,904	93,739,990	12,844,529	15.88%	3,490	4.37%	83,394													
26 Tofino	16,493,802	17,204,049	17,845,764	27,734,759	39,214,951	46,810,707	46,237	58,283,309	11,472,602	24.51%	5,613	12.14%	51,850													
27 Ucluelet	1,346,508	1,272,272	1,311,549	1,244,455	1,356,678	1,440,876	1,423	1,686,303	245,427	17.03%	77	5.41%	1,500													
28 Zeballos	2,302,114,896	2,441,160,962	2,677,948,014	3,191,680,304	3,744,392,088	4,514,479,882	4,459,177	5,167,089,518	652,609,636	14.46%	137,605	3.09%	4,596,792													
30 Regional Districts																										
31 Alberni-Clayoquot	98,362,016	101,359,065	105,384,239	113,454,515	130,781,941	163,809,762	161,803	200,651,345	36,841,583	22.49%	16,702	10.32%	178,505													
32 Capital	72,453,909	75,848,879	75,954,660	96,329,587	113,114,389	124,787,878	123,259	138,616,388	13,828,510	11.08%	58	0.05%	123,317													
33 Central Coast	12,264,316	11,882,658	13,333,450	13,856,842	12,550,182	13,524,263	13,359	16,846,822	3,322,559	24.57%	1,628	12.19%	14,987													
34 Comox Valley	384,651,629	386,392,953	421,257,445	499,194,446	603,607,346	697,405,755	688,862	538,407,821	-158,997,934	-22.80%	-209,880	-30.47%	478,982													
35 Cowichan Valley	354,490,407	357,307,795	392,027,513	449,177,943	513,597,692	609,700,657	602,232	706,561,824	96,861,167	15.89%	26,345	4.37%	628,577													
36 Mount Waddington	41,313,707	39,954,130	47,682,783	47,306,863	51,909,919	60,899,932	60,154	70,510,070	9,610,138	15.78%	2,574	4.28%	62,728													
37 Nanaimo	408,076,766	392,492,216	442,263,807	529,567,076	638,355,700	759,681,618	750,375	862,289,693	102,608,075	13.51%	16,741	2.23%	767,116													
38 Powell River	6,219,838	6,414,300	6,512,527	8,038,834	9,389,906	11,841,928	11,697	15,095,237	3,253,309	27.47%	1,732	14.81%	13,429													
39 Skeena-QC	21,261,227	18,662,961	21,086,837	13,224,742	8,737,484	14,728,772	14,548	15,417,665	688,883	4.68%	-832	-5.72%	13,716													
40 Strathcona	1,400,093,815	1,390,314,957	1,525,403,261	1,769,150,848	2,082,044,549	2,456,380,565	2,426,289	2,813,159,151	108,076,306	4.40%	76,374	3.15%	2,502,663													
41	3,702,208,711	3,831,475,919	4,203,351,275	4,961,031,152	5,826,436,637	6,970,860,447	6,885,466	7,980,248,669	760,625,936	10.91%	213,980	3.11%	7,099,446													
42 TOTALS																										

Note: Previous Years Assessment used for current year allocation

Note: Comox Strathcona Split in 2008

Municipalities	2003		2004		2005		2006		2007		2008		2009		% Change in Total Levy	2009 Quarterly Billing
	TOTAL LEVY		TOTAL LEVY		TOTAL LEVY		TOTAL LEVY		TOTAL LEVY		TOTAL LEVY		TOTAL LEVY			
Campbell River	891,735	894,147	889,024	894,663	932,067	949,613	965,575	15,962	1.68%	241,394						
Comox	301,726	313,554	322,062	349,183	368,015	384,383	396,775	12,392	3.22%	99,194						
Courtenay	555,295	588,999	618,131	648,707	689,603	712,609	766,209	53,600	7.52%	191,552						
Cumberland	63,090	69,157	70,092	71,769	76,351	80,339	87,292	6,953	8.66%	21,823						
Duncan	137,103	142,577	142,465	143,897	143,567	148,910	154,343	5,433	3.65%	38,586						
Gold River	42,319	38,951	36,993	37,400	36,251	36,326	38,750	2,424	6.67%	9,688						
Ladysmith	178,899	191,457	192,363	199,298	210,565	224,542	240,916	16,374	7.29%	60,229						
Lake Cowichan	73,797	73,833	75,537	76,838	79,433	83,961	87,643	3,682	4.38%	21,911						
Lantzville	26,171	108,906	115,080	123,090	127,600	127,091	128,337	1,246	0.98%	32,084						
Masset	2,163,502	2,270,509	2,330,168	2,391,738	2,464,252	2,567,365	2,677,331	109,966	4.28%	669,333						
Nanaimo	801,370	834,037	839,764	855,217	869,576	898,454	937,102	38,648	4.30%	234,276						
North Cowichan	428,468	472,931	506,601	525,311	535,793	545,865	550,787	4,922	0.90%	137,697						
North Saanich	325,085	345,303	360,402	375,057	387,610	407,553	419,196	11,643	2.86%	104,799						
Parksville	490,663	493,654	486,416	481,584	495,214	508,749	515,882	7,133	1.40%	128,971						
Port Alberni	40,440	40,223	37,278	37,012	34,552	34,758	30,956	-3,802	-10.94%	7,739						
Port Alice	12,782	12,469	11,889	11,752	11,547	11,111	10,757	-354	-3.19%	2,689						
Port Clements	119,922	117,240	112,852	110,179	107,113	108,229	92,826	-15,403	-14.23%	23,207						
Port Hardy	72,906	73,016	72,072	70,560	70,247	70,328	68,463	-1,865	-2.65%	17,116						
Port McNeill	232,648	245,298	257,118	288,009	316,662	330,547	329,466	-1,081	-0.33%	82,367						
Qualicum Beach	11,051	10,790	10,674	10,398	10,721	10,865	24,376	-576	-2.31%	6,094						
Queen Charlotte	384,317	419,064	436,711	456,123	471,409	487,591	496,696	9,105	1.87%	124,174						
Sayward	250,180	263,146	276,386	299,611	318,063	329,173	345,034	15,861	4.82%	86,259						
Sidney	23,629	19,343	12,370	13,247	13,373	13,956	11,259	-2,697	-19.32%	2,815						
Sooke	79,663	85,011	91,072	99,991	106,962	111,797	113,335	1,538	1.38%	28,334						
Tahsis	53,597	53,722	59,398	66,203	76,357	79,335	78,629	-706	-0.89%	19,657						
Tofino	6,181	5,690	5,655	5,401	5,320	5,288	4,798	-490	-9.27%	1,200						
Ucluelet	7,766,539	8,206,351	8,390,616	8,691,097	9,005,414	9,315,620	9,605,534	289,914	3.11%	2,401,384						
Zeballos	293,932	295,365	289,939	284,222	290,843	301,122	322,673	21,551	7.16%	80,668						
<b>Regional Districts</b>	168,536	177,313	170,010	181,160	187,589	181,373	190,120	8,747	4.82%	47,530						
Alberni-Clayoquot	51,014	46,922	45,705	44,081	41,587	45,503	38,707	-6,796	-14.94%	9,677						
Capital	1,136,292	1,148,774	1,148,133	1,188,488	1,249,421	1,250,370	878,964	-371,406	-29.70%	219,741						
Central Coast	1,069,755	1,057,740	1,084,056	1,100,209	1,123,832	1,137,285	1,184,143	46,858	4.12%	296,036						
Comox Valley	114,680	102,032	100,668	92,445	92,738	113,449	104,973	-8,476	-7.47%	26,243						
Cowichan Valley	1,260,340	1,185,522	1,231,759	1,279,150	1,329,831	1,373,176	1,426,210	53,034	3.86%	356,553						
Mount Waddington	16,315	17,831	17,424	16,787	17,277	18,340	20,948	2,608	14.22%	5,237						
Nanaimo	73,313	66,022	68,354	37,211	31,089	34,694	33,079	-1,615	-4.66%	8,270						
Powell River							393,535		#DIV/0!	98,384						
Skeena-Queen Charlotte							138,040		3.10%	1,148,338						
Strathcona							427,954		3.11%	3,549,721						
<b>TOTALS</b>	11,950,716	12,303,872	12,546,664	12,914,850	13,369,621	13,770,932	14,198,886	427,954	3.11%	3,549,721						

unadjusted

# VANCOUVER ISLAND REGIONAL LIBRARY

## Weighted Votes for 2009

Municipality/Regional District	2009 Levies	Votes
Campbell River	965,575	27
Comox	396,775	11
Courtenay	766,209	22
Cumberland	87,292	2
Duncan	154,343	4
Gold River	38,750	1
Ladysmith	240,916	7
Lake Cowichan	87,643	2
Lantzville	128,337	4
Masset	23,224	1
Nanaimo	2,677,331	75
North Cowichan	937,102	26
North Saanich	550,787	16
Parksville	419,196	12
Port Alberni	515,882	15
Port Alice	30,956	1
Port Clements	10,757	1
Port Hardy	92,826	3
Port McNeill	68,463	2
Qualicum Beach	329,466	9
Queen Charlotte	24,376	1
Sayward	9,577	1
Sidney	496,696	14
Sooke	345,034	10
Tahsis	11,259	1
Tofino	113,335	3
Ucluelet	78,629	2
Zeballos	4,798	1
Alberni-Clayoquot Regional District	322,673	9
Capital Regional District	190,120	5
Central Coast Regional District	38,707	1
Comox Valley Regional District	878,964	25
Cowichan Valley Regional District	1,184,143	33
Mount Waddington Regional District	104,973	3
Nanaimo Regional District	1,426,210	40
Powell River Regional District	20,948	1
Skeena-Queen Charlotte Regional District	33,079	1
Strathcona Regional District	393,535	11
<b>TOTAL Local Levies</b>	<b>14,198,886</b>	<b>403</b>

1/4% of Total Local Levies means Value for one vote = 35,497

Internal Note:

June 2002 Board meeting the following motion was adopted - please refer to Weighted Vote Information file in Board files

***VIRL BR 02061:8***

*That the Board approve a new weighted vote formula in which each member jurisdiction receives 1 weighted vote plus 1 additional vote for each 1/4 percent of total VIRL tax contributions after the first 1/4 percent. Where the formula results in a fraction of a vote, normal rounding will apply.*

January 27, 2009

**REPORT TO: MAYOR AND COUNCIL**  
**FROM: COMMITTEE OF THE WHOLE**  
**SUBJECT: January 26, 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 26, 2009:

**RECOMMENDATIONS**

- 1) **Director of Community Planning - Zoning Amendment Application [451, 461 and 465 Hirst Avenue West]**

**THAT** the report of the Director of Community Planning dated December 15, 2008 be received;

**AND THAT** Council refer the application for Lot 1, Plan 17579 and Lot A, Plan 17962 and Lot 4, Plan 18691, all of District Lot 106, Nanoose District (451, 461, And 465 Hirst Avenue West) for a 41 dwelling unit multifamily residential development to the APC;

**AND THAT** Council refer the application to a Public Information Meeting;

**AND FURTHER THAT** Staff report back to Council the results of the Public Information Meeting.

- 2) **Director of Community Planning - Amendment to Bridgewater Development Permit Pertaining to Trees**

**THAT** the report from the Director of Community Planning dated January 20, 2009 for the amendment to Bridgewater Development Permit pertaining to trees be received;

**AND THAT** the Bridgewater Strata Council be requested to consult with the property owners abutting the natural treed buffer on the tree management proposal and report back to Council with a collective recommendation through the Planning Department.



MAYOR ED MAYNE, Chair  
COMMITTEE OF THE WHOLE

January 14, 2009

AGENDA  
COUNCIL  
FEB 02 2009  
DATE

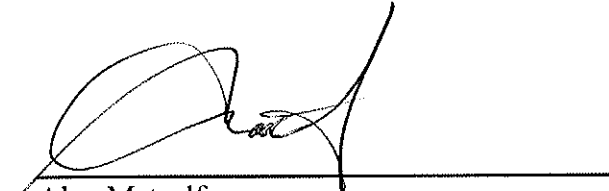
**MEMO TO:** FRED MANSON, CHIEF ADMINISTRATIVE OFFICER  
**MEMO FROM:** ALAN METCALF, MANAGER OF OPERATIONS  
**SUBJECT:** VANDALISM / MVA DAMAGE COSTS – 2008  
OUR FILE 0650-20-VAND

MONTH	OPERATIONS	PARKS	MVA DAMAGE	TOTAL
January	00.00	1,250.00	00.00	1,250.00
February	664.69	00.00	657.82	1,322.51
March	376.89	800.00	1,045.77	2,222.66
April	151.21	00.00	504.34	655.55
May	3,357.71	260.00	166.22	3,783.93
June	44.61	3,800.00	393.44	4,238.05
July	173.61	3,010.00	605.13	3,788.74
August	512.23	1,810.00	699.61	3,021.84
September	513.05	1,572.89	207.41	2,293.35
October	268.00	1,301.71	160.61	1,730.32
November	173.61	4,000.00	984.45	5,158.06
December	<u>110.00</u>	<u>00.00</u>	<u>83.22</u>	<u>193.22</u>
<b>TOTALS</b>	<b>6345.61(35)</b>	<b>17,804.60(28)</b>	<b>5,508.02(31)</b>	<b>29,658.23</b> <b>(#94 Incidents)</b>

*Please Note: Only costs for unidentified motor vehicle accident damage are contained in this report. Costs for damage that is done by identified vehicles is recovered from ICBC through recoverable accounts. (Prior to 2003, motor vehicle damage was calculated with the Parks or Operations totals, depending on the location of the damage.)*

**Previous Years' Results:** (Numbers in brackets indicate number of incidents.)

YEAR	OPERATIONS	PARKS	MVA DAMAGE	TOTAL
2007	7,101.73 (22)	21,485.19 (28)	2,220.00 (20)	30,806.92(70)
2006	4,503.86(34)	12,026.00(16)	3,665.74(24)	20,195.60 (74)
2005	4,482.90 (28)	12,977.33 (26)	4,936.55 (30)	22,396.78 (84)
2004	8,032.97 (29)	24,178.50 (27)	4,094.00 (28)	36,305.47 (84)
2003	9,572.70	7,447.45	5,054.62	22,074.77
2002	12,213.88	4,208.82	0.00	16,422.70
2001	6,956.21	9,602.25	0.00	16,558.46
2000	12,288.56	17,216.82	0.00	29,505.38

  
Alan Metcalf  
Manager of Operations

AM/re

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January 23, 2009

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

**FROM: MIKE SQUIRE, MANAGER OF ENGINEERING**

**SUBJECT: CORE AREA PARKING STUDY  
OUR FILE: 6410-01-PARK**

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### **I. ISSUE**

Proposal call and results for the above-referenced project.

### **II. BACKGROUND**

In accordance with our Purchasing Policy, the design and engineering services for the Core Area Parking Plan was advertised to the public for qualified consultants to submit Expressions of Interest (EOI). Review of Expressions of Interest allows Staff to pre-qualify consultants, to then invite submission of detailed proposals. We received Expressions of Interest from the Following engineering consulting firms:

- Boulevard Transportation Group
- Bunt & Associates Engineering Ltd.
- R.F. Binnie & Associates Ltd.
- Ward Consulting Group

It was determined that Boulevard Transportation Group was the only firm that had past experience in developing parking plans for Municipalities and best meet the EOI requirements. Boulevard Transportation Group was asked to submit a detailed Request for Proposal.

### **III. ANALYSIS**

The proposal from Boulevard Transportation Group was found to be very sound and meets the requirements of Terms of Reference for this project. The fees for Boulevard Transportation Group are:

**Boulevard Transportation Group**

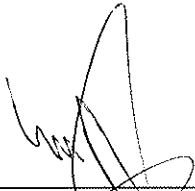
Total Estimated Engineering Costs (Fees and Disbursements) = **\$41,680 (Plus GST)**

The Core Area Parking Study has been identified in the 2008 – 2012 Five Year Financial Plan under Project No. 11231002 – Engineering Special Projects and there are sufficient funds in this account to cover the cost of this project.



**IV. RECOMMENDATION**

It is recommended that the project be awarded to Boulevard Transportation Group in the amount of \$41,680 plus GST. Under the current Purchasing Policy, approval by Council for this award is not required. I will prepare a Purchase Order complete with your signature should you agree with our decision to proceed with this project.



\_\_\_\_\_  
Mike Squire  
Manager of Engineering

MS/re

- c. A. Metcalf, Manager of Operations
- B. Russell, Manager of Current Planning

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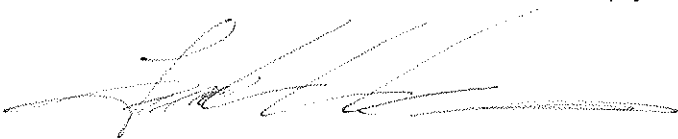
**DIRECTOR OF COMMUNITY PLANNING COMMENTS:**



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

**CHIEF ADMINISTRATOR OFFICER'S COMMENTS:**

Under Purchasing Guidelines Policy 6.14, the City is required to solicit bids from 3 qualified bidders. In this case, while we received expressions of interest from 4 firms, only one of them met the requirements of the terms of reference, so only one bid was received on the study. Council approval is sought on this recommendation as it does not comply with the Council Policy.



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

DATE January 20, 2009

MEMO TO: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER

FROM: LAURIE TAYLOR, DIRECTOR OF ADMINISTRATIVE SERVICES

SUBJECT: Business Improvement Area

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**ISSUE:**

Consideration of a request by the Parksville Downtown Business Association (PDBA) to renew the business improvement area.

**EXECUTIVE SUMMARY**

Council adopted Bylaw 1420 in February 2007 which established the Downtown Business Improvement Area (BIA). The current term for the BIA expires December 31, 2009 and the City has been approached by the PDBA to renew the BIA for a further term under the Council initiative method.

**REFERENCES:**

*Community Charter s. 211 through 215*

**BACKGROUND:**

A Business Improvement Area (BIA) allows property owners and business owners in a specific area to pool their efforts and funds for marketing and promotional activities in order to improve business viability. Under the provisions of the *Community Charter* (s. 215) a council, may by bylaw, grant money to an organization for the implementation of a business promotion scheme. A business promotion scheme is defined in the *Charter* as:

- (a) carrying out studies or making reports respecting one or more areas in the municipality where business or commerce is carried on,
- (b) improving, beautifying or maintaining streets, sidewalk or municipally owned land, buildings or other structures in one or more business improvement areas,
- (c) the removal of graffiti from buildings and other structures in one or more business improvement areas,
- (d) conserving heritage property in one or more business improvement areas, and
- (e) encouraging business in one or more business improvement area.

The amount of money granted to the organization must be fully recovered by means of a special tax levy on all properties assessed as Light Industrial or Business (assessment class 5 or 6) within the BIA. According to City records, the current BIA encompasses approximately 140 separate parcels that would be subject to the local service tax

The *Charter* requires that a BIA bylaw must contain the following information:

- Define the boundaries of the service area (map)
- Identify the methods of cost recovery for the service, including the form of the local service tax and the portion of the costs of the service that are to be recovered by the local service tax
- Identify the business promotion scheme for which the money will be granted (attach as schedule)
- Identify the organization to which the money will be granted

- Establish the maximum amount of money that will be granted
- Identify the maximum term over which the money will be granted

As well the Council has the discretion to set other conditions and limitation on the receipt and expenditure of the grant money. As in the current bylaw staff recommends adding insurance requirements and submission of annual budget and financial statements, prepared by a professional accountant, by the recipient. Up until 2003 the accounting and insurance were mandatory requirements under the *Local Government Act*; with the implementation of the *Charter* these requirements have become discretionary.

Prior to finalizing the bylaw and presenting it to Council for reading consideration, staff will request further details regarding their proposed business promotion scheme, the proposed budget and the term of the bylaw from the Parksville Downtown Business Association,.

A BIA local service area bylaw may be undertaken by Council in one of two ways:

1. On Council Initiative (*Community Charter s. 213*)  
When done on Council initiative, a BIA bylaw is given three readings by Council, and then a notice of intention is published in the newspaper and mailed to all the owners within the BIA area. In essence the notice advises the public that unless a sufficient petition *against* the proposal is received within 30 days the BIA bylaw may be adopted. The only persons eligible to petition against the BIA bylaw are those owners whose properties will be subject to the local service tax. In order for a petition against the proposal to be sufficient it must be signed by at the owners of at least 50% of the parcels representing at least 50% of the assessed value of land and improvements that would be subject to the BIA tax. Note this is **not** an alternate approval process, which is another form of elector assent. The *Charter* precludes a local government from undertaking a BIA by means of elector assent.
2. By Request (Petition) for the BIA (*Community Charter s. 212*)  
In order to be successful a petition for a BIA proposal must be signed by the owners of at least 50% of the parcels representing at least 50% of the assessed value of land and improvements that would be subject to the BIA tax. In the case of a petitioned for BIA the bylaw process is not started until sufficient petitions have been received from the business association.

The *Community Charter* has specific requirements for petitions. Each page of a petition must describe the service in general terms, define the boundaries of the area, give a cost estimate and indicate the method of cost recovery. If a property is owned by two or more persons, the petition must be signed by a majority of them. For example if there are two owners, both must sign; if there are three owners, two must sign. The Corporate Officer must determine the sufficiency and validity of the petition and the certified determination made by the Officer is final and conclusive. Under Section 82 of the *Community Charter* a petition is deemed to have been received by Council when it is filed with the Corporate Officer

When the BIA was created in 2007 it was done by petition (section 212) from the PDBA. At that time the City received valid petitions from 71 of the 140 property owners (50.71%) representing 56.14% of the assessed value of land and improvements.

### OPTIONS:

1. Renew the BIA by means of Section 213 (Council Initiative) of the *Community Charter*.

2. Advise the Parksville Downtown Business Association that to proceed with renewal of the BIA it needs to be done under Section 212 of the *Community Charter*.

### **ANALYSIS**

Proceeding with the project as a Council initiative, would require a higher level of involvement by City staff. As well there may be some confusion on the part of the public as to who can or cannot petition against the proposal given the heightened awareness of the petition process that arose last fall. It would also be difficult for city staff to answer any questions that the affected property owners may have about the plans the PDDBA have for the works in the BIA.

If the PDDBA proceeded with the renewal under Section 212, city staff could assist them with the wording of the petition and the provision of the mailing lists for the affected property owners. That would enable the PDDBA to have direct contact with the affected property owners to ensure a successful outcome in the petitioning process.

### **FINANCIAL IMPACT**

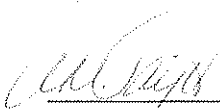
Under either option there will be costs associated with the work required by Finance Department staff to set up the local service tax on the tax system, calculate the annual tax rate, levy the taxes and forward the requisition to the Parksville Downtown Business Association. As well, under either option there will be the Corporate Officer's time involved in preparation of the bylaw and determining the sufficiency of the petitions and review of the insurance documents.

Under the Council initiative method there will be substantial staff time at the front end of the process. It is estimated there would be additional staff time in the amount of \$2500 for the Council initiative method over the petitioning process. As well there will be out of pocket costs estimated at \$1100 for advertizing, copying and postage.

### **STAFF RECOMMENDATION:**

**THAT** the Parksville Downtown Business Association be advised that should they wish to proceed with the renewal of the business improvement area, it should be done under section 212 (petition for) of the *Community Charter*.

Respectfully submitted,



**LAURIE TAYLOR**

Director of Administrative Services

### **CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:**



**FRED C. MANSON, CGA**

Chief Administrative Officer

**DATE:** January 19, 2009  
**MEMO TO:** FRED MANSON, CHIEF ADMINISTRATIVE OFFICER  
**FROM:** LAURIE TAYLOR, DIRECTOR OF ADMINISTRATIVE SERVICES  
**SUBJECT:** CITY OF PARKSVILLE TRAFFIC BYLAW

---

**ISSUE:**

Replacing current City of Parksville Traffic Bylaw with an appropriate new traffic bylaw.

**EXECUTIVE SUMMARY**

The current City of Parksville Traffic Bylaw was adopted in 1970. A new bylaw, reflecting current conditions and requirements, has been developed to replace the old one. The proposed bylaw contains provisions that include; appropriate delegation of authority, prohibitions related to highway use and parking, permitting requirements, speed limits and penalties. The bylaw also includes regulations and permitting requirements for access and crossing control, which is currently covered under a separate Crossing Control bylaw.

**REFERENCE:**

City of Parksville Traffic Bylaw No. 269  
Proposed City of Parksville Traffic Bylaw No. 1436

**BACKGROUND:**

The *Community Charter* gives a municipality ownership of and jurisdiction over the roads within its boundaries. Under the provisions of the *Charter* a municipality has the right, in relation to roads, to grant an easement, permit an encroachment, close, remove the dedication, raise title and transfer ownership without having to apply for a Crown grant, regulate the roads as a municipal service, regulate and prohibit uses and restrict the common law right of passage over any portion of a road. The only roads not under the control of a municipality are private roads within a strata development.

The current City of Parksville Traffic Bylaw No. 269 was originally adopted in 1970, when Parksville was still referred to as a "Village". Although portions of the bylaw have been updated over the years, it is appropriate to replace it with a new bylaw which reflects current requirements. The proposed bylaw is similar to traffic bylaws in other communities.

Key aspects of the proposed bylaw include the following:

***Delegation of Powers***

Under the existing bylaw Council has the authority to regulate the placement of traffic control devices, the designation of parking and loading zones and other such day to day aspects of the bylaw. Under the new bylaw Council delegates this authority to the Director of Engineering and Operations. Council maintains authority to establish or change speed limits (except when they are associated with establishing school zones).

### ***Prohibitions***

Under both the current and proposed bylaws, various prohibitions on the use of a highway for inappropriate purposes are identified (eg. for conducting business, disposal of materials, driving on grassed areas/trails). Provisions are also made for obtaining permits for uses that are otherwise prohibited, where appropriate.

### ***Snow Removal***

As established in the current Traffic Bylaw, the proposed bylaw requires property owners to remove snow from sidewalks fronting their properties. The proposed bylaw also includes provision for property owners to maintain the plantings on boulevards abutting their properties.

### ***Access/Crossing Control***

Regulating and permitting access to highways (eg. driveways) is currently covered under Bylaw No. 594 ('Crossing Control Bylaw'), dated November, 1979. These issues are now covered in Section 12 of the proposed bylaw. Bylaw No. 594 will be repealed by the new traffic bylaw.

### ***Speed Limits***

In both bylaws city speed limits are established at 50 km/hr unless otherwise posted. Streets with speed limits other than 50 km/hr are contained in Schedule B of the proposed bylaw, and reflect current conditions. It should be noted that Schedule B does not include speed limits within 'School Zones' (typically 30 km/hr from 8 AM to 5 PM, Monday to Friday). Under the provisions of the proposed bylaw, staff would be delegated the authority to establish School Zones. All other speed limits are established by Council.

### ***Stopping and Parking Prohibitions***

Parking and stopping prohibitions are established based on traffic safety and generally accepted criteria (eg. parking restrictions at intersections, driveways and fire hydrants, etc.). The prohibitions are essentially the same in both the current and proposed bylaws.

### ***Bicycles, Skateboards etc.***

The current bylaw is silent on this issue. Restrictions on riding bicycles, roller skates, skateboards and inline skates are established, including prohibiting such riding on sidewalks and requiring the wearing of reflective clothing.

The issue of wheelchairs, motorized wheelchairs and mobility assist devices is not addressed in the proposed bylaw as under the Motor Vehicle Act and ICBC devices that are used for medical related ambulatory assistance are treated similar to pedestrians. Devices such as the Segway human transporters, motorized (push style) scooters and motorized skateboards cannot be operated on roads in BC and can only be operated on private property (i.e. where the MVA does not apply)

### ***Disabled Persons' Parking Permits***

While it has been a recognized practice to provide handicapped parking, the current bylaw is silent on the issue. The appropriate provisions for permitting through the Social Planning and Research Council of BC (SPARC) have been incorporated into the new bylaw.

### ***Low Speed Vehicles***

In response to the recent Provincial regulation changes to permit municipalities to adopt a bylaw to allow neighbourhood zero emission vehicles (NZEV) on roads with speed limits of up to 50km/h, staff are currently drafting a report to be brought forward for Council's consideration. NZEVs are a newly defined class of slow moving electric vehicles capable of at least 32 km/h, but not more than 40 km/h.

## **FINANCIAL IMPLICATIONS**

There are no significant financial implications associated with the proposed new bylaw, other than the associated updating of permitting fees and fines for offences.

## **SUSTAINABILITY CONSIDERATIONS**

An appropriate Traffic Bylaw provides one of the tools required to properly regulate and manage operational aspects of related issues, including speed limits, parking, cycling and other associated matters. This helps in the development and maintenance of an efficient and sustainable traffic and transportation environment.

## **OPTIONS:**

- 1) Maintain the current Traffic Bylaw.
- 2) Amend the current Traffic Bylaw.
- 3) Rescind the current Traffic Bylaw and adopt a new Bylaw.

## **Analysis:**

1. Council could maintain the current Traffic Bylaw. It would probably be possible to continue to 'get by' with this bylaw, however the bylaw is out of date and would still require significant amendments to appropriately reflect current requirements.
2. Council could amend the current Traffic Bylaw or propose a different bylaw from the one being proposed. This would require Council direction.
3. Council could rescind the existing Bylaw and adopt the new, proposed Bylaw. The new bylaw represents a more thorough and modern bylaw.

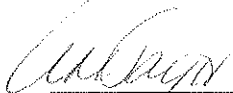
It is recommended that Council support Option 3.

## **RECOMMENDATION:**

**THAT** the report dated January 19, 2009 from the Director of Administrative Services entitled "City of Parksville Traffic Bylaw No. 1436" be received for information.

**AND THAT** "Traffic Bylaw, 2008, No. 1436" be advanced for reading consideration.

Respectfully submitted:



\_\_\_\_\_  
**Laurie Taylor**  
**Director of Administrative Services**

## **CHIEF ADMINISTRATIVE OFFICER COMMENTS**



\_\_\_\_\_  
**Fred Manson**  
**Chief Administrative Officer**





**CITY OF PARKSVILLE  
BYLAW NO. 1436  
TRAFFIC BYLAW**

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# CITY OF PARKSVILLE

## BYLAW NO. 1436

### A Bylaw to Regulate Traffic and the Use of Highways

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Under the provisions of the *Motor Vehicle Act* and the *Community Charter* the Municipal Council of the City of Parksville, in open meeting assembled, enacts as follows:

#### 1.0 TITLE

1.1 This bylaw may be cited as "Traffic Bylaw, 2008, No. 1436".

#### 2.0 APPLICABILITY

2.1 Lands Within City Except as otherwise indicated, this Bylaw applies to all lands within the area incorporated as the City of Parksville.

2.2 Provincial Arterial Highways. Unless otherwise indicated, this Bylaw does not apply to arterial highways classified as such by order of the Lieutenant Governor in Council under the *Transportation Act*.

#### 2.3 Exclusions

This bylaw does not apply to:

- a) persons lawfully engaged in highway or public utility construction or maintenance work, upon a highway while they are at the site of the work, but does apply to them while traveling to or from the site of the work;
- b) persons operating emergency vehicles during an emergency; or
- c) the driving or operation of a mechanically propelled chair or scooter by a disabled person, the use of which is confined to the purpose for which it was designed.

The provisions of this bylaw regulating or prohibiting stopping and parking do not apply to the operators of:

- a) utility service vehicles owned by the City or by the governments of Canada or the Province of British Columbia;
- b) service vehicles owned by a public utility corporation; or
- c) vehicles specifically designed for the purpose of towing another vehicle;

while the operators of the vehicles are engaged in work requiring them to be stopped or parked in contravention of the provisions.

2.4 Traffic Control Devices Subject to other provisions of this bylaw, all traffic control devices installed in the City shall be deemed to be authorized traffic control devices under this bylaw.

**3.0 INTERPRETATION**

- 3.1 Enactments Any Act referred to in this bylaw is a reference to an Act of British Columbia or Canada, as the case may be, and the applicable regulations, as amended, revised, consolidated or replaced from time to time. Any bylaw referred to in this bylaw is a reference to a bylaw of the City of Parksville, as amended, revised, consolidated or replaced from time to time.
- 3.2 Headings The headings given to the parts, sections and paragraphs in this bylaw are for convenience of reference only. They do not form part of this Bylaw and will not be used in the interpretation of this bylaw.
- 3.3 Severability If any part, paragraph or phrase in this bylaw is for any reason held to be invalid by the decision of a Court of competent jurisdiction, that portion shall be severed and the remainder of this bylaw shall continue in force.
- 3.4 Schedules The following schedules attached to this Bylaw form part of this bylaw:
- Schedule A – Crossing Design Requirements
  - Schedule B – Specified Speed Limits
  - Schedule C – Fee Schedule – Removal of Chattel, Obstructions and Vehicles

**4.0 DEFINITIONS**

- 4.1 Words or phrases defined in the *Motor Vehicle Act* or the *Commercial Transport Act*, or their regulations, have the same meaning in this bylaw, unless otherwise defined in this bylaw.
- 4.2 In this bylaw:
- "*Bicycle Path*" means that portion of a highway intended either exclusively or partially for use by cyclists.
- "*Boulevard*" means the area of a highway between the edge of pavement, sidewalk, and/or curb of the roadway and the adjacent property line, but excludes a sidewalk.
- "*Bylaw Compliance Officer*" means a Bylaw Compliance Officer appointed by Council.
- "*Chief of Police*" means the senior officer commanding the Oceanside Detachment of the Royal Canadian Mounted Police.
- "*City*" means the City of Parksville.
- "*Commercial Crossing*" means every crossing that is not a residential crossing.
- "*Commercial Vehicle Loading Zone*" means an area on a highway designated exclusively for the loading or unloading of materials by commercial vehicles.
- "*Council*" means the Council of the City of Parksville.

"*Crossing*" means any improvement that is constructed over a boulevard or sidewalk for the purpose of allowing vehicles or pedestrians to gain access between the highway and the land adjacent to the highway.

"*Crossing Permit*" means a permit issued by the Director to construct a crossing.

"*Curb*" means the line of demarcation between the roadway and the boulevard, or where no boulevard exists, the line of demarcation between the roadway and the sidewalk.

"*Director*" means the Director of Engineering and Operations appointed by Council and includes his authorized deputy.

"*Disabled Persons' Parking Permit*" means a parking permit issued to a Disabled Person under this bylaw and the Regulations of the Motor Vehicle Act

"*Disabled Person*" means a person whose mobility is limited as a result of a permanent or temporary disability that makes it impossible or difficult to walk.

"*Disabled Zone*" means a parking zone set aside for the exclusive use of Disabled Persons using a vehicle displaying a Disabled Persons' Parking Permit.

"*Drainage Facility*" includes boulevard drainage inlets, catch basins, grates, or culverts

"*Fire Chief*" means the Chief of the City's Fire Department appointed by Council, and includes his authorized deputy.

"*Highway*" includes all public streets, roads, ways, trails, lanes, bridges and any other public way or right-of-way open to public use.

"*Impound*" means to detain or remove any vehicle, under the authority of a peace officer or a Bylaw Compliance Officer.

"*Lane*" means a highway not exceeding 8 metres in width, abutting the rear or side property lines of a parcel and intended primarily to give access to the rear or side yards of the parcel.

"*Motor home*" means a motor vehicle designed or used primarily for accommodation during travel or recreation, and includes a motor vehicle that has attached to it a structure

- (a) designed or used primarily for accommodation during travel or recreation, and
- (b) designed or intended to be detachable.

"*Occupier*" means a person who occupies the land but is not the registered owner.

"*One Way Street*" means a highway upon which vehicles are allowed to move only in one direction, as indicated by traffic control devices placed on or adjacent to the highway.

"*Owner*", in relation to a vehicle, means the owner as defined in the *Motor Vehicle Act*; and in relation to land means the owner as defined in the *Community Charter*.

"*Parade*" means the procession or group of pedestrians number more than twenty, standing, marching or walking on any highway or sidewalk, or any group of vehicles numbering ten or more standing or moving in a procession on any highway, except for a funeral procession or members or vehicles of Her Majesty's Armed Forces..

"*Parking Stall*" means an area on a highway designated as a parking place for one vehicle.

"*Passenger Zone*" means an area on a highway designated for the loading or unloading of passengers.

"*Plantings*" means any tree, shrub, bush or hedge installed as a natural or improved landscape treatment;

"*Public Park*" means any land which is designated as a public park and any other area open to the public and which is under the management of the City.

"*Residential Crossing*" means a crossing which provides access to and from land which is zoned for single family or two family residential use.

"*Roadway*" means the part of a highway that is improved, designed or ordinarily used for vehicular traffic, but does not include crossings.

"*Traffic Control Device*" means a sign, signal, line marking, yellow curb, space or any other device placed or erected by the authority of the person designated by Council to exercise such authority.

## **5.0 DELEGATION OF POWERS**

### Director

5.1 The Director is authorized to:

- a) Order the placement, replacement or alteration of traffic control devices for the regulation, control or prohibition of traffic;
- b) Regulate or prohibit parking on a highway during construction, repair, maintenance, Christmas decorating, banner placement, or snow removal operations;
- c) Order the placement of traffic signs prohibiting parking:
  - i) at the entrance to any place of public assembly;
  - ii) upon either or both sides of any highway along the route of any parade or in the vicinity of public gatherings;
  - iii) at any location where, in special circumstances, it is necessary to facilitate or safeguard traffic; or
  - iv) adjacent to any buildings or structures under construction, alteration, repair or demolition;
- d) designate portions of highways as:

- i) commercial vehicle loading zones,
  - ii) passenger zones,
  - iii) bicycle paths, or
  - iv) school zones;
- e) close a highway, or restrict or divert traffic when, in his opinion, any part of the highway is unsafe or unsuitable for traffic, or it is advisable that traffic should be restricted or diverted;
- f) designate boulevards, sidewalks and walkways for the use of persons riding animals, or where the riding of animals is prohibited, and for that purpose to make regulations restricting the direction of travel and hours of use, and to locate and post signs or other traffic control devices as the may be necessary;
- g) issue a permit for the purpose of a temporary road closure for a block party;
- h) to designate access to and from a highway for adjacent land, including the location and extent of access when in the Director's opinion the designation is necessary to protect the best interests of the local residents and traffic; and
- i) rescind, revoke, amend or vary any order made by him.

5.2 The Director shall not:

- a) make orders that would vary any prohibitions in this bylaw; or
- b) make an order than would vary a provision of this bylaw with regard to speed limits, except under Section 5.1(d)(iv) of this Bylaw.

Fire Chief

5.3. The Fire Chief may:

- a) direct and regulate traffic in any manner deemed necessary during an emergency and in doing so, may disregard any traffic control device;
- b) place temporary traffic control devices deemed necessary in the interest of public safety or in an emergency
- c) impound any vehicle that interferes with this bylaw or during an emergency procedure
- d) designated in any manner, a line or lines near the location of a fire or other emergency, beyond which the public shall not pass.

**6.0 GENERAL REGULATIONS**

6.1 Except where otherwise directed by a peace officer, a Bylaw Compliance Officer or a person authorized by a peace officer to direct traffic, every person shall obey all directions, regulations and prohibitions contained in or upon any traffic control device which is erected or placed under the provisions of this bylaw.

6.2 No person shall mark or imprint on, or deface, damage or interfere with, any traffic control device which is erected or placed under the provisions of this bylaw.

6.3 No person other than the owner or operator of a vehicle shall remove any notice placed or affixed on the vehicle by a peace officer or Bylaw Compliance Officer under this bylaw.

6.4 Every person shall at all times comply with any lawful order, direction, signal, command made or given by a police officer, bylaw compliance officer, fireman, flagman, ambulance attendant or school patrol.

## **7.0 PROHIBITIONS**

7.1 No person shall:

- a) throw or cause to be deposited or tracked from a vehicle or to flow upon a highway, any water, oil, gasoline, grease, soil, sand, gravel or rock or any other substance, article or thing;
- b) leave any excavation or other obstruction on a highway without placing barricades and warning lights;
- c) interfere with any barricade, sign, warning lamp or other device which is lawfully occupying any highway at or near any excavation, obstruction or work on the highway;
- d) engage in any occupation on a highway except in an area designated for that purpose;
- e) engage in any sport, amusement, exercise, or occupation on a highway stand or loiter in such a manner as to obstruct, impede or interfere with the passage of vehicles, cyclists or pedestrians on a highway;
- f) drive or operate a vehicle on a highway between the persons or vehicles comprising a parade or funeral procession;
- g) occupy a trailer as living quarters while it is parked upon any highway;
- h) make any repairs to a vehicle while it is upon any highway, other than the temporary repairs as is necessary for the removal of the vehicle from the highway;
- i) leave any horse or other animal which is attached to any vehicle intended to be drawn by the horse or other animal on any highway or public park without the horse or other animal being tethered in such a manner as to prevent the horse or other animal from running away or from moving on the highway or public park in any way as to obstruct or impede other traffic;
- j) except with lawful authority, shall drive or operate a motor vehicle so as to leave a highway and enter a place where a sign indicates that motorized vehicle is prohibited;
- k) drive or operate any motor vehicle or motorcycle on any gravelled or grassed area on any trail within City boundaries.

## **8.0 DEBRIS REMOVAL**

8.1 Every person who removes a wrecked or damaged vehicle from the scene of an accident on a highway shall remove all glass and other debris or substance caused by the accident from the highway.

## **9.0 BOULEVARD & SIDEWALK MAINTENANCE**

9.1 Every owner and occupier of real property shall remove all snow or ice from all sidewalks bordering the real property within 12 hours from the cessation of a snowfall or storm event which caused such accumulation. An owner or occupier shall not use equipment which could cause damage to the boulevard or sidewalk due to the excess



weight of the equipment or sharp edges which could cause abrasions or scrapes to the sidewalk or boulevard.

- 9.2 Every owner or occupier of real property is required to remove snow or ice from the roof or other part of any structure on the property, where the location of that structure is such that it is reasonable to expect that the snow or ice on it may fall onto any sidewalk or highway, within 12 hours of the cessation of any snowfall or storm event that cause the accumulation.
- 9.3 An owner or occupier of land shall maintain a sidewalk and boulevard adjacent to their property and in particular shall:
- a) remove accumulations of filth, leaves, rubbish, discarded materials, hazardous objects and materials which obstruct a drainage facility;
  - b) in keeping with the reasonable standard of maintenance in the area keep grassed areas trimmed and free of all weeds;
  - c) keep in good repair and up to City standards all driveway crossings;
  - d) trim and maintain all plantings;
  - e) remove all filth, leaves, rubbish, discarded materials, hazardous objects and materials from all boulevards and sidewalks.
- 9.4 No person shall deposit the snow, ice or other material removed from sidewalks, boulevards or private property under this section onto city property or highways.

## **10. VEHICLE EQUIPMENT AND LOADS**

- 10.1 No person shall drive or operate on a highway:
- a) a vehicle equipped with solid tires, the thickness of which between the rim of the wheel and the surface of the highway is less than 32 mm; or
  - b) a vehicle having wheels, tires or tracks constructed or equipped with projecting spikes, cleats, ribs, clamps, flanges, lugs or other attachments or projections which extend beyond the tread or traction surface of the wheel, tire or track, provided that the use of tire chains studs that do not protrude more the 3.5 mm from the tread or traction surface of a tire may be used when required for safety, during the period between October 31 and March 30.
- 10.2 No studs shall be used on a tire on a non-drive wheel unless each drive wheel has at least one studded tire.

## **11.0 HIGHWAY USES PROHIBITED WITHOUT PERMIT**

- 11.1 Except as authorized by a permit issued by the Director pursuant to this bylaw, no person shall:
- a) place any fuel, lumber, merchandise or chattel of any nature on any highway;
  - b) deposit, throw, or leave any earth, refuse, debris or any other thing on a highway;
  - c) cause or permit any earth, rocks, stones, liquids, logs or stumps or other things to cave, fall, crumble, slide or accumulate from any property onto a highway or to remain thereon;
  - d) drag or skid anything along or over a highway;
  - e) dig up, break up or remove any part of a highway, cut down or remove trees or timber growing on a highway, or excavate in or under a highway;

- f) change the level of a highway;
- g) stop the flow of water through any drain, sewer or culvert on or through a highway;
- h) place, construct, install, maintain, demolish, remove or alter any works, structures or things of any kind, or perform any work of any kind on a highway;
- i) construct or maintain a ditch, sewer or drain, the effluent from which causes damage, fouling, nuisance or injury to any portion of a highway;
- j) mark or imprint or deface in any manner whatsoever a highway or structure thereon;
- k) ride, drive, lead, move or propel any animal or vehicle over or across a boulevard, including any curb, sidewalk or ditch, except within a crossing; or
- l) cause damage to, cut down or remove trees, shrubs, plants, bushes and hedges, fences or other things erected or maintained on a boulevard.

## **12.0 ACCESS REGULATION AND CROSSING PERMITS**

- 12.1 No person shall construct or replace a crossing without first obtaining a Crossing Permit.
- 12.2 An application for a Crossing Permit shall be accompanied by a non-refundable fee of \$50.00, and shall be made by the owner of the real property or the owner's agent, on the application form authorized by the Director.
- 12.3 Upon receipt of a completed application, payment of all required fees and deposits, and confirmation that the proposed crossing complies with this bylaw, the Director shall issue a Crossing Permit.
- 12.4 The Director may impose terms and conditions on a Crossing Permit, in relation to:
- a) dates and times of work on the crossing;
  - b) safety measures, including traffic control;
  - c) inspection of the work;
  - d) deadlines for completion of the work and defined portions of the work;
  - e) protection and restoration of public works and other property on or adjacent to the highway;
  - f) required modifications to existing works on the highway;
  - g) surfacing of the crossing;
  - h) soil debris and removal;
  - i) provision of plans, levels profiles, and surveys by the permit holder;
  - j) notification to the City regarding commencement and completion of construction; and
  - k) traffic movement restrictions within and from the crossing and installation of signage or other traffic control devices to give effect to those restrictions.
- 12.5 Crossings shall be designed and constructed in compliance with the requirements in Schedule "A" to this bylaw.
- 12.6 If alterations to a highway or the construction of public works or utilities requires the removal or modification of a crossing, no compensation in respect of the crossing shall be payable to the permit holder or to the owner or occupier of adjacent land.

**13.0 PERMITS**

- 13.1 The Director may issue a permit to do those things otherwise prohibited by Section 11, of this bylaw, subject to payment of an application fee of \$50.00 and subject to such other conditions contained in this section as are applicable.
- 13.2 As a prerequisite to the issuance of a permit under this section, the applicant shall:
- a) deposit with the City a sum of money (in cash or by unconditional letter of credit issued by a financial institution) which is, in the opinion of the Director, sufficient:
    - i) to pay the cost of repairing any damage which may be done to the highway or installations therein; and
    - ii) as security that any obligations imposed by the permit shall be fulfilled and completed within the time specified in the permit; and
  - b) provide satisfactory plans and specifications of any work to be undertaken and, when they are approved by the Director and the necessary permit is issued, the work shall conform in every respect to the approved plans and specifications and to the minimum general requirements of the subdivision servicing bylaw of the City for the area in which the highway is situated.
- 13.3 Where a deposit has been made in accordance with this bylaw, upon satisfactory compliance with the permit within the time specified, the deposit will be refunded to the applicant, less, where applicable, an inspection fee of \$40.00, or the actual cost of administration and inspection, whichever is the greater.
- 13.4 Where completed work is to be taken over by the City, the applicant shall be responsible for the cost of maintaining the work for a period of one year from the date of completion of the work, as certified by the Director. A security deposit may be required for the maintenance period by the Director.
- 13.5 Where alterations to completed works are required due to the reconstruction of a highway, the permit holder shall pay all the cost of the alterations.
- 13.6 The permit holder shall indemnify and save harmless the City from and against all damages, claims and demands of every kind arising out of or in any way connected with any default by the holder relating to the work or activity for which a permit has been issued. Prior to issuance of the permit the applicant shall provide proof of public liability insurance in the amount of Five Million dollars (\$5,000,000.00) with the City named as a Additional Insured on the policy with respect to the works carried out under the permit issued under this section.
- 13.7 In the event that the permit holder fails to repair any damage or fulfill any obligations set out in a permit, the City may repair the damage or fulfill the obligations and deduct the costs of doing so from the deposit. If there are insufficient funds on deposit to cover the costs, the permit holder shall pay any shortfall.

**14.0 DISABLED PERSONS' PARKING PERMITS**

- 14.1 Council designates the Social Planning and Research Council of British Columbia as the organization responsible for issuing and cancelling Disabled Persons' Parking Permits.
- 14.2 An application for a Disabled Persons' Parking Permit shall be made by or on behalf of a Disabled Person directly to the Social Planning and Research Council of British Columbia.
- 14.3 It is unlawful for any person to stop, stand or park a vehicle in Disabled Zone unless:
  - a) the vehicle displays a Disabled Persons' Parking Permit or a permit of a similar nature issued by another jurisdiction; and
  - b) the vehicle displaying a Disabled Persons' Parking Permit is stopped, left standing or parked for the purpose of transporting a Disabled Person.

**15.0 SPEED LIMITS**

- 15.1 No person shall drive or operate a motor vehicle on any highway within the City (other than a lane) at a rate of speed greater than 50 kilometres per hour, unless otherwise posted. Speed limits for specific highways and portions of highways shall be as set out in Schedule "B" to this bylaw.

**16.0 SPEED LIMITS ON LANES**

- 16.1 No person shall drive or operate a motor vehicle on a lane at a rate of speed greater than 20 kilometres per hour, unless otherwise posted.

**17.0 STOPPING/PARKING PROHIBITIONS**

- 17.1 Except as directed by a peace officer or as permitted by a traffic control device, or except when their vehicle is mechanically disabled as to render it immobile, no person shall stop, stand or park a vehicle:

(a)	<b>24 Hours</b>	upon any highway for a continuous period of time exceeding 24 hours within the same block, excluding a truck and/or trailer or motor home that has a licensed gross vehicle weight that exceeds 4500 kilograms or an overall length exceeding 6 metres.
(b)	<b>Bridge</b>	on a bridge or other elevated structure on a highway;
(c)	<b>Bus Loading Zone</b>	in any designated bus loading zone
(d)	<b>Central Boulevard</b>	on the side of any highway which abuts a central boulevard.
(e)	<b>Crosswalk</b>	on a crosswalk or within 6 metres of the approach side of a crosswalk
(f)	<b>Distance from Curb</b>	on a roadway more than 30 centimetres from the curb of such roadway if a curb has been constructed;

(g)	<b>Double Parking</b>	on the roadway side of a vehicle that is stopped or parked at the edge or curb of a roadway;
(h)	<b>Driveway</b>	in front of or within 3 metres of a public or private driveway
(i)	<b>Entrance</b>	within 6 metres from either side of the entrance to or exit from a hotel, theatre, public meeting place, dance hall, fire hall or playground;
(j)	<b>Hydrant</b>	within 5 m of a fire hydrant measured from a point in the curb or edge of the roadway which is closest to the fire hydrant to the nearest wheel of the vehicle
(k)	<b>Intersection</b>	in an intersection
(l)	<b>Lanes</b>	in any lane in such a manner or under such conditions as to leave available less than 3 metres of the usable traveled portion of such land for the free movement of vehicular traffic
(m)	<b>Long Vehicles</b>	on a highway or public place where the vehicle or combination of attached vehicles is in excess of 18 metres in length;
(n)	<b>Obstruction</b>	alongside or opposite a street excavation or obstruction when stopping, standing or parking obstructs traffic;
(o)	<b>Overtime Parking</b>	On a highway where the length of time allowed for parking is controlled by a traffic control device, in contravention of the length of time indicated on the applicable traffic control device and where a vehicle has been parked at time-controlled parking space for a period of time, the owner or operator of such vehicle shall not permit the parking of such vehicle in the same or any other parking space on either side of the same block within the same twenty-four hour period;
(p)	<b>Parking Prohibition</b>	in a place that contravenes a traffic control device that gives notice that stopping, standing or parking there is prohibited;
(q)	<b>Parking Stalls</b>	in contravention of painted lines or markers indicating single parking stalls parallel to the highway or angled from the highway;
(r)	<b>Paths</b>	on a Bicycle Path, pedestrian walkway or equestrian trail;
(s)	<b>Railway Crossing</b>	within 15 metres of the nearest rail on a railway crossing;

(t)	<b>Sales</b>	on a highway for the purpose of (i) displaying a vehicle for sale; (ii) advertising, greasing, painting, wrecking, storing or repairing a vehicle, except where repairs are necessitated by an emergency; (iii) displaying signs; or (iv) selling flowers, fruit, vegetables, sea foods or other commodities or articles;
(u)	<b>Schools</b>	on the side of any portion of a highway upon which any school or school property abuts, on any school day between the hours of eight o'clock in the morning and five o'clock in the afternoon
(v)	<b>Sidewalk</b>	on a sidewalk or boulevard, either completely or partially;
(w)	<b>Sign</b>	within 6 metres of the approach to a flashing beacon, stop sign or traffic control signal located at the side of a roadway;
(x)	<b>Trucks/ Motor Homes</b>	on a highway or public place for more than two hours if the truck and/or trailer, or motor home has a licensed gross vehicle weight that exceeds 4500 kilograms or an overall length exceeding 6 metres
(y)	<b>Visibility</b>	in a manner that obstructs the visibility of a traffic control device;
(z)	<b>Without Curbs</b>	on the paved portion of any highway without curbs, unless the pavement is at least 7.3 m in width
(aa)	<b>Wrong Side</b>	upon a two-way highway, other than on the right side of the highway and with the right-hand wheels parallel to that side

**18.0 LOADING ZONES – COMMERCIAL AND PASSENGER**

18.1 No person shall stop or park a vehicle:

- a) in any commercial vehicle loading zone except while actually engaged in the loading or unloading of commercial goods and merchandise; or
- b) in any passenger zone for a period longer than 3 minutes, provided that the driver of any armoured vehicle used for the purpose of conveying cash or securities may stop the vehicle in a passenger zone for the period required while picking up or making delivery of any cash or securities.

**19.0 IMPOUNDMENT OF VEHICLES**

- 19.1 Any vehicle which unlawfully occupies any portion of a highway or public place may be removed or impounded by the City's employees, contractors or agents.
- 19.2 Any vehicle removed or impounded may be recovered by the owner upon presenting proof of ownership and upon payment of all fees, costs and expenses for the removal, detention and impoundment of a vehicle set out in Schedule "C" to the City.
- 19.3 Where the owner of vehicle which has been removed, detained or impounded under this bylaw defaults in paying the fees, costs and expenses the City may sell the vehicle at a public auction or initiate an action to recover the fees costs and expenses, provided that:
- a) the City has delivered to the address for the owner as shown on the records of the Superintendent of Motor vehicles a notice that the fees, costs, and expenses will be recovered by way of public auction or court action;
  - b) the owner of the vehicle has not paid the required sum to the City within 30 days of the delivery of the notice; and
  - c) the 30 days have expired.

**20.0 REMOVAL OF CHATTEL OR OBSTRUCTIONS**

- 20.1 Any chattel, obstruction, earth, mud, rocks, stones, logs, stumps, branches, garden clippings or other things unlawfully occupying any portion of a highway or public place may be removed, detained or impounded immediately it constitutes a danger to persons using the highway or public place or, when it does not constitute a danger, within 24 hours by any person authorized to do so by the Director or Bylaw Compliance Officer.
- 20.2 Any chattel or obstruction removed, detained or impounded may be recovered by the owner upon presenting proof of ownership and upon payment in full of any fees, costs and expenses which may be levied under the provisions of this bylaw to the City.

**21.0 PUBLIC AUCTION**

- 21.1 Any chattel, obstruction or vehicle not claimed by its owner within 30 days of its impounded or detention may be sold at public auction and such auction shall be advertized under the provisions of the Community Charter pertaining to requirement for public notice.
- 21.2 The proceeds of the auction sale shall be applied firstly to the cost of the sale, secondly to the fees, costs and expenses of the City or its contractors or authorized agents as set out above and thirdly the balance, if any, shall be held by the City for one (1) year from the date of the sale for the owner. If unclaimed at the end of the year, the sum shall be paid into the General Revenue of the City.
- 21.3 Should any chattel or obstruction not be purchased at public auction then the chattel or obstruction shall be disposed of in a place approved by the Director, and the expenses incurred in the removal or disposal of the chattel or obstruction, less the proceeds (if any) of disposal, are recoverable as a debt due the City from the owner.

21.4 Despite the preceding provisions, where any abandoned or unlicensed motor vehicle, garbage, rubbish, chattel, obstruction, earth, mud, rocks, stones, logs, stumps, branches, garden clippings or other things with an apparent market value of less than One Hundred Dollars (\$100.00) is left on any highway, such articles may be removed and disposed of by any person authorized to do so by the Director or Bylaw Compliance Officer. The full costs of removal and disposal shall be charged to the owner of the garbage, rubbish, abandoned or unlicensed motor vehicle or the owner of the property or contractor or any other person responsible for which the earth, mud, rocks, stones, logs, stumps, branches, garden clippings or other things originated from. The Director shall determine the apparent market value.

## **22.0 BICYCLES, ROLLER SKATES, SKATEBOARDS, SKIS, INLINE SKATES**

22.1 A person using a bicycle, roller skates, skateboard, skis, or inline skates:

- a) shall not be on a sidewalk unless directed by a traffic control device;
- b) shall be on a bicycle lane, if there is a bicycle lane adjacent to the roadway, or if no bicycle lane be as near as practicable to the right hand side of the highway;
- c) shall not be abreast of another person on any highway;
- d) shall only cross a highway at an intersection using the pedestrian crosswalk and obeying pedestrian crossing signals where applicable;
- e) shall not be attached by the arm and hand of the operator or otherwise, to a vehicle on a highway; and
- f) shall not be on a highway between ½ hour after sunset and ½ hour before sunrise unless equipped with lights and/or reflective clothing visible from the front and rear.
- g) may have their bicycle, roller skates, skateboard, skis or inline skates removed or impounded by the City's employees, contractors or agents, should they be operating them in contravention of this bylaw.

22.2 Motorized push style scooters, motorized human transporters or motorized skateboards are not permitted on sidewalks or highways within City boundaries. Motorized wheelchairs or other mobility assist devices used for medical related ambulatory assistance are permitted within City boundaries and are treated the same a pedestrians.

## **23.0 OTHER REGULATIONS**

23.1 No trailer designed for occupancy by individuals or for the carriage of goods and merchandise shall be parked on any highway unless it is attached to a motor vehicle capable of towing the trailer.

23.2 No owner or occupier of property adjacent to the intersection of two highways shall place or permit to be placed or to grow any tree, shrub, plant, fence or other structure with any horizontal dimension exceeding 0.6 m, within 7 m from the point of intersection of the two property lines which front on the intersecting highways, between the elevations of 0.9 m and 2.0 m above the elevation at the point of the intersection of the centerlines of the intersecting highways.



**24.0 OFFENCE AND PENALTIES**

- 24.1 Any person who contravenes, suffers or permits anything to be done in contravention of any of the provisions of this bylaw or any permit issued under this bylaw commits an offence punishable on summary conviction and shall be liable to a fine not exceeding \$10,000.00.
- 24.2 Where an offence is a continuing offence, each day that the offence is continued shall constitute a separate and distinct offence.

**25.0 REPEAL**

- 25.1 The following bylaws are repealed by this bylaw:  
"Village of Parksville Street Regulation Bylaw, 1956, No. 73"  
"Village of Parksville Traffic Control Bylaw, 1964, No. 167"  
"Morison Avenue Traffic Regulation Bylaw, 1968, No. 252"  
"Village of Parksville Traffic Bylaw 1969, No. 269"  
"Crossing Control Bylaw, 1979, No. 594"  
"City of Parksville Traffic Control Bylaw, 1988, No. 956"  
"City of Parksville Extraordinary Traffic Regulation Bylaw, 1995, No. 1222"  
provided that all traffic control devices placed under those bylaws shall remain in effect.

**READ A FIRST TIME** this

**READ A SECOND TIME** this

**READ A THIRD TIME** this

**ADOPTED** this

\_\_\_\_\_  
Mayor

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

**SCHEDULE “A”**

**Crossing Design Requirements**

All crossings shall conform to the requirements of the crossing permit issued for construction of the crossing and shall meet the following conditions:

1. The number of crossings to a parcel that is used for residential use only, shall be not more than one for each 24 metres (78.74 feet) or remaining fraction thereof, of the total highway frontage of the parcel.
2. The number of crossings to a non-residential parcel shall be not more than one for each 30 metres (98.43 feet) or remaining fraction thereof, of the total highway frontage of the parcel.
3. No two crossings to one parcel shall be closer to each other than 9 metres (29.53 feet) at any point.
4. Where a non-residential parcel adjoins another parcel, no crossing to the non-residential parcel shall be less than 1.5 metres (4.92 feet) from the adjoining parcel boundary.
5. Crossings shall be located adjacent to the interior side lot line of a property and no closer than 7.5 metres (24.61 feet) at any point to the point of intersection of two highway right-of-way boundaries, or if one or more of the highways is a lane, within 4.5 metres (14.76 feet) of the intersection.
6. No commercial crossing shall be constructed wider than 9 metres (29.53 feet) ay any point on public property.
7. No residential crossing shall be constructed wider than 6 metres (19.69 feet) ay any point on public property.
8. Angled crossings to parcels are permitted, provided that the included angle between the crossing and the edge of pavement on the road right-of-way is no less than 45°.
9. Loop crossings are permitted, provided that the crossings at each end of the loop meet the requirements of Sections 1, 2, 3 and 6 of this Schedule and that no part of the connecting loop is on public property.
10. Except in areas where curbs have been installed or where all municipal services have been completed, no concrete driveways are permitted on public property.

**SCHEDULE "B"**

**Speed Zones Other Than 50 km/hour**

<b>Road Name</b>	<b>Posted Speed</b>	<b>From</b>	<b>To</b>
Banks Avenue East	30 km	Moilliet Street	East End of Banks Avenue
Corfield Street North	30 km	Highway 19A	North End of Community Park
Langara Place	30 km	Northwest Bay Road	North End of Saltspring Place
Morison Avenue	40 km	McMillan Street	Pym Street
Highway 19A West	60 km	Western boundary of City of Parksville at Ackerman Road	Pym Street
Highway 19A East	70 km	Inland/Island Highway (Highway 19) Off Ramp	150 meters south east of Englishman River Bridge

**SCHEDULE "C"  
SPECIFIED SPEED LIMITS**

**SCHEDULE "C"**

**FEE SCHEDULE - REMOVAL OF CHATTEL, OBSTRUCTIONS AND VEHICLES**

1. The following fees, costs and expenses shall be paid by the owner of any chattel, obstruction or vehicle removed, detained or impounded pursuant to this Bylaw.
  - (a) for any chattel or vehicle weighing under 45 kg - \$50.00 plus \$2.00 per day impoundment charge with unclaimed chattels or vehicles to be sold by auction after 30 days.
  - (b) for any chattel or vehicle weighing over 45 kg - the actual cost incurred by the City for the removal and storage.

**DATE:** January 19, 2009

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

**FROM:** LAURIE TAYLOR, DIRECTOR OF ADMINISTRATIVE SERVICES

**SUBJECT:** Amend Municipal Ticket Information Bylaw No. 1444  
Traffic Bylaw No. 1436

---

**ISSUE:**

Add the new Traffic Bylaw to the MTI system

**EXECUTIVE SUMMARY**

The City's new Traffic Bylaw the bylaw must be added to the City's Municipal Ticket Information (MTI) bylaw in order to enable staff to write tickets for offences under the bylaw.

**REFERENCES:**

*Draft Bylaw No. 1444.1*

**BACKGROUND:**

Sections 264 and 265 of the *Community Charter* provide local governments with the authority to adopt a bylaw that permits designated bylaw officers to issue tickets for bylaw offences. The *Community Charter Bylaw Enforcement Ticket Regulation* provides limitations on the authority of municipalities to ticket including the types of bylaws for which tickets cannot be issued; who may issue tickets, the formats for the tickets and sets the maximum penalty that may be imposed for a ticket at \$1000.

Under the Regulation municipalities may not enforce bylaws establishing motor vehicle speed limits or regulating the discharge of firearms through the MTI process. In the case of speed limits, the police issue provincial tickets and in the case of firearms prosecution is by the police under the *Offence Act*.

Upon being issued a MTI ticket a person has 14 days in which to pay the fine and accept liability for the offence, or to notify the City that they wish to dispute the ticket. Disputed tickets are referred to the Provincial Court. At the hearing the Justice will review the ticket and may cancel it, impose a lesser fine if there are mitigating circumstances, or convict the person and impose the penalty if the ticket appears to be in order.

Adding the new Traffic Bylaw to the MTI system will allow staff to enforce the bylaw by writing tickets. The current MTI bylaw provides fines for the old Traffic Bylaw No. 269 which has been repealed.

**OPTIONS:**

1. Forward the proposed Municipal Ticket Information Amendment Bylaw for reading consideration.
2. Not amend the MTI bylaw to provide for the new Traffic Bylaw.

Staff recommends Option 1.

**ANALYSIS**

Not adopting an amendment to the MTI bylaw to add the new Traffic Bylaw would mean that the provisions of the traffic bylaw would be unenforceable under the MTI system.

**SUSTAINABILITY/ENVIROMENTAL IMPLICATIONS**

None

**FINANCIAL IMPACT**

None

**STAFF RECOMMENDATION:**

**THAT** the report dated January 19, 2009 from the Director of Administrative Services entitled "Amend Municipal Ticket Information Bylaw " be received for information.

**AND THAT** "Municipal Ticket Information Amendment Bylaw, 2009, No. 1444.1" be advanced for reading consideration.

Respectfully submitted,



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

**CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:**



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

# CITY OF PARKSVILLE

## BYLAW NO. 1444.1

### A Bylaw to Amend Municipal Ticketing Bylaw No. 1444

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**WHEREAS** it is necessary to amend the Municipal Ticket Information Bylaw, 2008, No. 1444;

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

1. THAT "Municipal Ticket Information Bylaw, 2008, No. 1444" be amended by:
  - a) Replacing Schedule A with a new Schedule A attached to this bylaw.
  - b) Replacing Appendix 8 with a new Appendix 8 attached to this bylaw
2. This bylaw may be cited for all purposes as "Municipal Ticket Information Amendment Bylaw, 2009, No. 1444.1".

**READ A FIRST TIME** this

**READ A SECOND TIME** this

**READ A THIRD TIME** this

**ADOPTED** this

\_\_\_\_\_  
Mayor

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

**SCHEDULE A**

**Column 1**

**DESIGNATED BYLAWS**

**Column 2**

**DESIGNATED BYLAW  
ENFORCEMENT OFFICERS**

- |  |   |
|--|---|
| 1. Building Bylaw, 2003, No. 1387                | Building Inspector<br>Bylaw Compliance Officer  |
| 2. Business Licence Bylaw, 1991, No. 1079        | Bylaw Compliance Officer<br>Building Inspector<br>RCMP  |
| 3. Dog Licence and Pound Bylaw, 1997, No. 1284   | Pound Keeper & Animal Control Officer<br>Bylaw Compliance Officer<br>Building Inspector<br>RCMP |
| 4. Noise Control Bylaw, 2007, No. 1432           | Bylaw Compliance Officer<br>Building Inspector<br>RCMP  |
| 5. Outdoor Burning Bylaw, 2007, No. 1428         | Fire Chief<br>Deputy Fire Chief<br>Assistant Fire Chief<br>Bylaw Compliance Officer<br>RCMP     |
| 6. Property Maintenance Bylaw, 1990, No. 1383    | Bylaw Compliance Officer<br>Building Inspector<br>RCMP  |
| 7. Sign Regulation Bylaw, 1997, No. 1276         | Bylaw Compliance Officer<br>Building Inspector<br>RCMP  |
| 8. Traffic Bylaw, 2009, No. 1436                 | Bylaw Compliance Officer<br>Building Inspector<br>RCMP<br>Canadian Corps of Commissionaires     |
| 9. Tree Management Bylaw, 2006, No. 1415         | Bylaw Compliance Officer<br>RCMP  |
| 10. Zoning and Development Bylaw, 1994, No. 2000 | Bylaw Compliance Officer<br>Building Inspector<br>RCMP  |



**SCHEDULE A**

**Column 1**

**DESIGNATED BYLAWS**

11. Park Regulation Bylaw, 1999, No. 1327

12. Fireworks Bylaw, 2007, No. 1427

**Column 2**

**DESIGNATED BYLAW  
ENFORCEMENT OFFICERS**

Bylaw Compliance Officer  
Building Inspector  
RCMP

Fire Chief  
Deputy Fire Chief  
Assistant Fire Chief  
Bylaw Compliance Officer  
RCMP

**APPENDIX 8**

**Traffic Bylaw, 2009, No. 1436**

<b><u>Column 1</u></b> <b><u>Offence</u></b>	<b><u>Column 2</u></b> <b><u>Section</u></b>	<b><u>Column 3</u></b> <b><u>Fine</u></b>
Deface, damage, interfere with traffic control device	6.2	\$150.00
Remove notice placed on vehicle	6.3	\$100.00
Failure to comply with lawful order	6.4	\$50.00
Deposit water, oil etc. on highway	7.1(a)	\$75.00
Leave excavation without barricades	7.1(b)	\$150.00
Interfere with barricade near excavation	7.1(c)	\$50.00
Engage in occupation on highway not permitted	7.1(d)	\$50.00
Obstruct Passage Of Pedestrians/Vehicle	7.1(e)	\$50.00
Drive between vehicles in parade or funeral procession	7.1(f)	\$50.00
Occupy trailer as living quarters	7.1(g)	\$50.00
Repair vehicle on highway	7.1(h)	\$50.00
	7.1(i)	\$50.00
Drive motor vehicle where prohibited	7.1(j)	\$75.00
Drive motor vehicle on grass or trails	7.1(k)	\$150.00
Failure to remove debris from accident	8.1	\$50.00
Failure to remove snow or ice from sidewalk	9.1	\$50.00
Failure to remove snow or ice from roof	9.2	\$50.00
Failure to maintain sidewalk & boulevard	9.3	\$75.00
Deposit snow, ice on highway or city property	9.4	\$50.00

**APPENDIX 8 – Page 2**

**Traffic Bylaw, 2009, No. 1436**

<b><u>Column 1</u></b> <b><u>Offence</u></b>	<b><u>Column 2</u></b> <b><u>Section</u></b>	<b><u>Column 3</u></b> <b><u>Fine</u></b>
Prohibited Highway use without permit	11.0	\$150.00
Construct crossing without permit	12.0	\$100.00
Park in Disable parking zone	14.3	\$50.00
Park for longer than 24 hours	17.1(a)	\$50.00
Park on bridge	17.1(b)	\$50.00
Park in bus loading zone	17.1(c)	\$50.00
Park on highway side of central boulevard	17.1(d)	\$50.00
Park on or within 6 meters of crosswalk	17.1(e)	\$50.00
Park more than 30 centimeter from curb	17.1(f)	\$50.00
Double park	17.1(g)	\$50.00
Park in front of driveway	17.1(h)	\$50.00
Park in front of entrance to public place	17.1(i)	\$50.00
Park within 5 meters of fire hydrant	17.1(j)	\$50.00
Park in an intersection	17.1(k)	\$50.00
Park in a lane	17.1(l)	\$50.00
Park long vehicle on highway	17.1(m)	\$50.00
Park to obstruct traffic	17.1(n)	\$50.00
Overtime parking	17.1(o)	\$50.00
Park in contravention of traffic control device	17.1(p)	\$50.00
Park in contravention of painted parking lines	17.1(q)	\$50.00

**APPENDIX 8 – Page 3**

**Traffic Bylaw, 2009, No. 1436**

<b><u>Column 1</u></b> <b><u>Offence</u></b>	<b><u>Column 2</u></b> <b><u>Section</u></b>	<b><u>Column 3</u></b> <b><u>Fine</u></b>
Park on bicycle path	17.1(r)	\$50.00
Park within 15 meters of railway crossing	17.1(s)	\$50.00
Display Vehicle for Sale on Highway	17.1(t)(i)	\$50.00
Display signs on highway	17.1(t)(iii)	\$50.00
Sale of commodities or articles on highway	17.1(t)(iv)	\$50.00
Park in school zone	17.1(u)	\$50.00
Park on sidewalk	17.1(v)	\$50.00
Park within 6 meters of traffic control signal	17.1(w)	\$50.00
Overtime parking of truck or motor home	17.1(x)	\$50.00
Park to obstruct visibility of traffic control device	17.1(y)	\$50.00
Park on paved portion of road	17.1(z)	\$50.00
Park on wrong side of highway	17.1(aa)	\$50.00
Park in commercial vehicle loading zone	18.1	\$50.00
Park unhitched trailer on highway	23.1	\$50.00
Planting, fence or structure within sight line of intersection	23.2	\$50.00

January 29, 2009

**MEMO TO: HIS WORSHIP THE MAYOR AND MEMBERS OF COUNCIL**  
**FROM: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER**  
**SUBJECT: PARKSVILLE & DISTRICT CHAMBER OF COMMERCE 2009 FEE FOR SERVICES AGREEMENT**

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ISSUE

Renewal of the Chamber of Commerce Fee for Services Agreement.

REFERENCE

2009 Fee for Service Agreement

BACKGROUND

The City and the Chamber of Commerce negotiate an annual Fee for Services Contract. The purpose of the document is to formalize requirements the City establishes for performance by the Chamber, provides for a means of evaluating the efforts of the Chamber, and confirms amounts and timing for payments made by the City.

Staff has been negotiating the 2009 Fee for Service Agreement with the Chamber's Executive Director. The new Fee for Service Agreement only includes operation of the Business/Visitor Information Centre and provisions for the rent associated with the Joint Economic Development Office.

In comparison to the 2008 Agreement, other than house keeping and changes to the rates and applicable date for payments, joint meetings and required presentations, the only changes are the removal of all the old Schedule A items (which related to the chamber Executive Director supplying a limited amount of support to the City Economic Development Officer) and adding the City share of the Economic Development Joint office base rent to this agreement.

With the elimination of the "Schedule A" items the overall cost of the agreement have been reduced from \$79,932.00 to \$75,887 (2008 Business Visitor Center \$68,624 + 2008 Schedule A \$5,066 + 2008 Base Rent \$6242 = \$79,932, 2009 Business Visitor Center \$68,624 + 2009 Base Rent \$7263 = \$75,887).

OPTIONS

Council may:

1. Accept the Agreement as negotiated with the fees requested by the Chamber.
2. Provide staff with specific direction for continued negotiations.
3. Defer deliberations until budget discussions.

ANALYSIS

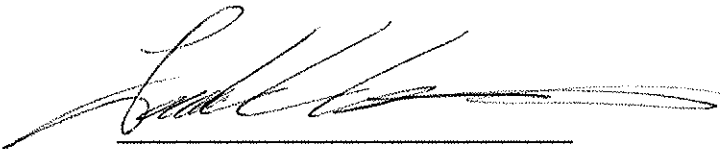
The contract as currently presented was negotiated as per Council's direction to include only measurable items that are specifically identifiable. The 2008 agreement included the operation of the Tourist Information Center in the main body of the agreement and under "Schedule A" a limited amount of "support" by the Chamber Executive Director to the City's Economic Development Function. What was considered "support" was not readily identifiable and has now been eliminated. In previous years the City's commitment to the Economic Development Officers share to the Joint Economic Development Office costs has been informal, including the base rent into this agreement formalizes this obligation.

#### BUDGET IMPLICATIONS

The 2009 provisional budget includes \$78,000 for the Chamber Fee for Service Agreement and a further \$7,300 for the City's share of the Joint Economic Development Office Rent. The agreement as currently presented represents a decrease of \$9,376 from the current budgeted amount.

#### RECOMMENDATION

That Council defers deliberation on the 2009 Chamber Fee for Service Agreement to the 2009 Final Budget discussions.



FRED C. MANSON  
Chief Administrative Officer

Attachment

THIS AGREEMENT made the \_\_\_\_\_ day of January, 2009

BETWEEN:

THE CITY OF PARKSVILLE  
PO BOX 1390  
PARKSVILLE, BC V9P 2H3

(hereinafter called the "City")  
OF THE FIRST PART

AND

THE PARKSVILLE AND DISTRICT CHAMBER OF COMMERCE  
PO BOX 99  
PARKSVILLE, BC V9P 2G3

(hereinafter called the "Chamber")  
OF THE SECOND PART

**WHEREAS** the City and the Chamber share a common goal to promote and improve trade and commerce as well as to improve the economic and civic welfare of the community;

**AND WHEREAS** the Chamber has in past years provided services to the City in operating a tourist information service in the Business/Visitor Centre situated on the Island Highway and in handling the organization and promotion of community events;

**AND WHEREAS** the parties hereto desire to formally establish the terms and conditions and the dates for the advances of portions of the said Fee for Service;

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that for and in consideration of the City resolving to make the Fee for Service Contract with the Chamber, as hereinbefore recited and in consideration of the mutual promises hereinafter appearing, the parties hereto covenant and agree each with the other as follows:

The Chamber shall:

1. (a) Open and appropriately staff the Business/Visitor Centre for the benefit of the public to the extent it determines necessary and affordable. Notwithstanding the above, except for statutory holidays, as a general guide the Business/Visitor Centre shall be open:
  - o January 1 to March 31, six days a week, Monday to Friday, 9am to 5pm and Saturday, 10am to 4pm
  - o April 1 to June 30, seven days a week, 9am to 5pm
  - o July 1 to August 31, seven days a week, 9am to 6pm
  - o September 1 to September 14, seven days a week, 9am to 5pm
  - o September 15 to September 30, seven days a week, Monday to Friday, 9am to 5pm, Saturday & Sunday, 10am to 4pm
  - o October 1 to November 30, 6 days a week, Monday to Friday, 9am to 5 pm and Saturday, 10am to 4pm
  - o December 1 to December 31, 5 days a week, Monday to Friday, 9am to 5pm

- (b) Arrange for the Chamber Board to meet with City Council to discuss contractual obligations and matters of mutual concern (schedule below), and at other times deemed necessary to address issues of a more urgent nature;

Thursday, February 12, 2009	Open Discussion Pre-meeting	4:00pm – place TBA
Thursday, February 19, 2008	Open Discussion Meeting	7:00pm - PCTC
Thursday, June 11, 2008	Open Discussion Pre-meeting	4:00pm - place TBA
Thursday, June 18, 2008	Open Discussion Meeting	7:00pm – PCTC
Thursday, October 8, 2008	Open Discussion Pre-meeting	4:00pm - place TBA
Thursday, October 15, 2008	Open Discussion Meeting	7:00pm – PCTC

- (c) Ensure that the President of the Chamber presents an evaluation of the past year's activities and presents the future year's programs and budgets to the whole City Council prior to January 30, 2010;
- (d) Not without the written consent of the City incur any expense for which the City shall be required to reimburse the Chamber or for which the City in any other way shall become liable to any other person, company or governmental agency;

The City shall:

- 2. (a) In consideration for the Chamber operating the Business/Visitor Centre as outlined in Section 1(a) , the City hereby agrees to pay to the Chamber the sum of SIXTY-EIGHT THOUSAND SIX HUNDRED TWENTY-FOUR DOLLARS (\$68,624.00) plus GST payable on the following dates:

February 1, 2009	\$17,156.00 + GST
April 1, 2009	17,156.00 + GST
July 1, 2009	17,156.00 + GST
October 1, 2009	17,156.00 + GST

provided always, however, that nothing herein shall or be deemed to require the City to make any payments pursuant to the Fee for Service Contract which in the aggregate will exceed the sum of SIXTY-EIGHT THOUSAND SIX HUNDRED TWENTY-FOUR DOLLARS (\$68,624.00) plus GST for the year. The Chamber has the exclusive authority to determine the most suitable ways to expend the City Funds.

- (b) In consideration for the Chamber supplying office space and related services to the Economic Development Officer, the City hereby agrees to pay to the Chamber the sum of SEVEN THOUSAND TWO HUNDRED AND SIXTY-THREE DOLLARS (\$7,263) plus GST payable on the first day of each month (605.25) from January 2009 to December 2009.
- 3. This Agreement shall remain in force only during the calendar year 2009. Future agreements shall be subject to results of an annual review by the municipality.
- 4. The Chamber Executive Director and the Chief Administrative Officer shall exchange information on a regular basis concerning current issues.