



# 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, MARCH 16, 2009 - 6:00 P.M.**

### **1. ADOPTION OF MINUTES**

- a) of the regular meeting of Council held March 2, 2009 - Pages 1 to 5

***Recommendation: THAT the minutes of the regular meeting of Council held March 2, 2009 be adopted.***

### **2. APPROVAL OF AGENDA**

### **3. PRESENTATIONS**

Fire Chief - Presentation of certificates to members of the Fire Department

### **4. DELEGATIONS**

- a) Marc Lefebvre - Measuring Up Committee - Pages 6 to 8  
*To officially launch the Parksville Measuring Up Committee's Accessibility Booklet which completes the 2010 Legacies Funding Grant.*
- b) Detlef (Joe) Friede - German JuJutsu Systems (GJJS) - Page 9  
*Regarding their lease/rental extension application of 183 McVickers Street, a building upgrade application, and a program proposal regarding decreasing violence, crime and vandalism in Oceanside.*

### **5. UNFINISHED BUSINESS**

### **6. CORRESPONDENCE**

### **7. DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE**

## 8. REPORTS

### a) Committee of the Whole - March 9, 2009 - Page 10

#### 1) Director of Community Planning - Identification Signage for City Hall

*A motion was brought forward to the February 2, 2009 regular meeting of Council requesting the feasibility of erecting a sign that indicates "City Hall" on the corner of Jensen Avenue and Craig Street in front of the Parksville Civic and Technology Centre.*

**Recommendation: THAT the report from the Director of Community Planning dated February 24, 2009 regarding the identification of signage for City Hall be received;**

**AND THAT staff add informational way finding signs on the Island Highway, Alberni Highway and adjacent streets to direct residents and visitors to "City Hall".**

#### 2) Director of Community Planning - Consideration of Recommendation Regarding "The Alphabet Walk" Project

*At the February 16, 2009 regular Council meeting Council heard a presentation from the Executive Director of the Chamber of Commerce regarding a proposed project called the Alphabet Walk. Council passed a motion to support the project in principle and asked Staff to [review the proposal] and provide a recommendation to Council. Staff has done so and has considered in particular whether this project is compatible with other core area initiatives and also how many City resources would be available to facilitate this project.*

**Recommendation: THAT the report from the Director of Community Planning dated February 26, 2009 regarding the "Alphabet Walk" project be received;**

**AND THAT the City continue to support the program in principal and ask that the Chamber provide more detailed information regarding the exact involvement of all parties so that the project can be brought from the concept to the project readiness stage with sufficient information for the City to know its exact involvement and be able to commit to specific tasks.**

#### 3) Director of Community Planning - Consideration of City Position for a Change of Hours to a 'Liquor-Primary' Liquor Licence for Aaronco Holdings Inc. DBA Ocean Lounge [491 Island Highway East]

*The owners of the Ocean Lounge and Liquor Store, Aaronco Holdings Inc., are seeking a Council resolution of support for their pending application to the Liquor Control and Licensing Branch to amend the hours of liquor sales.*

**Recommendation: THAT the report from the Director of Community Planning dated February 26, 2009 for consideration of the City's position with respect to a proposed permanent change of hours to the 'Liquor-Primary' liquor licence for the Ocean Lounge be received;**

**AND THAT Council direct Staff to advertise an opportunity for receiving written comment regarding the liquor-primary licence permanent change of hours application for Lot B, District Lot 4, Nanoose District, Plan 23567 (491 Island Highway East);**

**AND FURTHER THAT the written comment be received prior to deliberation on the application.**

b) Executive Assistant - 2009 Spring Grant-In-Aid Applications - Pages 11 to 17

*Under the provisions of the City's Grant-In-Aid Application policy the City of Parksville may provide direct financial assistance to community groups and organizations for events and projects that will benefit the citizens and visitors of the municipality contingent upon provisions being included in the annual operating budget. The 2009 budget for this purpose is \$5000. As provided under the policy the award of grants is split into a spring and fall intake. The deadline for spring intake was March 1, 2009. The purpose of this report is to establish a Grant-In-Aid Select Committee to review the applications received by spring deadline.*

**Recommendation: THAT a Grant-In-Aid Select Committee be appointed to review and recommend back to Council on the allocation of the \$2,500.00 budgeted funds for the submissions received for the period ending March 1, 2009;**

**AND THAT the Grant-In-Aid Select Committee be comprised of the Chief Administrative Officer and two Councillors appointed by the Mayor.**

c) Executive Assistant - 2009 Canada Day Celebrations and Parade - Pages 18 to 25

*Under the provisions of the City's Special Events Policy organizations proposing to hold an event on municipal property, streets or parks are required to apply for a special events permit. All events covered in the policy must be approved by Council and event organizers must fulfill the requirements outlined in the policy.*

**Recommendation: THAT the Rotary Club of Parksville be permitted to hold the Canada Day Celebrations on Wednesday, July 1, 2009 between the hours of 7:00 a.m. and midnight, utilizing the Community Park as indicated on the map attached to Park Use Application Form (1) signed and dated March 2, 2009;**

**AND THAT the Rotary Club of Parksville be permitted to hold the Canada Day Parade on Wednesday, July 1, 2009 between the hours of 10:00 a.m. and 12:00 p.m. following a designated route through City streets as indicated on the attached Event Application Form (1B) signed and dated February 25, 2009;**

**AND THAT the approvals be granted on condition that the organizers adhere to the signed Terms and Conditions forms attached to the report from the Executive Assistant dated March 10, 2009 entitled "2009 Canada Day Celebrations and Parade".**

d) Chief Administrative Officer - BC Bike Race – Monday, June 29 - Pages 26 to 30

*Under the provisions of the City's Special Events Policy organizations proposing to hold an event on municipal property, streets or parks are required to apply for a special events permit. All events covered in the policy must be approved by Council and event organizers must fulfill the requirements outlined in the policy. The BC Bike race has submitted an application for use of the Parksville Beach waterfront grounds, Curling Rink and parking facilities and public roadways on afternoon/evening of June 29, 2009 and the morning of June 30, 2009.*

**Recommendation: THAT the Special Events application dated January 16, 2009 submitted by the BC Bike Race for permission to use City streets and portions of the Parksville Community Park for the finish of Day 2 of their race event be approved;**

**AND THAT the request from the BC Bike Race to allow for overnight camping of the competitors and support staff in the Community Park over the evening of June 29, 2009 be denied.**

9. BYLAWS

a) "Water Service System Amendment Bylaw, 2009, No. 1320.14"

*Council adopted, by bylaw, the 2009-13 Provisional Financial Plan in September 2008 which included an annual 10.5% water rate increase and no annual sanitary sewer rate increases for 2009 to 2010. The large increase to the water rates is because the water fund will be incurring large capital expenditures in the near future for a new water intake (DCC funded) and water treatment plant (50% rate payer funded). In order to reduce the level of borrowing that will be required, we are attempting to build up the surplus reserve in the water fund to help fund a portion of this new treatment plant. To mitigate that large increase, the sewer rate increase has been dropped as the sewer utility is currently in a stable financial position.*

**(i) Recommendation: THAT "Water Service System Amendment Bylaw, 2009, No. 1320.14" be adopted.**

b) "Development Cost Charges Reserve Funds Expenditure Bylaw, 2008, No. 1454"

*The City funds various projects that are growth related from Development Cost Charge collection (DCC's) that have been accumulated in DCC reserve funds. Despite projects and their funding being approved by the annual Budget Bylaw, any withdrawals from the DCC fund also requires authorization through an Expenditure Bylaw as per Section 189 of the Community Charter. The expenditures to be included in this bylaw for 2008 to be funded from the Road DCC reserve total \$27,000. The Storm Sewer expenditures total \$220,000, the Sanitary Sewer expenditures total \$138,000, and the Water expenditures total \$796,000. These projects were all included in the 2008 DCC program and the DCC reserves in total are sufficient to cover these projects.*

**(i) Recommendation: THAT "Development Cost Charges Reserve Funds Expenditure Bylaw, 2008, No. 1454" be adopted.**

10. NEW BUSINESS

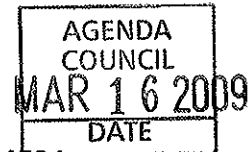
11. NOTICE OF MOTION

12. SPECIAL BUSINESS (Closed/In Camera)

13. ADJOURNMENT

ooOOoo

# TO BE ADOPTED



4584.

March 2, 2009

## CITY OF PARKSVILLE

Minutes of the regular meeting of Council held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Monday, March 2, 2009 at 6:00 p.m.

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

Councillors: C. R. Burger  
A. R. Greir  
M. Lefebvre  
S. E. Powell

Staff: F. Manson, Chief Administrative Officer  
G. Jackson, Director of Community Planning  
L. Butterworth, Director of Finance  
A. Dawson, Bylaw Compliance Officer  
A. Haywood, Recording Secretary

### 1. ADOPTION OF MINUTES

09-045 Lefebvre - Powell  
THAT the minutes of the regular meeting of Council held February 16, 2009 be adopted. CARRIED.

### 2. APPROVAL OF AGENDA

09-046 Powell - Lefebvre  
THAT the March 2, 2009 Council meeting agenda be approved. CARRIED.

### 3. PRESENTATIONS - Nil

### 4. DELEGATIONS - Nil

### 5. UNFINISHED BUSINESS - Nil

### 6. CORRESPONDENCE

#### a) UBCM - Opportunity to Advance Civics in School Curriculum

09-047 Lefebvre - Greir  
THAT the correspondence from UBCM dated February 6, 2009 regarding an opportunity to advance civics in school curriculum, be received for information. CARRIED.

b) **Ministry of Community Development - Strategic Community Investment Funds**

09-048 Greir - Lefebvre  
THAT the correspondence from the Ministry of Community Development and the Union of British Columbia Municipalities dated February 25, 2009 regarding Strategic Community Investment Funds notice, be received;  
AND THAT Council authorize the Mayor and Corporate Officer to sign the Strategic Community Investment Funds Agreement. CARRIED.

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

8. **REPORTS**

a) **Director of Finance - 2009 Water and Sanitary Sewer Utility Rates**

09-049 Lefebvre - Greir  
THAT the report from the Director of Finance dated February 19, 2009 entitled "2009 Water and Sanitary Sewer Utility Rates", be received;  
AND THAT the 2009 Water Utility Rates amendment bylaw be forwarded to Council for consideration. CARRIED.

b) **Director of Finance - DCC Reserve Funds Capital Expenditure Bylaw**

09-050 Lefebvre - Powell  
THAT the report dated February 24, 2009 from the Director of Finance entitled "DCC Reserve Funds Capital Expenditure Bylaw", be received;  
AND THAT "Development Cost Charges Reserve Funds Expenditure Bylaw, 2008, No. 1454" be advanced for reading consideration. CARRIED.

c) **Director of Community Planning - Bylaw Adjudication System**

09-051 Lefebvre - Greir  
THAT the report from the Director of Community Planning dated February 2, 2009 for consideration of the Bylaw Adjudication System as an additional and alternate tool for ticketing be received;  
AND THAT Council direct Administration staff to prepare draft bylaws and policies for the implementation of the bylaw adjudication system provided for in the Local Government Bylaw Notice Enforcement Act for Council's consideration;  
AND FURTHER THAT staff also be directed to work with the Court Services Branch, Ministry of Attorney General to have the Lieutenant Governor in Council of the Province of British Columbia to enact a Regulation under Section 29 of the Local Government Bylaw Notice Enforcement Act applying the Act to the City of Parksville. CARRIED.

d) **Executive Assistant - 2009 Special Event Applications**

09-052 Greir - Burger  
THAT the following individuals/organizations be permitted use of the identified areas of the Community Park for special events during the specified times and in the areas outlined in the application forms attached to the report from the Executive Assistant dated February 25, 2009 entitled "2009 Special Events Applications":

Parksville Beach Festival Society "Canadian Open Sand Sculpting Competition" August 6 - 31, 2009;

AND THAT the following organizations be permitted use of City property and roads for special events at the specified times and on the roads outlined in the in the application forms attached to the report from the Executive Assistant dated February 25, 2009 entitled "2009 Special Events Applications":

Royal Canadian Legion, Branch #49 "Candlelight Tribute" on April 19, 2009;

Oceanside Hospice Society "Hike for Hospice" on May 3, 2009;

BC SPCA "Paws for a Cause" on September 13, 2009;

Royal Canadian Legion "Remembrance Day Parade" on November 11, 2009;

AND FURTHER THAT the approval for each event be granted on condition that the organizers adhere to their signed Terms and Conditions forms attached to the report from the Executive Assistant dated February 25, 2009 entitled "2009 Special Events Applications". CARRIED.

**9. BYLAWS**

a) **"Traffic Bylaw, 2009, No. 1436"**

Lefebvre - Greir

09-053 THAT "Traffic Bylaw, 2009, No. 1436" be adopted. CARRIED.

b) **"Municipal Ticket Information Amendment Bylaw, 2009, No. 1444.1"**

Lefebvre - Powell

09-054 THAT "Municipal Ticket Information Amendment Bylaw, 2009, No. 1444.1" be adopted. CARRIED.

c) **"Water Service System Amendment Bylaw, 2009, No. 1320.14"**

Greir - Lefebvre

09-055 THAT "Water Service System Amendment Bylaw, 2009, No. 1320.14" be read a first time. CARRIED.

Lefebvre - Powell

09-056 THAT "Water Service System Amendment Bylaw, 2009, No. 1320.14" be read a second and third time. CARRIED.

d) **"Development Cost Charges Reserve Funds Expenditure Bylaw, 2008, No. 1454"**

Greir - Powell

09-057 THAT "Development Cost Charges Reserve Funds Expenditure Bylaw, 2008, No. 1454" be read a first time. CARRIED.

Lefebvre - Greir

09-058 THAT "Development Cost Charges Reserve Funds Expenditure Bylaw, 2008, No. 1454" be read a second and third time. CARRIED.

**10. NEW BUSINESS**

- a) Councillor Powell brought forward the following motion:
- 09-059 Powell - Greir  
WHEREAS community social services are vital to the quality of life of all British Columbians;  
AND WHEREAS community social services in British Columbia include services to families and children; people with disabilities; people and families dealing with substance abuse; people in community justice services, including correction services and victim assistance programs; women and their families in transition houses or sexual assault centres; aboriginal peoples; individuals involved in community projects and employment training programs; as well as child care, multicultural, settlement and immigrant services; and more;  
AND WHEREAS the availability of these supportive services helps improve the quality of life for everyone, while making our communities stronger and more stable;  
AND WHEREAS greater recognition and understanding of the critical role these services play in our communities is needed to ensure their continued availability and improvement;  
AND WHEREAS awareness and support for these services behinds at the local level;  
NOW THEREFORE BE IT RESOLVED that this council proclaim **March as Community Social Services Awareness Month.** CARRIED.
- b) Councillor Lefebvre noted there would be an Arrowsmith Water Services (AWS) Management Committee meeting held soon regarding the logging that is going on, to clarify exactly what is happening and to talk about what staff has received, if anything, from Island Timberlands.
- c) Councillor Burger brought forward the following motion:
- 09-060 Burger - Powell  
THAT the City of Parksville invite elected representatives of the three local Governments involved with the Arrowsmith Water Services (AWS) Management Committee to a Summit Meeting on the current state of the Englishman River Watershed. The purpose of this meeting will be to discuss ongoing logging of the Watershed, the 2002 Weyerhaeuser Watershed Assessment and issues related to corporate ownership of land within the Englishman River Watershed. CARRIED.
- d) Councillor Burger noted he has heard some reports there is an old growth tree on the island that is currently being logged by Island Timberlands. Councillor Burger contacted the native chief in the area regarding this tree; he was very interested and will follow up.
- e) Councillor Greir mentioned will be going on a tour of all City owned lots on either Thursday, March 5 or Friday, March 6; anyone is welcome to come along. The City maintains a lot of lots and should sell off some to the Habitat for Humanity organization at a reduced rate, or 2 for 1 deal.



- f) Councillor Lefebvre mentioned he attended a large meeting Thursday, February 26, 2009 regarding the study of aging. It was an academic exercise. They invited approximately 20 seniors to attend the session to listen and critique speakers as they talked about falls etc.

11. **NOTICE OF MOTION** - Nil

12. **SPECIAL BUSINESS** - Nil

13. **ADJOURNMENT**

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

The meeting adjourned at 7:06 p.m.

Certified Correct.

\_\_\_\_\_  
Mayor

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



REQUEST TO APPEAR AS A DELEGATION

TO BE HELD **Monday, March 16, 2009 AT 6:00 P.M.**

NAME OF PERSON MAKING PRESENTATION: Marc Lefebvre  
[Please print]

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

NAME OF ORGANIZATION [if applicable]: Measuring Up Committee

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_ - (250) 248-2292 Fax: \_\_\_\_\_  
[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.]

To officially launch the Parksville Measuring Up Committee's Accessibility Booklet which completes the 2010 Legacies Funding Grant.

See attached Objectives and Achievements.

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*.

# **MEASURING UP PARKSVILLE**

## **WHAT IS MEASURING UP**

It is an initiative of 2010 Legacies Now and the Province of BC to help communities become more ACCESSIBLE and INCLUSIVE for individuals with physical, auditory, visual and other challenges, including those experiencing aging

Measuring Up Parksville began in April 2008 after receiving grant funding through the 2010 Legacies Now Initiative.  
The Committee has met monthly since then.

## **Our Overall Objective**

To EDUCATE, SENSITIZE and INFORM the community of Parksville and the larger community of Oceanside regarding ACCESSIBILITY and INCLUSION and how it benefits EVERYONE.

Inclusion encompasses the ability to enjoy local amenities, participate in local employment and live a productive lifestyle.

We also want to encourage governments, businesses and service organizations to embrace the principles of Universal Design and Visitability.

Universal Design and Visitability embrace the design of spaces & products that are useable by people of any age, size or ability.

We want Parksville and the larger Oceanside community to become the most accessible and inclusive community on Vancouver Island and also in the Province of BC.

The Measuring Up Parksville Committee has decided to remain in effect beyond the 2010 Legacies Now Project, meeting on a quarterly basis to continue to promote inclusiveness and accessibility in our community

On the reverse side is a list of some of our accomplishments to date:

- **Erection of an Accessible Ramp at the gazebo in Community Park**
- **Designation Of A Handicapped Parking Space In Front Of Focus Day Program** – For clients of the program as well as visitors with disabilities visiting the building
- **Public Meetings in June and November** – To gain input from the public, service agencies, etc. on barriers, community needs and future directions in regards to accessibility and inclusion
- **Presentations to various community organizations and municipal government** – such as Parksville City Council, Oceanside Development and Construction Association (ODCA), Oceanside Community Partners Team
  - Presentations in the near future: Parksville Chamber of Commerce, Oceanside Tourism Association
- **Walk/Wheel-About** – Luminaries from Parksville and Qualicum Beach attended and experienced life with a series of visual, auditory and mobility challenges as they tried to negotiate the community.
- **Business Accessibility Surveys** – Retail businesses, banks, grocery stores, etc. were surveyed by Katimavik participants to assess accessibility and inclusion
- **Access Parksville Website** – To highlight the progress of the Committee and provide links to accessible businesses, services, etc. in Parksville and Oceanside
- **2009 Parksville Accessibility Booklet** –This publication features beneficial information on resources, accessible recreation, Universal Design principles and much more. It is designed to be a resource to businesses, service organizations, citizens and tourists
- **SuperHost Disability Training** – This is being offered as a partnership between Parksville Chamber of Commerce and the Measuring Up Committee. It is designed to teach those in retail, service and other organizations how to respectfully and inclusively serve individuals with disabilities.



City of PARKSVILLE

AGENDA COUNCIL  
MAR 10 2009  
DATE

REQUEST TO APPEAR AS A DELEGATION

TO BE HELD 16 - March/09, 2009 AT 6.00 P.M.  
Day Date

NAME OF PERSON MAKING PRESENTATION: Det/let - Joe. Frider, Jeremy Burger  
[Please print]

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

NAME OF ORGANIZATION [if applicable]: German Du-Dutsu Systems - GDS

Mailing address: 121 Wallis Street (Parksville, V9P, 1K7)

Phone: 2483538 - cell 2407759 Fax: detlett@shaw.ca  
[Business] [Home] email

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.]

Documents will be provided over next days

Topics:

- Lease extensions application 183 McVickers Street
- Building upgrade application
- Program proposal to City Council i.e. decreasing violence, crime, vandalism in ORSEA-SIA

DR March 4/09

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.

March 10, 2009



**REPORT TO:           MAYOR AND COUNCIL**

**FROM:                COMMITTEE OF THE WHOLE**

**SUBJECT:            MARCH 9, 2009 MEETING RECOMMENDATION**

---

The following item was considered by the Committee of the Whole at its special meeting held Monday, March 9, 2009:

**RECOMMENDATIONS**

**1)     Director of Community Planning - Identification Signage for City Hall**

**THAT** the report from the Director of Community Planning dated February 24, 2009 regarding the identification of signage for City Hall be received;  
**AND THAT** staff add informational way finding signs on the Island Highway, Alberni Highway and adjacent streets to direct residents and visitors to "City Hall".

**2)     Director of Community Planning - Consideration of Recommendation Regarding "The Alphabet Walk" Project**

**THAT** the report from the Director of Community Planning dated February 26, 2009 regarding the "Alphabet Walk" project be received;  
**AND THAT** Staff continue to support the program in principal and ask that the Chamber provide more detailed information regarding the exact involvement of all parties so that the project can be brought from the concept to the project readiness stage with sufficient information for the City to know its exact involvement and be able to commit to specific tasks.

**3)     Director of Community Planning - Consideration of City Position for a Change of Hours to a 'Liquor-Primary' Liquor Licence for Aaronco Holdings Inc. DBA Ocean Lounge [491 Island Highway East]**

**THAT** the report from the Director of Community Planning dated February 26, 2009 for consideration of the City's position with respect to a proposed permanent change of hours to the 'Liquor-Primary' liquor licence for the Ocean Lounge be received;  
**AND THAT** Council direct Staff to advertise an opportunity for receiving written comment regarding the liquor-primary licence permanent change of hours application for Lot B, District Lot 4, Nanoose District, Plan 23567 (491 Island Highway East);  
**AND FURTHER THAT** the written comment be received prior to deliberation on the application.

A handwritten signature in cursive script that reads "Chris Burger".

ACTING MAYOR CHRIS BURGER, Chair  
COMMITTEE OF THE WHOLE

March 2, 2009

**MEMO TO: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER**  
**FROM: AMANDA HAYWOOD, EXECUTIVE ASSISTANT**  
**SUBJECT: 2009 SPRING GRANT-IN-AID APPLICATIONS**

---

**ISSUE:**

Financial grant-in-aid applications from community groups and organizations.

**EXECUTIVE SUMMARY:**

Under the provisions of the City's Grant-In-Aid Application policy the City of Parksville may provide direct financial assistance to community groups and organizations for events and projects that will benefit the citizens and visitors of the municipality contingent upon provisions being included in the annual operating budget. The 2009 budget for this purpose is \$5000. As provided under the policy the award of grants is split into a spring and fall intake. The deadline for spring intake was March 1, 2009. The purpose of this report is to establish a Grant-In-Aid Select Committee to review the applications received by spring deadline.

**REFERENCE:**

*Grant-In-Aid Application Policy No. 3.26.  
Newspaper advertising of January 12 and 19, 2009 and City website notification.  
Twelve (12) Grant-In-Aid applications.*

**BACKGROUND:**

On February 7, 2000, Council adopted Policy No. 3.26 to provide direct financial assistance to community groups and organizations for events and projects that will benefit the citizens and visitors of the municipality, contingent upon provisions being including in the annual operating budget. The community groups and organizations in the arts, cultural, recreational or social services field are eligible to apply for direct financial assistance based on predetermined criteria.

Policy No. 3.26 provides for two application submission dates of March 1<sup>st</sup> and September 1<sup>st</sup> with one-half of the annual budget allocation available for each submission date. The Policy requires that all grant applications be forwarded to a Grant-In-Aid Select Committee for review and recommendation to Council as to whether grants should be approved and the amount, subject to funding availability. Council is not obligated to allocate all or any budgeted funds. In the event the \$2,500.00 budget is not fully allocated during the first annual submission, the remaining funds can be considered for allocation at the second annual submission date of September 1, 2009.

**OPTIONS:**

1. Appoint a Grant-In-Aid Select Committee to review and make recommendations to Council as to whether grants should be approved and the amount subject to availability.
2. Not appoint a Grant-In-Aid Select Committee to review and make recommendations to Council as to whether grants should be approved and the amount subject to availability.

**ANALYSIS:**

Option 1 is a requirement of Policy No. 3.26. Option 2 would require the Policy to be amended to reflect how Council wishes to consider the Grant-In-Aid applications.

**SUSTAINABILITY/ENVIRONMENTAL IMPLICATIONS:**

None

**FINANCIAL IMPLICATIONS:**

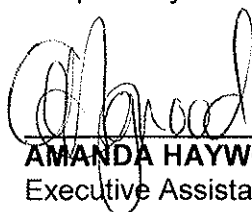
Award the \$2500 of the \$5000 provided for grants-in-aid in the 2009 budget

**RECOMMENDATION:**

**THAT** a Grant-In-Aid Select Committee be appointed to review and recommend back to Council on the allocation of the \$2,500.00 budgeted funds for the submissions received for the period ending March 1, 2009;

**AND THAT** the Grant-In-Aid Select Committee be comprised of the Chief Administrative Officer and two Councillors appointed by the Mayor.

Respectfully submitted,



---

**AMANDA HAYWOOD**  
Executive Assistant

CHIEF ADMINISTRATIVE OFFICER



---

**F. C. MANSON, CGA**  
Chief Administrative Officer



Organization	Spring 2009 Approved	Spring 2009 Requested	2008 Approved	2007 Approved	2006 Approved	2005 Approved
Ballenas Secondary Dry Grad Committee		500.00	250.00	0.00	250.00	200.00
Bike for Your Life Vancouver Island Society			0.00			
Errington Therapeutic Riding Association (ETRA)**			400.00	0.00		
District 69 Citizens On Patrol (Speed Watch)			700.00	577.58		
District 69 Family Resource Association (FRA)				400.00	250.00	200.00
Mid Vancouver Island Habitat Enhancement Society			300.00	200.00		
Mount Arrowsmith Pipe Band Association		1,000.00	250.00		250.00	750.00
The Nature Trust of BC (Brant Festival)		450.00				
Oceanside Affordable Housing Society		763.87	300.00			
Oceanside Community Arts Council		600.00				
Oceanside Community Network				300.00	500.00	
Oceanside Community Response Network						
Oceanside KidFest Festival Society		500.00				
Oceanside Volunteer Association			300.00	300.00		250.00
Oceanside's Food Forethought			300.00			
Parksville & District 69 Team		1,500.00				
Parksville & District Assoc. for Community Living		1,000.00	600.00	800.00	800.00	
Parksville & District Historical Society			650.00	400.00	650.00	
Parksville & District Musical Association		200.00	200.00	200.00		200.00
Parksville Curling Club			300.00	250.00	250.00	
Parksville Garden & Parkland Society				250.00	250.00	
Parksville Seniors Activity & Drop In Centre		250.00				200.00
Parksville RCMP Community Consultative Group			300.00			
Project Literacy P/Q for Building Learning Together		500.00				200.00
Royal Canadian Air Cadets (893 Beaufort Squadron)			350.00		800.00	
Vancouver Island Opera (former Oceanside Lyric Ensemble)		400.00	100.00	600.00		300.00
<b>Total</b>		<b>\$7,163.87</b>				

# CITY OF PARKSVILLE

## POLICY

SUBJECT: <i>Grant-In-Aid Applications</i>	POLICY NO: 3.26
	RESO. NO: 00-40
	CROSS REF:
EFFECTIVE DATE: February 7, 2000	APPROVED BY: Council
REVISION DATE: November 6, 2000	RESO. NO: 00-390
	RESO. NO:
	CROSS REF:
	PAGE 1 OF 4

### PURPOSE

The City of Parksville may provide direct financial assistance to community groups and organizations for events and projects that will benefit the citizens and visitors of the municipality contingent upon provisions being included in the annual operating budget.

### POLICY

#### Eligibility

Community groups and organizations in the arts, cultural, recreational or social services field may apply for direct financial assistance from the City based on the following criteria:

1. The group or organization is not commercial in nature.
2. The group or organization is incorporated either under the *Societies Act* of BC or under any Federal act as a charitable organization, or in the event the funding applied for is equal to or less than \$500.00, it is an unincorporated group with demonstrated objectives that are charitable in nature.
3. The group or organization has demonstrated sound financial and administrative management.
4. There is a demonstrated financial need.
5. The group or organization has a demonstrated track record of community service.

.... 1/4

6. The majority of the members of the group or organization reside in the municipality.
7. The financial assistance is for an event or project to be held within the municipal boundaries, except for individuals or groups representing international, national or Western Canadian events where the individual or team is the current Provincial champion.
8. Applications for financial assistance for commitments or expenses incurred prior to the approval of the application will not be considered.
9. Groups or organizations will only be considered for funding twice in a calendar year providing they can demonstrate that a special project or event will occur after having received previous funding in the same calendar year.

#### Applications

Groups or organizations wishing to apply for funding assistance are requested to obtain a copy of Grants-In-Aid Policy No. 3.26 and an application form to ensure their submission will meet all the necessary criteria.

There shall be two application submission dates of March 1<sup>st</sup> and September 1<sup>st</sup> with one-half of the annual budget allocation available for each submission date. For the year 2000 only, the application deadline will be March 31<sup>st</sup>. An advertisement shall be placed in a local newspaper at least one month prior to both deadline submission dates. Submissions received after the March 1<sup>st</sup> deadline will not be considered and may be referred by the Grants-In-Aid Select Committee to the second annual submission date of September 1<sup>st</sup> for consideration. Submissions received after the September 1<sup>st</sup> deadline will not be considered or referred to the next calendar year for consideration.

All applications shall be submitted with the following information and documentation:

1. The adopted Constitution of an unincorporated group. In the case of a body corporate, a copy of its incorporation documents setting forth its objectives and goals.
2. The service the organization provides to the community.
3. The amount of financial assistance required.
4. The benefits in the community to result from the grant.
5. The degree of other community support or sponsorship.
6. A detailed proposed budget for the year the grant is requested detailing all revenues and expenditures, including a detailed list of all other grants and donations.

.... 2/4

7. Financial statements from the fiscal year immediately preceding the year for which the grant is requested.
  - (i) signed by two directors in the event that the applicant is an unincorporated body and the funding requested is equal to or less than \$500.00; or
  - (ii) as required by the *Societies Act* or other incorporating legislation; however, in the event that the funding requested by a body corporate is greater than \$5,000.00, then the financial statements must be reviewed and/or audited by an independent and qualified accountant.
8. If the applicant has received funding from the City in the past, the applicant must submit an evaluation of the use of the funds received. Failure to provide an evaluation of past funding amounts will result in the current grant request not being considered.
9. Will not be accepted from any group or organization that is overdue on money or any other obligation owed to the City.

Incomplete applications will be returned. Returned applications which are not resubmitted by the advertised deadline in corrected form will not be considered for funding. By way of example only, applications which are not signed, do not evidence an incorporation number or do not have the proper financial statements or accounting for previous funds will be rejected.

### Criteria

In order of preference:

- Activities are consistent with the aims, objectives and standards of the City.
- Applications providing programs for youth and/or seniors.
- Applications with at least 50 per cent of required funding coming from sources outside the funds sought from the City.
- Organization has a large number of volunteers and a broad base of community support.
- Activity/program is accessible to a large portion of the community's residents.
- Contributions toward travel expenses from individuals or teams will be considered only for travel prior to attending international, national or Western Canadian events where the individual or team is the current Provincial champion.
- Non-profit societies operating at regional, Provincial or Federal levels and conducting fundraising by means of tag days, mail outs or door-to-door campaigns will not be eligible for a grant-in-aid from the City.

.... 3/4

- Organizations which receive a fee for service from the City are not eligible for grant funding under this policy unless the application is for a program other than the fee for service program.

**Procedure**

All grant applications will be forwarded to the Grants-In-Aid Select Committee for review. Incomplete applications will not be forwarded for consideration. The Select Committee will review each application and make recommendations to Council as to whether grants should be approved and the amount subject to funding availability. Council is not obligated to allocate all or any budgeted funds.

**Payment**

Applicants are advised that grants will not be continued from year to year. Renewals are not automatic nor is any increase in funds.

ooOOoo

March 10, 2009

**MEMO TO: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER**  
**FROM: AMANDA HAYWOOD, EXECUTIVE ASSISTANT**  
**SUBJECT: 2009 CANADA DAY CELEBRATIONS AND PARADE**  
**OUR FILE: 8100-01**

---

**ISSUE:**

Use of areas of the Community Park for the Rotary Club of Parksville's Canada Day Celebrations, to be held on Wednesday, July 1, 2009 between the hours of 7:00 a.m. and midnight as well as use of City Streets for the Canada Day parade between the hours of 10:00 a.m. and 12:00 p.m.

**EXECUTIVE SUMMARY:**

Under the provisions of the City's Special Events Policy organizations proposing to hold an event on municipal property, streets or parks are required to apply for a special events permit. All events covered in the policy must be approved by Council and event organizers must fulfill the requirements outlined in the policy.

**REFERENCE:**

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

**BACKGROUND:**

Two requests have been received from the Rotary Club of Parksville. One is to hold the Canada Day Celebrations on Wednesday, July 1, 2009 between the hours of 7:00 a.m. and midnight, utilizing the majority of the Community Park as indicated on the attached map and the second request is to hold the Canada Day Parade on Wednesday, July 1, 2009 between the hours of 10:00 a.m. and 12:00 p.m. utilizing City streets as indicated on the application form 1(B) attached to this report.

In past years, this event has been organized by the Chamber of Commerce. The Rotary Club of Parksville is a well-established community organization in Parksville, with extensive experience running group events. Given their record, there is no reason to anticipate problems with the proposed event.

Road closures have been requested and the organizers have provided traffic control and safety at intersections within the City throughout the event.

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

1. The impacts of the event on pedestrians, traffic conditions and the public; in some instances there may be minor interruptions to traffic but these are required to be mitigated;
2. Access to properties and services by emergency vehicles, the public, utility companies, and the municipality;
3. Public liabilities and damages that may result from the event.

Staff has reviewed the application and determined that the event doesn't have any scheduling conflicts and the above issues will be properly handled.

The Fire Department, RCMP and Engineering & Operations were consulted on these applications and no concerns with the proposed events have been expressed.

#### **OPTIONS:**

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

#### **ANALYSIS:**

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

It is recommended that Council support Option 2.

**SUSTAINABILITY/ENVIRONMENTAL IMPLICATIONS:** - Nil

**FINANCIAL IMPLICATIONS:** - Nil


**RECOMMENDATION:**

**THAT** the Rotary Club of Parksville be permitted to hold the Canada Day Celebrations on Wednesday, July 1, 2009 between the hours of 7:00 a.m. and midnight, utilizing the Community Park as indicated on the map attached to Park Use Application Form (1) signed and dated March 2, 2009;

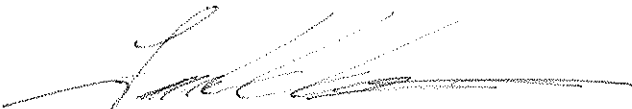
**AND THAT** the Rotary Club of Parksville be permitted to hold the Canada Day Parade on Wednesday, July 1, 2009 between the hours of 10:00 a.m. and 12:00 p.m. following a designated route through City streets as indicated on the attached Event Application Form (1B) signed and dated February 25, 2009;

**AND THAT** the approvals be granted on condition that the organizers adhere to the signed Terms and Conditions forms attached to the report from the Executive Assistant dated March 10, 2009 entitled "2009 Canada Day Celebrations and Parade".

Respectfully submitted,

  
\_\_\_\_\_  
**AMANDA HAYWOOD**  
Executive Assistant

**CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:**

  
\_\_\_\_\_  
**FRED MANSON**  
Chief Administrative Officer



RECEIVED  
MAR 02 2009  
ADMINISTRATION  
CITY OF PARKSVILLE



City of PARKSVILLE

**PARK USE APPLICATION FORM (1)**

(Application to Hold an Event in any City Park)

Organization: Rotary Club Parksville Name of Event: Canada Day

Date of Application: Jan 15/09 Phone: 250-954-6420

Contact Name: Kim Burden Bus. Phone: \_\_\_\_\_

Mailing Address: 479 W Hurst Ave Fax: \_\_\_\_\_

Postal Code: V9P1S2 E-Mail: kim.burden@telus.net

Alternate Contact: Judy Elliott Phone: 250 248-4278

Facility(ies) Required: Community Park

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

Date(s) Requested: July 1 Hours of Use: 7AM to midnight

Anticipated Number in Attendance: 10,000  
(Note, Please provide a list of any other groups coming under the umbrella of this event.)

Purpose of Use: Canada Day Celebration

Road Closure Requested: Yes  No  Details: Confined ISA to Com Park

Concession Requested: Yes  No  (Subject to Food Concession Policy 3.18)

**Note: You will be responsible for any damages done to irrigation systems as a result of stakes and poles placed without prior Parks Department approval.**

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

*This portion to be completed by City of Parksville*

Approval:  Yes  No Date: \_\_\_\_\_



City of PARKSVILLE

**TERMS AND CONDITIONS FOR  
USE OF CITY OF PARKSVILLE FACILITIES**

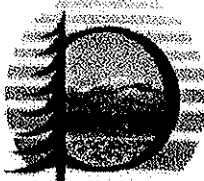
1. Ensure appropriate public access is maintained to all roads, park and adjacent facilities to the satisfaction of the City of Parksville, and **provide written approval** from the RCMP, the Fire Department and the Ambulance Service;
2. Provide all of the necessary traffic controls, parking and emergency access acceptable to the RCMP, the Fire Department and the Ambulance Service;
3. Ensure that any charitable organization members performing traffic control and event parking, clearly state that **any parking fee is strictly by voluntary donation**, and ensure that **this information is visibly posted at the site** and mentioned in any event advertisement;
4. Hold and save harmless the City from and against all claims and damages arising out of, or in any way connected with, the event;
5. Obtain and maintain during the term of this event, a comprehensive general liability insurance policy providing coverage of not less than \$5,000,000.00, naming the City of Parksville as an additional insured. A copy of the policy shall be delivered to the City a minimum of five working days prior to the event;
6. **For events held on the Parksville Civic and Technology Centre site**, obtain and maintain during the term of this event, a comprehensive general liability insurance policy providing coverage of not less than \$5,000,000.00, naming the City of Parksville, School District No. 69 [Qualicum] and Malaspina University College as additional insureds. A copy of the policy shall be delivered to the City a minimum of five working days prior to the event;
7. Provide the City with a refundable security deposit of \$500.00 (to cover any loss or damage resulting from the event), to be delivered to the City a minimum of five working days prior to the event;
8. Maintain and, if required, refurbish all municipal property and infrastructure to an equal or better condition than that which existed prior to the event, all within 48 hours of the completed event, to the satisfaction of the City of Parksville;
9. Ensure collection of litter from the event site/s, arranging with a waste disposal company for removal/dumping of bins following the event;
10. Make arrangements for installation of portable toilets, in quantity suitable to the expected attendance, for the duration of the event;
11. Ensure that any and all concessions (approved by the City with regard to their standing contract with the operator/s of the Park concession), meet all applicable health and safety requirements;
12. Approval for use of private property is the sole responsibility of the organizer/s.

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Name of Organization

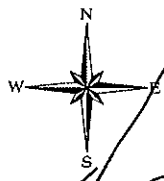
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed



# City of Parkville Community Park

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



*fireworks*  
*kite flying*

Beach

Waterfront Kiosk

Concession

Water Park

Beach Volleyball (Sand Courts)

skateboard Park

Gravel Parking

Tennis Courts

Parks Shed

Horseshoe Pits

Waterfront

Curling Rink

Picnic Shelter

Stairs

Sports Fields

Stage

Midway

Kin Hut

Lacrosse Box

Island Highway

Corfield Street

# City of Parksville

**RECEIVED**  
MAR 02 2009  
ADMINISTRATION  
CITY OF PARKSVILLE

## EVENT APPLICATION FORM (1B)

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

Organization: Rotary Club of Parksville Name of Event: Canada Day Parade  
Name of Parade Marshall/Contact Person: Bill Lo Sage  
Address: 16-450 Bay Ave Postal Code: V9P 2K2  
Phone: 250 248 0196 Fax: 0 E-mail: blsage@lews.net  
Signature of Applicant: [Signature] Printed Name: K. Burch Date: March 10, 09

Date of Parade: July 1/09 Day of Week: Wednesday Time: 10 AM  
Duration of Parade: 2 (hrs.)

Number and Type of units/participants: 80 / community groups, business individuals

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

General Description of Proposed Route (Please attach map): 19A & Shelly to 19A & Craig - up Craig to dispersal

Assembly Area: Pioneer Cr.  
Dispersal Area: Craig St.

Closure of Street Required?  Yes  No (If Yes, which Streets?) 19A / Craig

Traffic Control Arrangements: (Name of Company/Group and contact person)  
Name: CPS / Jack McKenzie Phone: 250-752-1701

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

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

This portion to be completed by City of Parksville

Approval:  Yes  No Date: \_\_\_\_\_

1. Ensure appropriate public access is maintained to all roads, park and adjacent facilities to the satisfaction of the City of Parksville, and **provide written approval** from the RCMP, the Fire Department and the Ambulance Service;
2. Provide all of the necessary traffic controls, parking and emergency access acceptable to the RCMP, the Fire Department and the Ambulance Service;
3. Ensure that any charitable organization members performing traffic control and event parking, clearly state that **any parking fee is strictly by voluntary donation**, and ensure that **this information is visibly posted at the site and mentioned in any event advertisement**;
4. Hold and save harmless the City from and against all claims and damages arising out of, or in any way connected with, the event;
5. Obtain and maintain during the term of this event, a comprehensive general liability insurance policy providing coverage of not less than \$5,000,000.00, naming the City of Parksville as an additional insured. A copy of the policy shall be delivered to the City a minimum of five working days prior to the event;
6. **For events held on the Parksville Civic and Technology Centre site**, obtain and maintain during the term of this event, a comprehensive general liability insurance policy providing coverage of not less than \$5,000,000.00, naming the City of Parksville, School District No. 69 [Qualicum] and Vancouver Island University as additional insureds. A copy of the policy shall be delivered to the City a minimum of five working days prior to the event;
7. Provide the City with a refundable security deposit of \$500.00 (to cover any loss or damage resulting from the event), to be delivered to the City a minimum of five working days prior to the event;
8. Maintain and, if required, refurbish all municipal property and infrastructure to an equal or better condition than that which existed prior to the event, all within 48 hours of the completed event, to the satisfaction of the City of Parksville;
9. Ensure collection of litter from the event site/s, arranging with a waste disposal company for removal/dumping of bins following the event;
10. Make arrangements for installation of portable toilets, in quantity suitable to the expected attendance, for the duration of the event;
11. Ensure that any and all concessions (approved by the City with regard to their standing contract with the operator/s of the Park concession), meet all applicable health and safety requirements;
12. Approval for use of private property is the sole responsibility of the organizer/s.

Kim Busden  
Printed Name of Authorized Representative

Rotary Club of Parksville  
Name of Organization

[Signature]  
Signature

Feb 25 / 09  
Date Signed

February 27, 2009

**MEMO TO: HIS WORSHIP THE MAYOR AND MEMBERS OF COUNCIL**

**FROM: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER**

**SUBJECT: BC Bike Race – Monday, June 29**  
**OUR FILE: 8100-01**

---

**ISSUE:**

BC Bike Race Special Events request

**EXECUTIVE SUMMARY:**

Under the provisions of the City's Special Events Policy organizations proposing to hold an event on municipal property, streets or parks are required to apply for a special events permit. All events covered in the policy must be approved by Council and event organizers must fulfill the requirements outlined in the policy. The BC Bike race has submitted an application for use of the Parksville Beach waterfront grounds, Curling Rink and parking facilities and public roadways on afternoon/evening of June 29, 2009 and the morning of June 30, 2009.

**REFERENCE:**

*Policy No. 8.22 – Applications for Special Events*  
*Completed Parks Use Application Form (1) from BC Bike Race,*

**BACKGROUND:**

The BC Bike Race is a for-profit group that is running a 7-day staged mountain bike race from Vancouver to Whistler. The organization is interested in having Day 2 (June 29) finish at the Curling Club with camping overnight in the grassy area on the beach front (kite field). The competitors will be transported to Cumberland on the morning of Tuesday, June 30th for the start of the next stage. They anticipate 450 racers, 150 crew, 20 media and 100 to 200 travelling spectators (friends and families of the racers).

They have submitted the required application form for holding a race in the City. They anticipate the arrival of the event vehicles at 10:30 a.m. on June 29 to set up the 200 tents, shower truck, beer gardens (if applied for), media room, catering truck, parking barricades, crew parking, sound system, porta-potties etc. The first riders are expected around 2:30 p.m. and the last riders at about 6:30 p.m. They plan to follow the 'rules of the road' as riders enter the City from the weigh scales at the south end of town. Marshalls will be located at each intersection to ensure the safe arrival of competitors. The riders will remain on the extreme right of the outside west bond lane of Highway 19A until entering the Community Park at Corfield Street. No street closures are anticipated.

Organizers of the Race will be covering all costs including:

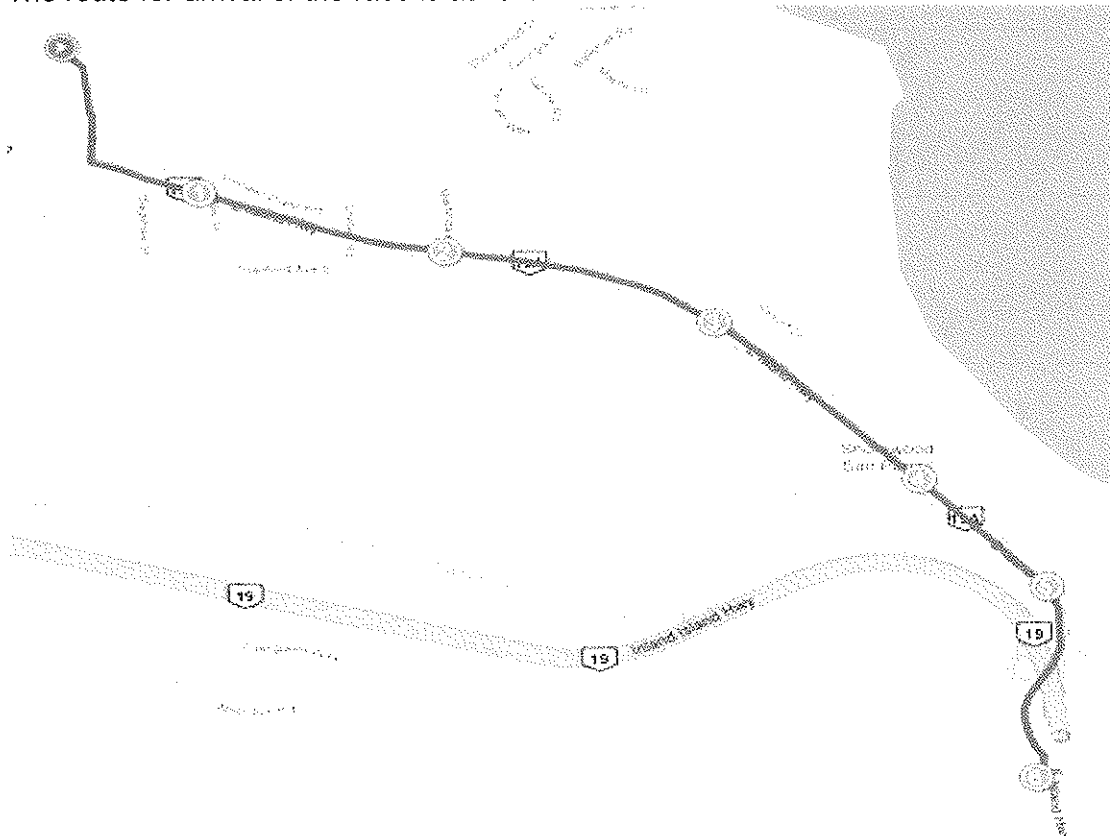
1. Rental of the Curling Club
2. Tables and chairs for 600 for awards ceremony

3. Installation of additional porta-potties
4. Rental of additional large waste disposal units for garbage disposal (they have a Green Team and recycling program on the tour)

Race organizers have requested assistance with the following:

1. Waiving of no-camping policy for use of beach front grounds for the evening of Monday, June 29, 2009 to allow for the set up of a maximum of 200 tents (remainder of entourage to stay in local hotels)
2. Approval of a beer garden for support team personnel and travelling family/friends. At this point they have indicated that having a beer garden is not a priority and they have not yet applied.
3. Use of washroom facilities on site (they have a travelling shower unit)
4. Access to AC power supply outside Curling Rink (for the beer garden if allied for).
5. Access to hovercraft pad on beach for use by television production's helicopter subject to approval by the Ministry of Transportation. If not possible, organizers will use Qualicum Beach Airport.

The route for arrival of the race is as follows:



Organizers would like to have the finish line at the far end of the paved Curling Rink parking lot adjacent to the beach front for maximum benefit for spectators. If a beer garden application is presented, the beer garden would be located near the finish line.

### Overnight Camping

- Overnight camping (except for security measures) in the Community Park is currently prohibited under City of Parksville Park Regulation Bylaw, 1999, No. 1327. In order to allow the overnight camping, the Parks Regulation Bylaw would have to be amended. If this was done, and the BC Bike Race camping allowed, the City would be establishing a precedent for similar requests in the future.
- Operations staff has concerns regarding the use of the park for camping as it will be subject to heavy usage for Canada Day celebrations to be held the day after the racers depart. Staff's main concern is that the stress from the tents combined with the Canada Day events within such a short period of time, could result in damage to the turf. Staff has indicated that the only area where it may work is the east edge of the kite field by Surfside or the southwest corner around the picnic shelter. Council should also be aware that in either area the City will likely receive complaints from the adjacent properties.
- Organizers have requested parking space for event operation vehicles and crew RV's. No services will be required for RV's.

### Beer Garden

While the City has not yet received an application from the organizers for a beer gardens and this report does not address that issue, the organizers have stated that if a beer garden application is presented they have requested that the beer garden be located near the finish line for maximum benefit of spectators.

### Hovercraft Pad

The City cannot give permission to let a helicopter land in the Community Park without permission from the Federal government. As well Council Policy No. 3.11 permits the leasing of the concrete pad for water related commercial activities. As of the date of this report we have one party who may be interested in a lease, but full details have not yet been completed. If the lease is approved by Council, the concrete pad will not be available for the helicopter landing. Operations staff has also noted the there are significant City plantings directly adjacent to the hovercraft pad that could be damaged by the down draft resulting for helicopter landings.

### Neighborhood Impact

Community Park activities, especially those centered at or near the curling club building have been the subject of noise complaints for residents of the Golden Trailer Park in the past. It is inevitable that an event such as this, especially if camping in the park is allowed, will generate noise and general disruptions past the normal park closure time of 11 pm.

### Commercial Use

The City does not currently have any policy to provide direction to staff for the administration of special event applications from "For Profit" organizations. The closest policy is "Community Park – Commercial Use Policy 3.11" which limits commercial use to the former Hovercraft Base site.



**OPTIONS:**

1. Approve the application and direct staff to prepare an amendment to the Parks Regulation Bylaw to permit camping in the Community Park and to make the necessary arrangements.
2. Deny the application.
3. Approve the application, deny the request for camping in the park and advise the organizers they will have to make other arrangements for overnight accommodations.
4. Approve the application and direct staff to prepare an amendment to the Parks Regulation Bylaw to permit camping in the Community Park and to charge a fee for the use of the Community Park and parking facilities.

**ANALYSIS:**

Staff must recommend either option 2 or 3 as the request for camping is in contravention to the Parks Regulation Bylaw.

Council direction is required for options 1 or 4 with respect to camping and the establishment of a "for profit charge" for the use of the Community Park. Council should also be aware that allowing overnight camping (tents & self contained RV units) for this event will open the door for future requests.

This event has the potential to provide some good exposure for the City in sports and other related advertizing venues. There will also be some economic benefit to local business as this event is expected to bring between 700 and 900 people into the City.

This event will also very likely result in extra costs to the City to address the inevitable last minute issues that will come up that the organizers will be looking to the City for assistance with.

Based on previous history of other evening events in the park, it is very likely that the City will receive complaints from the local neighborhood.

**RECOMMENDATION:**

THAT the Special Events application dated January 16, 2009 submitted by the BC Bike Race for permission to use City streets and portions of the Parksville Community Park for the finish of Day 2 of their race event be approved; and


That the request from the BC Bike Race to allow for overnight camping of the competitors and support staff in the Community Park over the evening of June 29, 2009 be denied.

Respectfully submitted,



Fred C. Manson  
Chief Administrative Office

**OPERATIONS COMMENTS:**



---

**ALAN METCALF**  
Manager of Operations