



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

NOTE: 5:45 p.m. PARCEL TAX ROLL REVIEW PANEL

COUNCIL MEETING AGENDA

MONDAY, APRIL 20, 2009 - 6:00 P.M.

1. **ADOPTION OF MINUTES**

- a) of the regular meeting of Council held April 6, 2009 - Pages 1 to 7

Recommendation: THAT the minutes of the regular meeting of Council held April 6, 2009 be adopted.

2. **APPROVAL OF AGENDA**

3. **PRESENTATIONS**

4. **DELEGATIONS**

- a) Dr. Kathryn Gemmell - Our Farm Coop - Page 8
To present the importance of local food and water. A priority for the future of Parksville.

5. **UNFINISHED BUSINESS**

6. **CORRESPONDENCE**

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

8. **REPORTS**

- a) **Committee of the Whole - April 1, 2009** - Page 9

- 1) Affordable Housing

Recommendation: THAT all development fees including the Development Permit Application Fee and the Building Permit Fee for the Lions Supportive Living Development at 205 Jensen Avenue, be waived.

2) 2009 - 2013 Financial Plan

Recommendation: THAT in accordance with Section 166 of the Community Charter, staff schedule a meeting to present the 2009 – 2013 Financial Plan to the public for their comments.

b) Committee of the Whole - April 15, 2009 – Page 10

1) Affordable Housing

Recommendation: THAT Council defer the final decision of the disposition of the request from the Oceanside Affordable Housing Society for a long term lease of 183 McVickers Street until the May 11, 2009 Council meeting;

AND THAT staff and a delegated Councillor be instructed to meet with the Oceanside Affordable Housing Society officers and advisor prior to the Council meeting of May 11, 2009 to establish a mutually acceptable proposal for use of the McVicker's Street property or determine an alternate site, if available, through the transfer of property title of the land or the air rights to the Oceanside Affordable Housing Society.

2) Implementation of a Wildfire Interface Management Development Permit Area

Recommendation: THAT staff bring forward an Official Community Plan amendment bylaw to include a Wildfire Interface Management Development Permit Area.

3) Affordable Housing Policy

Recommendation: THAT staff be directed to investigate an Affordable Housing Policy taking into consideration whether Development Cost Charges, taxes and other fees should or could be waived.

c) Director of Finance - New Requirements for Revenue Policy Disclosure - Pages 11 to 23

The provincial government has made changes to the Community Charter with respect to revenue policies and disclosure. The new requirements are phased in over a two year period beginning with the 2008-2012 Financial Plan. The 2008 requirements required Council to make statements about their revenue sources, tax classes, and permissive exemption use. The new requirements for 2009 and beyond require explicit objectives and policies in that Financial Plan about the budgeted proportion of City revenue to come from various revenue sources, the distribution of our property tax revenue among the various property classes, and the City's policies with regards to the use of permissive tax exemptions.

Recommendation: THAT a set of objectives and policies relating to the City of Parksville's sources of revenues, taxation classes and permissive tax exemptions, as per requirements detailed in Appendix A attached to the report from the Director of Finance dated April 15, 2009 and entitled "2009 Requirements for Revenue Policy Disclosure;

AND THAT staff be directed to prepare a resolution, for Council's consideration that is to be sent to the Union of B.C. Municipalities, that better addresses the revenue and tax policy limitations of smaller municipalities.

d) Grant-In-Aid Select Committee - Spring 2009 Grant-In-Aid Applications – Pages 24 to 25

At the March 16, 2009 Council meeting, a resolution was passed to appoint a Grant-In-Aid Select Committee to be comprised of the Chief Administrative Officer and three Councillors appointed by the Mayor. Councillors Burger, Patterson and Powell-Davidson were appointed. The Select Committee was 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 February 28, 2009. Council is not obligated to allocate all or any of the budgeted funds.

Recommendation: THAT the Grant-In-Aid applications received for the period ending February 28, 2009 be approved and/or denied as follows:

Name of Organization	Requested	Approved/ Denied
Ballenas Secondary Dry Grad Committee	500.00	300.00
The Nature Trust of BC (Brant Festival) (receive annual grant)	1,000	0
Oceanside Affordable Housing Society	450.00	0
Oceanside Community Arts Council (receive annual grant)	763.87	0
Oceanside Community Network	600.00	300.00
Oceanside KidFest Festival Society	500	0
Parksville & District 69 Team	1,500.00	600.00
Parksville & District Association for Community Living	1,000.00	500.00
Parksville & District Musical Association	200.00	200.00
Parksville Seniors Activity & Drop In Centre	250.00	200.00
Project Literacy P/Q for Building Learning Together	500.00	200.00
Vancouver Island Opera	400.00	200.00
Total		\$2,500.00

AND THAT \$2,500.00 be allocated from the 2009 Grants-In-Aid budget.

e) Chief Administrative Officer - 2009 Oceanside Tourism Association Fee for Services Agreement - Pages 26 to 30

The City and the OTA negotiate an annual fee for services contract. The purpose of the document is to formalize requirements the City establishes for performance by the OTA, it also provides a means of evaluating the efforts of the OTA, and confirms amounts and timing for payments made by the City.

Recommendation: THAT the report from the Chief Administrative Officer dated April 14, 2009 regarding the 2009 Oceanside Tourism Association Fee for Service Agreement be received;

AND THAT the Mayor and Corporate Officer be authorized to sign the 2009 Oceanside Tourism Association Fee for Service Contract.

f) Deputy Corporate Administrator - Community Park Concession Lease Agreement for 2009 – Pages 31 to 51

Each year the City advertises for submission of tenders to provide a food concession service from the City owned building in the Community Park from the Victoria Day weekend until Thanksgiving.

Recommendation: THAT the City enter into an agreement with Matt Doran and Joan Hasell for the operation of the Community Park Concession for the 2009 season commencing May 15, 2009 and ending October 14, 2009 with an option to

**renew for one additional year subject to approval of both the City and the operator;
AND THAT the Mayor and Corporate Officer be authorized to execute the Community Park Concession Agreement on behalf of the City.**

- g) Executive Assistant - 2009 Special Events Applications – Pages 52 to 65
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 following organization be permitted use of the identified area of the Community Park for a special event during the specified times and in the area outlined in the application form attached to the report from the Executive Assistant dated April 14, 2009 entitled "2009 Special Events Applications":

Parksville Golden Oldies Sports Association (PGOSA) "Beach Volleyball for Seniors" - Tuesday, May 5 to Thursday, September 10, 2009 (Tuesdays and Thursdays only);

AND THAT the following organization be granted use of the Gazebo in Foster Park for a special event during the specified times and in the area outlined in the application form attached to the report from the Executive Assistant dated April 14, 2009 entitled "2009 Special Events Applications":

Sunrise Preschool "Preschool Graduation Ceremony" - Sunday, June 21, 2009;

AND THAT the following organization be permitted use of City property and roads for a special event at the specified times and on the roads outlined in the in the application form attached to the report from the Executive Assistant dated April 14, 2009 entitled "2009 Special Events Applications":

Parksville and District Chamber of Commerce "Summer by the Sea Street Market" - Tuesday, June 16 to Tuesday, August 18, 2009 (Tuesday evenings only);

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 April 14, 2009 entitled "2009 Special Events Applications".

9. BYLAWS

- a) "City of Parksville Park Regulation Amendment Bylaw, 2009, No. 1327.1" - Page 66
- (i) **Recommendation: THAT "City of Parksville Park Regulation Amendment Bylaw, 2009, No. 1327.1" be read a first time.**
- (ii) **Recommendation: THAT "City of Parksville Park Regulation Amendment Bylaw, 2009, No. 1327.1" be read a second and third time.**

10. NEW BUSINESS

11. NOTICE OF MOTION

- a) Councillor Lefebvre – Water Catchment Systems - From April 6, 2009 Regular Meeting of Council

Recommendation: THAT staff prepare a amendment to the City's bylaws to require that as of January 1, 2010 all new single family home construction have the required water catchment/cistern systems that will allow for the watering of lawns, washing of cars and flower gardens.

- b) Councillor Lefebvre – Electric Power Cars - From April 6, 2009 Regular Meeting of Council

**Recommendation: THAT staff prepare a bylaw to allow for the ownership, operation and use of electric powered cars within City limits;
AND THAT staff, Mayor and Councillors approach the Regional District of Nanaimo and Town of Qualicum Beach to adopt similar bylaws in order that electric cars can operate, with the exception of Highway No. 19, throughout the Oceanside/District 69 area.**

- c) Councillor Lefebvre – Food Garden - From April 6, 2009 Regular Meeting of Council

**Recommendation: THAT staff be directed to identify a portion of land on City owned property suitable for a food garden to be operated and maintained by the Parksville Community Garden and Parkland Society;
AND THAT the City provide suitable soil and water availability only;
AND FURTHER THAT the appropriate permissive taxation exemption bylaw be prepared for those Parksville property owners who wish to use their existing vacant lots for food gardening.**

12. SPECIAL BUSINESS (Closed/In Camera)

Pursuant to Sections 90 (1) (c) of the Community Charter Council proceed to a closed meeting to consider an item relating to personnel.

13. ADJOURNMENT

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Minutes of the regular meeting of Council held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Monday, April 6, 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. Kitchen, Deputy Corporate Administrator
G. Jackson, Director of Community Planning

1. ADOPTION OF MINUTES

09-071 Lefebvre – Powell-Davidson
THAT the minutes of the regular meeting of Council held March 16, 2009 be adopted. CARRIED.

2. APPROVAL OF AGENDA

09-072 Powell - Burger
THAT the April 6, 2009 Council meeting agenda be approved. CARRIED.

3. PRESENTATIONS - Nil

4. DELEGATIONS

- a) Ronda Murdock from the Arrowsmith Parks and Land-Use Council gave a presentation to Council regarding the importance of riparian protection for our drinking water source and the Englishman River watershed.
- b) Blain Sepos, from the Oceanside Tourism Association, presented their annual report to Council.
- c) Kevin Thomson from the BC Bike Race requested permission to erect 150 to 250 camping tents for bike racers to sleep overnight in the Parksville Community Park on Monday June 29 to Tuesday June 30, 2009.

5. UNFINISHED BUSINESS - Nil

6. CORRESPONDENCE

a) Dr. Rachel Carson - Kidney Disease and Kidney Dialysis Units

Lefebvre - Patterson
09-073 THAT the correspondence received March 17, 2009 from Dr. Rachel Carson regarding kidney disease and kidney dialysis units, be received for information. CARRIED.

b) BC Bottle Depot Association - Bottle/Recycling Depot System

Powell - Lefebvre
09-074 THAT the correspondence from the BC Bottle Depot Association received March 25, 2009 requesting support for their campaign regarding the Used Beverage Container and Electronics Stewardship Program, and the Voluntary Milk Program, be received for information. CARRIED.

7. DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE - Nil

8. REPORTS

a) Committee of the Whole – March 30, 2009

09-075 THAT the report of the Committee of the Whole meeting held March 30, 2009 be received and the following recommendations considered:

1) **Director of Community Planning - Development Permit to Permit the Layout for a Master Planned Development [422 Church Road & Renz Road Properties]**

Greir - Powell

THAT the report from the Director of Community Planning dated March 12, 2009 for the issuance of a development permit at 422 Church Road and Renz Road properties be received;

AND THAT a development permit be issued to Cedar Ridge Estates Inc., Inc. No. 617,113 to permit the layout for a master planned development with a requested variance to relax the RS-1 front yard setback from 7.5 metres to 4.5 metres on Lot 13, District Lot 21, Nanoose District, Plan 1902, except part in Plan VIP74752; Lot 1, District Lot 21, Nanoose District, Plan 34970, except part in Plan 45297; Lot "A", District Lot 21, Nanoose District, Plan 45297 (422 Church Road and Renz Road Properties);

AND THAT tree removal operations shall be limited to those works necessary for RS-1 zoned lots and that they be done on a phase by phase basis;

AND FURTHER THAT a landscaping letter of credit in the amount of \$175,000.00 be received prior to the issuance of the permit, for the purpose of assuring the completion of the linear trail and agricultural buffer. CARRIED.

2) **Director of Community Planning - Proposed Amendment to the Bridgewater Development Permit to add a Tree Management Regime**

Lefebvre - Powell

THAT the report from the Director of Community Planning dated March 23, 2009 for the amendment of the development permit to add a tree management regime on the Bridgewater development be received;
AND THAT Council deny an amendment to Development Permit No. 98-01 to the Bridgewater Strata Plan VIS4529 to amend the development permit and direct Staff to maintain the status quo with respect to tree retention on Strata Lots 1 – 30, District Lots 13 and 97, Nanoose District, Strata Plan VIS4529 together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on Form 1 (59, 61, 63, 65, 67, 69, 71, 73, 74, 75, 76, 77, 79, 80, 81, 82, 83, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97 Bridgewater Lane). CARRIED.

3) **Director of Community Planning - Proposal from the Mid Vancouver Island Habitat Enhancement Society Regarding a Rain Garden near the Parksville Elementary School**

Powell - Patterson

THAT the report from the Director of Community Planning dated February 20, 2009 proposal from the Mid Vancouver Island Habitat Enhancement Society regarding a rain garden near the Parksville Elementary School be received for information;
AND THAT Council support in principle the rain garden concept. CARRIED.

4) **Director of Community Planning - Renewal of the Advisory Design Panel**

Lefebvre - Powell

THAT the report from the Director of Community Planning dated March 23, 2009 regarding the renewal of the Advisory Design Panel be received;
AND THAT the Advisory Design Panel mandate be renewed based on the current terms of reference for the current term of Council;
AND THAT Manley Lafoy MAIBC, Ruben Galdames, Lindsay H. Locke MAIBC, and Larrie Taylor MAIBC, be re-appointed to the Advisory Design Panel for the current term of Council;
AND FURTHER THAT Staff be directed to re-advertise for one new candidate to fill the current Advisory Design Panel vacancy. CARRIED.

b) **Deputy Corporate Administrator - 2008 Local Government Elections and Duty to File Campaign Financing Disclosure Statements**

09-076

Lefebvre - Powell

THAT the report from the Deputy Chief Election Officer, dated March 23, 2009, advising all of the candidates nominated for either Mayor or Councillor in the November 15, 2008 local government elections have filed their disclosure statements prior to the March 16, 2009 deadline, be received for information. CARRIED.

c) Chief Administrative Officer - BC Bike Race – Monday, June 29, 2009

Main Motion:

09-077 Greir – Powell-Davidson
THAT the report dated March 23, 2009 from the Chief Administrative Officer regarding the BC Bike Race be received;
AND 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 the "BC Bike Race" on June 29, 2009 as indicated on the Event Application Form attached to the Report from the Chief Administrative Officer Dated February 27, 2009 be approved;
AND FURTHER THAT Council provide direction to Staff in addressing the request from the BC Bike Race to allow overnight camping in the Community Park by amending City of Parksville Bylaw, 1999, No. 1327, a Bylaw to Regulate Parks in the Municipality.

Amendment:

Burger – Powell-Davidson
THAT the motion regarding the request from BC Bike Race to allow overnight camping in the Community Park be amended by stating that staff be directed to bring forward an amendment to "City of Parksville Park Regulation Bylaw, 1999, No. 1327" by adding after the words "special events" in Prohibited Acts Item 5, "or when authorized by Council resolution." CARRIED.

Main Motion as Amended:

Greir – Powell-Davidson
THAT the report dated March 23, 2009 from the Chief Administrative Officer regarding the BC Bike Race be received;
AND 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 the "BC Bike Race" on June 29, 2009 as indicated on the Event Application Form attached to the Report from the Chief Administrative Officer Dated February 27, 2009 be approved;
AND FURTHER THAT staff be directed to bring forward an amendment to "City of Parksville Park Regulation Bylaw, 1999, No. 1327" by adding after the words "special events" in Prohibited Acts Item 5, "or when authorized by Council resolution." CARRIED.

d) Chief Administrative Officer - 2009 Parcel Tax Review Panel

09-078 Lefebvre – Powell-Davidson
THAT the Parcel Tax Review Panel Hearing be scheduled for Monday, April 20, 2009 at 5:45 p.m. in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC;
AND THAT advance notice of the time and location of the Parcel Tax Review Panel Hearing be published in accordance with Section 204 of the Community Charter. CARRIED.

e) **Chief Administrative Officer - Parksville Downtown Business Association 2009 Budget**

09-079 Greir – Powell-Davidson
THAT the Parksville Downtown Business Association 2009 Budget attached to the report from the Chief Administrative Officer dated March 19, 2009 entitled Parksville Downtown Business Association 2009 Budget be approved. CARRIED.

f) **Chief Administrative Officer - Parksville & District Chamber of Commerce 2009 Fee for Services Agreement**

09-080 Greir - Lefebvre
THAT the Mayor and Corporate Administrator be authorized to execute the 2009 Fee for Services Agreement with the Parksville and District Chamber of Commerce for the annual amount of \$75,887.00. CARRIED.

9. **BYLAWS** - Nil

10. **NEW BUSINESS**

a) **Oceanside Generals Hockey Team**

09-081 Lefebvre – Greir
THAT staff be directed to provide a plaque congratulating the Oceanside Generals on their successful hockey season to be presented to the Head Coach and team members at a future Council meeting. UNANIMOUSLY CARRIED.

b) **Appointment of Council Liaison – Oceanside Affordable Housing Society**

09-082 Greir - Powell
THAT Councillor M. Lefebvre be appointed as Council liaison to the Oceanside Affordable Housing Society. UNANIMOUSLY CARRIED.

11. **NOTICE OF MOTION**

a) **Councillor Lefebvre - Accessibility Standards** - *From March 16, 2009 Regular Meeting of Council*

Main Motion:

09-083 Lefebvre – Powell-Davidson
THAT the City of Parksville adopt accessibility standards in its building bylaw that ensure access to all residential, tourist and commercial buildings to include minimum standards for facility of movement (ramps, door handles, wall bars, counter heights) within building interiors and washroom facilities on ground floors.

Amendment:

Lefebvre - Powell

That the motion regarding adoption of accessibility standards in the City's building bylaw be amended to require that staff be directed to investigate and report back to Council on including accessibility standards in the City's building bylaw. CARRIED.

Main Motion as Amended:

Lefebvre – Powell - Davidson

THAT staff be directed to investigate and report back to Council on including accessibility standards in the City's building bylaw that ensure access to all residential, tourist and commercial buildings to include minimum standards for facility of movement (ramps, door handles, wall bars, counter heights) within building interiors and washroom facilities on ground floors. CARRIED.

- b) **Councillor Lefebvre - Potential Financial Incentives** - From March 16, 2009 Regular Meeting of Council

09-084 Lefebvre - Burger

THAT staff submit for Council's consideration, potential financial incentives to assist owners in addressing accessibility standards for new buildings as well as retrofitting existing buildings. CARRIED.

- c) **Councillor Powell - Paperless Meetings** - From March 16, 2009 Regular Meeting of Council

09-085 Powell - Patterson

THAT Council consider moving towards paperless meetings;
AND THAT staff prepare a report with a cost comparison between the current cost of Council meetings and the cost of utilizing computers for Council meetings. CARRIED.

- d) **Councillor Lefebvre – Water Catchment Systems**

Councillor Lefebvre gave notice that he will be bringing forward a motion at the April 20, 2009 Council meeting that staff prepare a amendment to the City's bylaws to require that as of January 1, 2010 all new single family home construction have the required water catchment/cistern systems that will allow for the watering of lawns, washing of cars and flower gardens.

- e) **Councillor Lefebvre – Electric Power Cars**

Councillor Lefebvre gave notice that he will be bringing forward a motion at the April 20, 2009 Council meeting that staff prepare a bylaw to allow for the ownership, operation and use of electric powered cars within City limits and that staff, Mayor and Councillors approach the Regional District of Nanaimo and Town of Qualicum Beach to adopt similar bylaws in order that electric cars can operate, with the exception of Highway No. 19, throughout the Oceanside/District 69 area.

f) **Councillor Lefebvre – Food Garden**

Councillor Lefebvre gave notice that he will be bringing forward a motion at the April 20, 2009 Council meeting that staff be directed to identify a portion of land on City owned property suitable for a food garden to be operated and maintained by the Parksville Community Garden and Parkland Society; that the City provide suitable soil and water availability only; and that the appropriate permissive taxation exemption bylaw be prepared for those Parksville property owners who wish to use their existing vacant lots for food gardening.

12. **SPECIAL BUSINESS** - Nil


13. **ADJOURNMENT**

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

The meeting adjourned at 8:16 p.m.

Certified Correct.

Mayor



Corporate Administrator



City of PARKSVILLE

AGENDA COUNCIL APR 20 2009 DATE

REQUEST TO APPEAR AS A DELEGATION

TO BE HELD 20 - APRIL 2009 AT 6:00 P.M. Day Date

NAME OF PERSON MAKING PRESENTATION: DR KATHRYN Gemmell [Please print]

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

NAME OF ORGANIZATION [if applicable]: OUR FARM COOP

Mailing address: P O Box 711 Parksville BC V9P2G7

Phone: [Business] - 2502489228 [Home] Fax:

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.]

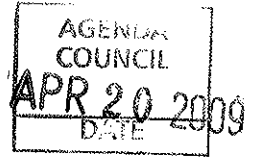
Power Point presentation of LOCAL FOOD + WATER A PRIORITY FOR THE FUTURE OF PARKSVILLE

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.

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April 16, 2009



REPORT TO: MAYOR AND COUNCIL

FROM: COMMITTEE OF THE WHOLE

SUBJECT: APRIL 1, 2009 MEETING RECOMMENDATION

The following items were considered by the Committee of the Whole at its special meeting held Wednesday, April 1, 2009:

RECOMMENDATIONS

1) Affordable Housing

THAT all development fees including the Development Permit Application Fee and the Building Permit Fee for the Lions Supportive Living Development at 205 Jensen Avenue, be waived.

2) 2009 – 2013 Financial Plan

THAT , in accordance with Section 166 of the Community Charter, staff schedule a meeting to present the 2009 – 2013 Financial Plan to the public for their comments.

A handwritten signature in black ink, appearing to read "Ed Mayne".

MAYOR ED MAYNE, Chair
COMMITTEE OF THE WHOLE

April 16, 2009



REPORT TO: MAYOR AND COUNCIL
FROM: COMMITTEE OF THE WHOLE
SUBJECT: APRIL 15, 2009 MEETING RECOMMENDATION

The following items were considered by the Committee of the Whole at its special meeting held Wednesday, April 15, 2009:

RECOMMENDATIONS

1) Affordable Housing

THAT Council defer the final decision of the disposition of the request from the Oceanside Affordable Housing Society for a long term lease of 183 McVickers Street until the May 11, 2009 Council meeting;

AND THAT staff and a delegated Councillor be instructed to meet with the Oceanside Affordable Housing Society officers and advisor prior to the Council meeting of May 11, 2009 to establish a mutually acceptable proposal for use of the McVicker's Street property or determine an alternate site, if available, through the transfer of property title of the land or the air rights to the Oceanside Affordable Housing Society.

2) Implementation of a Wildfire Interface Management Development Permit Area

THAT the report from the Director of Community Planning dated April 1, 2009 regarding the implementation of a "Wildfire Interface Management Development Permit Area" be received;

AND THAT staff bring forward an Official Community Plan amendment bylaw to include a Wildfire Interface Management Development Permit Area.

3) Affordable Housing Policy

THAT staff be directed to investigate an Affordable Housing Policy taking into consideration whether Development Cost Charges, taxes, and other fees should or could be waived.

A handwritten signature in black ink, appearing to read "Ed Mayne".

MAYOR ED MAYNE, Chair
COMMITTEE OF THE WHOLE

April 15, 2009



MEMO TO: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER

FROM: G. LUCKY BUTTERWORTH, DIRECTOR OF FINANCE

SUBJECT: 2009 REQUIREMENTS FOR REVENUE POLICY DISCLOSURE

Issue

New reporting requirements required for attachment to the 2009-2013 Financial Plan

Executive Summary

The provincial government has made changes to the Community Charter with respect to revenue policies and disclosure. The new requirements are phased in over a two year period beginning with the 2008-2012 Financial Plan. The 2008 requirements required Council to make statements about their revenue sources, tax classes, and permissive exemption use. The new requirements for 2009 and beyond require explicit *objectives and policies* in that Financial Plan about the budgeted proportion of City revenue to come from various revenue sources, the distribution of our property tax revenue among the various property classes, and the City's policies with regards to the use of permissive tax exemptions.

References

Ministry of Community Services Circular 09:14 and Sections 165(3.1) and 197(3.1) of the Community Charter.
Appendix A, B and C attached to this report.

Background

Bill 35 added new sections to the Community Charter, requiring more disclosure in our Financial Plans.

New Section 165(3.1) says the financial plan must set out the objectives and policies of the municipality for the planning period in relation to the following:

- (a) for each funding source, the proportion of total revenue that is proposed to come from that funding source;
- (b) the distribution of property value taxes among the property classes that may be subject to the taxes;
- (c) the use of permissive tax exemptions.

Appendix A entitled "New Reporting Requirements for Municipal Financial Plans for 2009" is attached and includes a set of stated objectives and or policies that the City has been using when establishing funding sources, tax revenues, and permissive tax exemptions.

Appendix B is an email from the Ministry of Community Services (MCS) of Circular No. 09-14 which provides background information on the required objectives and policies.

Appendix C is an example of the Statement of Objectives and Policies for a fictitious town as provided by the MCS.

The policies relating to the distribution of property value taxes must be considered before adopting the annual tax rate bylaw which is due on May 15. The Financial Plan bylaw must be adopted on or before May 15 of each year.

Options

1. Accept the statements in Appendix A about the City's objectives and policies surrounding revenue sources, tax distribution, and the use of permissive tax exemptions and approve inclusion in the 2009-13 Financial Plan.
2. Make revisions and additions to the stated objectives and or policies and approve inclusion in the 2009-13 Financial Plan.
3. Instruct staff to draft a resolution to UBCM that the requirements for the policies relating to revenue source and tax classes be discontinued due to the inability for Council to control these items.

Analysis

Option 1: Council has no specific policy surrounding the proportion of total revenue to come from each funding source, but there are individual policies or objectives within each funding source. Establishing a specific proportion of revenues to come from any particular source is problematic as revenues will change at different rates. For example, in 2009 we have no borrowing, so, the % of revenues from all other sources increased, so maintaining the proportions would not be possible. Other sources could also vary significantly depending on what how many DCC projects are done in a particular year. Grants will vary significantly depending on the level of grants awarded or the program of grants that are in place in a particular year.

Maintaining the proportion of tax revenues from each tax class is also problematic when new development happens at different rates. For example, if virtually all the development is in residential as it was in 2009, the only way to maintain the business class at a certain percentage of total revenues would be a proportionately larger tax increase to the business class. Council's policy of increasing the tax revenues of each class (before new construction for the year) by a set percentage ensures one class is not subject to large tax swings because of significant changes to the assessments of another class.

Council's policy relating to permissive tax exemptions is stated in Appendix A.

Option 2: Council could establish policies regarding how much revenues will be collected from a particular source, or how much tax is collected from a particular class, but that could mean large swings in the fees charged from year to year or large swings in taxes for individual taxpayers.

Option 3: MCS is trying to get Council's to provide more information to the public on their revenue and tax policies. However, the methodology used or suggested just does not work, so a large amount of work has been created for little value. The information and disclosures required could be reduced or altered so it is more meaningful. A UBCM resolution may get them to review or eliminate their new reporting requirements.

Financial Implications:

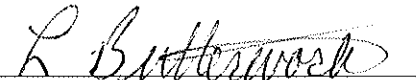
There are no financial implications if we maintain our current objectives, policies, and procedures for funding sources, tax splitting, and permissive tax exemptions.

If Council wishes to set specific policies for sources of revenue or the split of revenue from various tax classes, there may be a financial impact. The impact cannot be measured until the specific policies are determined.

Recommendation:

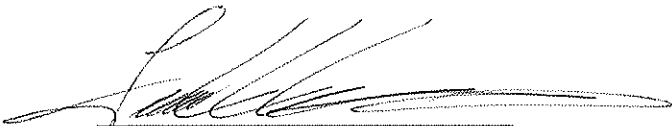
That council create a set of objectives and policies relating to the City of Parkville's sources of revenues, taxation classes, and permissive tax exemptions as per requirements detailed in Appendix A attached to the report from the Director of Finance dated April 15, 2009 and entitled "2009 Requirements for Revenue Policy Disclosure" ,

AND THAT staff be directed to prepare a UBCM resolution for Council consideration that would better address the revenue and tax policy limitations of smaller municipalities.



G. Lucky Butterworth, CGA.
Director of Finance

Chief Administrative Officer comments:



Fred Manson, CGA
Chief Administrative Officer

New Reporting Requirements for Municipal Financial Plans for 2009

Bill 35 has made amendments to the Community Charter Section 165 (3.1). The changes require Council to establish Objectives and Policies relating to the City's Revenue sources and property tax revenues from the various tax classes and the City's use of permissive tax exemptions.

The following reporting is required:

1) The proportion of total revenue that comes from the following funding sources as well as the objectives and policies relating to those proportions.

Objective:

The circular from the BC government indicates an Objective to be "a specific goal or purpose that Council is interested in achieving".

Policies:

BC Gov't circular suggests this as "a course of action or a set of actions that are to be used to achieve that objective".

	<u>2009 Total</u> <u>Budgeted</u> <u>Revenue</u>	<u>2009</u> <u>Proportion of</u> <u>Total Revenue</u>	<u>2008 Total</u> <u>Budgeted</u> <u>Revenue</u>	<u>2008 Proportion</u> <u>of Total</u> <u>Revenue</u>
Property taxes (municipal share)	9,802,595	45.02%	9,354,600	39.10%
User fees and charges	4,615,403	21.20%	4,480,121	18.72%
Other sources	3,080,575	14.15%	5,150,076	21.53%
Government grants	4,276,832	19.64%	1,841,170	7.70%
Proceeds from Borrowing	-	0.00%	3,100,000	12.96%
	<u>\$ 21,775,405</u>	<u>100%</u>	<u>\$ 23,925,967</u>	<u>100%</u>

Required reporting

2008 not required reporting,
shown for comparison purposes
only for Council's benefit

Council currently has no specific policy surrounding the proportion of total revenue to come from each funding source, but there are individual policies or objectives relating to some of the funding sources. Council has adopted in its past Financial Plans specific tax increases for each of the 5 years of the plan. This dictates the level of Property taxes the City will collect.

One objective relating to User fees is that the Water and Sewer Utility funds will be fully funded by User fees, parcel taxes, grants, and debt. The user fees are maintained such that the two utility funds do not need to be funded from property taxes.

"Other sources" of funding above (including, DCC withdrawals, reserve withdrawals, interest and other miscellaneous funding) are not predictable and are used whenever they are available.

"Government grants" are unpredictable and with the exception of the Small Community Grant and Traffic fine revenue cannot be relied upon to give a stable funding source.

"Borrowing" is only for capital projects and is minimized when possible and only used where an essential capital project will not go ahead unless debt funds are acquired.

Director of Finance Comments: Council has little control over the last 3 sources of funding above and amounts can vary widely from year to year. Therefore it makes little sense in my opinion to try and set any type of policy relating to the amount or % of these sources of revenues. Council does however have control over the level of property taxation and the level of user fees. Therefore, having a policy or objective with regards to the relationship between these two revenue sources may be appropriate.

In 2008, property taxes were 67.6% of the total of these two revenue sources (user fees 32.4%). In 2009 property taxes were 68% of the total of these two revenue sources (user fees 32%).

With regards to borrowing, Council could set a policy that the City will not use debt at all, or will only borrow for certain types or sizes of projects.

New Reporting Requirements for Municipal Financial Plans for 2009**2) The distribution of property taxes among the property classes****Objective:**

The circular from the BC government indicates an Objective to be "a specific goal or purpose that Council is interested in achieving".

Policies:

BC Gov't circular suggests this as "a course of action or a set of actions that are to be used to achieve that objective".

PROPERTY CLASS	% of Property Value Tax	2009 Municipal Share of Property Tax	% of Property Value Tax	2008 Municipal Share of Property Tax
01 RESIDENTIAL	76.02%	\$ 7,224,206	75.38%	\$ 6,757,027
02 UTILITY	0.17%	16,096	0.18%	15,815
03 SUPPORTIVE HOUSING	0.00%	-	0.00%	-
04 MAJOR INDUSTRY	0.00%	-	0.00%	-
05 LIGHT INDUSTRY	0.46%	43,922	0.45%	40,162
06 BUSINESS/OTHER	22.74%	2,160,550	23.39%	2,096,671
08 RECREATION/ NON PROFIT	0.60%	57,427	0.59%	53,152
09 FARM	0.01%	673	0.01%	661
TOTAL	100.00%	\$ 9,502,874	100.00%	\$ 8,963,488

2008 shown for Council's benefit only. Not required to report.

The table above shows the distribution of Municipal property tax revenue among the different property classes. The City only has two significant classes of assessments (residential and business) and no policy is set as to what percentage of revenues will come from each class. Council's policy has been to apply tax increases (on a percentage basis) so that the total revenue of each tax class grows from the prior year by the approved tax increase (before the affects of new construction are added in). The proportionate relationships among the classes will vary from year to year depending on how much new construction has occurred within a particular class, so maintaining the relative percentages between classes has not been considered a priority.

Director of Finance Comments: The aim here appears to be for Council to set objectives with respect to the level or percentage of taxation to come from different tax classes. In the short term, Council is somewhat restricted in their ability to change the ratio of taxes coming from the various classes. A great example of this is the Business class above had a 4% tax increase in 2009 verses a 2% for the Residential class and yet the Business taxes actually decreased as a percentage of total taxes whereas the Residential taxes increased as a percentage of the total. This is because the new construction that happened in the prior year has a far bigger impact on the tax revenues of a particular class than Council's rate setting. The 2009 assessments include a large amount of new construction for residential (approximately \$89 million) whereas there was little new construction in the Business class.

New Reporting Requirements for Municipal Financial Plans for 2009

3) The municipalities policies and objectives for the use of permissive tax exemptions.

Objective:

The current objective in place is:

Provide tax relief to non-profit, charitable/philanthropic, athletic, service club, care facility, or licenced private hospital that further Council's goals of enhancing quality of life and delivering services economically.

Policies:

Currently there is a revitalization tax exemption in place for the downtown core.

Director of Finance Comments: Council may wish to quantify the level of grants allowed, and/or add in something relating to workforce or senior's housing.

Appendix B

Lucky Butterworth

From: Bentley, Pamela CD:EX [Pamela.Bentley@gov.bc.ca]
Sent: April 9, 2009 14:04
Subject: FW: Circular 09:14 - Full Implementation of New Requirements for Municipal Financial Plans
Attachments: Picture (Metafile); cir0913a.doc

Circular No. 09:14
ARCS File #: 195-20

April 9, 2009

To: All Municipal Financial Administrators

Re: Full Implementation of New Requirements for Municipal Financial Plans

This circular deals with the full implementation of changes to the *Community Charter* in relation to the financial plan (Section 165) and annual property tax bylaw (Section 197).

What are the full revenue and tax policy disclosure requirements?

This year marks the full implementation of requirements for revenue and tax policy disclosure within municipal five-year financial plans. As added by Bill 35 (*Miscellaneous Statutes Amendment Act (No.2) 2007*), Section 165(3.1) of the *Community Charter* now requires all municipal five-year financial plans to include a more explicit form of revenue and tax policy disclosure. In 2009, municipalities are required to include in the five-year financial plan, explicit *objectives* and *policies* regarding each of the following:

- the proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the *Community Charter*;
- the distribution of property taxes among the property classes; and
- the use of permissive tax exemptions (such as revitalization tax exemptions).

In addition, before adopting annual property tax rate bylaws, all municipalities must, under Section 197(3.1) of the *Community Charter*, consider the proposed tax rates for each property class in conjunction with the objectives and policies as set out under Section of 165(3.1)(b) [the distribution of property taxes among property classes] of the *Community Charter*.

Parallel legislative requirements in the *Vancouver Charter* also require the City of Vancouver to undertake a more explicit form of revenue and tax policy disclosure.

What is required for 2009 Financial Plans?

In 2008, financial plans were required to include explicit statements about each of the three areas (funding sources, distribution of property taxes, and permissive tax exemptions). In 2009, Councils will need to build on the statements that were developed for 2008 and construct explicit *objectives* and *policies* in each of the three areas. Councils are required to provide more detail about their rationale in making choices on each of the three matters, the direction they are heading and how they are going to get there. Essentially, 2009 is an

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opportunity to develop both a short-term and a long-term vision about revenue and taxation policies. **What is meant by objectives? What is meant by policies?**

There are no legislated definitions for the terms “objective” and “policy”. As a general guideline, an *objective* can be viewed as a specific goal or purpose that one is interested in achieving (if possible, within a specified timeframe), and a *policy*, as a course of action or a set of actions that are to be used to achieve that objective. As there will inevitably be overlap between the two terms, do not be overly concerned with “what is an objective” and “what is a policy”, rather, focus on the content and substance of the objectives and policies, and the process involved in developing them.

How should municipalities go about developing explicit objectives and policies for 2009?

When completing the full revenue and tax policy disclosure requirements for 2009 (and beyond), examine and evaluate existing revenue and taxation policies by reviewing, for example, current bylaws, formal policy documents and past meeting minutes. In addition, undertake discussions with the public, through a process of public engagement. Councils should also look outwards, beyond their own municipality, to understand the context within which their revenue and taxation objectives and policies fit (e.g., relative to other municipalities and the Province of British Columbia (Province) as a whole). Generally, effective objectives and policies can be achieved through a combination of inward and outward reflection and a consideration of short and long-term vision.

What specific questions should municipalities ask themselves when developing objectives and policies? Are there examples of what objectives and policies could look like?

The following provides an overview of some of the specific considerations that should be taken into account when developing objectives and policies in relation to each of the three areas. Some examples of objectives and policies are also provided below. *Note, the policies under each section are not necessarily linked with the objectives in that section – each bullet is a separate example.*

(a) Objectives & Policies: Funding Sources

To develop objectives and policies regarding the proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the *Community Charter*, ask yourself the following types of questions:

- Are we comfortable with the current mix of funding sources?
- In the next 2 years, do we want to maintain the current proportions of funding sources? What about the next 3, 5 or 10 years?
- Are there funding sources that could be developed further to gain more revenue?
- Are the funding sources sustainable in the short and long-term? If not, what is our plan for transitioning to more sustainable funding sources?
- How could additional funding sources be pursued? On what timeline?

Examples of possible *objectives* for this requirement include:

- Over the next five years, increase the total proportion of user fees by 2% above the current levels.

Appendix B

- Over time, decrease the municipality's reliance on property taxes and focus instead on increasing our percent of total revenue received from user fees and charges.

Over the next year, increase the amount of revenue received from government grants by at least 1%. Examples of possible *policies* for this requirement include:

- Mitigate the impact on property taxes by pursuing non-property taxes whenever possible through applying for government grants and charging user fees at appropriate levels
- Ensure that fees and charges are increased on a regular basis in line with inflation while ensuring that services remain affordable and competitive.
- Attempt to keep the proportional share of revenue from property taxes at a level similar to the average of comparable municipalities.
- Pursue cost recovery for water, sewer and other municipal services through appropriate user fees.
- Hire an additional staff member whose primary responsibility will be to seek out, apply for, and manage provincial and federal government grants.

(b) Objectives & Policies: Distribution of Property Taxes

For the requirement of providing objectives and policies regarding the distribution of property taxes among the property classes, ask yourself the following types of questions:

- What choices have led us to the current distribution of property tax rates?
- Why have these choices been made? What impact are our current choices having?
- Are we happy with the current situation? Is our current situation acceptable? Is it sustainable and resilient, or does it require change?
- How are our property taxation policies impacting the various groups of taxpayers within our community?
- What are the property taxation policies of our neighbouring jurisdictions? Similar-sized municipalities? Others throughout the Province?
- What effects do our property taxation policies have on the property taxation system as a whole? Are these the intended effects and if not, how should we be changing?
- What is our short and long-term vision for the distribution of property tax rates? How do we want to change and what will this change look like?
- What principles should we be using when developing objectives and policies around the distributions of property taxes? Fairness? Equity?
- What level of engagement have we had from the public, the business community, Council, etc., in relation to our current and future policies around the distribution of property taxes?

Examples of possible *objectives* for this requirement include:

- Reduce the proportion of total property tax paid by non-residential property classes from 35% to 30% over the next four years
- In the long-term, ensure that business and light industry property tax rates are aligned with those of other competitive municipalities in British Columbia.

Examples of possible *policies* for this requirement include:

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- o Setting property tax rates will take into account factors such as significant new or loss of investment in the community, maintenance of economic initiatives, and the promotion of specific sectors for investment in the community.
- o Set property tax rates that are based on principles of equity and responsiveness to economic goals. City Council recognizes that residential tax payers are the predominant users of municipal services and, therefore, should bear a larger portion of the tax burden.
- o Ensure that property tax rates are in line with the larger community goals and policies, such as those specified within the Official Community Plan and the Regional Growth Strategy.
- o Set-up a property tax commission to review the municipality's distribution of tax rates among the property classes, particularly in relation to business and light industry

(c) Objectives & Policies: Permissive Tax Exemptions

When considering policies and objectives in terms of the use of permissive tax exemptions (such as revitalization tax exemptions), ask yourself the following types of questions:

- o What goals and objectives would Council like to support and encourage in the community through permissive tax exemptions?
- o Is the financial loss of a permissive tax exemption equivalent to the social benefit?
- o Is there evidence of long-term benefit from revitalization tax exemptions?
- o Who will benefit, directly and indirectly, from the permissive tax exemption?
- o Have we reviewed all of the relevant considerations, factors and other advice and information that is available in relation to permissive tax exemptions from the Ministry of Community Development?
- o In the case of revitalization tax exemptions, have we reviewed the Primer on such exemptions?

Examples of possible *objectives* for this requirement include:

- o Over the next five years, the municipality will continue to provide revitalization and heritage tax exemptions for properties located within the downtown core.
- o To encourage development that will meet our *Climate Action Charter* commitments, focus solely on providing revitalization tax exemptions that enhance environmental sustainability.
- o Over the next five years, provide permissive tax exemptions that promote economic development within the community.

Examples of possible *policies* for this requirement include:

- o Permissive tax exemptions will be considered to encourage activities that: (a) are consistent with the quality of life (economic, social, cultural) objectives of the municipality; (b) provide direct access and benefit to the public; and (c) would otherwise be provided by the municipality.
- o Attract new investment to all property classes through coordination of zoning, economic development and revitalization tax exemptions.
- o Revise the municipality's existing economic development plan to determine where opportunities for permissive tax exemptions may be available.

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What resources are available to municipalities in implementing the full requirements for 2009 (and beyond)?

To develop effective and comprehensive revenue and taxation objectives and policies, municipalities can consult the Ministry's "Local Government Statistics" site for a comprehensive and range of municipal statistics, and CivicInfo BC's "Surveys & Statistics" searchable database, for municipal tax rates and other financial indicators.

Previous circulars also provide more information on the revenue and tax policy disclosure requirements - see Circular No.07:14 and Circular No. 08:10.

Also attached, is a sample financial bylaw of a fictitious municipality which illustrates the full implementation of the revenue and tax policy disclosure requirements.

Original signed by:

Talitha Soldera
Director
Local Government Finance

Attachment

<<cir0913a.doc>>

Pamela Bentley

Administrative Assistant

Local Government Infrastructure and Finance Division

Ministry of Community Development

Phone: 250 387-7930 **Fax:** 250 356-1873

E-mail: Pamela.Bentley@gov.bc.ca

Internet: <http://www.cserv.gov.bc.ca/lgd>

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**Town of Bliss
2009-2013 Financial Plan
Statement of Objectives and Policies
Schedule 'A' of Bylaw No. 659**

In accordance with Section 165(3.1) of the *Community Charter*, the Town of Bliss (Town) is required to include in the Five Year Financial Plan, objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the *Community Charter*;
2. The distribution of property taxes among the property classes, and
3. The use of permissive tax exemptions.

Funding Sources

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2009. Property taxes form the greatest proportion of revenue. As a revenue source, property taxation offers a number of advantages, for example, it is simple to administer and it is fairly easy for residents to understand. It offers a stable and reliable source of revenue for services that are difficult or undesirable to fund on a user-pay basis. These include services such as general administration, fire protection, police services, bylaw enforcement and street lighting.

User fees and charges form the second largest portion of planned revenue. Many services can be measured and charged on a user-pay basis. Services where fees and charges can be easily administered include water and sewer usage, building permits, business licenses, and sale of services – these are charged on a user pay basis. User fees attempt to apportion the value of a service to those who use the service.

Objective

- Over the next five years, the Town will increase the proportion of revenue that is received from user fees and charges by at least 3 percent over the current levels.

Policies

- The Town will review all user fee levels to ensure they are adequately meeting both the capital and delivery costs of the service.
- Universal water metering will be instituted to ensure that appropriate user fees are being collected for water usage.
- Where possible, the Town will endeavor to supplement revenues from user fees and charges, rather than taxation, to lessen the burden on its limited property tax base.

Table 1: Sources of Revenue

Revenue Source	% of Total Revenue	Dollar Value
Property taxes	51%	\$510,000
User Fees and charges	24%	\$240,000
Other sources	12%	\$120,000
Proceeds from borrowing	4%	\$40,000
Government grants	9%	\$90,000
Total	100%	\$1,000,000

Distribution of Property Tax Rates

Table 2 outlines the distribution of property taxes among the property classes. The residential property class provides the largest proportion of property tax revenue. This is appropriate as this class also forms the largest portion of the assessment base and consumes the majority of Town services.

Policies

- Expand the permissive tax exemption policy to include eligibility requirements for green revitalization tax exemptions.
- Develop a revitalization tax exemption program which details the kinds of green activities that the exemption program will target.
- Integrate the green revitalization tax exemption program into the Town's existing economic initiatives as a means of attracting retail and commercial businesses to further invest in the community.

April 15, 2009

REPORT TO: HIS WORSHIP THE MAYOR AND MEMBERS OF COUNCIL
FROM: GRANT-IN-AID SELECT COMMITTEE
SUBJECT: SPRING 2009 GRANT-IN-AID APPLICATIONS

ISSUE

Grant-In-Aid applications and recommended financial allocations.

REFERENCE

Grant-In-Aid Application Policy No. 3.26.
 12 Grant-In-Aid submissions.
 Council Resolution No. 09-066 appointing a Grant-In-Aid Select Committee.

BACKGROUND

At the March 16, 2009 Council meeting, a resolution was passed to appoint a Grant-In-Aid Select Committee to be comprised of the Chief Administrative Officer and three Councillors appointed by the Mayor. Councillors Burger, Patterson and Powell-Davidson were appointed. The Select Committee was 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 February 28, 2009. Council is not obligated to allocate all or any of the budgeted funds.

OPTIONS

1. Approve the Select Committee recommended allocations.
2. Refer the submissions back to the Select Committee for further consideration.

RECOMMENDATION

THAT the Grant-In-Aid applications received for the period ending February 28, 2009 be approved and/or denied as follows:

Name of Organization	Requested	Approved/ Denied
Ballenas Secondary Dry Grad Committee	500.00	300.00
The Nature Trust of BC (Brant Festival) (receive annual grant)	1,000	0
Oceanside Affordable Housing Society	450.00	0
Oceanside Community Arts Council (receive annual grant)	763.87	0
Oceanside Community Network	600.00	300.00
Oceanside KidFest Festival Society	500	0
Parksville & District 69 Team	1,500.00	600.00
Parksville & District Association for Community Living	1,000.00	500.00
Parksville & District Musical Association	200.00	200.00
Parksville Seniors Activity & Drop In Centre	250.00	200.00
Project Literacy P/Q for Building Learning Together	500.00	200.00
Vancouver Island Opera (formerly Oceanside Lyric Ensemble)	400.00	200.00
Total		\$2,500.00

.../2

AND THAT **\$2,500.00** be allocated from the 2009 Grants-In-Aid budget.


COUNCILLOR C.R. BURGER

COUNCILLOR T.C. PATTERSON


COUNCILLOR C. POWELL-DAVIDSON


FRED MANSON, CAO

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April 14, 2009

MEMO TO: HIS WORSHIP THE MAYOR AND MEMBERS OF COUNCIL

FROM: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER

SUBJECT: 2009 OCEANSIDE TOURISM ASSOCIATION FEE FOR SERVICES AGREEMENT

Issue

Renewal of the Oceanside Tourism Association (OTA) Annual Fee for Services Agreement.

Reference

Draft 2009 Oceanside Tourism Association Fee for Services Agreement.

Background

The City and the OTA negotiate an annual fee for services contract. The purpose of the document is to formalize requirements the City establishes for performance by the OTA, it also provides a means of evaluating the efforts of the OTA, and confirms amounts and timing for payments made by the City.

Staff has been negotiating the 2009 Fee for Service Agreement with the OTA's Executive Director.

As Council is aware since negotiations with the OTA regarding last years Fee for Service Agreement with Councils blessing the OTA has been recognized by the Provincial Government as an Eligible Entity for the purposes of the 2% Hotel Tax. As an Eligible Entity the OTA will now receive the RT 2% AHRT funds directly from the Province. This means that the City will no longer be acting as a conduit for their 2% AHRT funding and will no longer be accountable for those funds are spent. According, all references to the 2% Hotel Tax and associated reporting requirements have been removed from the agreement.

With the exception of the changes needed to remove the requirements for the 2% hotel tax and several small house keeping items regarding dates and minor wording, the 2009 Fee for Service Contract is the same as the 2008 contract.

Options

1. Support the adoption of the agreement as currently negotiated.

2. Provide staff with specific direction for continued negotiations.

Analysis

Option 1

With the exception of the requirements of the 2% Hotel Tax this option would maintain the status quo. For the \$20 per business licence transfer, the OTA would continue supply the services outlined in Schedule "A".

Option 2

At this point no direction other than option 1 has been provided by Council.

Financial Implications

The OTA becoming an Eligible Entity for the purposes of direct receipt of the 2% AHRT funds has removed the potential liability the City had as the entity being held "accountable" for the proper use of the 2% AHRT funds. The remaining \$20 per business licence fee transfer as compensation for the services provided by the OTA as outlined in Schedule A of the agreement has been included within both the 2009 provisional and final budgets as reviewed by Council.

RECOMMENDATION

That the report from the Chief Administrative Officer dated April 14, 2009 regarding the 2009 Oceanside Tourism Association Fee for Service agreement be received;

And that the Mayor and Corporate Officer be authorized to sign the 2009 Oceanside Tourism Association Fee for Service Contract.



FRED C. MANSON, C.G.A.
Chief Administrative Officer

THIS AGREEMENT made the day of

BETWEEN:

THE CITY OF PARKSVILLE
P.O. BOX 1390
PARKSVILLE, BC.
V9P 2H3

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

AND

THE OCEANSIDE TOURISM ASSOCIATION
P.O. BOX 239
PARKSVILLE, BC.
V9P 2G4

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

WHEREAS the City of Parksville and the Oceanside Tourism Association 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 Oceanside Tourism Association has in past years provided services to the City of Parksville in promoting and marketing the community and it's tourism assets;

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 of Parksville resolving to make the Fee for Service Contract with the Oceanside Tourism Association, as hereinbefore recited and in consideration of the mutual promises hereinafter appearing, the parties hereto covenant and agree each with the other as follows:

1. The OTA shall:
 - (a) Provide sufficient staff and resources to deliver the functions as outlined in Schedule "A";
 - (b) Arrange for the OTA Board to meet with City Council annually to discuss matters of mutual concern, and at such other times as necessary to address issues of a more urgent nature;
 - (c) Ensure that the Chair of the OTA presents an evaluation of the activities of the year covered by this agreement and presents the next year's programs to the City prior to December 1st of the year covered by this agreement;
 - (d) Not without the written consent of the City incur any expense for which the City shall be required to reimburse the OTA or for which the City in any other way shall become liable to any other person, company or governmental agency.
 - (e) That the OTA Executive Director be the City's liaison for Tourism Vancouver Island (TVI). The OTA Executive Director shall provide to the City a Written Report annually on the activities of TVI.

- (f) With the exception of voting, the OTA shall provide all the rights and privileges to the City of Parksville Council appointed liaison as would be provided to a board member of the OTA.
2. The City shall:
- In consideration for the OTA supplying the aforementioned services:
- i Pay to the OTA all per business licence surcharge amounts collected for the year covered by this agreement within 30 days of the following collection dates, :
 - March 31
 - July 31
 - December 1
3. Should a business licence fee received by the City be prorated, the fee payable to the OTA shall also be prorated.
4. 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 City.
5. The OTA Executive Director and the Chief Administrative Officer shall meet on a regular basis to exchange information on current issues. The City will be supplied with a quarterly report on the OTA activities.
6. The City and the OTA agree that the provisions of this Agreement shall be given such reasonable interpretation as will facilitate a proper carrying out of the aforementioned services.

IN WITNESS WHEREOF the parties have hereunto caused their presents to be executed under the hands of their proper officers duly authorized in that behalf.

**SIGNED ON BEHALF OF THE
OCEANSIDE TOURISM ASSOCIATION**

Authorized Signatory

Authorized Signatory

**THE CORPORATE SEAL OF THE
CITY OF PARKSVILLE**

was affixed in the presence of:

Mayor

Corporate Administrator

SCHEDULE "A"

1. ***Tourism Marketing, Programs and Projects*** –The OTA shall provide for Councils approval a budget outlining the proposed tourism marketing, programs and projects including accomplishment objectives for the year covered by this agreement in sufficient detail for the OTA to report to Council on the outcomes of the year's activities.
2. ***Audited Financial Statements*** –The OTA shall, within three months of the year end, provide the City with audited financial statements for the year covered by this agreement.
3. ***Requests for Information*** – The OTA shall prepare and distribute tourism information packages in response to requests. Other requests for information will be referred to the Parksville and District Chamber of Commerce.
4. ***Guide*** – The OTA shall prepare, publish and distribute the Oceanside Tourism Guide. Copies will be made available to the City for distribution.
5. ***Web Site*** – The OTA shall develop and maintain an up to date Web Site with linkages to other regional sites.
6. ***Tourist Map*** – The OTA shall prepare and distribute a local area map for tourist use. Copies will be made available to the City for distribution.
7. ***Liaison*** – The OTA shall be the conduit for information flows between the tourism community and the City, and shall liaise between the two parties as required. The OTA will provide information to the City on specific comments, desires and complaints from tourists to the area. The OTA will collect the information and provide reports to the City when applicable.
8. ***General Support*** – The OTA shall on request, provide advice and guidance to the City on matters related to tourism.
9. ***Communities in Bloom*** – The OTA shall work with the City and the Parksville and District Chamber of Commerce to promote Communities in Bloom activities.
10. ***Sport Tourism*** – The OTA will be responsible for marketing Oceanside as a meetings and group destination which includes 'Sports Tourism'. The OTA will continue to retain a Sales Manager responsible for marketing Oceanside as a meetings and group destination which includes Sports Tourism programs.
11. ***Film Promotion*** – The OTA will provide support to the City of Parksville's film promotion and development program. This may involve providing information concerning accommodation and other services available along with advising on potential locations for photo file shots.
12. ***Web Cam*** – The OTA will operate and maintain a Web Cam so as to showcase Parksville's beaches.
13. ***Facilities*** – The OTA shall undertake to promote the City's Facilities, including the Parksville Community and Conference Center.

April 15, 2009

MEMO TO: F. C. MANSON, CHIEF ADMINISTRATIVE OFFICER
FROM: LYNN KITCHEN, DEPUTY CORPORATE ADMINISTRATOR
SUBJECT: COMMUNITY PARK CONCESSION LEASE AGREEMENT FOR 2009

ISSUE

To award the community park concession tender for 2009

EXECUTIVE SUMMARY:

Each year the City advertises for submission of tenders to provide a food concession service from the City owned building in the Community Park from the Victoria Day weekend until Thanksgiving.

REFERENCE

Food Concessions in the Community Park Policy No. 3.18
Submitted tenders

BACKGROUND

As required under the *Food Concessions in the Community Park Policy No. 3.18* ads for the food concession tenders were run January 6th and 13th, 2009 in The News that resulted in the receipt of two bids. These bids were considered at the February 16, 2009 meeting of Council. Council's desire to see bids that included details of use of 0% trans fats, sustainable food packing and containers for recycling resulted in a Council Resolution No. 09-033(3) being passed that the tender for the operation of the Concession for the 2009 season be re-advertised.

The food concession tender was re-advertised February 27 and March 6, 2009 in The News with a closing date of March 27, 2009. Interested individuals were invited to submit a tender to provide a food concession service from the City-owned building in the Community Park from the Victoria Day weekend (May 15) to the Thanksgiving Day weekend (October 12). The advertisement requested that a sample menu be provided with the possible option of using no trans fats and that sustainable food packaging and use of containers for recycling be considered. The advertising resulted in the receipt of two bids; one from a bidder who also responded to the January call for bids, and one new bidder.

Bidder	Bid
Matt Doran and Joan Hasell	\$17,000 for the season = \$3,400/month
Nicole Crampton	\$16,000 for the season = \$3,200/month

Previous lessees and lease amounts are as follows:

2008 season	Thiboutot	\$15,505 for season
2007 season	Thiboutot	\$15,500 for season
2006 season	Hasell	\$11,325 for season
2005 season	Hasell	\$11,325 for season

Subsequent to receipt of these tenders, the City requested additional references from the bidders. At the time of writing this report, only Joan Hasell had responded to the request for additional references. Further the submission from Matt Doran and Joan Hasell was more comprehensive, providing a more diverse menu including details of use of 0% trans fat and disposal of waste products and recycling procedures.

OPTIONS

1. That the 2009 Community Park Concession lease be awarded to the highest bidder with previous experience leasing the Community Park Concession.
2. That no tender be accepted and the matter be referred back to Administration with a course of action.

ANALYSIS

In the past the leasing of the concession has worked well for the City as it is a needed service in the park. It is reasonable to accept the bid from Matt Doran and Joan Hasell as Ms. Hasell is the only bidder with previous experience leasing the Community Park concession. Further this submission was comprehensive, providing a more diverse menu, while the other submission was limited in its menu offerings and fewer details were provided.

The option for an additional year could be built into the lease, subject to approval of both the City and the operator prior to committing to a subsequent year. This affords the City the opportunity to not renew the contract if the concession is not being operated to the satisfaction of the City. It also affords the lessee some level of security for the 2010 season.

FINANCIAL IMPLICATIONS:

This lease is a revenue source for the City.

SUSTAINABILITY/ENVIRONMENTAL IMPLICATION:

As much as practical, the lessee is required to use only recyclable and environmentally friendly products including food and drink serving containers and cleaning products.

RECOMMENDATION:

THAT the report from the Deputy Corporate Administrator dated April 15, 2009 entitled "Community Park Concession Lease Agreement for 2009", be received;

AND THAT the City enter into an agreement with Matt Doran and Joan Hasell for the operation of the Community Park Concession for the 2009 season commencing May 15, 2009 and ending October 14, 2009 with an option to renew for one additional year subject to approval of both the City and the operator;

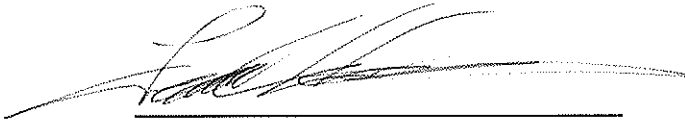
AND FURTHER THAT the Mayor and Corporate Administrator be authorized to execute the Community Park Concession Agreement on behalf of the City.

Respectfully submitted,

**CHIEF ADMINISTRATIVE OFFICER
COMMENTS**



LYNN KITCHEN
Deputy Corporate Administrator



FRED C. MANSON, CGA
Chief Administrative Officer

CITY OF PARKSVILLE

POLICY

SUBJECT:	<i>Food Concessions in the Community Park</i>	POLICY NO:	3.18
		RESO. NO:	94-508(3)
		CROSS REF:	
<hr/>			
EFFECTIVE DATE:	October 3, 1994	APPROVED BY:	Council
<hr/>			
REVISION DATE:	December 18, 1995	RESO. NO:	Administrator
	February 16, 1998	RESO. NO:	98-068
	December 20, 2004	RESO. NO:	04-402
		CROSS REF:	
		PAGE	1 OF 1

PURPOSE

To establish procedures with respect to tendering the municipal concession building and to allow other food concessions to operate during specific times in the Community Park.

POLICY

1. The operation of the concession building in the Community Park shall be decided by way of a public tendering process.
2. The request to submit tenders to operate the concession building shall be published in the local newspapers in January of each year when required.
3. The request for tenders may indicate that tenders will be considered for a one or two year season submission.
4. All complete tenders are to be submitted to Council for consideration. Council reserves the right to refuse any or all of the submitted tenders.
5. Once a tender is accepted the successful applicant is required to enter into a contract with the City as directed by Council and prepared by staff.
6. No other food concessions shall be permitted in the Community Park during the term of an existing concession contract except during the following special events:
 - Annual Ocean Idlers Car Club Show & Shine;
 - Canada Day Celebrations;
 - Fish and Game Salmon BBQ;
 - Parksville Beach Festival [opening weekend only];
 - Kid's Fest,
 - Lion's International Kite Festival; and

Any licenced and Council approved Beer Garden event(s).

Authorization for non-profit food concessions during any of the special events must be granted by the organizers of the respective events and such concessions must be part of that event and be in possession of a "Temporary Food Concession Permit" from the Vancouver Island Health Authority. The non-profit concessions will be permitted to sell items that are not in direct competition with the concession operator and are not to be located within a radius of 100 metres from the concession building.

ooOOoo

RECEIVED
MAR 27 2009
ADMINISTRATION
CITY OF PARKSVILLE

TENDER
COMMUNITY PARK
FOOD CONCESSION
SERVICE

SUBMITTED BY
MATT DORAN &
JOAN HASELL

MATT DORAN/ JOAN HASELL
1491 Sunrise Drive
Parksville, BC V9P 1X6
Ph: (250) 752-7300

email: mgdoran@live.ca

email: cjhasell@telus.net

March 26th, 2009

City of Parksville
100 E. Jensen Avenue, PO Box 1390
Parksville, BC V9P 2H3

Attention: Fred Manson, Chief Administrative Officer

Reference: Tender for Community Park Concession Service

Dear Mr. Manson:

Please find enclosed our tender for the Community Park Concession as per your re advertisement of the contract.

Matt and I work together well as a team and have always maintained an excellent working relationship. Having operated the Parksville Beach Concession from 2002-2006, we are knowledgeable and experienced with seasonal beach events. We maintained a very positive relationship with the Public Works Department, the Parksville Beach Society (Sandcastle Competition) and the Parksville Lions Club.

We are also enclosing details on our use of 0% trans fat and our past disposal of waste products and recycling procedures. We have always used 0% trans fat canola oil for our deep fried products and offered healthy alternatives such as 0% trans fat yogurt, salads, fruit and veggie trays, wraps, energy bars and muffins. We were always complimented on our varied menu; the public just loved the fact that they could have a choice! We have always offered items for vegetarians as well.

We have always used recyclable materials such as fry containers made out of recycled materials. Garbage was always sorted; special containers were provided for pop cans and bottles, as well as regular garbage. We always separated the waste products inside the kitchen for garden compost and regular garbage. All the pop cans, bottles, used fry oil and cardboard were delivered to proper depots for disposal.

When someone takes on the concession they need a very strong commitment to working long hours and the full season. We were open, RAIN OR SHINE! With two partners working 100% in the concession there would always be someone there who has a vested interest in the business and the proper operation of the contract. There were days when we sat there and froze in September and October and days where it definitely did not pay to be open but we were committed to the contract and the loyal customers who supported us faithfully. The general public really appreciated being able to get a hot drink while their kids played in the park.

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Over the five years, we continuously donated to several different organizations, not limiting ourselves to just one group.

Parksville Beach Society Sand Sculpting event- "Silver Level" sponsor

Music Extravaganza (at Beach Fest) – sponsored an evening of entertainment

Parksville Lions & Beach Society volunteers- complimentary or discounted food & beverages

Security personnel for park –complimentary urn of coffee/hot chocolate & snacks everyday

Lolli's Angels Fashion show (My Girlfriend's Closet)- organized food; donated coffee/condiments.

Oceanside Minor Hockey – sponsored Jamborees, Tournaments, hockey team; free drinks/snack

Arrowsmith Cricket Club-silent auctions;donated food to matches

Senior's Hockey Tournament - advertised in programme

Lions Kite Fest- Sponsor **Kids Fest**

The beach and park area is busy with not only sport activities but the "general public" including tourists and they expect and appreciate consistency and reliability. Tourists really appreciated any information we could give them about the area. People came to expect variety and looked forward to the concession being open and we had built up a clientele of steady customers.

The business takes a lot of set up and organization to be ready for opening. With the volume of people that use the community park, if you are not ready for it, and prepared ahead of time every day, you are doomed. We understand all the insurances and permits needed to open and make sure all of our employees have Food Safe.

We have all the necessary equipment to supply the proposed menu. We are willing to have a meeting with you and to discuss any matters that are of concern to the council. Please peruse our resumes and contact any of our references for an honest evaluation of our ability to do the job and our willingness to cooperate with them.

With the excellent communication we always had with the Public Works Department, we created a constructive, caring and positive environment for everyone concerned. Being consistent by being open long hours every day and being very organized with staff and products to handle the large crowds that come down to the beach and park have also made it very beneficial for the general public.

We are committed to serving the general public, welcoming the tourists and working with community groups. We are extremely proud of our beautiful park grounds and facilities and the spectacular, famous children's park. We make every effort to watch out and report any vandalism to the proper authorities to keep our community park safe.

We would like a three year term with two additional options to renew.

Thank you for your time and we look forward to hearing from you soon.

Yours truly,



Matt Doran & Joan Hasell

TENDER COMMUNITY PARK FOOD CONCESSION SERVICE

TYPE/LEVEL OF SERVICE

The type of service would be all take-out with disposable, bio-degradable containers made from recycled materials.

All items would be ordered at one window and picked up at the other in order to keep a steady, even flow to the lineup.

DATES AND HOURS OF OPERATION

DAY	DATE	WEEKEND
Friday	May 15 th , 2009	Victoria Day

UNTIL:

Monday	October 11, 2009	Thanksgiving Day
--------	------------------	------------------

HOURS

8:00 am TO 9:00 pm (or dusk) EVERY DAY, rain or shine!

STAFF

2 Owners
1 Full time employee
2 to 3 Part time employees

SAMPLE MENU

BEVERAGES

Coffee, Special Coffees
Tea, Herbal Tea
Mochas, Lattes
Cappuccinos, Hot Chocolate
Hot Apple Cider/Chai Tea

Fruit Juices, Milk
Water, Pop, Iced Tea
Milkshakes, Slush Puppies
Iced Cappuccino & Lemonade
Floats, Energy Drinks

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FAST FOOD

Homemade Fries, Fries & Gravy
Hamburgers(Beef, Veggie, Fish & Chicken)
Jumbo Beef Dogs, Veggie Dogs
Chicken Strips, Nuggets
Fish and Chips
Onion Rings, Poutine

HEALTHY CHOICES

0% Trans Fat Yogurt
Fresh Fruit, Canned Fruit
Muffins, Wraps
0 %Trans Fat Energy Bars
Salad
Veggie Trays/Fresh Fruit Trays
Sherbet

DESSERTS

Butter Tarts
Pie, Doughnuts
Muffins
Cinnamon Buns
Cake, Cookies
Puddings, Fruit Cups

ICE CREAM & NOVELTIES

Soft Serve Ice Cream
Dipped Cones
Sundaes, Banana Splits
Revellos, Fudgsicles
Popsicles, Sundae Cups and more...

MENU PRICING

Menu prices will be of a fair price to make it affordable for families.
Kid's packages and Combo pricing will be available
Daily specials
Coffee cards

NOTE:

DEEP FRY ITEMS ARE ALL DONE IN 0% TRANS FAT CANOLA OIL.
ITEMS ARE PACKAGED IN BIO DEGRADABLE CONTAINERS MADE
FROM RECYCLED MATERIALS.
MANY ITEMS ON THE MENU ARE 0% TRANS FAT AND EVERY
EFFORT IS TAKEN TO ENSURE THAT MENU ITEMS ARE MADE WITH
AS HEALTHY COMPONENTS AS POSSIBLE.

BREAKFAST

Breakfast Burger
0%Trans Fat Yogurt, Fruit
Toast, Cold Cereal
Full Breakfast Special
Muffins
0% Trans Fat Breakfast Bars

OTHER CHOICES

Sandwiches
Soup, Chili (in colder weather)
Bagel & Cream Cheese
Pizza
Mini-Doughnuts
Nachos & Cheese

CONFECTIONARY

Potato Chips, Popcorn
Chocolate Bars, Gum
Licorice, Pepperoni, Peanuts
Candy Bags, Other Candy
Mints, Cough Drops, Tums
Sno Cones, Cotton Candy

SPECIALS OF THE DAY

Breakfast, Lunch and
Dinner Special each day

RECYCLING PROCEDURES AND SUSTAINABLE FOOD PACKAGING

DEEP FAT OIL IS TAKEN TO PROPER FACILITY DOWN ISLAND IF THE PARTY CANNOT PICK UP

CARDBOARD FROM STOCK IS BROKEN DOWN AND TAKEN TO PROPER DEPOT AT OUR EXPENSE.

REGULAR GARBAGE BINS (SUPPLIED BY US) ARE LINED WITH RECYCLED BIODEGRADABLE BAGS. GARBAGE IS TAKEN TO THE LARGE CITY BIN AT LEAST TWICE A DAY.

SPECIALIZED CONTAINERS FOR RECYCLABLE CANS, JUICE BOXES, AND GLASS BOTTLES ARE LINED WITH BIODEGRADABLE GARBAGE BAGS MADE FROM RECYCLED MATERIALS THEY ARE SORTED AND DISPOSED OF AT OUR EXPENSE.

SERVING CONTAINERS AND PACKAGING WOULD BE OF ENVIRONMENTALLY FRIENDLY, BIODEGRADEABLE MATERIALS MADE OF RECYCLED PRODUCTS.

DONATIONS:

OVER THE PAST CONTRACT WE HAD WE DONATED TO VARIOUS SPORT AND COMMUNITY GROUPS.

THE MAIN GROUPS WERE:

THE PARKSVILLE BEACH SOCIETY(SANDCASTLE SCULPTING)

MUSIC EXTRAVAGANZA FOR BEACH FEST

PARKSVILLE LIONS CLUB, KITE FEST

ARROWSMITH CRICKET CLUB

KIDS FEST, OLDTIMERS HOCKEY CLUB(ADVERTISEMENT IN PROGRAMME)

SLO PITCH BASEBALL

WE ALSO OFFERED TO WORK WITH OTHER GROUPS SUCH AS THE BEACH VOLLEYBALL, AND SOCCER, AND FOOTBALL TO WORK OUT A DONATION PROGRAMME THAT WOULD BE BENEFICIAL TO EVERYONE CONCERNED.

PROPOSED MONTHLY FEE

THREE THOUSAND AND FOUR HUNDRED DOLLARS (INCLUDING GST) PER MONTH IS THE FEE PROPOSED IN OUR TENDER.(\$3,400.00)

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REFERENCES REGARDING PREVIOUS SERVICE
AT PARKSVILLE COMMUNITY PARK BEACH CONCESSION

PARKSVILLE BEACH SOCIETY

JOAN LEMOINE (250) 954-1276
MONICA MAYHEW (250) 248-4819

PARKSVILLE LIONS CLUB

CLARENCE ESLINGER (250) 248-8796
LLOYD FRASER (250) 248-0867

LENGTH OF TERM

PLEASE BE ADVISED THAT WE WOULD BE WILLING TO SIGN A
THREE YEAR CONTRACT WITH AN ADDITIONAL OPTION OF
ANOTHER TWO YEARS.

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MATTHEW DORAN

1491 SUNRISE DRIVE
PARKSVILLE, BC V9P 1X6

PH: (250) 752-7300

EMAIL: mgdoran@live.ca

OBJECTIVE: To obtain a contract using the skills and experience I have acquired through employment and managing several concessions.

CHARACTER: I am a hardworking individual who gets along with people easily. I am honest, punctual, and reliable and when I take on a project, I take it seriously and strive to do a job as well as I possibly can.

SKILLS: Excellent customer service and communication skills

I am in excellent physical condition and am able to handle work involving hard physical labour. I am a hard worker and a quick learner.

EDUCATION: Grade 12 Graduation, Duncan, BC

DIPLOMAS: BC Drivers Licence Class 5 , Foodsafe, Super Host, St. John's First Aid, Level I, Serving It Right, WHMIS, 125 Aerial certificate, work platform certificate, forklift licence, CSTS, fall arrest, coaching clinics, speak out certificate, and Infantry training.

COMMUNITY SERVICE: Coach for Minor Hockey Team for Oceanside Minor Hockey; helped with tournaments and their annual Jamborees

EMPLOYMENT: **DRIVER'S INDUSTRIAL INSTALLATIONS LTD.**

Ironworker Apprentice

PH: (250) 748-8225

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WINDSOR PLYWOOD

I was employed with this company for over 4 years as a customer service representative

Contact: Bob Bruce (250) 752-3120

CANADIAN ARMED FORCES

Nanaimo, BC Infantry Division

BEACHES CONCESSION / BEACHES ON ICE

As the Manager/Subcontractor, I was responsible for all aspects of operating a concession business over a period of 5 years. I trained staff, supervised all the opening and closing procedures for the operation of the business, inventory, stock taking and control, pricing/costing and menu planning.

I also did cooking, cleaning, dishwashing, handling the cash, operation of direct payment machine, cash register, and balanced the daily cash.

Contact: Joan Hasell (250) 752-7300

HOBBIES AND INTERESTS:

Reading, art, woodworking, photography & sports

REFERENCES: Laura Petrachuk (250) 954-2901
Jeanne Wunderlick (250) 756-2330

JOAN HASELL

1491 Sunrise Drive
Parksville, BC
V9P 1X6
EMAIL: cjhasell@telus.net

PHONE: (250) 752-7300

OBJECTIVE: To obtain a position in an environment using the skills and experience I have acquired through employment and operating my own businesses.

CHARACTER: I am a hardworking individual who works well alone as well as being a team player. I am honest, punctual, and reliable and strive to do a job as well as I possibly can.

SKILLS: Good communications skills, and working cooperatively with co workers and the general public is an area where I excel. I take directions easily and carry them out as quickly and competently as I can. I also have a good working knowledge of computer applications such as MS Word and Excel.

I am in excellent physical condition, am a hard worker, a quick learner and strive to do a job to the absolute best of my ability.

I have also have experience in the handling of cash and operation of a cash register, direct payment machine, short order grill cooking, taking apart restaurant equipment for cleaning and reassembling the machines. I have also learned to do ordering, inventory and stock control for a concession and restaurant. Catering for special events as well as providing an extensive menu revolving around home style meals, homemade soup and baking was a large part of my bistro business.

EDUCATION: Grade 12 Graduation, Duncan, BC

DIPLOMAS: BC Drivers Licence Class 5 with Air Brake Endorsement, Foodsafe, Super Host, St. John's First Aid, Level I, various computer courses, Junior Travel Consultant

COMMUNITY SERVICE:

Volunteer work for Duncan and Oceanside Minor Hockey for tournaments and their annual Jamborees; fundraising rep for both hockey organizations, organized many church, school and community functions involving fundraising and food preparation.

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**EMPLOYMENT: BEACHES CONCESSION, BEACHES ON ICE,
BEACHES BISTRO AND ELLIOS**

As the proprietor, I was responsible for every aspect of operating a business from training staff, all the opening and closing procedures for the operation of the business, inventory, stock taking and control, pricing/costing, menu planning, as well as cooking, cleaning, dishwashing, handling the cash, operation of direct payment machine, cash register, cutting fresh fries, maintaining all machines, payroll and GST remittances, the accounts and year ends for income tax.

DONALD S. WOOD, CHARTERED ACCOUNTANT

I was employed by this company for over 4 years doing income tax preparation, bookkeeping, accounts receivable and reception duties.

LUCKY LOONIES, WORKWEAR WORLD

These were retail establishments where I did inventory, stocktaking, merchandising and operated the cash register.

CANAC/MICROTEL, AGT, & RELATED OFFICE ENVIRONMENTS

I was employed by different companies as clerk typist, and administrative assistant and confidential secretary positions.

HOBBIES AND INTERESTS:

Reading, sewing, computer work, art, sports.

REFERENCES: Laura Petrachuk (250) 954-2901
Matt Doran (250) 723-8083
Gail Hargreaves (250) 468-7869

RECEIVED
MAR 26 2009
ADMINISTRATION
CITY OF PARKSVILLE

TENDER
for the
“Food Concession
Service”
at the Parksville
Community Park

Proposed by
Nicole Crampton

March 25, 2009

Nicole Crampton
#9 – 129 Meridian Way
Parksville, BC V9P 1L3
Ph: 250-228-3370

**City of Parksville
Administration Department
100 E. Jensen Avenue, PO Box 1390
Parksville, BC V9P 2G9**

Reference: Community Park Food Concession Service

Attention: Fred Manson, Chief Administrative Officer

Dear Sir:

Please find enclosed my proposal and my resume.

Customer service is my expertise and I am very excited about this employment opportunity. It would give me the chance to utilize the skills I have acquired and gives me incentive to put them to positive use.

Physically fit, I am able to lift in excess of 25 kg easily. From my previous experience, I feel I have all the qualifications to run this business successfully. I have been in management and supervisory positions which have required me to be involved in all aspects of running a business.

I have contacts which will make all equipment readily available to me. I already have food wholesale contacts and have been involved in setting up a restaurant.

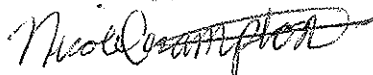
I would be using 0% trans fat oil in preparation of deep fried products and would offer other 0% trans fat menu items and numerous healthy items.

Packaging and serving of products would be in environmentally friendly containers. Garbage and bottle containers would be provided. Cardboard, oil, garbage, bottles and cans would be recycled in the proper manner and through proper facilities.

Thank you for this opportunity to apply for this contract. I would like to ask for a three year contract, with two more renewable years.

Please contact me at the above number or by email if you have any further questions. I am looking forward to hearing from you soon.

Yours truly,



Nicole Crampton.

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Tender Community Park Concession

LEVEL OF SERVICE

All food would be served in take away containers made from recycled materials.

OPERATIONAL HOURS

FROM: Victoria Day Weekend

TO: Thanksgiving Weekend

HOURS: 8:00 am TO 9:00 pm DAILY

STAFF

1 Owner

2 Full time employees

2 to 3 Part time employees

MENU – “Affordable Menu Prices”

BEVERAGES

Coffees, Teas, Juices, Pop, Milk, Water, Energy Drinks, Specialty Beverages

PREPARED FOOD

Burgers, Fries, Hot Dogs, Sandwiches, Pizza, Onion Rings, Breakfast

HEALTHY ITEMS

0% trans fat Yogurt, Muffins, 0% trans fat Power Bars, Salads, Fruit

DESSERTS

Ice Cream, Fruit, Muffins

SNACKS

Popcorn, chips, chocolate bars, candy, nuts, fruit, licerice

**DEEP FRY FAT WILL BE 0% TRANS FAT
AS MANY MENU ITEMS AS POSSIBLE WILL BE 0% TRANS FAT**

RECYCLING PROCEDURES WILL BE FOLLOWED:

(ITEMS NEEDING DELIVERING WILL BE DONE AT MY EXPENSE)

Cardboard delivered to proper depot for recycling
Oil will be delivered to recyclable company making it into fuel
Cans and bottle containers to be provided by myself; items will be sorted and delivered to proper depot
Regular garbage bins will be provided by myself and emptied several times daily into the large garbage bins
Garbage bags will be biodegradable and made from recycled products

PACKAGING OF PRODUCTS

Items will be served on biodegradable containers, made from recycled material.

DONATIONS

I would be pleased to donate what I could to events happening in the park and to try and help out the sports groups.

EXPERIENCE

I have been Manager, Asst. Manager and Supervisor for several outlets, McDonalds(AB), Burger King and some private outlets.
I was responsible for all components of the operation from ordering, stocktaking, cleaning, cooking, cash and maintenance of equipment.

LENGTH OF TERM

From two to five years if possible

PROPOSED MONTHLY FEE

Three Thousand and Two Hundred Dollars (including GST) (\$3,200.00) per month

NICOLE CRAMPTON
#9 -129 Meridian Way
Parksville, BC V9P 1L3
(250) 228-3370 Email sweetcheeks6690@hotmail.com

GOAL: To obtain a fulltime position using the skills and experience I have acquired through employment and managing businesses.

LIFE SKILLS: I am a hardworking individual who works well alone as well as being a team player. I am honest, punctual, and reliable and strive to do a job as well as I possibly can.

WORK SKILLS: Good communication skills, and working cooperatively with co workers and the general public is an area where I excel. I take directions easily and carry them out as quickly and competently as I can. I also have a working knowledge of computer applications.

I am in excellent physical condition and am able to handle work involving hard physical labour. Being a hard worker and a quick learner, I strive to do a job to the absolute best of my ability.

EDUCATION: Grade 12 Graduation

CERTIFICATES: Cashier Training Course, Valid BC Drivers Licence, Foodsafe, Super Host, St. John's First Aid, Level I, CPR course.

VOLUNTEER SERVICE: Volunteer work for minor hockey for tournaments and their annual jamborees; school, church and community functions involving fundraising, food preparation and garage sales.

EMPLOYMENT: BISTRO AT TAHSIS

As the Manager, I was responsible for every aspect of operating a business from training staff, to all the opening and closing procedures for the operation of the business.

Stocktaking, inventory control, buying, pricing and costing items were part of my duties.

Handling the cash, operation of direct payment machine, cash register, doing up the daily floats and balancing the till at the end of the business day were all part of my duties.

As well as learning to do ordering, inventory and stock control, I also catered for special events. Providing an extensive menu revolving around home style meals, homemade soup and baking was a large part of the bistro business. I maintained all machines, did menu planning, as well as cooking, cleaning, dishwashing and clean up.

I was laid off because the owner closed the business.

LUCKY LOONIES DOLLAR STORE

Unloading stock, checking the invoices, pricing, labeling and displaying stock were part of my regular routine.

Customer service as well as operating the cash register and direct payment machine and phone inquiries was also encompassed in my daily duties.

I left because I had moved from the area.

CHUFFIN CAFÉ

I have helped on special occasions with customer service and handling of cash.

7 ELEVEN, MCDONALDS AND BURGER KING

I was Supervisor and Asst. Manager when I lived in Alberta and was responsible for cash, food prep, clean up and maintenance of equipment.

INTERESTS:

Reading, crocheting, computer, art, sports.

REFERENCES:

Bernadette Prior (250) 934-6238
Alycia Dunbar (250) 248-3261
Laura Petracek (250) 954-2901



APRIL 14, 2009

MEMO TO: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER
FROM: AMANDA HAYWOOD, EXECUTIVE ASSISTANT
SUBJECT: 2009 SPECIAL EVENTS APPLICATIONS
OUR FILE: 8100-01

ISSUE:

Consideration of Special Events Applications for 2009

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 Event Application Forms, including Terms and Conditions signed and dated.*

BACKGROUND:

At the March 2, 2009 Council meeting a number of special events were approved for 2009. Since that time the City has received more applications and they are being presented to Council for consideration.

All organizers of approved events are required to maintain general liability insurance coverage during the event in the amount of \$5M. The City must receive a copy of the valid insurance policy, as well as a \$500 refundable security deposit, a minimum of five working days prior to the event in order for the event to proceed.

The main issues associated with special events requests are:

- 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;
- Access to properties and services by emergency vehicles, the public, utility companies and the municipality;
- Public liabilities and damages that may result from the event

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Staff has reviewed the applications and determined that none of the events have scheduling conflicts and the above issues will be properly handled.

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

OPTIONS:

Option 1: Deny the requests

Option 2: Approve the requests with conditions.

ANALYSIS:

1. Denying the requests outright would avoid the need to address any concerns however this would also deny consideration of what may be viewed as positive community events;
2. The approvals could be made conditional upon the applicants addressing legitimate issues and concerns to the satisfaction of the City and other appropriate authorities. Given the City of Parksville is the owner of the Community Park with associated public responsibilities with respect to safety, access, utilities, and other matters, it is appropriate to consider applying reasonable conditions to address these issues.

It is recommended that Council support Option 2.

SUSTAINABILITY/ENVIRONMENTAL IMPLICATIONS: - Nil

FINANCIAL IMPLICATIONS: - Nil

RECOMMENDATION:

THAT the following organization be permitted use of the identified area of the Community Park for a special event during the specified times and in the area outlined in the application form attached to the report from the Executive Assistant dated April 14, 2009 entitled "2009 Special Events Applications":

Parksville Golden Oldies Sports Association (PGOSA) "Beach Volleyball for Seniors"
Tuesday, May 5 to Thursday, September 10, 2009 (Tuesdays and Thursdays only);

AND THAT the following organization be granted use of the Gazebo in Foster Park for a special event during the specified times and in the area outlined in the application form attached to the report from the Executive Assistant dated April 14, 2009 entitled "2009 Special Events Applications":

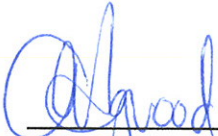
Sunrise Preschool "Preschool Graduation Ceremony"
Sunday, June 21, 2009;

AND THAT the following organization be permitted use of City property and roads for a special event at the specified times and on the roads outlined in the in the application form attached to the report from the Executive Assistant dated April 14, 2009 entitled "2009 Special Events Applications":

Parksville and District Chamber of Commerce "Summer by the Sea Street Market"
Tuesday, June 16 to Tuesday, August 18, 2009 (Tuesday evenings only);

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 April 14, 2009 entitled "2009 Special Events Applications".

Respectfully submitted



AMANDA HAYWOOD
Executive Assistant

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:



FRED MANSON
Chief Administrative Officer

RECEIVED

MAR 24 2009

CITY OF PARKSVILLE ADMINISTRATION

Telephone: (250) 954-3060 Fax: (250) 248-6650

ADMINISTRATION
CITY OF PARKSVILLE



City of PARKSVILLE

PARK USE APPLICATION FORM (1)

(Application to Hold an Event in any City Park)

Organization PARKSVILLE GOLDEN OLDIES Name of Event: BEACH VOLLEYBALL
SPORTS ASSOC. - PGOSA

Date of Application: _____ Phone: 250-752-8988

Contact Name: BETTY CORDINER Bus. Phone: _____

Mailing Address: 553 BIRCH AVE. Q.B. Fax: _____

Postal Code: V9K1K4 E-Mail: bcordiner@islandnet.com

Alternate Contact: BRUNO SCHMIEMANN Phone: 250-738-0063

Facility(ies) Required: VOLLEYBALL CIRCLE BEHIND
CONCESSION STAND - PARKSVILLE PARK BEACH.
 (Please indicate requested areas of use on attached map if Community Park.)

Date(s) Requested: TUES. MAY 5th Hours of Use: 7^{PM} - 9^{PM}
to THURS. SEPT. 10th
* EVERY TUES. & THURS.

Anticipated Number in Attendance 20-22.
 (Note, Please provide a list of any other groups coming under the umbrella of this event.)

Purpose of Use: BEACH VOLLEYBALL FOR SENIORS.

Road Closure Requested: Yes No Details: SENIORS'
(55 & OVER) VOLLEYBALL

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.

BETTY CORDINER

Printed Name of Authorized Representative

Betty Paul Cordiner

Signature

PARKSVILLE GOLDEN OLDIES SPORTS
Name of Organization *ASSOC. - PGOSA*

March 24/09
Date Signed

RECEIVED
APR 09 2009
ADMINISTRATION
CITY OF PARKSVILLE

CITY OF PARKSVILLE ADMINISTRATION
Telephone: (250) 954-3060 Fax: (250) 248-6650



PARK USE APPLICATION FORM (1)
(Application to Hold an Event in any City Park)

Organization Sunrise Preschool Name of Event: Preschool Graduation Ceremony
Date of Application: March 10, 2009 Phone: 250-248-8552
Contact Name: May Way-Nee Bus. Phone: 951-0898
Mailing Address: Box 995 Parksville, BC Fax: _____
Postal Code: V9P 2G5 E-Mail: sunrise.preschool.assoc@hotmail.com
Alternate Contact: Michelle Milne Phone: 250-248-8552

Facility(ies) Required: Foster Park including the gazebo
(Please indicate requested areas of use on attached map if Community Park.)
Date(s) Requested: June 21, 2009 Hours of Use: 11:00 - 3 pm
Anticipated Number in Attendance approx. 100
(Note, Please provide a list of any other groups coming under the umbrella of this event.)
Purpose of Use: preschool graduation ceremony
Road Closure Requested: Yes No Details: _____
Concession Requested: Yes No (Subject to Food Concession Policy 3.18)

Note: You will be responsible for any damages done to irrigation systems as a result of stakes and poles placed without prior Parks Department approval.
See Reverse side for Terms and Conditions - Signature required prior to submission for consideration by Council.

This portion to be completed by City of Parksville
Council Approval: Yes No Council Meeting Date: _____



TERMS AND CONDITIONS FOR
USE OF CITY OF PARKSVILLE FACILITIES

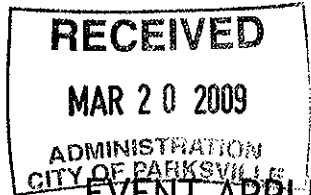
1. Ensure appropriate public access is maintained to all roads, park and adjacent facilities to the satisfaction of the City of Parksville, the RCMP, the Fire Department and the Ambulance Service;
2. Provide all of the necessary traffic controls, parking and emergency access acceptable to the RCMP, the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

May Way-Nee
Printed Name of Authorized Representative

Sunrise Preschool
Name of Organization

[Signature]
Signature

March 10, 2009
Date Signed



EVENT APPLICATION FORM (1A)

(Application to Hold a Stationary Event Held at Venue Other than in a City Park)

Date of Application: MARCH 18, 2009 Name of Event: SUMMER BY THE SEA STREET MARKET

Name of Organization: PARKSVILLE DISTRICT CHAMBER OF COMMERCE Phone: 250-248-3613

Contact Name: RUTH STATHAM Bus. Phone: 248-3613 STREET MARKET

Mailing Address: Box 99 Fax: _____
PARKSVILLE Postal Code: V9P 2G3 E-Mail: streetmarket@chamber@parksville.bc.ca

Alternate Contact: _____ Phone: _____

Facility(ies) Required: CRAIG STREET - FROM HWY 19A TO HIRST AVE - EXPANDING DOWN MIDDLETON (REFER TO MAP) TO THE BOOK STORE

Date(s) Requested: JUNE 16 - AUG 18 Hours of Use: 5:30 PM TO EACH TUES. EVENING 9:30 p.m.

Anticipated Number in Attendance: _____

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

Purpose of Use: PARKSVILLE DISTRICT CHAMBER OF COMMERCE - STREET MARKET

Road Closure Requested: Yes No Details: ABOVE-NOTED LOCATIONS C.O.P.S. WILL MONITOR TRAFFIC ON DATES REQUESTED

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

PAGE
59

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.

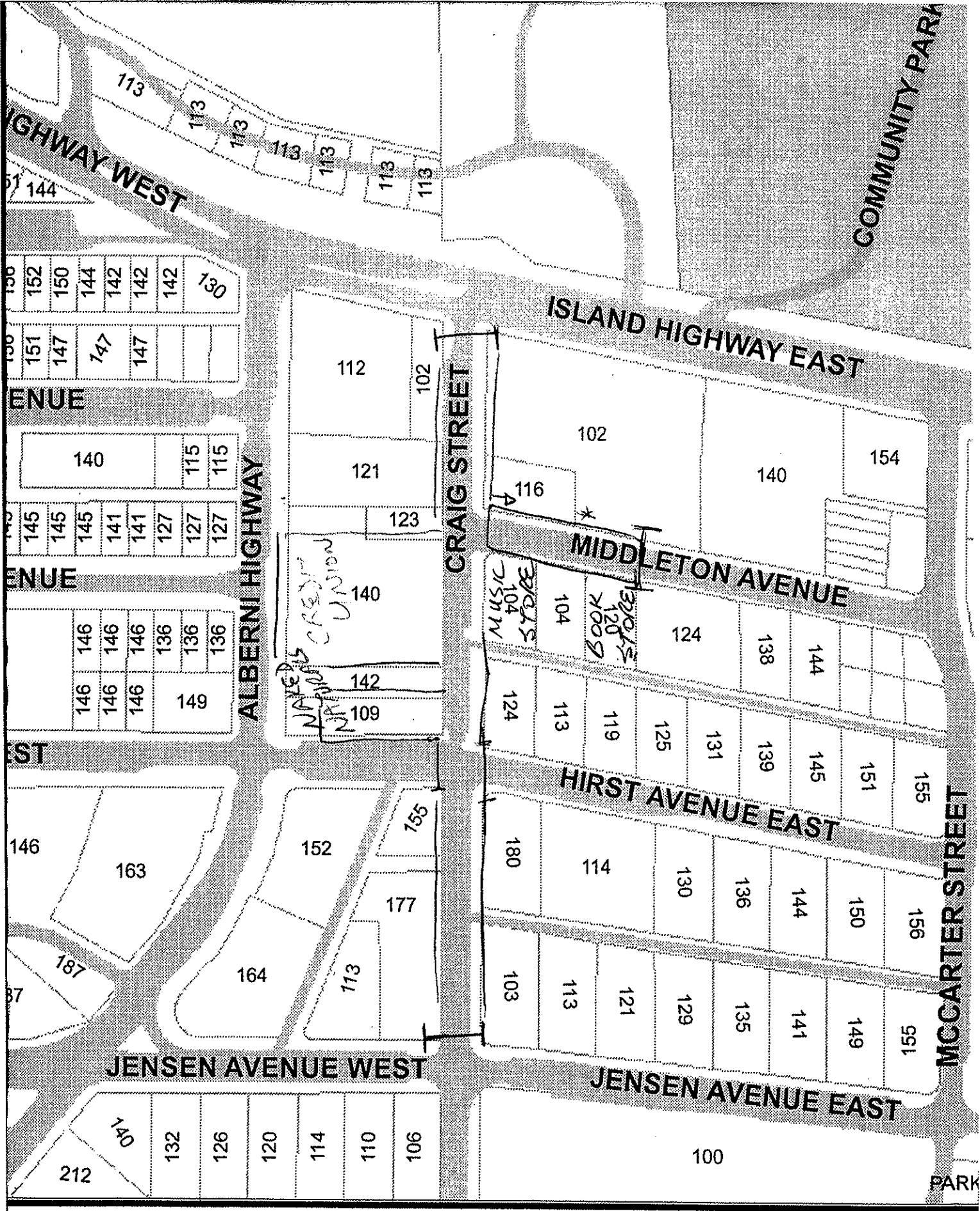
ROTH STATHAM
Printed Name of Authorized Representative

R. Statham
Signature

CHAMBER OF COMMERCE
STREET MARKET
Name of Organization

PAGE

March 18, 2009
Date Signed



The Chamber of Commerce, on behalf of the Parksville Street Market, is hoping to expand onto ^{MIDDLETON} McMillan Street this year. We are asking the ^{MIDDLETON} Businesses on McMillan to support this expansion, this includes the use of the street frontage and some of the sidewalk.

Tuesday evenings June 16 through to Aug.18 (a total of 10 sessions) from 6- 9 pm, allowing additional time for set up and take down.

The Street Market would invite you to join us for our 6th Summer by the Sea Street Market.

Thank you for your participation in our community.

Ruth Statham
Coordinator
Summer by the Sea
Street Market

PARKSVILLE HEARING CLINIC 
#104 Middleton Ave., Parksville, B.C.
Tel 250 248-6440 Fax 250 248-6449
P.O. Box 934 Errington, B.C. V0R 1V0
Jon Cockcroft NBC-HIS
Gov't Licensed Hearing Instrument Specialist
Registered Under the Hearing Aid Act (B.C.)

Barbara Bart -

The Chamber of Commerce, on behalf of the Parksville Street Market, is hoping to expand onto ^{MIDDLETON} McMillan Street this year. We are asking the Businesses on ^{MIDDLETON} McMillan to support this expansion, this includes the use of the street frontage and some of the sidewalk.

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*Ruth Statham
Coordinator
Summer by the Sea
Street Market*

[Handwritten signature]



LEADING THE WAY....
Parksville & District
Chamber of Commerce

Ruth Statham
Street Market Coordinator

Home 248-0331

Phone: 250-248-3613 email: streetmarket@chamber.parksville.bc.ca
Fax: 250-248-5210 website: www.chamber.parksville.bc.ca
P.O. Box 99, Parksville B.C. V9P 2G3

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Ruth Statham
Coordinator
Summer by the Sea
Street Market

Aula Demis

4 - STAR BARBER.

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Ruth Statham
Coordinator
Summer by the Sea
Street Market

Marcin Volan
(Parksville Music)



CITY OF PARKSVILLE

BYLAW NO. 1327.1

A BYLAW TO AMEND "CITY OF PARKSVILLE PARK REGULATION BYLAW, 1999, No. 1327"

WHEREAS the Municipal Council deems it desirable and necessary to amend "City of Parksville Park Regulation Bylaw, 1999, No. 1327";

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

1. THAT "City of Parksville Park Regulation Bylaw, 1999, No. 1327", be amended by:
 - a) Replacing Prohibited Acts, Section 5 with the following:
 5. Undertake by any method or means overnight accommodation except for security measures during City sanctioned special events or when authorized by Council resolution.

3. This bylaw may be cited for all purposes as "City of Parksville Park Regulation Amendment Bylaw, 2009, No. 1327.1."

READ A FIRST TIME this ___th day of April 2009

READ A SECOND TIME this ___th day of April 2009

READ A THIRD TIME this ___th day of April 2009

ADOPTED this ___th day of _____ 2009

Mayor

Corporate Officer