



# City of PARKSVILLE

PO Box 1390, 100 E. Jensen Avenue, Parksville, BC V9P 2H3  
Telephone: (250) 248-6144 Fax: (250) 248-6650  
www.parksville.ca

## COUNCIL MEETING AGENDA

MONDAY, MAY 4, 2009 - 6:00 P.M.

### 1. ADOPTION OF MINUTES

- a) of the Parcel Tax Roll Review Panel held April 20, 2009 – Pages 1 to 2

***Recommendation: THAT the minutes of the Parcel Tax Roll Review held April 20, 2009 be adopted.***

- b) of the regular meeting of Council held April 20, 2009 - Pages 3 to 8

***Recommendation: THAT the minutes of the regular meeting of Council held April 20, 2009 be adopted.***

### 2. APPROVAL OF AGENDA

### 3. PRESENTATIONS

### 4. DELEGATIONS

### 5. UNFINISHED BUSINESS

### 6. CORRESPONDENCE

- a) Regional District of Nanaimo - Regional Growth Management Service Amendment Bylaw No. 1553.01 - Page 9 to 10

*This bylaw proposed to amend the requisition value for the Regional Growth Management Service. As part of the approval process the District requires the City's consent to this bylaw.*

***Recommendation: THAT the Council of the City of Parksville consents to the adoption of "Regional Growth Management Service Amendment Bylaw No. 1553.01", and the Regional District be notified accordingly.***

### 7. DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE

8. **REPORTS**

a) **Committee of the Whole - April 27, 2009** - Pages 11 to 12

(1) Manager of Budgets & Special Projects - 2009-2013 Final Financial Plan

**Recommendation: THAT staff be directed to prepare all relevant budget, property tax and other required bylaws for the 2009-2013 Financial Plan for Council's consideration.**

(2) Director of Community Planning - Historical Plaque Program Phase 2 - Sustaining Parksville's Cultural Capital

Status report regarding Phase 2 of the City's Cultural History Plaque Program and development of a historical walk in and around the City's core area.

**Recommendation: THAT the report from the Director of Community Planning dated April 1, 2009 providing a status report on Phase 2 of the City's Cultural History Plaque Program and development of a historical walk in and around the City's core area, be received for information.**

(3) Director of Community Planning - Introduction of Updated Sustainable Community Builder Checklist and New Accessible Community Builder Checklist

A reformatted Sustainable Community Builder Checklist is proposed that better recognizes different types of land uses and buildings. A new Accessible Community Builder Checklist is proposed to help raise awareness of prospective developers on the principles of designing buildings for everyone regardless of their physical abilities.

**Recommendation: THAT the report from the Director of Community Planning dated April 2, 2009 entitled "Introduction of an Updated Sustainable Community Builder Checklist and a New Accessible Community Builder Checklist", be received;**

**AND THAT the revised Sustainable Community Builder Checklist and a new Accessible Community Builder Checklist attached to the report from the Director of Community Planning dated April 2, 2009, be approved;**

**AND FURTHER THAT the Accessible Community Builder Checklist be referred to Parksville's Measuring Up Committee and the Oceanside Development Construction Association.**

(4) Director of Community Planning - Implementation of a Zoning Bylaw Amendment to Permit Urban Food Gardens

Urban food gardens are the use of non-traditional, non-agricultural lands for the production of local fruits and vegetables for profit. An amendment to the Zoning Bylaw is required to permit urban food gardens.

**Recommendation: THAT the report from the Director of Community Planning dated April 2, 2009 regarding the implementation of a zoning amendment bylaw to permit urban food gardens, be received;**

**AND THAT an amendment to "Zoning and Development Bylaw, 1994, No. 2000" be brought forward to permit urban food gardens use and establish appropriate regulations.**

(5) Director of Community Planning - Development Permit to permit a 24 Unit Townhouse Development (703 and 739 Turner Road)

*The City has received an application for a development permit to authorize 24 – 3 bedroom residential townhouse units at 703 and 709 Turner Road. The property is within Development Permit Area No. 10 – Parksville East and the DP designation is under the Form and Character, Hazardous Conditions and protection of the natural environment categories.*

**Recommendation: THAT the report from the Director of Community Planning dated April 16, 2009 for the issuance of a development permit at 703 and 739 Turner Road be received;**

**AND THAT a development permit be issued to 614871 B.C. Ltd. to permit a 24 unit townhouse development and overall site works on Lot 9, District Lot 3, Nanoose District, Plan 7127; Lot 10, District Lot 3, Nanoose District, Plan 7127 except part in Plan 39802 (703 and 709 Turner Road);**

**AND THAT where the Qualified Environmental Professional's report dated November 15, 2007 as prepared by EBA Engineering Consultants, describes an area designated as Streamside Protection and Enhancement Area that development activities within the Streamside Protection and Enhancement Area shall be conducted only in accordance with the Qualified Environmental Professional's assessment report and with appropriate Provincial Government approvals;**

**AND THAT proof of lot consolidation be received prior to the issuance of the permit;**

**AND FURTHER THAT a landscaping letter of credit in the amount of \$267,364.90 be received prior to the issuance of the permit, for the purpose of assuring the completion of site landscaping.**

(6) Director of Community Planning - Development Permit to permit a 3-Storey Mixed Use Building with Commercial/Retail Unit and Parking [173 Weld Street]

*The City has received an application for a development permit to authorize a 3-storey mixed use building with a commercial/retail unit and parking on the ground floor, 2<sup>nd</sup> floor professional office space and 3<sup>rd</sup> floor that contains 2 residential units at 173 Weld Street. The property is within Development Permit Area No. 1 – Downtown Core. The development permit designation is under the Form and Character, and Revitalization categories.*

**Recommendation: THAT the report from the Director of Community Planning dated April 15, 2009 for the issuance of a development permit at 173 Weld Street be received;**

**AND THAT a development permit be issued to 449631 B.C. LTD., (INC #449631) to permit a 3-storey mixed use building with a commercial/retail unit and parking on the ground floor; 2nd floor professional office space and 3rd floor that contains 2 residential units on Lot 33, District Lot 13, Nanoose District, Plan 1565 (173 Weld Street);**

**AND FURTHER THAT a landscaping letter of credit in the amount of \$2,300.00 be received prior to the issuance of the permit, for the purpose of assuring the completion of site landscaping.**

b) Manager of Engineering - Canada-British Columbia Second Intake Building Canada Fund - Application for Temple Street Upgrade - Pages 13 to 15

*Staff was directed to make a formal grant application for the Canada-British Columbia Second Intake Building Canada Fund. This is the second grant application for this funding the City has applied for, Moilliet Street Upgrade being the first. Staff successfully submitted a formal grant*

application prior to the closing date of March 16, 2009. One stipulation of the grant application is to have a formal signed Council resolution that specifically states the project title, project costs, and Council commitment to fund the amount of the City's costs. The total budgeted cost for the project is approximately \$3.65 Million and is currently planned and referenced in the 2009 – 2013 Provisional Financial Plan.

**Recommendation: THAT Council direct staff to apply for funding of the Temple Street Upgrade Project, at a total estimated cost of \$3.65 million, under the Canada - British Columbia Second Intake Building Canada Program; AND THAT Council confirm the City of Parksville Temple Street Upgrade Project is the City of Parksville's priority project under the Canada - British Columbia Second Intake Building Canada Program; AND THAT Council direct staff to continue to include funding for the Temple Street Upgrade Project in the 2009 – 2013 Financial Plan budget.**

c) Manager of Engineering - Tender Pre-Qualifications for 2009 Capital Works Projects - Pages 16 to 19

In accordance with the Purchasing Guidelines Policy (No. 6.14), an 'Invitation to Prequalification' to bid on the 2009 Capital Works Projects was advertised on the City website, and the previous year's approved contractors were faxed notifications on January 20th, 2009. The invitation to Prequalification closed on February 10, 2009. A total of fifteen companies submitted completed prequalification applications prior to the stated deadline.

**Recommendation: THAT Council invite Argus Excavating Ltd., Copcan Contracting Ltd., Fournier Excavating Ltd., Haylock Bros. Paving Ltd., Hermsen Construction Ltd., Hub Excavating Ltd., JJM Construction Ltd., Knappett Industries (2006) Ltd., Locar Industries Ltd., Nash Excavating Ltd., Northridge Equipment Ltd., Palladian Developments Inc., Parksville Heavy Equipment (Div of T.B.C., Holdings Ltd.), and Windley Contracting Ltd. to submit bids for the specific Capital Works projects selected in their individual applications from the list of 2009 Capital Works Projects, listed on the appended Schedule "A".**

d) Director of Finance – 2009 Municipal Property Tax Rates – Pages 20 to 25

The Property tax rates bylaw needs to be approved by Council for the 2009 tax rates to take effect. In the 2009-2013 Financial Plan, Council has proposed a 2% tax increase for 2009 and a 4% tax increase for business, so the new tax rates have been calculated using these rate increases. When other government tax collections are added in (i.e. School, RDN, BCAA), the total tax increase for the average taxpayer is quite small mainly because there was actually a decrease in the regional sewer charge. For example, for the average assessed home of \$311,000 the increase is only 0.2% or \$5 and for the average assessed business of \$320,000 there is no increase (using 2008 school tax rates-2009 not known).

One item to note is that a new tax class has been added for "Supportive housing" (Class 3) and I have set that tax rate as the same as our Class 1 rate as the province uses the same rate for Class 3 as Class 1 for their purposes. Currently we have no properties in this class, so the rate is currently not that important, but Council does have the option of setting this rate lower or higher than the Residential rate.

**Recommendation: THAT the report from the Director of Finance dated April 27, 2009 entitled "2009 Municipal Property Tax Rates" be received for information; AND THAT "Tax Rates Bylaw, 2009 No. 1455" be advanced for reading consideration by Council.**

9. BYLAWS

- a) "City of Parksville Park Regulation Amendment Bylaw, 2009, No. 1327.1"  
*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.*
- (i) **Recommendation: THAT "City of Parksville Park Regulation Amendment Bylaw, 2009, No. 1327.1" be adopted.**
- b) "Official Community Plan Amendment Bylaw, 2009, No. 1370.11" - Pages 26 to 31  
*The implementation of a new wildfire interface management Development Permit Area in accordance with the recommendations of the Community Wild Fire Protection Plan.*
- (i) **Recommendation: THAT "Official Community Plan Amendment Bylaw, 2009, No. 1370.11" be read a first time.**
- (ii) **Recommendation: THAT "Official Community Plan Amendment Bylaw, 2009, No. 1370.11" be read a second and third time.**
- c) "Five Year Financial Plan Amendment Bylaw, 2009-2013, No. 1451.1" - Pages 32 to 38  
*Amendment to the Financial Plan for the years 2009 to 2013*
- (i) **Recommendation: THAT "Five Year Financial Plan Amendment Bylaw, 2009 - 2013, No. 1451.1" be read a first time.**
- (ii) **Recommendation: THAT "Five Year Financial Plan Bylaw, 2009 - 2013, No. 1451.1" be read a second and third time.**
- d) "Tax Rates Bylaw, 2009, No. 1455" - Pages 23 to 25  
*2009 Municipal Property Tax Rates*
- (i) **Recommendation: THAT "Tax Rates Bylaw, 2009, No. 1455" be read a first time.**
- (ii) **Recommendation: THAT "Tax Rates Bylaw, 2009, No. 1455" be read a second and third time.**

10. NEW BUSINESS

11. NOTICE OF MOTION

12. SPECIAL BUSINESS (Closed/In Camera)

13. ADJOURNMENT

ooOOoo

CITY OF PARKSVILLE **TO BE ADOPTED**

APRIL 20, 2009

Minutes of the Parcel Tax Roll Review Panel meeting of Council held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Monday, April 20, 2009 at 5:46 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. C. Manson, Chief Administrative Officer  
L. Kitchen, Deputy Corporate Administrator  
G. Jackson, Director of Community Planning  
L. Butterworth, Director of Finance  
D. Banks, Fire Chief

**1. Revised Sewer Parcel Tax Assessment Roll**

Lefebvre - Powell

THAT the Panel review and correct the Revised Sewer Parcel Tax Assessment Roll. CARRIED.

The Chief Administrative Officer advised no written notices of complaint had been received appealing the Revised Sewer Parcel Tax Assessment Roll.

Greir - Powell

THAT the Revised Sewer Parcel Tax Assessment Roll comprising 7 pages and representing 310 parcels of land is hereby confirmed by the Parcel Tax Roll Review Panel of the City of Parksville, and except as may be amended on further appeal, is hereby certified to be the Revised Sewer Parcel Tax Assessment Roll of the "Sanitary and Storm Sewerage System Bylaw, 1999, No. 1319" and all amendments thereto. CARRIED.

**2. Revised Water Parcel Tax Assessment Roll**

Powell - Lefebvre

THAT the Panel review and correct the Revised Water Parcel Tax Assessment Roll. CARRIED.

The Chief Administrative Officer advised no written notices of complaint had been received appealing the Revised Water Parcel Tax Assessment Roll.

Powell - Greir

THAT the Revised Water Parcel Tax Assessment Roll comprising 8 pages and representing 379 parcels of land is hereby confirmed by the Parcel Tax Roll Review Panel of the City of Parksville and, except as may be amended on further appeal, is hereby certified to be the Revised Water Parcel Tax Assessment Roll of the "Water Service System Bylaw, 1999, No. 1320" and all amendments thereto. CARRIED.

**April 20, 2009 – Parcel Tax Roll Review Panel**

**3. Regional Parks Parcel Tax Assessment Roll**

Lefebvre - Greir

THAT the Panel review and correct the Regional Parks Parcel Tax Assessment Roll.  
CARRIED.

The Chief Administrative Officer advised no written notices of complaint had been received appealing the Revised Water Parcel Tax Assessment Roll.

Patterson - Lefebvre

THAT the Regional Parks Parcel Tax Assessment Roll comprising 277 pages and representing 6438 parcels of land is hereby confirmed by the Parcel Tax Roll Review Panel of the City of Parksville and, except as may be amended on further appeal, is hereby certified to be the Revised Regional Parks Parcel Tax Assessment Roll of the "Regional Parks and Trails Parcel Tax Bylaw, 2007, No. 1425" and all amendments thereto. CARRIED.

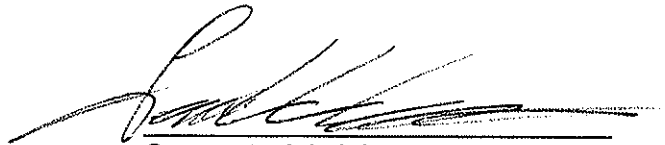
It was moved by Councillor Powell and seconded by Councillor Powell-Davidson that the meeting adjourn. CARRIED.

**4. Adjournment**

The meeting adjourned at 5:50 p.m.

Certified Correct.

\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Corporate Administrator

CITY OF PARKSVILLE **TO BE ADOPTED**

4601.  
April 20, 2009

Minutes of the regular meeting of Council held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Monday, April 20, 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  
L. Butterworth, Director of Finance  
D. Banks, Fire Chief

**1. ADOPTION OF MINUTES**

09-086 Powell-Davidson - Lefebvre  
THAT the minutes of the regular meeting of Council held April 6, 2009 be adopted. CARRIED.

**2. APPROVAL OF AGENDA**

09-087 Patterson - Powell-Davidson  
THAT the April 20, 2009 Council meeting agenda be approved. CARRIED.

**3. PRESENTATIONS - Nil**

**4. DELEGATIONS**

a) Dr. Kathryn Gemmell, representing Our Farm Co-op gave a presentation on the importance of local food and water and said that this should be a priority for Parksville.

**5. UNFINISHED BUSINESS - Nil**

**6. CORRESPONDENCE - Nil**

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



8. REPORTS

a) Committee of the Whole – April 1, 2009

09-088 THAT the report of the Special Committee of the Whole meeting held April 1, 2009 be received and the following recommendations considered:

1) **Affordable Housing**

Powell - Lefebvre

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. CARRIED.

2) **2009 – 2013 Financial Plan**

Powell - Patterson

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. CARRIED.

b) Committee of the Whole – April 15, 2009

09-089 THAT the report of the Committee of the Whole meeting held April 15, 2009 be received and the following recommendations considered:

1) **Affordable Housing**

Powell - Lefebvre

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 their 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. CARRIED.

2) **Director of Community Planning - Implementation of a Wildfire Interface Management Development Permit Area**

Lefebvre - Powell-Davidson

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

3) **Affordable Housing Policy**

Greir - Lefebvre

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. CARRIED.

c) **Director of Finance – New Requirements for Revenue Policy Disclosure**

Greir - Lefebvre

09-090

THAT the set of objectives and policies relating to the City of Parksville's sources of revenues, taxation classes and permissive tax exemptions, as detailed in Appendix A attached to the report from the Director of Finance dated April 15, 2009 entitled "2009 Requirement for Revenue Policy Disclosure", be adopted; AND THAT staff be directed to prepare a resolution, for Council's consideration that is to be sent as a City of Parksville resolution to the 2009 Union of BC Municipalities convention to amend the current reporting requirements to better address the revenue and tax policy limitations of smaller municipalities. CARRIED.

d) **Grant-In-Aid Select Committee – Spring 2009 Grant-In-Aid Applications**

Patterson - Powell-Davidson

09-091

THAT the report from the Grant-In-Aid Select Committee dated April 15, 2009 regarding Spring 2009 Grant-In-Aid Applications, be received; AND 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) <i>(receive annual grant)</i>	1,000	0
Oceanside Affordable Housing Society	450.00	0
Oceanside Community Arts Council <i>(receive annual grant)</i>	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 FURTHER THAT \$2,500.00 be allocated from the 2009 Grants-In-Aid budget. CARRIED.

e) **Chief Administrative Officer – 2009 Oceanside Tourism Association Fee for Services Agreement**

09-092 Greir - Powell  
THAT the report from the Chief Administrative Officer dated April 14, 2009 regarding the 2009 Oceanside Tourism Association Fee for Services Agreement, be received;  
AND THAT the Mayor and Corporate Officer be authorized to sign the 2009 Oceanside Tourism Association Fee for Service Agreement on behalf of the City. CARRIED.

f) **Deputy Corporate Administrator – Community Park Concession Lease Agreement for 2009**

09-093 Lefebvre - Powell  
THAT the report from the Deputy Corporate Administrator dated April 15, 2009 regarding the 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 Officer be authorized to execute the Community Park Concession Agreement on behalf of the City. CARRIED.

g) **Executive Assistant – 2009 Special Events Applications**

09-094 Lefebvre - Powell  
THAT the report from the Executive Assistant dated April 14, 2009 regarding 2009 Special Events Applications, be received;  
AND 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". CARRIED.

**9. BYLAWS**

a) **Park Regulation Amendment Bylaw, 2009, No. 1327.1**

09-095 Greir - Powell-Davidson  
THAT "City of Parksville Park Regulation Amendment Bylaw, 2009, No. 1327.1" be read a first time. CARRIED.

*Councillors Patterson and Powell were opposed to the motion.*

09-096 Greir - Powell-Davidson  
THAT "City of Parksville Park Regulation Amendment Bylaw, 2009, No. 1327.1" be read a second and third time. CARRIED.

*Councillors Patterson and Powell were opposed to the motion.*

**10. NEW BUSINESS**

a) **Councillor Greir - Habitat for Humanity [745 Humphrey Road]**

09-097 Greir - Powell  
THAT Council approve in principle the transfer of Lot 20, District Lot 74, Nanoose District, Plan VIP66777 [745 Humphrey Road] to the Habitat for Humanity (mid-Vancouver Island) Society for the sum of \$1;  
AND THAT staff be directed to publish notice of the proposed disposition of property in accordance with section 26(3) of the Community Charter. CARRIED.

**11. NOTICE OF MOTION**

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

09-098 Lefebvre - Patterson  
THAT the requirement for all new single family home construction after January 1, 2010 to have water catchment/cistern systems that will allow for the collection of rain water for the watering of lawns, washing of cars and flower gardens be referred to staff for review and recommendation. CARRIED.

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

MOTION WITHDRAWN

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

09-099 Lefebvre - Greir  
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. CARRIED.

12. SPECIAL BUSINESS

Powell-Davidson - Powell  
09-100 THAT Pursuant to Sections 90 (1) (c) of the *Community Charter* Council proceed to a closed meeting to consider an item relating to personnel. CARRIED.

Time 8:03 p.m.

Council reconvened at 8:51 p.m.

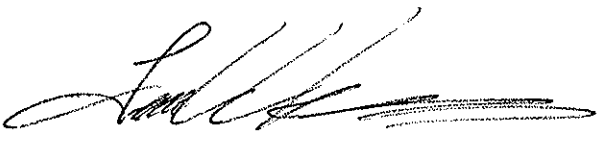
13. ADJOURNMENT

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

The meeting adjourned at 8:51 p.m.

Certified Correct.

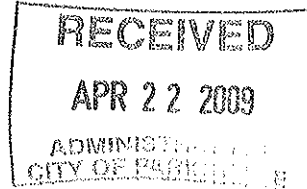
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Corporate Administrator



AGENDA  
COUNCIL  
MAY 04 2009  
DATE

April 15, 2009



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

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

Dear Ms. Taylor:

**Re: Regional Growth Management Service Amendment Bylaw No. 1553.01**

The Board at its special meeting of April 14, 2009 introduced and read three times the above noted amendment bylaw (copy attached). This bylaw proposes to amend the requisition value for the Regional Growth Management service. As part of the approval process the District requires the City's consent to this bylaw.

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

MOVED \_\_\_\_\_, SECONDED \_\_\_\_\_, that the Council of the City of Parksville consents to the adoption of Regional Growth Management Service Amendment Bylaw No. 1553.01, 2009" and FURTHER that the Regional District be notified accordingly.

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

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

Sincerely,

Maureen Pearse  
Sr. Mgr. of Corporate Administration

MMP:nat

Attachments

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

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

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

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1553.01**

**A BYLAW TO AMEND THE REQUISITION LIMIT  
IN REGIONAL GROWTH MANAGEMENT  
SERVICE ESTABLISHMENT BYLAW NO. 1553, 2008**

WHEREAS the Board has adopted a financial plan for the years 2009 to 2013;

AND WHEREAS the financial plan includes a requisition value for Regional Growth Management of approximately \$370,140 by 2013;

AND WHEREAS the Board considers the requisition value to be in the best interest of the Regional Growth Management Service and wishes to amend the requisition value in accordance with the financial plan;

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

1. Section 6 of Bylaw 1553 is hereby repealed and the following substituted therefore:
  - “6. The maximum amount that may be requisitioned for the cost of this service shall be the greater of:
    - (i) Three Hundred and Seventy Thousand, One Hundred and Forty Dollars (\$370,140); or
    - (ii) the amount obtained by multiplying a property value tax rate of \$0.0152 per \$1,000 of net taxable values of land and improvements in the service area.”
2. This bylaw may be cited as “Regional Growth Management Service Amendment Bylaw No. 1553.01, 2009”.

Introduced and read three times this 14th day of April, 2009.

Adopted this 14th day of April, 2009.

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CHAIRPERSON

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SR. MGR. CORPORATE ADMINISTRATION

April 28, 2009

**REPORT TO:           MAYOR AND COUNCIL**

**FROM:                COMMITTEE OF THE WHOLE**

**SUBJECT:            APRIL 27, 2009 MEETING RECOMMENDATION**

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The following items were considered by the Committee of the Whole at its special meeting held Monday, April 27, 2009:

**RECOMMENDATIONS**

**1)     Manager of Budgets & Special Projects - 2009-2013 Final Financial Plan**

**THAT** staff be directed to prepare all relevant budget, property tax and other required bylaws for the 2009-2013 Financial Plan for Council's consideration.

**2)     Director of Community Planning - Historical Plaque Program Phase 2 - Sustaining Parksville's Cultural Capital**

**THAT** the report from the Director of Community Planning dated April 1, 2009 providing a status report on Phase 2 of the City's Cultural History Plaque Program and development of a historical walk in and around the City's core area, be received for information.

**3)     Director of Community Planning - Introduction of Updated Sustainable Community Builder Checklist and New Accessible Community Builder Checklist**

**THAT** the report from the Director of Community Planning dated April 2, 2009 entitled "Introduction of an Updated Sustainable Community Builder Checklist and a New Accessible Community Builder Checklist", be received;

**AND THAT** the revised Sustainable Community Builder Checklist and a new Accessible Community Builder Checklist attached to the report from the Director of Community Planning dated April 2, 2009, be approved;

**AND FURTHER THAT** the Accessible Community Builder Checklist be referred to Parksville's Measuring Up Committee and the Oceanside Development Construction Association.

**4)     Director of Community Planning - Implementation of a Zoning Bylaw Amendment to Permit Urban Food Gardens**

**THAT** the report from the Director of Community Planning dated April 2, 2009 regarding the implementation of a zoning amendment bylaw to permit urban food gardens, be received;

**AND THAT** an amendment to "Zoning and Development Bylaw, 1994, No. 2000" be brought forward to permit urban food gardens use and establish appropriate regulations.



**5) Director of Community Planning - Development Permit to permit a 24 Unit Townhouse Development [703 and 739 Turner Road]**

**THAT** the report from the Director of Community Planning dated April 16, 2009 for the issuance of a development permit at 703 and 739 Turner Road be received;

**AND THAT** a development permit be issued to 614871 B.C. Ltd. to permit a 24 unit townhouse development and overall site works on Lot 9, District Lot 3, Nanoose District, Plan 7127; Lot 10, District Lot 3, Nanoose District, Plan 7127 except part in Plan 39802 (703 and 709 Turner Road);

**AND THAT** where the Qualified Environmental Professional's report dated November 15, 2007 as prepared by EBA Engineering Consultants, describes an area designated as Streamside Protection and Enhancement Area that development activities within the Streamside Protection and Enhancement Area shall be conducted only in accordance with the Qualified Environmental Professional's assessment report and with appropriate Provincial Government approvals;

**AND THAT** proof of lot consolidation be received prior to the issuance of the permit;

**AND FURTHER THAT** a landscaping letter of credit in the amount of \$267,364.90 be received prior to the issuance of the permit, for the purpose of assuring the completion of site landscaping.

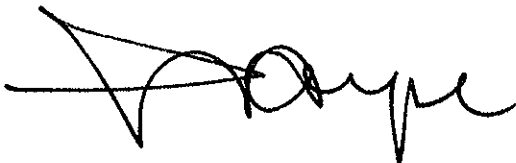
**6) Director of Community Planning - Development Permit to permit a 3-Storey Mixed Use Building with Commercial/Retail Unit and Parking [173 Weld Street]**

Greir - Powell-Davidson

**THAT** the report from the Director of Community Planning dated April 15, 2009 for the issuance of a development permit at 173 Weld Street be received;

**AND THAT** a development permit be issued to 449631 B.C. LTD., (INC #449631) to permit a 3-storey mixed use building with a commercial/retail unit and parking on the ground floor; 2nd floor professional office space and 3rd floor that contains 2 residential units on Lot 33, District Lot 13, Nanoose District, Plan 1565 (173 Weld Street);

**AND FURTHER THAT** a landscaping letter of credit in the amount of \$2,300.00 be received prior to the issuance of the permit, for the purpose of assuring the completion of site landscaping.



MAYOR ED MAYNE, Chair  
COMMITTEE OF THE WHOLE

April 21, 2009

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

**FROM: MIKE SQUIRE  
MANAGER OF ENGINEERING**

**SUBJECT: CANADA-BRITISH COLUMBIA  
SECOND INTAKE BUILDING CANADA FUND  
APPLICATION FOR TEMPLE STREET UPGRADE  
OUR FILE: 1850-12-TEMP**

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**I. ISSUE:**

Applications for cost sharing under the Canada - British Columbia Second Intake Building Canada Fund.

**II. EXECUTIVE SUMMARY:**

Staff were directed to make a formal grant application for the Canada-British Columbia Second Intake Building Canada Fund. This is the second grant application for this funding the City has applied for, Moilliet Street Upgrade being the first. Staff successfully submitted a formal grant application prior to the closing date of March 16, 2009. One stipulation of the grant application is to have a formal signed Council resolution that specifically states the project title, project costs, and Council commitment to fund the amount of the City's costs. The total budgeted cost for the project is approximately \$3.65 Million and is currently planned and referenced in the 2009 – 2013 Provisional Financial Plan.

**III. REFERENCE:**

On-Line Building Guide, Building Canada Fund – Communities Component.  
City of Parksville 2009 Capital Budget.

**IV. BACKGROUND:**

Canada and British Columbia have entered in to the Canada-British Columbia Building Canada Fund - Communities Component Agreement. The BCF-CC is focused on delivering results that matter to Canadians - cleaner air and water, safer roads, shorter commutes, prosperous communities, and liveable communities. This 10 year funding program spans from 2007 to 2017.

Applications may be made under the following categories:

- Drinking Water
- Wastewater
- Local Roads
- Shortline Railways
- Short Sea Shipping
- Tourism

The second intake was announced on February 27, 2009. There were two deadlines for submitting: March 16, 2009 and April 24, 2009. Applicants received by March 16, 2009 will be considered during the first round of approvals while applicants received by April 24, 2009 will be considered in a subsequent round of approvals.

Upon review of the current 2009 – 2013 Provisional Financial Plan, staff considered it appropriate to submit an application under the program for the Temple Street upgrade, between Bay Avenue and Sunray Road. The estimated total cost of this project is \$3.65 Million. The project involves upgrading the road to the City's urban local / collector status, including shared use lanes for vehicles and cyclists, and sidewalks for pedestrians. It also includes upgrading/installing new underground water, and drainage facilities.

**Financial Implications:**

The total estimated cost for the works is \$ 3,654,000, and is available from approved funding under the currently approved 2011 budget, as follows:

a) Roadworks	\$ 1,694,000
b) Storm Drainage Works	\$ 1,210,000
c) Water Utility Works	\$ 750,000
<b>TOTAL AVAILABLE FUNDING (2011 Budget)</b>	<b>\$ 3,654,000</b>

No increase in currently approved funding is necessary to meet the application requirements under the *Second Intake Building Canada* Program.

**Sustainability Considerations**

Completion of this significant project is consistent with the goal of replacing/maintaining critical infrastructure on a timely, cost effective and sustainable basis, to meet community needs.

**Options**

1. Pursue the application for funding of the proposed Temple Street Upgrade Project under the Canada - British Columbia *Second Intake Building Canada* Program.
2. Pursue applications on a different basis.

**Analysis**

1. Council could direct staff to pursue funding for the 2011 Temple Street Upgrade Project, at a total estimated cost of \$ 3.65 million, under the Canada - British Columbia *Second Intake Building Canada* Program. Staff considers that all of the identified works are a priority on the basis. Obtaining the provincial cost sharing would help to expedite the identified works, and may allow completion of other priority improvements utilizing any savings resulting from cost sharing.

2. Council could decide to submit applications under the program for different projects, or to not make applications under the program. This would require Council direction.

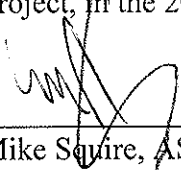
Staff recommends that Council support Option 1.

**Recommendation:**

“That, Council direct staff to apply for funding of the Temple Street Upgrade Project, at a total estimated cost of \$ 3.65 million, under the Canada - British Columbia *Second Intake Building Canada* Program.”

“And That, Council confirm the City of Parksville Temple Street Upgrade Project is the City of Parksville's priority project under the Canada - British Columbia *Second Intake Building Canada* Program.”

“And That, Council direct staff to continue to include funding for the Temple Street Upgrade Project, in the 2009 – 2013 Financial Plan budget.”

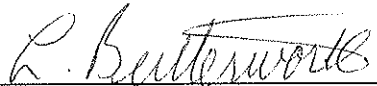


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Mike Squire, AScT  
Manager of Engineering

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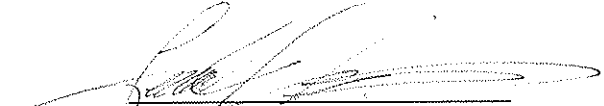
**DIRECTOR OF FINANCE'S COMMENTS:**



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Lucky Butterworth  
Director of Finance

**CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:**



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Fred Manson  
Chief Administrative Officer

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**DATE:** April 21, 2009

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

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

**SUBJECT:** TENDER PRE-QUALIFICATIONS FOR  
2009 CAPITAL WORKS PROJECTS  
OUR FILE NO. 5330-20-PRE 09

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**Issue:**

Selection, from the pre-qualification list, of companies to bid on **2009** Capital Works Projects.

**Reference:**

- Purchasing Guidelines Policy (No. 6.14) – Division Four: Tenders.
- Prequalification Application Form - 2009 Capital Works Program.

**Background:**

In accordance with the Purchasing Guidelines Policy (No. 6.14), an 'Invitation to Prequalification' to bid on the 2009 Capital Works Projects, listed on the appended Schedule "A" was advertised on the City website, and the previous year's approved contractors were faxed notifications on January 20<sup>th</sup>, 2009. The invitation to Prequalification closed on February 10, 2009.

A total of fifteen companies submitted completed prequalification applications prior to the stated deadline. Each company completed a prequalification form indicating the 2009 Capital Works Projects they were interested in. (See the attached Schedule "A" for reference.)

**Options:**

1. Select qualifying companies from prequalification list.
2. Reissue Invitation to Prequalification.

**Analysis of Options:**

1. Fifteen companies submitted prequalification forms:

Argus Excavating Ltd.  
Copcan Contracting Ltd.  
Fournier Excavating Ltd.  
Haylock Bros. Paving Ltd.  
Hazelwood Construction Services Inc.  
Hermsen Construction Ltd.  
Hub Excavating Ltd.  
JJM Construction Ltd.  
Knappett Industries (2006) Ltd.  
Locar Industries Ltd.  
Nash Excavating Ltd.  
Northridge Equipment Ltd.  
Palladian Developments Inc.  
Parksville Heavy Equipment (Div of T.B.C. Holdings Ltd.)  
Windley Contracting Ltd.

Argus Excavating Ltd.; Copcan Contracting Ltd.; Fournier Excavating Ltd.; Haylock Bros. Paving Ltd.; Hermsen Construction Ltd.; Hub Excavating Ltd.; JJM Construction Ltd.; Knappett Industries (2006) Ltd.; Locar Industries Ltd.; Nash Excavating Ltd.; Northridge Equipment Ltd.; Palladian Developments Inc.; Parksville Heavy Equipment (Div of T.B.C., Holdings Ltd.); and Windley Contracting Ltd. have provided information and/or demonstrated performance considered acceptable to qualify for the above-mentioned capital works projects.

The City has some recent unfavourable experiences with Hazelwood Construction Services Inc. in which the contractor has displayed a lack of regard towards their safety, responsibilities and commitments to the City. It is therefore not recommended this contractor be invited to tender on any capital projects this year.

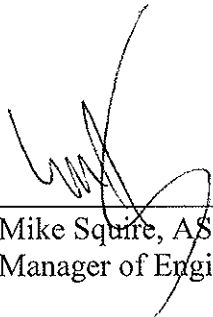
There are two additional contractors from Greater Victoria that have no experience in the Parksville area. Although this caused some apprehension, contacting the listed references yielded only positive comments on the workmanship of the contractors in question. There is also concern as to the ability of these contractors to undertake a major project, such as the Moilliet Street Upgrade. However, the City's current tendering process allows the City to determine if the lowest bidder is capable of successfully delivering the project, before deciding whether to accept the lowest bidder or not. For this reason, it is recommended to approve the additional contractors previously not approved.

2. Should Council decide to reissue the Invitation to Prequalification, it is anticipated that this would result in a delayed process and not necessarily change the outcome.

It is recommended that Council support Option 1.

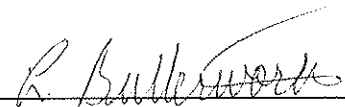
**Recommendation:**

**“That,** Council invite Argus Excavating Ltd., Copcan Contracting Ltd., Fournier Excavating Ltd., Haylock Bros. Paving Ltd., Hermsen Construction Ltd., Hub Excavating Ltd., JJM Construction Ltd., Knappett Industries (2006) Ltd., Locar Industries Ltd., Nash Excavating Ltd., Northridge Equipment Ltd., Palladian Developments Inc., Parksville Heavy Equipment (Div of T.B.C., Holdings Ltd.), and Windley Contracting Ltd. to submit bids for the specific Capital Works projects selected in their individual applications from the list of 2009 Capital Works Projects, listed on the appended Schedule “A”.”



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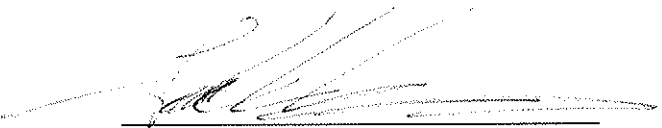
Mike Squire, AScT.  
Manager of Engineering



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Lucky Butterworth  
Director of Finance

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**



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Fred Manson, Chief Administrative Officer

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**SCHEDULE "A"**  
**2009 CAPITAL WORKS PROJECTS**

(Relative to Memo to Fred Manson, from Mike Squire, dated April 21, 2009)

- A:** Moilliet Street upgrade from Bernard Avenue to Highway 19A - Full underground utilities and roadwork upgrades, (approximately 950m).
- B:** Wright Road – AC Watermain replacement (approximately 275m)

A	B	COMPANY
√	√	Argus Excavating Ltd.
√	√	Copcan Contracting Ltd.
√	√	Fournier Excavating Ltd.
√	√	Haylock Bros. Paving Ltd.
√	√	Hermesen Construction Ltd.
√	√	Hub Excavating Ltd.
√	√	JJM Construction Ltd.
√	√	Knappett Industries (2006) Ltd.
√	√	Locar Industries Ltd.
√	√	Nash Excavating Ltd.
√	√	Northridge Equipment Ltd.
√	√	Palladian Development Inc.
√	√	Parksville Heavy Equipment
√	√	Windley Contracting Ltd.



April 27, 2009

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

**FROM: LUCKY BUTTERWORTH, DIRECTOR OF FINANCE**

**SUBJECT: 2009 MUNICIPAL PROPERTY TAX RATES**

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**Issue**

2009 Municipal Property Tax Rates

**Executive Summary**

The Property tax rates bylaw needs to be approved by Council for the 2009 tax rates to take effect.

In the 2009-2013 Financial Plan, Council has proposed a 2% tax increase for 2009 and a 4% tax increase for business, so the new tax rates have been calculated using these rate increases. When other government tax collections are added in (ie. School, RDN, BCAA), the total tax increase for the average taxpayer is quite small mainly because there was actually a decrease in the regional sewer charge. For example, for the average assessed home of \$311,000 the increase is only 0.2% or \$5 and for the average assessed business of \$320,000 there is no increase (using 2008 school tax rates-2009 not known).

One item to note is that a new tax class has been added for "Supportive housing" (Class 3) and I have set that tax rate as the same as our Class 1 rate as the province uses the same rate for Class 3 as Class 1 for their purposes. Currently we have no properties in this class, so the rate is currently not that important, but Council does have the option of setting this rate lower or higher than the Residential rate.

**Background**

Section 197 of the Community Charter requires Council to establish by bylaw the property value taxes for it's own purposes and to meet the taxing obligations of the Regional District. This bylaw is required to be adopted after the adoption of the financial plan but before May 15.

Council has the option of increasing the rates of each property class by the same amount or can vary the increase or decrease of particular property classes.

The attached Schedule of Property Tax Rates reflect the property tax increase of 4% on the Class 5 and 6 properties and 2% on all remaining classes of properties as proposed in the 2009-13 Financial Plan. Property taxes on any new construction are considered new taxes and are in addition to the 2% increase.

The assessed value for the residential class of properties before any new construction actually decreased by about 0.5% in 2009 from 2008, due to several pockets of properties (ie. Craig Bay, Tigh na Mara) having large assessment decreases. This means that in order for the City to just maintain our tax revenues at the same level as 2008, we have to increase the property tax rates by 0.5% before any increases are introduced by Council. Properties where the assessed values did not change, will see an increase in their municipal taxes slightly higher than the 2% approved by Council, and properties with an assessed value that decreased will have a lower tax increase or quite likely a tax decrease. These increases are offset by a decrease in the Regional Sewer charge, so for a residential property valued at the average residential value of \$311,000, total property taxes are estimated to increase \$5 from 2008.

For information purposes, attached to this report is Appendix 1 which shows the draft tax rates for the City and all other taxing jurisdictions.

### **Options**

1. Approve the 2009 Tax Rate Schedule attached.
2. Make revisions to the 2009 Tax Rate Schedule.

### **Analysis**

1. Approving the attached 2009 Tax Rate schedule is necessary to generate the property tax revenues that are approved in the 2009 Financial Plan.
2. Increasing or decreasing the tax rates will result in an increase or decrease in tax revenues and a rate increase that is higher or lower than the 2% included in the Financial Plan. Council could consider further adjusting the tax rates of certain classes to shift the tax burden to different classes. For example, our light industry class has a tax rate lower than the business tax rate. This is not the case in most other municipalities and the rates used for School tax and BC Assessment tax.

### **Financial Considerations:**

Approving the proposed tax rates will leave our Prior years Surplus at a sufficient level that budgeted capital expenditures should be able to take place.

Adjusting the Tax rates downward will result in a budget revenue shortfall and budget revisions will be necessary to maintain our prior year surplus.

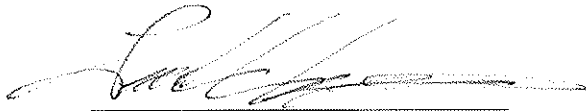
**Recommendation:**

THAT the report dated April 23, 2009 from the Director of Finance entitled "2009 Municipal Property Tax Rates" be received for information;

AND THAT "Tax Rates Bylaw, 2009 No. 1455" be advanced for reading consideration by Council.

  
G. Lucky Butterworth, CGA.  
Director of Finance

Chief Administrative Officer comments:

  
Fred Manson, CGA  
Chief Administrative Officer

**CITY OF PARKSVILLE**  
**BYLAW NO. 1455**  
**ANNUAL TAX RATES BYLAW, 2009**

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

1. The following rates are hereby imposed and levied for the taxation year 2009:
  - a) For all lawful general purposes of the municipality on the assessed value of land and improvements taxable for general municipal purposes for each of the taxation jurisdictions, Parksville General, Resort Area and Wembley Mall, the rates shown in Column "A" on Schedule "A" attached to and forming part of this bylaw;
  - b) For debt purposes on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "B" of Schedule "A" attached to and forming part of this bylaw.
  - c) For library purposes on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "C" of Schedule "A" attached to and forming part of this bylaw.
  - d) For purposes of the Nanaimo Regional District on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "D" of Schedule "A" attached to and forming part of this bylaw.
  - e) For purposes of the Nanaimo Regional District Waste Water Control on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "E" of Schedule "A" attached to and forming part of this bylaw.
  - f) For hospital purposes on the assessed value of land and improvements taxable for regional hospital purposes, rates appearing in Column "F" of Schedule "A" attached to and forming part of this bylaw.
  - g) For purpose of the Parksville Downtown Business Improvement Area Establishment Bylaw, 2007, No. 1420" on assessed value of land and improvements taxable for general municipal purposes on Class 5 and 6 properties within the boundaries of the Parksville Downtown Business Improvement Area, rates appearing in Column "G" of Schedule "A" attached to and forming part of this bylaw.

2. This bylaw may be cited for all purposes as "Tax Rates Bylaw, 2009, No. 1455".

**READ A FIRST TIME** this

**READ A SECOND TIME** this

**READ A THIRD TIME** this

**ADOPTED** this

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Mayor

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Corporate Administrator

City of Parkville  
2009

Tax Rates (Dollars of tax per \$1,000 taxable value)

		A	B	C	D	E	F	G
		General Municipal Purposes	Debt	Library	Regional District	Regional District Waste Water	Hospital	Downtown Business Improve- ment Area
Class 1	Residential	3.5274	0.0618	0.1663	0.6324	0.7369	0.2140	(Note 1)
Class 2	Utility	20.3472	0.3565	0.9593	3.6482	4.2509	0.7491	
Class 3	Supportive Housing	3.5274	0.0618	0.1663	0.6324	0.7369	0.2140	
Class 4	Major Industry	6.5838	0.1153	0.3104	1.1805	1.3755	0.7277	
Class 5	Light Industrial	6.5838	0.1153	0.3104	1.1805	1.3755	0.7277	1.6730
Class 6	Business	9.5096	0.1634	0.4397	1.6723	1.9485	0.5244	1.6730
Class 7	Managed Forest Land	3.5274	0.0618	0.1663	0.6324	0.7369	0.6420	
Class 8	Seasonal	9.7108	0.1701	0.4578	1.7411	2.0288	0.2140	
Class 9	Farm	6.5119	0.1141	0.3070	1.8461	1.3603	0.2139	

Note 1: Applies only to Class 5 and Class 6 properties located in the Parkville Downtown Business Improvement Area.

## CITY OF PARKSVILLE

### BYLAW 1370.11

#### Text and Map Amendment

#### Development Permit Area No. 27 – Wildfire Interface Management Area

A bylaw to amend the "Official Community Plan Bylaw, 2003, No. 1370".

The Municipal Council in open meeting assembled enacts as follows

1. That "Official Community Plan Bylaw, 2002, No. 1370" be amended as follows:
  - a. **Table of Contents** by adding the following in the appropriate location:

"Schedule "G" – Development Permit Area No. 27 – Wildfire Interface Management Area"
  - b. **Section 1.4 Organization of PART 1.0 INTRODUCTION** by adding the following in the appropriate location:

"Schedule "G" – Development Permit Area No. 27 – Wildfire Interface Management Area"
  - c. **Section 5.1.1. Exemptions of PART 5.0 DEVELOPMENT PERMIT AREA INTRODUCTION** be replaced with the following:

**"5.1.1 Exemptions:**

Except when located within Development Permit Area No. 26 – Watercourse Protection or Development Permit Area No. 27 – Wildfire Interface Management Area, a Development Permit will not be required in the following instances:

    - a. For construction that is undertaken within the exterior walls of a principal building or structure.
    - b. For multifamily residential and commercial development within applicable Development Permit Areas, for the addition or alteration of a principal building, provided that:
      - i. the value of the proposed construction is less than \$50,000.00; and
      - ii. the proposed construction is located within an interior side or rear yard.
    - c. For the construction of a single-family dwelling unit or duplex dwelling unit.

- d. For the construction of an accessory building or structure provided that:
    - i. the value of the proposed construction is less than \$50,000.00; and
    - ii. the proposed construction is located within an interior side or rear yard.
  - e. For the construction or alteration of signs and canopies which conform to the relevant Development Permit Area Guidelines and the City of Parksville Sign Regulation Bylaw, 1997, No. 1276 as amended or replaced.
  - f. For the alteration of, or addition to, a principal building within Development Permit Area No. 1 - Downtown Core provided that:
    - i. the value of the proposed construction is less than \$50,000.00; and
    - ii. the proposed construction conforms to the *Downtown Master Plan and Development Guidelines* attached to and forming part of this bylaw as Appendix I.
  - g. Except for cases where the site abuts the waterfront, and/or watercourses; where, in the opinion of the Approving Officer, the regulatory bylaws pertaining to subdivisions are sufficient to achieve the objectives and guidelines of the development permit, a development permit will not be required."
- d. **Section 5.2. Development Permit Area Designations of PART 5.0 DEVELOPMENT PERMIT AREA INTRODUCTION** by adding the following in the appropriate location:
- "Development Permit Area No. 27 – WILDFIRE INTERFACE MANAGEMENT AREA"
- e. **Section 5.2. Development Permit Area Designations of PART 5.0 DEVELOPMENT PERMIT AREA INTRODUCTION** by adding a new subsection **5.2.27 Development Permit Area No. 27 – Wildfire Interface Management Area**, attached to this bylaw as Schedule "A", in the appropriate location.
- f. Adding, in the appropriate location, **Schedule "G" – Development Permit Area No. 27 – Wildfire Interface Management Area**, attached to this bylaw as Map "1".



2. This Bylaw may be cited for all purposes as "Official Community Plan Amendment Bylaw, 2009, No. 1370.11"

**READ A FIRST TIME** this    day of    , 2009

**READ A SECOND TIME** this    day of    , 2009

**PUBLIC HEARING HELD** this    day of    , 2009

**READ A THIRD TIME** this    day of    , 2009

**ADOPTED** this    day of    , 2009

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Administrator

## Schedule "A"

This proposed Development Permit Area would be excluded from the list of general exemptions as specified in section 5.1.1 of the Official Community Plan. Eligible exemptions for this proposed Development Permit Area are instead specified and contained within.

### 5.2.27. Development Permit Area No. 27 – Wildfire Interface Management Area

(a) Category: Protection of development from hazardous conditions

(b) Justification:

The threat of wildfire from the presence of surrounding woodlands has prompted the establishment of a Wildfire Interface Management Area to reduce wildfire incidences, associated property damage and to improve general safety.

This Development Permit Area affects those lands identified as being within the **Wildfire Interface Management Area** as shown on the map forming Schedule "G" of the Official Community Plan.

(c) Guidelines:

Prior to undertaking any development within the Wildfire Interface Management Area the owner of property shall apply to the City for a Development Permit in compliance with the following guidelines:

- (i.) Development shall be in accordance with the guidelines of The Home Owners Fire Smart Manual (BC edition) published by the British Columbia Forest Service.
- (ii.) The City may require as a term of permit the registration of a restrictive covenant pursuant to **Section 219 of the Land Title Act** to ensure that wildfire interface prevention measures are maintained, that property owners are aware of the wildfire interface hazards and to save the City harmless in the event of damage to individual properties as a result of the spread of wildfire.
- (iii.) In order to meet the guidelines, provisions under **Divisions 7 and 11 of Part 26 of the Local Government Act** may be varied or supplemented, excluding watercourse setback requirements, by a Development Permit issued under this section.
- (iv.) Where a Registered Professional Forester, Registered Forest Technician or Registered Professional Engineer qualified by training or experience in fire protection engineering has undertaken an assessment of a proposed development and determined the fire hazard to be low or moderate, provided specific conditions are met, the requirements of these guidelines may be relaxed provided the development is carried out in accordance with such conditions;

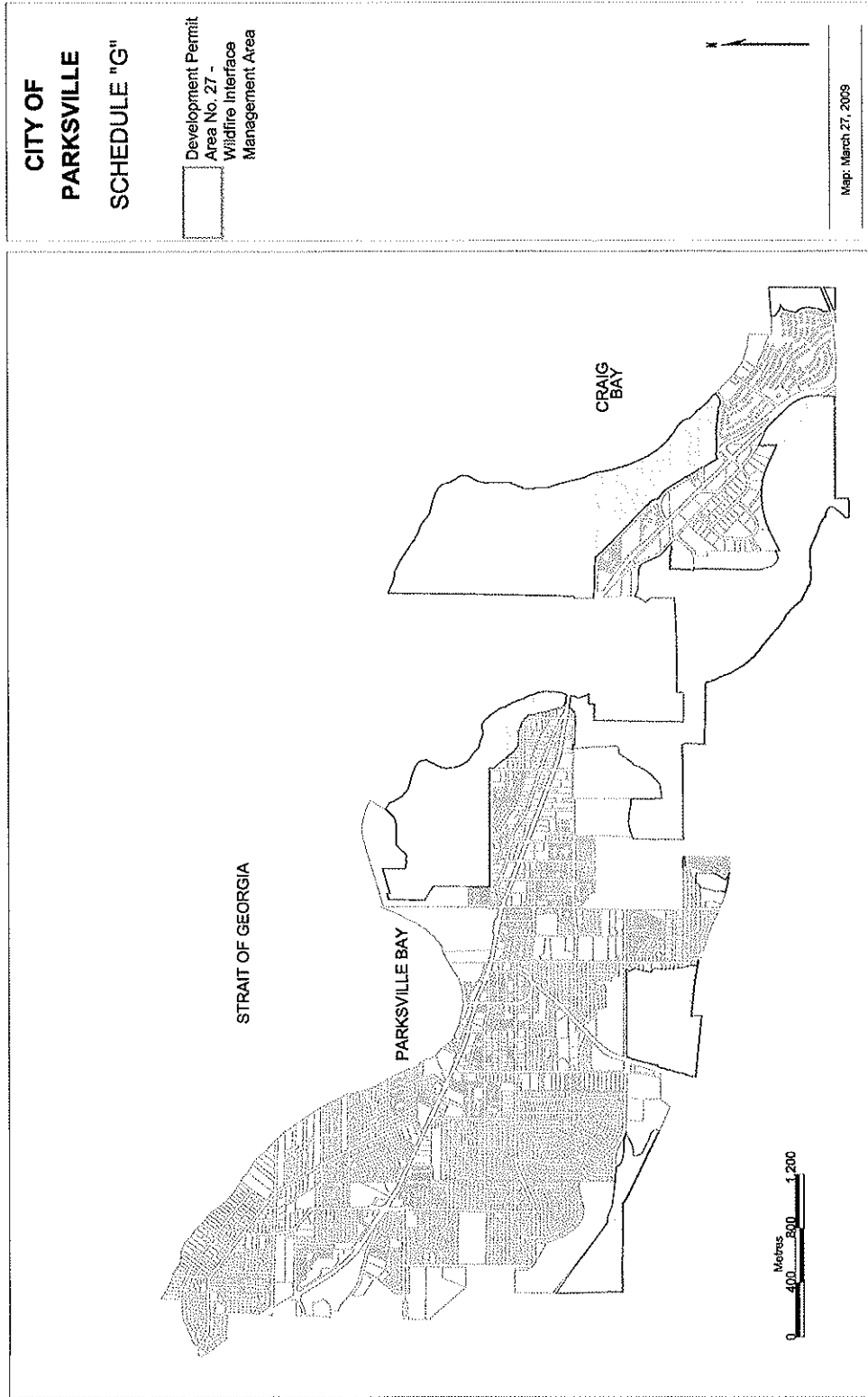
- (v.) In order to meet the guidelines of overlapping Development Permit Area requirements alternative building locations and landscaping may be required to best achieve the objective of all relevant guidelines from all applicable development permit areas;
- (vi.) On land also designated subject to Development Permit Area No. 26 – Watercourse Protection all works, such as land alteration, vegetation management, building construction and/or subdivision shall be in accordance with the guidelines of Development Permit Area No. 26 – Watercourse Protection.

(d) Exemptions:

A Development Permit issued under Development Permit Area No. 27 – Wildfire Interface Management Area will not be required in the following circumstances:

- (i.) On existing parcels with a parcel area of 1000 m<sup>2</sup> or less;
- (ii.) On existing parcels with a parcel area greater than 1000m<sup>2</sup> for the construction of accessory buildings and structures, excluding accessory carriage houses, or building additions that are 50 m<sup>2</sup> or less;
- (iii.) Installation or repair of fences;
- (iv.) Repair and maintenance of existing buildings, structures, driveways or roads;
- (v.) Temporary buildings and structures;
- (vi.) Yard maintenance and gardening;
- (vii.) Tree removal or land clearing;
- (viii.) On parcels where at the time of subdivision a Development Permit was issued under Development Permit Area No. 27 – Wildfire Interface Management Area;
- (ix.) Subdivisions involving only the moving of an interior lot line that no additional lots are created;
- (x.) Subdivisions where parcels will have an area of 1000 m<sup>2</sup> or less, provided such parcels will be directly adjacent to other parcels whose individual area does not exceed 1000 m<sup>2</sup>; or road right-of-ways with a width of 18 m or greater;
- (xi.) Construction of a trails;
- (xii.) Stream enhancement and fish and wildlife habitat restoration works;
- (xiii.) On lands designated as park;
- (xiv.) Agricultural, Forestry or Mining activity;
- (xv.) Installation of public utilities;
- (xvi.) Emergency procedures to prevent, control or reduce erosion or other immediate threats to life and property, including emergency fire and flood protection works;
- (xvii.) Where in the opinion of the Fire Chief the development will mitigate the wildfire hazard;
- (xviii.) Where a Registered Professional Forester, Registered Forest Technician or Registered Professional Engineer qualified by training or experience in fire protection engineering has undertaken an assessment of land and determined that the existing conditions are such that the fire hazard potential is low or moderate.

# Map "1"



**CITY OF PARKSVILLE**

**BYLAW NO. 1451.1**

**A BYLAW TO AMEND THE FINANCIAL PLAN FOR THE YEARS 2009 TO 2013**

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**WHEREAS** the Municipal Council deems it desirable and necessary to amend the "Five Year Financial Plan Bylaw, 2009-2013, No. 1451";

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

1. That "Five Year Financial Plan Bylaw, 2009-2013, No. 1451" is hereby amended by replacing Schedule "1" with the attached Schedule "1" forming part of this bylaw.
2. This bylaw may be cited for all purposes as "Five Year Financial Plan Amendment Bylaw, 2009-2013, No. 1451.1".

**READ A FIRST TIME** this

**READ A SECOND TIME** this

**READ A THIRD TIME** this

**ADOPTED** this

---

Mayor

---

Corporate Administrator

**CITY OF PARKSVILLE**  
**2009 - 2013 Final Financial Plan**  
**General Revenue Fund**

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
<b>Funding Sources</b>					
Property Taxes	19,711,553	20,238,533	20,869,800	22,011,390	23,216,683
Parcel Taxes	113,550	122,480	126,159	129,940	133,840
<b>Fees and Charges</b>					
Executive	222,250	226,695	237,350	253,618	245,297
Finance	943,971	1,036,689	925,957	984,366	1,008,212
Police	9,500	9,688	10,075	10,276	10,482
Fire	306,200	354,662	429,655	432,778	435,931
Community Planning	298,500	278,637	307,197	335,835	364,554
Parks	114,500	117,427	120,437	124,698	129,117
Engineering	251,500	230,306	234,894	239,578	244,360
Public Works	69,100	69,891	70,693	71,506	72,329
Solid Waste Collection	563,293	578,414	594,014	609,868	626,169
Other Sources	3,071,953	2,046,610	1,961,839	449,000	449,000
Borrowing	0	0	0	0	0
<b>Transfers From Other Funds &amp; Reserves</b>					
Prior Years Surpluses	0	2,598,444	0	0	0
Reserve Funds	37,013	243,600	0	0	0
DCC Funds	1,059,340	1,755,517	398,492	0	686,318
Reserve Accounts	964,590	0	0	0	0
<b>Total Funding Sources</b>	<b>27,736,813</b>	<b>29,907,593</b>	<b>26,286,561</b>	<b>25,652,853</b>	<b>27,622,293</b>
<b>Expenditures</b>					
<b>Municipal Purposes</b>					
Executive	1,003,052	963,395	1,004,524	1,018,629	1,039,309
Finance	1,003,714	1,026,966	1,050,788	1,107,158	1,121,830
Police	1,873,608	2,006,869	2,065,539	2,228,468	2,303,316
Fire	846,606	847,885	905,183	970,818	1,005,291
Community Planning	1,057,703	1,001,882	1,025,249	1,059,469	1,094,835
Recreation & Cultural Services	1,301,214	1,327,239	1,353,784	1,394,382	1,436,149
Engineering	888,084	998,898	1,026,498	1,092,026	1,105,446
Public Works	1,679,148	1,712,731	1,746,986	1,813,308	1,853,275
Solid Waste Collection	527,800	550,998	565,916	581,078	596,669
Principal & Interest on Long Term Debt	229,743	229,743	229,743	229,743	229,743
Capital	6,379,336	8,543,637	3,240,005	2,340,233	2,852,143
<b>Transfers To Other Funds &amp; Reserves</b>					
Prior Years Surpluses	465,282	0	1,116,771	355,624	991,977
Reserve Accounts	0	0	0	0	0
Reserve Funds	23,100	23,100	23,100	23,100	23,100
Utility Funds	1,926,953	1,972,151	2,012,823	2,073,183	2,135,293
Taxes Levied for Other Governments	8,531,470	8,702,100	8,919,653	9,365,634	9,833,916
<b>Total Expenditures</b>	<b>27,736,813</b>	<b>29,907,594</b>	<b>26,286,561</b>	<b>25,652,853</b>	<b>27,622,293</b>
<b>Surplus (Deficit)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**CITY OF PARKSVILLE**  
**2009 - 2013 Final Financial Plan**  
**Water Utility Fund**

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
<b>Funding Sources</b>					
Fees and Charges					
User Fees	2,482,719	2,774,912	2,893,681	3,017,357	3,146,581
Other	30,000	73,855	110,129	157,214	188,344
Other Sources	808,139	0	392,063	0	0
Borrowing	0	0	0	0	0
Transfers From Other Funds & Reserves					
Prior Years Surpluses	0	0	0	0	0
Reserve Funds	150,000	0	0	0	0
DCC Funds	555,414	219,448	108,070	143,125	145,168
Reserve Accounts	668,537	0	0	0	0
General Revenue Fund	141,250	151,676	156,043	161,120	166,376
<b>Total Funding Sources</b>	<b>4,836,059</b>	<b>3,219,891</b>	<b>3,659,986</b>	<b>3,478,816</b>	<b>3,646,469</b>
<b>Expenditures</b>					
Municipal Purposes					
Administration	524,425	534,914	545,611	561,974	566,667
Service of Supply	517,012	629,352	537,899	554,030	570,626
Purification and Treatment	99,090	107,468	109,617	111,810	114,047
Trans & Distribution	222,677	227,131	231,673	238,621	245,769
Pumping	0	0	0	0	0
Customer Bill & Collect	232,673	259,103	268,974	279,210	289,867
Principal & Interest on Long Term Debt	338,691	335,541	332,391	269,241	269,241
Capital	2,300,607	588,005	935,006	1,001,912	195,513
Transfers To Other Funds & Reserves					
Prior Years Surpluses	600,884	538,377	698,815	462,018	1,394,739
Transfer to Reserve Funds	0	0	0	0	0
<b>Total Expenditures</b>	<b>4,836,059</b>	<b>3,219,891</b>	<b>3,659,986</b>	<b>3,478,816</b>	<b>3,646,469</b>
Surplus -Deficit	0	0	0	0	0

**CITY OF PARKSVILLE**  
**2009 - 2013 Final Financial Plan**  
**Arrowsmith Bulk Water Service**

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Funding Sources					
Other Sources	371,200	227,000	232,900	239,000	245,200
Total Revenue	371,200	227,000	232,900	239,000	245,200
	0				
Expenditures	0				
Service of Supply	126,200	130,000	133,900	137,900	142,000
Transfer to Own Reserves	30,000	30,000	30,000	30,000	30,000
Capital	215,000	67,000	69,000	71,100	73,200
Total Expenditures	371,200	227,000	232,900	239,000	245,200
Arrowsmith Bulk Water Service (Deficit)	0	0	0	0	0



**CITY OF PARKSVILLE**  
**2009 - 2013 Final Financial Plan**  
**Sewer Utility Fund**

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
<b>Funding Sources</b>					
Fees and Charges					
User Fees	884,772	896,397	935,245	975,776	1,018,047
Other	68,500	56,752	54,812	58,001	58,678
Other Sources	380,240	0	0	0	0
Borrowing	0	0	0	0	0
Transfers From Other Funds & Reserves					
Prior Years Surpluses	133,651	81,315	0	0	0
Reserve Funds	0	0	0	0	0
DCC Funds	165,160	175,849	0	0	0
Reserve Accounts	2,450	0	0	0	0
General Revenue Fund	1,841,903	1,878,171	1,916,019	1,973,479	2,032,595
<b>Total Funding Sources</b>	<b>3,476,676</b>	<b>3,088,484</b>	<b>2,906,076</b>	<b>3,007,256</b>	<b>3,109,320</b>
<b>Expenditures</b>					
Municipal Purposes					
Administration	490,827	501,120	511,634	527,490	543,827
Collection System	259,021	190,742	176,923	185,499	194,502
Lift Station Maintenance	37,397	27,890	28,816	30,065	31,368
Treatment and Disposal	1,813,403	1,849,671	1,886,664	1,943,243	2,001,453
Customer Bill & Collect	95,300	97,836	100,444	104,135	107,964
Principal & Interest on Long Term Debt	0	0	0	0	0
Capital	780,728	421,225	67,958	188,458	72,098
Transfers To Other Funds & Reserves					
Transfer to Reserve Funds	0	0	0	0	0
Prior Years Surpluses	0	0	133,637	28,366	158,108
<b>Total Expenditures</b>	<b>3,476,676</b>	<b>3,088,484</b>	<b>2,906,076</b>	<b>3,007,256</b>	<b>3,109,320</b>
<b>Surplus -Deficit</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**CITY OF PARKSVILLE**  
**2009 - 2013 Final Financial Plan**  
**Parksville Civic and Technology Centre**

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Funding Sources					
City of Parksville	248,827	219,100	223,500	228,000	265,600
School District 69	63,200	54,300	55,400	56,500	68,600
Malspina University College	50,000	44,900	45,800	46,700	53,600
Total Revenue	<u>362,027</u>	<u>318,300</u>	<u>324,700</u>	<u>331,200</u>	<u>387,800</u>
Expenditures					
Administration	50,500	51,500	52,500	53,600	54,700
Building Operation & Maintenance	199,165	152,200	155,300	158,400	211,500
Janitorial	86,362	88,100	89,900	91,700	93,500
Grounds Operation & Maintenance	26,000	26,500	27,000	27,500	28,100
Total Expenditures	<u>362,027</u>	<u>318,300</u>	<u>324,700</u>	<u>331,200</u>	<u>387,800</u>
PCTC Surplus (Deficit)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**CITY OF PARKSVILLE**  
**2009 - 2013 Final Financial Plan**  
**Equipment Replacement Reserve**

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Funding Sources					
Internal Rental Earnings	456,957	421,000	430,000	438,000	438,000
Reserve fund interest	25,700	24,700	21,400	22,000	25,800
Transfer from Equipment Replacement Reserve	0	165,400	18,800	0	0
Total Revenue	<u>482,657</u>	<u>611,100</u>	<u>470,200</u>	<u>460,000</u>	<u>463,800</u>
Expenditures					
Operations	288,550	276,100	287,100	298,600	298,600
Transfer to Equipment Replacement Reserve	32,107	0	0	36,600	155,200
Capital	162,000	335,000	183,100	124,800	10,000
Total Expenditures	<u>482,657</u>	<u>611,100</u>	<u>470,200</u>	<u>460,000</u>	<u>463,800</u>
Equipment Replacement Reserve Surplus	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>