



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, JUNE 15, 2009 - 6:00 P.M.

1. PUBLIC HEARING

- a) "Official Community Plan Amendment Bylaw, 2009, No. 1370.11" - the purpose is to put in new development permit area guidelines to establish a wildfire interface management area in order to reduce the future risk of property damage from wildfires on those currently undeveloped lands that have been identified as potentially subject to high or extreme risk.
- b) "Zoning and Development Amendment Bylaw, 2009, No. 2000.73" - the purpose is to amend the general regulations section to permit urban food gardens in all zones. Urban food garden being the use of land on a limited scale for the growing, harvesting and wholesaling of fruits, vegetables and edible plants, subject to regulation.
- c) "Zoning and Development Amendment Bylaw, 2009, No. 2000.74" - the purpose is to amend the Industrial I-1 zone to permit food concession trailers on a temporary basis, up to a maximum of 180 days per calendar year.

2. ADOPTION OF MINUTES

- a) of the regular meeting of Council held June 1, 2009 - Pages 1 to 4

Recommendation: THAT the minutes of the regular meeting of Council held June 1, 2009 be adopted.

3. APPROVAL OF AGENDA

4. PRESENTATIONS

- a) Presentation of a plaque to Marjorie Leffler in appreciation of her dedication and generous contributions toward preserving the culture and history of Parksville.
- b) Presentation of a plaque to the Mount Arrowsmith Ladies Auxiliary Branch #49 congratulating them on their 80th Anniversary in the City of Parksville.

5. **DELEGATIONS**

- a) **Mehdi Naimi - Rough Diamonds Creative Arts Society - Page 5**
Presentation to Council regarding the Young Music Festival that took place on May 30, 2009 in the Community Park. Would like to introduce of some of the people involved in that production, clarify the decision making process and propose to the Council ways to collaborate in the future.
- b) **Julie Des Becquets and Katimavik Group - Katimavik Program - Page 6**
Katimavik is a youth organization that has been in Parksville for the last 5 years working with different non-profit organizations. The program is aimed to help youth from different social economic backgrounds around Canada discover various areas of the country while learning about the environment, cultural differences, official languages and healthy lifestyle. The participants will be presenting their experience and what they have learned during these last nine months before heading home on June 24, 2009.
- c) **Kim Burden - Rotary Club of Parksville - Page 7**
To provide Council with details about the Canada Day Celebration.

6. **UNFINISHED BUSINESS**

7. **CORRESPONDENCE**

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

9. **REPORTS**

- a) **Director of Finance - 2008 Statement of Financial Information - Pages 8 to 35**
The municipality is required to prepare, by June 30, a Statement of Financial Information (SOFI) for the prior year under the Financial Information Act. The 2008 SOFI is required to include the following: Statement of Assets and Liabilities, Statement of Revenue and Expenditures, Statement of Changes in Financial Position, Schedule of Debts, Schedule of Guarantee and Indemnity agreements, Schedules showing remuneration and expenses of Council and employees with remuneration greater than \$75,000.00, Statement of Severance Agreements, Schedule of payments made to suppliers of goods and services that exceeds \$25,000.00, and a Management Report signed by the Director of Finance. These statements and schedules have been prepared in accordance with the Financial Information Act and are attached to this report. The SOFI package must also be approved by Council.

Recommendation: THAT Council approve the Statement of Financial Information for the year ended December 31, 2008.

- b) **Director of Community Planning - Development Variance Permit [500 Corfield Street] - Pages 36 to 40**
An application has been received from Corfield Glades Development Limited for the purpose of seeking a Zoning Bylaw relaxation which would permit the removal of an amenity building and replacing it with one residential unit. At this meeting, Council must give those persons present in the gallery an opportunity to speak on this matter and shall take written submissions into consideration.

Recommendation: THAT contingent upon consideration of public comment received, Council direct Staff to issue a Development Variance Permit to Corfield Glades Development Limited, Inc. No. BC0817974 for the purpose of granting a Zoning Bylaw relaxation which would permit removal of the requirement for

indoor recreation space on Parcel A (being a consolidation of Lots 30 and 31, see FB186963), Block 1438, Nanoose District, Plan VIP66125 (500 Corfield Street).

- c) Deputy Corporate Administrator - Lease Agreement for 625 Pym Street - Pages 41 to 47

The City acquired the property at 625 Pym Street in 1995 to be used for recreational purposes. At the time of acquisition, several proposals for use of the existing dwelling were considered, however none came to fruition. At the request of the Friends of Foster Park, the City agreed to register a Restrictive Covenant on the property to ensure the residential dwelling would not be used for any purpose other than a caretaker's residence.

Recommendation: THAT the lease agreement with John Dennis for the caretaker/residence at 625 Pym Street be approved for the period July 1, 2009 to June 30, 2010 at a monthly rental rate of \$900.00 per month and a one year option to renew;

AND THAT staff be authorized to negotiate a reduced rental rate in consideration of the tenant undertaking various duties on the property to the satisfaction of the Manager of Operations.

- d) Deputy Corporate Administrator - Review of Special Events Applications Policy No. 8.22 and Liability Insurance Coverage Policy No. 3.3 - Pages 48 to 64

As part of the Corporate Policy Manual Review, the process in place for approval of special events by groups and organizations applying to use municipal parks, streets, property and facilities was monitored. As a result it is proposed that the Chief Administrative Officer or his designate approve special events that take place annually, and have done so for more than one year. New or significantly altered special event applications and Beer Garden applications would continue to be brought forward to Council for approval. Further, the amount of liability insurance coverage (Liability Insurance Coverage Policy No. 3.3) required by the City needs to be clarified.

Recommendation: THAT the report from the Deputy Corporate Administrator dated June 4, 2009 entitled "Review of Special Events Applications Policy No. 8.22 and Liability Insurance Coverage Policy No. 3.3", be received;

AND THAT "Liability Insurance Coverage Policy No. 3.3" be amended by replacing Item #1 with the statement "Depending on the nature of the activity and number of anticipated participants, the City will request Public Liability and Property Damage Insurance with inclusive amounts of not less than \$2,000,000.00 (two million dollars) per occurrence (including \$2,000,000.00 for bodily injury and/or death to any one or more persons and including voluntary medical payments and property damage) up to \$5,000,000.00 (five million dollars) per occurrence (including \$5,000,000.00 for bodily injury and/or death to any one or more persons and including voluntary medical payments and property damage)."

AND THAT "Applications for Special Events Policy No. 8.22" be repealed;

AND FURTHER THAT the draft "Applications for Special Events Policy" attached to the Deputy Corporate Administrator's report dated June 4, 2009, be approved.

10. BYLAWS

11. NEW BUSINESS

12. NOTICE OF MOTION

- a) Councillor Lefebvre – Accessibility - From June 1, 2009 Regular Meeting of Council

Recommendation: THAT staff prepare for Council's consideration and implementation a rebate program similar to last year's low flush toilet rebate program for providing Parksville residents with a one time grant not to exceed \$1,000.00 for carrying out an accessibility project (either retro fit or new construction) using the City's accessibility check list or the City's accessibility booklet as criteria for such work over the next 12 month period.

- b) Councillor Patterson – Scotch Broom - From June 1, 2009 Regular Meeting of Council

Recommendation: THAT staff be instructed to review and provide recommendations to Council for the control of Scotch Broom on all property within the City boundaries.

13. SPECIAL BUSINESS (Closed/In Camera)

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

14. ADJOURNMENT

ooOOoo

TO BE ADOPTED



CITY OF PARKSVILLE

June 1, 2009

Minutes of the regular meeting of Council held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Monday, June 1, 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: L. Butterworth, Acting Chief Administrative Officer
L. Kitchen, Deputy Corporate Administrator
M. Squire, Manager of Engineering
B. Russell, Manager of Current Planning

1. ADOPTION OF MINUTES

09-131 Lefebvre - Powell
THAT the minutes of the regular meeting of Council held May 20, 2009 be adopted. CARRIED.

2. APPROVAL OF AGENDA

09-132 Powell-Davidson - Lefebvre
THAT the June 4, 2009 Council meeting agenda be approved. CARRIED.

3. PRESENTATIONS

The Mayor presented a plaque to the Oceanside Generals hockey team congratulating them on their successful 2009 hockey season.

4. DELEGATIONS - Nil

5. UNFINISHED BUSINESS - Nil

6. CORRESPONDENCE - Nil

7. DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE - Nil

8. REPORTS

a) Manager of Engineering - Springwood Reservoir No. 4 Upgrade

09-133 Greir - Burger
THAT Council award the tender for the "Springwood Reservoir No. 4 Upgrade", in the amount of \$437,577.53 (including GST), to Knappett Industries (2006) Ltd. CARRIED.

b) Manager of Engineering - Engineering Services for Ring Road and Corfield Street Upgrades

09-134 Lefebvre - Burger
THAT Council direct Staff to engage Koers and Associates Engineering Ltd. for the design services for "Jensen Avenue (Ring Road) Completion and Corfield Street Upgrade", in the amount of \$191,870.00 (excluding GST);
AND THAT the 2009 Financial Plan be amended to reflect the engineering fees for "Jensen Avenue (Ring Road) Completion and Corfield Street Upgrade" capital project, appropriating the funds from prior years surpluses. CARRIED.

c) Deputy Corporate Administrator - Review of Corporate Policy Manual Applicable to the Department of Community Planning

09-135 Greir - Burger
THAT the report from the Deputy Corporate Administrator dated May 25, 2009 entitled "Review of Corporate Policy Manual Applicable to the Department of Community Planning", be received;

AND THAT staff be instructed to repeal the following Corporate Policies:

- a) 3.27 Banner Themes
- b) 3.9 Community Park Banner
- c) 4.3 Planning Documentation Pick Up
- d) 4.4 Acknowledging Correspondence
- e) 4.5 Liquor Licencing Procedures
- f) 4.7 Park Land Dedication
- g) 4.8 Pioneer Crescent Access/Egress
- h) 4.9 Public Hearing Document Book
- i) 4.11 Engineering & Planning Comments Made to Development Applicants
- j) 4.14 Guidelines for Developers
- k) 4.15 Development Inquiry Responses
- l) 4.16 Temporary Propane Satellite Tanks
- m) 4.18 Non-Permitted Secondary Suites
- n) 4.20 Building Schemes & Design Controls
- o) 5.6 Engineering & Planning Comments Made to Development Applicants
- p) 5.8 Temporary Propane Satellite Tanks
- q) 8.5 Hedges or Shrub Height
- r) 8.14 Building Permits and Building Schemes.

CARRIED.

d) **Executive Assistant - Special Event Application - Cinema Under the Stars**

09-136 Lefebvre - Powell
THAT Alliance West Sports & Entertainment be granted permission to hold the "Cinema Under the Stars" special event on the sports field located in the Parksville Community Park on Thursday, July 16 and Saturday, August 1, 2009; AND THAT the approval be granted on condition that the organizers adhere to the signed Terms and Conditions form signed May 19, 2009 attached to the report from the Executive Assistant dated May 20, 2009 entitled "Special Event Application - Cinema Under the Stars". CARRIED.

9. **BYLAWS**

a) **"Zoning and Development Amendment Bylaw, 2009, No. 2000.73"**

09-137 Lefebvre - Powell-Davidson
THAT "Zoning and Development Amendment Bylaw, 2009, No. 2000.73" be read a first time. CARRIED.

09-138 Patterson - Burger
THAT "Zoning and Development Amendment Bylaw, 2009, No. 2000.73" be read a second time;
AND THAT "Zoning and Development Amendment Bylaw, 2009, No. 2000.73" advanced to a public hearing. CARRIED.

10. **NEW BUSINESS**

a) **Coat of Arms for the City of Parksville**

09-139 Burger - Powell
THAT Staff bring forward a report for Council's consideration on having a Coat of Arms for the City of Parksville officially recognized and registered. CARRIED.

b) **Mayor Mayne - Request for Expression of Interest Approval**

09-140 Greir - Lefebvre
THAT the request for Expression of Interest for a Primary Health and Urgent Care Health Care Facility/Services Serving School District No. 69 (Oceanside) dated June 2009 from Vancouver Island Health Authority be approved. CARRIED UNANIMOUSLY.

c) **Appointment of Council Liaison - Mount Arrowsmith Biosphere Reserve**

09-141 Greir - Powell-Davidson
THAT Councillor C. R. Burger be appointed as Council liaison to the Mount Arrowsmith Biosphere Reserve to December 7, 2009. CARRIED.

d) Appointment of Council Liaison - Parkville Advisory Planning Commission

09-142 Lefebvre - Burger
THAT Councillor A. R. Greir be appointed as Council liaison to the Parkville Advisory Planning Commission to December 7, 2009. CARRIED.

11. NOTICE OF MOTION

a) Councillor Lefebvre - Accessibility

Councillor Lefebvre gave notice that he will be bringing forward a motion at the June 15, 2009 Council meeting regarding the consideration and implementation of a rebate program similar to last year's toilet rebate program for providing Parkville residents with a one time grant not to exceed \$1,000.00 for carrying out an accessibility project (either retro fit or new construction) using the City's accessibility check list or the City's accessibility booklet as criteria for such work over the next 12 month period.

b) Councillor Patterson - Scotch Broom

Councillor Patterson gave notice that she will be bringing forward a motion at the June 15, 2009 Council meeting that the City request that property owners be responsible for the removal of Scotch Broom while in bloom on their properties.

12. SPECIAL BUSINESS - Nil

13. ADJOURNMENT

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

The meeting adjourned at 6:48 p.m.

Certified Correct.

Mayor



A/ Corporate Administrator



REQUEST TO APPEAR AS A DELEGATION

TO BE HELD Monday - June 15, 2009 AT 6 P.M.
Day Date

NAME OF PERSON MAKING PRESENTATION: Mehdi Naïmi

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

NAME OF ORGANIZATION [if applicable]: Rough Diamonds Creative Arts Society

Mailing address: 1190 Dobler Road, Parksville, BC, V9P 2C5

Phone: 250-240-1221 [Business] 250-468-5400 [Home]

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

I intend to present to the council the sequence of events related to the Young Music Festival that took place on May 30th at the Community Park. I would also like to introduce some of the people involved in that production, clarify the decision making process and propose to the council ways in which we can collaborate in the future.

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*.



REQUEST TO APPEAR AS A DELEGATION

TO BE HELD June 15, 2009 AT 6:00 P.M.
Day Date

NAME OF PERSON MAKING PRESENTATION: Julie Des Becquets and Katimavik Group
[Please print]

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

NAME OF ORGANIZATION [if applicable]: Katimavik

Mailing address: 241 Pioneer Crescent, Parksville BC

Phone: 250-248-9850 / 250-248-9865 Fax: _____
[Business] [Home]

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

Katimavik is a youth organization that has been in Parksville for the last 5 years working in different non-profit organizations. The program is aimed to help youth from different socio-economic background around Canada to discover various areas of the country while learning about the environment, cultural differences, official languages and healthy lifestyle. The participants will be presenting their experience and what they have learned during these last nine months before heading home on the 24th of June.

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City of PARKSVILLE

REQUEST TO APPEAR AS A DELEGATION

TO BE HELD Monday - June 15, 2009 AT 6:00 P.M.
Day Date

NAME OF PERSON MAKING PRESENTATION: Kim Borden
[Please print]

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

NAME OF ORGANIZATION [if applicable]: Rotary Club of Parksville

Mailing address: 479 W Hird Ave, Parksville, B.C.

Phone: 250-9516420 Fax: _____
[Business] [Home]

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

Details about Canada Day Celebration

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June 8, 2009

MEMO TO: FRED C. MANSON, CHIEF ADMINISTRATIVE OFFICER
FROM: G. LUCKY BUTTERWORTH, DIRECTOR OF FINANCE
SUBJECT: 2008 STATEMENT OF FINANCIAL INFORMATION

ISSUE

2008 Financial Statements and Schedules required in accordance with the Financial Information Act and associated regulations.

EXECUTIVE SUMMARY

The municipality is required to prepare by June 30, a Statement of Financial Information (SOFI) for the prior year under the Financial Information Act. The 2008 SOFI is required to include the following statements and schedules:

- Statement of Assets and Liabilities
- Statement of Revenue and Expenditures
- Statement of Changes in Financial Position
- Schedule of Debts
- Schedule of Guarantee and Indemnity agreements
- Schedules showing remuneration and expenses of Council and employees with remuneration greater than \$75,000
- Statement of Severance Agreements
- Schedule of payments made to suppliers of goods and services that exceeds \$25,000
- A Management report signed by the Director of Finance

These statements and schedules have been prepared in accordance with the Financial Information Act and are attached to this report. The SOFI package must also be approved by Council.

REFERENCE

Financial Information Regulations (BC Reg. 371/93) under the Financial Information Act.

BACKGROUND

The Financial Information Act and associated regulations requires that the SOFI prepared by a municipality must be approved by Council and by the officer assigned responsibility for financial administration.

BACKGROUND CONT.

The Statement of Financial Information must include:

1. A statement of assets and liabilities.
2. An operational statement.
3. A schedule of debt.
4. A schedule of guarantee and indemnity agreements.
5. A schedule of remuneration and expenses paid to or on behalf of each employee and council member.
6. A schedule showing the payments for each supplier of goods or services.

The schedule of remuneration and expenses must:

- List by name and position the total amount of remuneration and the total amount of expenses paid to or on behalf of each elected official.
- List in alphabetical order for each employee, the name, the total amount of remuneration for each employee that exceeds \$75,000, and the total amount of expenses paid to or on behalf of that employee.
- The consolidated total of remuneration that was paid to employees earning \$75,000 or less.

The schedule of payments for each supplier of goods or services must:

- List in alphabetical order for each supplier, the name and the total amount paid by the municipality to the supplier where the amount exceeds \$25,000.
- The consolidated total paid to suppliers where the aggregate amount paid to each individual supplier was \$25,000 or less.

OPTIONS

Section 9 of BC Reg. 371/93 requires the Statement of Financial Information be approved by Council.

SUSTAINABILITY/ENVIRONMENTAL ANALYSIS

No issues.

FINANCIAL IMPLICATIONS

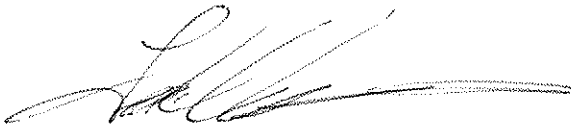
There are no significant costs to file the SOFI except for staff time to complete.

RECOMMENDATION

That Council approve the Statement of Financial Information for the Year Ended December 31, 2008.


G. LUCKY BUTTERWORTH, CGA
Director of Finance

CHIEF ADMINISTRATIVE OFFICER COMMENTS:


FRED C. MANSON, CGA
Chief Administrative Officer

CITY OF PARKSVILLE
STATEMENT OF FINANCIAL INFORMATION
YEAR ENDED DECEMBER 31, 2008


G. Lucky Butterworth, BBA, CGA
Director of Finance

**CITY OF PARKSVILLE
STATEMENT OF FINANCIAL INFORMATION
YEAR ENDED DECEMBER 31, 2008**

TABLE OF CONTENTS

Audited Financial Statements which provide:

- Statement of Assets and Liabilities
- Operational Statement
- Notes to the Financial Statements

Unaudited Statement of Changes in Capital Fund Equity

Schedule of Debt

Schedule of Guarantee and Indemnity Agreements

Schedule of Elected Official Remuneration and Expenses

Schedule of Employee Remuneration and Expenses

Statement of Severance Agreements

Schedule of Payments for Goods and Services

Statement of Financial Information Approval

Council Minutes Approving Financial Information

Management Report

CITY OF PARKSVILLE
FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2008

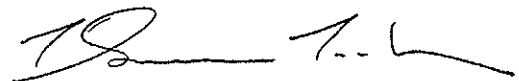
AUDITORS' REPORT

To the Mayor and Council of the
City of Parksville

We have audited the statement of financial position of the City of Parksville as at December 31, 2008 and the statements of financial activities and consolidated cash flows for the year then ended. These financial statements are the responsibility of the City's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatements. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the City as at December 31, 2008 and the results of its operations for the year then ended in accordance with Canadian generally accepted accounting principles for British Columbia municipalities.



CHARTERED ACCOUNTANTS

Parksville, Canada
March 6, 2009

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CITY OF PARKSVILLE
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2008

STATEMENT A

	2008	2007
FINANCIAL ASSETS		
Cash	\$ 8,322,213	\$ 7,501,602
Investments	14,716,761	17,380,110
Accounts receivable (Note 2)	2,045,065	1,642,084
	25,084,039	26,523,796
 FINANCIAL LIABILITIES		
Accounts payable (Note 3)	1,846,341	1,424,850
Deferred revenue	48,442	23,384
Performance bonds and deposits	4,636,719	4,479,320
Employee benefit accrual (Note 4)	523,000	441,000
Deferred revenue - capital (Note 5)	6,132,618	6,649,516
Long term debt (Note 6)	4,465,963	4,849,154
	17,653,083	17,867,224
 NET FINANCIAL ASSETS	7,430,956	8,656,572
 PHYSICAL ASSETS		
Prepaid expenses	30,271	45,712
Tangible capital assets (Note 7)	78,455,682	71,096,855
	78,485,953	71,142,567
 NET POSITION	\$ 85,916,909	\$ 79,799,139
 MUNICIPAL POSITION (Note 8)		
Financial equity		
Appropriated	\$ 7,268,094	\$ 9,400,606
Current fund	4,723,871	4,219,656
	11,991,965	13,620,262
Equity in tangible capital assets	73,924,944	66,178,877
	\$ 85,916,909	\$ 79,799,139

Contingent liabilities (Note 9)
MFA debt reserve fund (Note 10)


G. Lucky Butterworth, CGA
Director of Finance

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The accompanying notes are an integral part of these financial statements

CITY OF PARKSVILLE
CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED DECEMBER 31, 2008

STATEMENT B

	Budget	2008	2007
REVENUE			
Taxation	\$ 9,322,100	\$ 9,338,668	\$ 8,593,369
Grants-in-lieu of taxes	32,500	37,765	32,403
Water and sewer rates	2,849,240	2,733,272	2,565,949
Services provided to other governments	356,435	382,863	341,161
Sale of services	543,625	538,390	526,655
Other revenue from own sources	1,562,456	1,782,891	1,953,847
Government transfers	2,280,570	1,310,708	1,271,704
Proceeds on sale of tangible capital assets	-	34,240	49,500
Developer contributions	195,762	202,040	135,021
Transfer from deferred revenue	3,389,882	1,340,539	1,396,512
Debenture debt surplus repayment	-	89,201	226,443
Collection for other governments	9,719,960	9,746,225	9,341,803
	<u>30,252,530</u>	<u>27,536,802</u>	<u>26,434,367</u>
EXPENDITURES			
General government services	2,048,396	1,667,410	1,519,207
Protective services	6,033,378	2,677,429	2,652,650
Transportation services	8,032,496	5,988,525	4,176,524
Planning	1,293,592	1,120,466	856,934
Environmental health services	502,800	488,505	471,568
Recreation and cultural services	3,228,086	2,297,576	2,115,144
Water services	5,578,298	3,634,104	3,391,016
Sewer services	3,708,593	3,221,527	3,064,598
Transmission of taxes	7,716,260	7,759,395	7,320,276
	<u>38,141,899</u>	<u>28,854,937</u>	<u>25,567,917</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURE	(7,889,369)	(1,318,135)	866,450
Debt financing	3,100,000	-	240,000
Debt principal repayment	(235,162)	(310,162)	(312,974)
CHANGE IN CONSOLIDATED FINANCIAL EQUITY	<u>\$ (5,024,531)</u>	<u>(1,628,297)</u>	<u>793,476</u>
FINANCIAL EQUITY AT BEGINNING OF YEAR		<u>13,620,262</u>	<u>12,826,786</u>
FINANCIAL EQUITY AT END OF YEAR		<u>\$ 11,991,965</u>	<u>\$ 13,620,262</u>

The accompanying notes are an integral part of these financial statements

CITY OF PARKSVILLE
CONSOLIDATED STATEMENT OF CASH FLOWS
YEAR ENDED DECEMBER 31, 2008

STATEMENT C

	2008	2007
CASH PROVIDED BY (USED FOR) OPERATIONS		
Change in equity	\$ 6,117,770	\$ 6,584,316
Cost of tangible capital assets disposed of	223,741	153,135
Accounts receivable	(402,981)	(168,613)
Prepaid expenses	15,441	(9,635)
Accounts payable	421,491	(402,218)
Deferred revenue	25,058	(13,505)
Performance bonds and deposits	157,399	1,264,040
Employee benefits accrual	82,000	(43,697)
	6,639,919	7,363,823
 CASH PROVIDED BY (USED FOR) FINANCING ACTIVITIES		
Increase in deferred revenue - capital	(516,898)	928,884
Long term debt repayment	(383,191)	(166,487)
	(900,089)	762,397
 CASH USED FOR INVESTING ACTIVITIES		
Purchase of tangible capital assets	(7,582,568)	(5,773,440)
 INCREASE (DECREASE) IN CASH AND EQUIVALENTS	(1,842,738)	2,352,780
 CASH AND EQUIVALENTS AT BEGINNING OF YEAR	24,881,712	22,528,932
 CASH AND EQUIVALENTS AT END OF YEAR	\$ 23,038,974	\$ 24,881,712
 CASH AND EQUIVALENTS CONSISTS OF:		
Cash	\$ 8,322,213	\$ 7,501,602
Investments	14,716,761	17,380,110
	\$ 23,038,974	\$ 24,881,712

The accompanying notes are an integral part of these financial statements

CITY OF PARKSVILLE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2008

The City of Parksville operates under the authority of the Local Government Act. The financial statements of the City are divided into seven funds: General capital fund, General revenue fund, Sewer capital fund, Sewer revenue fund, Water capital fund, Water revenue fund, and a reserve fund. These funds are combined for the consolidated financial statements purposes.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

a) Basis of presentation

Consolidated financial statements have been prepared in accordance with the recommendations of the Public Sector Accounting and Auditing Board (PSAAB) of the Canadian Institute of Chartered Accountants. The consolidated statement of financial position includes all assets and liabilities of the City.

b) Financial assets

Financial assets are those assets which will provide resources to discharge existing liabilities and finance future operations.

c) Investments

Investments are recorded at cost which is equal to fair market value.

d) Inventories

The City maintains a minimal level of parts and supplies on hand. Inventory is not recorded and spare parts and supplies are expensed when purchased.

e) Tangible capital assets

Tangible capital assets are recorded at cost. Amortization is not recorded.

f) Principals of consolidation

These financial statements include amounts of all funds of the City. Inter-fund transactions and balances have been eliminated.

g) Revenue recognition

Except as noted below, the basis of accounting followed in the financial statements is the accrual basis. Revenues are recorded in the period in which the transactions or events occurred that gave rise to the revenue, and expenditures are recorded in the period the goods and services are acquired and a liability is incurred or transfers are due.

CITY OF PARKSVILLE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2008

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

g) Revenue recognition (continued)

Amounts that have been received in advance of services being rendered are recorded as deferred revenue until the City discharges the obligations that led to the collection of funds.

Revenues or receipts which are subject to external restrictions are deferred and reported as deferred revenue capital. When qualifying expenditures are incurred, restricted revenues are brought into revenues in order to fund the expenditures.

Government transfers are recognized in the consolidated financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amounts can be made.

h) Use of estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts of assets and liabilities, disclosure of contingent assets and liabilities and the reported amounts of revenue and expenses. Actual results may differ from these estimates.

2. ACCOUNTS RECEIVABLE

	2008	2007
Property taxes and utilities receivable	\$ 484,921	\$ 282,449
Accrued utilities receivable	781,600	738,500
Receivable from Provincial Government	259,113	141,283
Receivable from Federal Government	159,826	104,130
Trade accounts receivable	144,216	306,177
Accrued interest receivable	215,389	69,545
	<u>\$ 2,045,065</u>	<u>\$ 1,642,084</u>

3. ACCOUNTS PAYABLE

	2008	2007
Payable to Federal Government	\$ 455,807	\$ 432,359
Payable to Provincial Government	105,108	19,132
Payable to other government agencies	62,284	164,908
Trade accounts payable	1,058,372	697,002
Accrued payroll	164,770	111,449
	<u>\$ 1,846,341</u>	<u>\$ 1,424,850</u>

CITY OF PARKSVILLE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2008

4. EMPLOYEE BENEFIT ACCRUAL

	<u>2008</u>	<u>2007</u>
Retirement benefits payable	\$ 341,700	\$ 285,400
Sick time accrual	111,100	89,600
Vacation payable	<u>70,200</u>	<u>66,000</u>
	<u>\$ 523,000</u>	<u>\$ 441,000</u>

Retirement benefits - Employees who retire may qualify for a payout of their accumulated unused sick leave bank. Union employees can qualify for a payout of up to 60 days and non-union staff qualify for a payout of up to 261 days. The City calculates the value of this liability based on a statistical analysis of the age and length of service of its workforce. The liability reflects the likelihood that employees will reach the age of 55, retire and become eligible for this benefit.

5. DEFERRED REVENUE - CAPITAL (Development Cost Charges)

	<u>2008</u>	<u>2007</u>
Balance at beginning of year	\$ 6,649,516	5,720,632
Contributions from developers	604,607	2,066,986
Interest	219,034	258,410
Transfer to revenue	<u>(1,340,539)</u>	<u>(1,396,512)</u>
Balance at end of year	<u>\$ 6,132,618</u>	<u>\$ 6,649,516</u>

Deferred revenue - capital includes statutory reserves set up for capital purposes by bylaw under the authority of the Community Charter which are required to be spent for the purposes specified in the Community Charter.

6. LONG TERM DEBT

General Fund

Debenture Debt

<u>Purpose</u>	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>2008</u>	<u>2007</u>
Parksville Civic and Technology Centre	Dec. 2021	5.69%	\$ 791,453	\$ 834,007
Parksville Civic and Technology Centre	Dec. 2021	5.69%	607,634	637,161
Northwest Bay Road Local Improvement	Apr. 2025	5.10%	<u>704,114</u>	<u>736,885</u>
			<u>\$ 2,103,201</u>	<u>\$ 2,208,053</u>

CITY OF PARKSVILLE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2008

6. LONG TERM DEBT (continued)

Water Fund

Debenture Debt

<u>Purpose</u>	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>2008</u>	<u>2007</u>
Water	Jun. 2008	12.3%	\$ -	\$ 25,368
Water	Jun. 2008	12.3%	-	32,494
Water	Mar. 2018	4.65%	743,534	799,834
Water	Sep. 2018	4.65%	1,220,636	1,313,060
Water	Jun. 2021	5.55%	218,592	230,345
			<u>2,182,762</u>	<u>2,401,101</u>
<u>Five Year Capital Borrowing</u>				
Springwood reservoir roof			<u>180,000</u>	<u>240,000</u>
Water fund total debt			<u>2,362,762</u>	<u>2,641,101</u>
Total Long term debt			<u>\$ 4,465,963</u>	<u>\$ 4,849,154</u>

Five year capital borrowing interest is payable at bankers' acceptance rate plus 0.425%, adjusted daily.
Principal due over the next five years on long term debt is as follows:

	<u>General Fund</u>	<u>Water Fund</u>	<u>Total</u>
2009	\$ 88,496	\$ 164,639	\$ 253,135
2010	89,353	164,639	253,992
2011	90,231	164,639	254,870
2012	91,133	104,639	195,772
2013	92,057	104,639	196,696
	<u>\$ 451,270</u>	<u>\$ 703,195</u>	<u>\$ 1,154,465</u>

CITY OF PARKSVILLE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2008

7. TANGIBLE CAPITAL ASSETS

	<u>2008</u>	<u>2007</u>
Engineering structures	\$ 59,959,417	\$ 52,821,382
Buildings	7,151,063	7,093,208
Machinery and equipment	6,256,418	6,112,422
Land	5,088,784	5,069,843
	<u>\$ 78,455,682</u>	<u>\$ 71,096,855</u>

Effective the fiscal year beginning January 1, 2009, local governments will be required to provide financial information regarding the cost and usage of the local government's tangible capital assets. This is a significant change in reporting for the City which will require resources to be ready for compliance with the new reporting standard. As of the end of 2008, the City has provided resources to begin the process for compliance and has prepared a draft policy for capitalization and amortization and is in the process of identifying the City's existing tangible capital assets. The process of valuing and aging the tangible capital assets began in 2008.

CITY OF PARKSVILLE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2008

8. MUNICIPAL POSITION

	<u>2008</u>	<u>2007</u>
Appropriated financial equity		
General revenue fund reserves	\$ 1,889,918	\$ 3,539,754
Water revenue fund reserves	880,276	1,129,450
Sewer revenue fund reserves	632,358	1,076,012
Equity in Arrowsmith Water Services Joint Venture reserves	64,325	45,155
	<u>3,466,877</u>	<u>5,790,371</u>
Federal gas tax reserve fund	228,148	42,588
Statutory reserve funds	3,573,069	3,567,647
	<u>7,268,094</u>	<u>9,400,606</u>
Current fund financial equity		
General revenue fund	2,621,491	2,043,574
Water revenue fund	220,513	476,009
Sewer revenue fund	1,881,867	1,700,073
	<u>4,723,871</u>	<u>4,219,656</u>
Equity in tangible capital assets		
General capital fund	46,665,547	41,958,130
Water capital fund	18,070,601	15,595,214
Sewer capital fund	9,188,796	8,625,533
	<u>73,924,944</u>	<u>66,178,877</u>
	<u>\$ 85,916,909</u>	<u>\$ 79,799,139</u>

The appropriated financial equity represents reserves to be used to fund specified future expenditures, as authorized by Council. It includes both statutory reserves set up by bylaw under the authority of the Community Charter and reserve accounts, for which Council is not restricted by external parties in providing for the use of funds.

The federal gas tax funding is provided by the Government of Canada. The use of the funding is established by a funding agreement between the Municipality and the Union of British Columbia Municipalities. Gas tax funding may be used towards designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreements.

	<u>2008</u>	<u>2007</u>
Opening balance of Federal gas tax reserve	\$ 42,588	\$ 227,794
Add: Funding received during the year	182,282	147,033
Interest earned	3,278	4,674
Less: Amount applied to eligible capital projects	<u>-</u>	<u>(336,913)</u>
Closing balance of Federal gas tax reserve	<u>\$ 228,148</u>	<u>\$ 42,588</u>

The current fund financial equity represents the net operating equity of the City.

CITY OF PARKSVILLE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2008

9. CONTINGENT LIABILITIES

- a) The City is responsible, as a member of the Regional District of Nanaimo and the Nanaimo Regional Hospital District, for its proportion of any operating deficits or capital debt related to functions in which it participates.
- b) The City has issued demand notes to the Regional District of Nanaimo totalling \$197,998. These notes are callable only if required by the Regional District.
- c) The municipality and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trustee pension plan. The Board of trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The pension plan is a multi-employer contributory pension plan. Basic pension benefits provided are defined. The Plan has approximately 150,000 active members and approximately 54,000 retired members. Active members include approximately 32,000 contributors from local government.

Every three years an actuarial valuation is performed to assess the financial position of the Plan and the adequacy of plan funding. The most recent valuation as at December 31, 2006 indicated a surplus of \$438 million for basic pension benefits. The next valuation will be as of December 31, 2009, with results available in 2010. The actuary does not attribute portions of the surplus to individual employers. The City of Parksville paid \$297,006 for employer contributions to the Plan in fiscal 2008.

- d) Other contingent liabilities consisting of routine claims will be accounted for as an expense in the period in which the costs are incurred. It is not possible to determine the City's liability, if any, with respect to these other matters.

10. MFA DEBT RESERVE FUND

The Municipal Finance Authority requires the City to establish a reserve fund equal to one half the annual instalment of principal and interest of debentures issued. The cash portion of the fund is equal to one percent of the total principal with the remainder to be covered by a non-interest bearing promissory note. The balance of the MFA debt reserve fund is as follows:

	2008	2007
Cash	\$ 91,423	\$ 122,708
Demand note	197,998	225,539
	\$ 289,421	\$ 348,247

CITY OF PARKSVILLE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2008

11. SEGMENTED INFORMATION

The City of Parksville provides a diverse range of services to its citizens including water and sewer, fire, police, bylaw, building inspections and park maintenance among others. The City maintains three separate funds (general revenue, water revenue and sewer revenue) to account for the services. Each fund is expected to cover its expenditures through its own revenue collections.

City services are provided by departments and their activities are reported in one of these funds. Certain departments have been amalgamated to reduce the number of segments and provide information along the following related functional lines:

Protective Services

Includes the provision of police, fire, bylaw and emergency services. The City shares costs in a regional police force that serves Parksville, Qualicum Beach, French Creek, Errington and other local areas within the Regional District of Nanaimo. The City of Parksville has an allocation of 15 police officers. The Parksville volunteer fire department includes three full time officers and 36 volunteer members and provides first responder services in addition to fire protection to Parksville and part of the Regional District of Nanaimo (half of French Creek, San Paniel, and Martindale Road). Bylaw enforcement is provided part time by a bylaw officer who also acts as the emergency program coordinator.

Engineering and Public Works

Responsible for the delivery of municipal public works services including the planning, development and maintenance of roads, sidewalks, street lighting, traffic signals, snow removal and facilities, to name a few. The engineering department also contracts itself to the water revenue and sewer revenue funds for the planning and development of the City's water and sewer infrastructure.

Parks

Maintains the City's numerous parks and roadside greenery. Maintains the recreational sportsfields, hard courts, dog park and childrens' playgrounds.

Community Planning

Manages urban development for environmental concerns, local neighbourhoods and the downtown through City planning, community development, parks and sustainability planning. Ensures acceptable quality of building construction and property maintenance through enforcement of construction and building codes and standards. Assists economic development through review and approval of land development plans, application of zoning by-laws and processing of building permit applications.

General Government

Provides services for legislative and general administration as well as financial management, revenue collection, human resources and information technology.

Other Services

Includes activities which do not easily fit into any of the above segment categories including library, convention center grants, hotel tax, economic development and unallocated common service costs.

CITY OF PARKSVILLE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2008

11. SEGMENTED INFORMATION (continued)

Water, Sewer, and Solid Waste

Water and Sewer are each accounted for in their own funds and are consolidated for segmentation purposes. The water fund is responsible for providing drinking water to the citizens of Parksville including the maintenance of the water distribution and supply system. The sewer fund is responsible for the maintenance of the sanitary sewer collection system. The planning and development of the systems is provided by the Engineering department. Solid waste collection and disposal is contracted out by the City to the Regional District of Nanaimo.

See Schedule 16 for a detailed summary of the revenues and expenditures of each segment for 2007 and 2008.

12. EXPENDITURES BY OBJECT

The CICA Public Sector Accounting Guidelines require the disclosure of the expenditures by object (type of expenditure).

<u>Expenditure Object</u>	<u>2008</u>	<u>2007</u>
Wages and benefits	\$ 5,157,756	\$ 4,781,387
Consulting and contract services	12,824,806	10,864,547
Materials and supplies	1,919,709	1,530,074
Office and insurance	491,911	486,477
Debt servicing	663,528	713,422
Grants	592,031	590,248
	<u>\$ 21,649,741</u>	<u>\$ 18,966,155</u>

13. COMPARATIVE FIGURES

Certain 2007 comparative figures have been changed to reflect financial statement presentation adopted in the current year.

CITY OF PARKSVILLE
 UNAUDITED STATEMENT OF CHANGES IN CAPITAL FUND EQUITY
 YEAR ENDED DECEMBER 31, 2008

	<u>General Capital</u> <u>Fund</u>	<u>Water Capital</u> <u>Fund</u>	<u>Sewer Capital</u> <u>Fund</u>	<u>Total</u>
Balance at beginning of Year				
Reserve for Future Expenditure Equity	234,755	221,500	597,047	1,053,302
	41,958,131	15,595,214	8,625,533	66,178,878
	<u>\$ 42,192,886</u>	<u>\$ 15,816,714</u>	<u>\$ 9,222,580</u>	<u>\$ 67,232,180</u>
Capital Additions	4,744,986	2,097,048	563,263	7,405,297
Cost of Assets Sold	(223,741)	-	-	(223,741)
Debt Repayment	91,709	222,501	-	314,210
Actuarial adjustment on debt	17,192	55,838	-	73,030
Interest Income	7,306	8,254	21,085	36,645
MFA Cash Deposit Refunds	781	88,420	-	89,201
MFA Debt Issue Costs	-	-	-	-
LTD In excess of amount required	-	-	-	-
	<u>165,571</u>	<u>218,174</u>	<u>618,132</u>	<u>1,001,877</u>
	46,665,547	18,070,601	9,188,796	73,924,944
	<u>\$ 46,831,119</u>	<u>\$ 18,288,775</u>	<u>\$ 9,806,928</u>	<u>\$ 74,926,821</u>
Balance at end of Year				
Reserve for Future Expenditure Equity	165,571	218,174	618,132	1,001,877
	46,665,547	18,070,601	9,188,796	73,924,944
	<u>\$ 46,831,119</u>	<u>\$ 18,288,775</u>	<u>\$ 9,806,928</u>	<u>\$ 74,926,821</u>

**City of Parksville
2008 Schedule of Debt**

Issue	Loan Auth Bylaw	SI	Pur- pose	Term (Yrs)	Maturity	Interest Rate	Amount Borrowed	Principal Paid	Interest Paid	Actuarial Recognized	Balance Outstanding	Accrued Interest	Accrued Actuarial	Sinking Fund Credit
68	1263	1291	Water	20	Mar 24, 2018	4.65%	1,200,000 1,200,000	36,291.10 36,291.10	61,200.00 61,200.00	20,008.31 20,008.31	743,534.43 743,534.43	14,981.92 14,981.92	17,633.33 17,633.33	481,812.76 481,812.76
69	1263	1295	Water	20	Sep 24, 2018	5.55%	1,970,000 1,970,000	59,577.90 59,577.90	109,335.00 109,335.00	32,846.98 32,846.98	1,220,635.55 1,220,635.55	24,595.32 24,595.32	10,059.96 10,059.96	759,433.87 759,433.87
74	1263	1341	Water	20	June 1, 2021	5.93%	290,000 290,000	8,770.35 8,770.35	17,197.00 17,197.00	2,982.76 2,982.76	218,591.72 218,591.72	1,413.45 1,413.45	2,083.55 2,083.55	73,682.23 73,682.23
75	1316	1346	Other	20	Dec 1, 2021	5.69%	1,050,000 1,050,000	31,754.72 31,754.72	59,745.00 59,745.00	10,799.64 10,799.64	791,452.80 791,452.80	4,910.55 4,910.55	1,062.52 1,062.52	259,609.73 259,609.73
78	1316	1365	Other	20	Mar 12, 2021	5.37%	765,000 765,000	23,135.58 23,135.58	41,080.50 41,080.50	6,391.93 6,391.93	607,633.80 607,633.80	3,151.38 3,151.38	603.60 603.60	157,969.79 157,969.79
93	1354	03212005	Other	20	Apr 6, 2025	5.10%	800,000 800,000	32,769.83 32,769.83	36,745.49 36,745.49	- -	704,114.80 704,114.80	8,460.95 8,460.95	- -	- -
Total							\$ 6,572,000 \$	250,162 \$	328,883 \$	73,030 \$	4,285,963 \$	57,514 \$	31,443 \$	1,732,508

2008 TOTALS

Water	2,182,761.70	40,990.69
Other	2,103,201.40	16,522.88
	<u>\$4,285,963.10</u>	<u>\$57,513.57</u>

**CITY OF PARKSVILLE
STATEMENT OF FINANCIAL INFORMATION
YEAR ENDED DECEMBER 31, 2008**

Schedule of Guarantee and Indemnity Agreements

This organization has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.

**CITY OF PARKSVILLE
STATEMENT OF FINANCIAL INFORMATION
YEAR ENDED DECEMBER 31, 2008**

Schedule of Elected Official Remuneration and Expenses

		<u>Remuneration</u>	<u>Expenses</u>
MAYNE EDGAR	Mayor	\$ 2,029.08	\$ 350.00
HERLE SANDRA	Mayor	22,319.89	7,650.50
BURGER CHRISTIAN	Councillor	10,905.38	3,447.31
GREIR ALAN	Councillor	887.33	350.00
JOHNSTON J. BARRY	Councillor	7,985.97	1,179.25
LEFEBVRE MARC	Councillor	10,647.96	5,780.11
PATTERSON TERESA	Councillor	11,935.03	3,725.89
POWELL SUSAN	Councillor	10,647.96	4,084.23
POWELL-DAVIDSON CARRIE	Councillor	887.33	350.00
ROBINSON CHARLES	Councillor	11,305.15	1,882.52
		<u>\$ 89,551.08</u>	<u>\$ 28,799.81</u>

**CITY OF PARKSVILLE
STATEMENT OF FINANCIAL INFORMATION
YEAR ENDED DECEMBER 31, 2008**

Schedule of Employee Remuneration and Expenses

	<u>Remuneration (including taxable benefits)</u>	<u>Employee Expenses</u>
EMPLOYEES OVER \$75,000		
BANKS W. DOUGLAS	\$ 88,598.46	\$ 2,629.87
BUTTERWORTH GORDON	98,972.32	4,333.59
JACKSON GAYLE	102,495.70	1,904.10
MANSON FREDERICK	126,918.35	13,432.42
METCALF ALAN	82,289.38	2,056.12
O'ROURKE GARY	104,059.23	4,069.06
RUSSELL BLAINE	77,693.86	149.00
SQUIRE MIKE	76,912.82	577.00
TAYLOR LAURIE	89,293.63	2,260.00
	<u>\$ 847,233.75</u>	<u>\$ 31,411.16</u>
EMPLOYEES \$75,000 OR LESS		
Consolidated	<u>3,177,154.96</u>	<u>112,571.16</u>
Total	<u>\$ 4,024,388.71</u>	<u>\$ 143,982.32</u>

**CITY OF PARKSVILLE
STATEMENT OF FINANCIAL INFORMATION
YEAR ENDED DECEMBER 31, 2008**

Statement of Severance Agreements

There were no severance agreements made between City of Parksville and its non-union employees during the fiscal year 2008.

City of Parksville
Public Bodies Report

Payments Made for the Provision of Goods or Services for the Year 2008

Vendor #	Name	Amount
01041	592624 B.C. LTD. INC.	\$ 204,109.03
01420	AON REED STENHOUSE INC.	34,297.00
03599	BAYSHORE CONSTRUCTION INC.	29,704.20
03100	BC HYDRO	301,916.79
03242	BC SPCA	32,678.13
03791	BRIDGEWATER LANE ESTATE LTD.	31,084.51
03184	BRITISH COLUMBIA LIFE & CASUALTY COMPANY	95,617.10
05462	CANEM SYSTEMS LTD.	30,557.55
06219	CORIX WATER PRODUCTS INC.	33,143.56
07619	DUNCAN ELECTRIC MOTOR LTD.	58,201.71
09025	EAST ISLE POWER LTD.	37,955.43
11220	FENCELINE PRODUCTS LTD.	25,140.47
11387	FLEX PROPERTIES BC LTD.	60,310.00
11390	FOOTPRINTS SECURITY PATROL LTD.	63,552.21
11470	FOUR STAR WATERWORKS LTD.	119,904.40
11700	FYFE HOLDINGS LTD.	85,875.54
13780	GUILLEVIN INTERNATIONAL INC.	72,962.79
15140	HAYLOCK BROS. PAVING LTD.	1,015,937.26
15855	HUMAN CAPITAL STRATEGIES	30,091.51
15865	HUSKY OIL MARKETING COMPANY	152,580.83
17362	INSURANCE CORPORATION OF B.C.	42,080.27
17436	IRITEX PUMPS AND IRRIGATION	29,443.26
17413	ITC COMPUTERS GROUP INC	35,530.11
19092	JARDINE LLOYD THOMPSON CANADA	44,458.00
21340	KNAPPETT INDUSTRIES LTD.	3,030,783.57
21400	KOERS & ASSOCIATES ENGINEERING LTD.	273,155.20
23129	LIBERTY CONTRACT MANAGEMENT INC.	39,882.79
25318	MAGLIN SITE FURNITURE INC.	39,837.00
59249	MAINROAD PAVEMENT MARKING LTD.	39,841.62
25328	MAINROAD SOUTH ISL. CONT. LTD.	28,995.80
25020	MCGORMAN MACLEAN	31,605.00
25580	MEDICAL SERVICES PLAN	63,762.00
59256	MID-ISLAND FENCE PRODUCTS	32,508.00
25744	MINISTER OF FINANCE	2,498,763.03
25980	MUNICIPAL INSURANCE ASSOCIATION OF B.C.	118,140.94
26004	MUNICIPAL PENSION PLAN	562,273.14
27129	NASH EXCAVATING LTD.	508,096.79
27181	NATURE SWEEP ENTERPRISES LTD.	40,489.48
27372	NORTHRIDGE EQUIPMENT LTD.	86,705.31
29026	OCEANSIDE TOURISM ASSOCIATION	387,169.04
33117	PACIFIC BLUE CROSS	134,065.10
31020	PARKSVILLE & DISTRICT CHAMBER OF	87,070.38
31124	PARKSVILLE COMMUNITY AND CONFERENCE	132,248.81
33455	PIPE-EYE VIDEO INSPECTIONS & SERVICES LTD	89,481.53
37125	R.F. BINNIE & ASSOCIATES LTD.	87,376.14
37212	RAYLEC POWER LTD.	42,114.44
37262	RECEIVER GENERAL FOR CANADA	2,658,177.45
37286	RED WILLIAMS WELL DRILLING LTD.	72,875.25
37300	REGIONAL DISTRICT OF NANAIMO	697,611.73
37434	RITE ON TIME PRODUCTS	28,814.50
37484	ROCKY POINT METAL CRAFT LTD.	33,036.64

City of Parksville
Public Bodies Report.

Payments Made for the Provision of Goods or Services for the Year 2008

Vendor #	Name	Amount
39082	SAYWELL CONTRACTING LTD	31,198.58
39200	SHADES TANKERS (1976) LTD.	33,686.52
59316	STANFORD PLACE HOLDINGS LTD.	197,744.92
39761	STAPLES MCDANNOLD STEWART	29,629.54
39844	SUNRISE RIDGE RESORT LTD.	39,369.63
41082	TELUS COMMUNICATIONS (B.C.) INC.	61,677.70
41087	TEMPLE CONSULTING GROUP LTD.	25,631.14
41361	THURBER ENGINEERING LTD.	58,549.27
41544	TRIPLE H CONSTRUCTION	67,140.00
41555	TRITON CONSULTANTS LTD.	57,593.18
45140	VANCOUVER ISLAND REGIONAL LIBRARY	407,553.00
45250	VIMAR EQUIPMENT LTD.	182,307.72
47031	WASTE SERVICES (CA) INC.	30,140.33
47095	WELLINGTON FOUNDRY LTD.	28,163.18
47981	WINDLEY CONTRACTING LTD.	1,284,408.42
48015	WL SOLUTIONS LTD.	140,330.45
48060	WORKERS' COMPENSATION BOARD OF B.C.	54,853.34
		<u>17,241,989.26</u>
	Miscellaneous Payments (\$25,000 and Under)	<u>2,245,475.97</u>
	Total Payments made for Goods and Services	<u>\$ 19,487,465.23</u>

**CITY OF PARKSVILLE
MANAGEMENT REPORT
YEAR ENDED DECEMBER 31, 2008**


The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with generally accepted accounting principles or stated accounting principles, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

Council is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and exercises this responsibility through the Audit Committee of Council. The Audit Committee meets with the external auditors two times per year.

The external auditors, McGorman MacLean, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the corporation's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to the Audit Committee of Council.

On behalf of City of Parksville



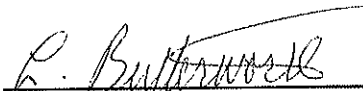
G. Lucky Butterworth, BBA, CGA
Director of Finance
June 8, 2009

- Prepared pursuant to Financial Information Regulation, Schedule 1, section 9

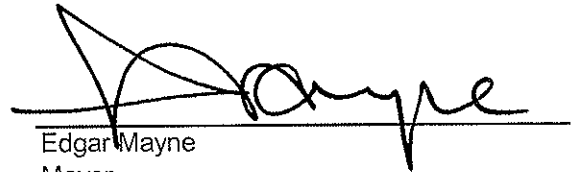
CITY OF PARKSVILLE
STATEMENT OF FINANCIAL INFORMATION
YEAR ENDED DECEMBER 31, 2008

Statement of Financial Information Approval

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the Financial Information Act.



G. Lucky Butterworth, BBA, CGA
Director of Finance
June 8, 2009



Edgar Mayne
Mayor
June 8, 2009

COUNCIL REPORT

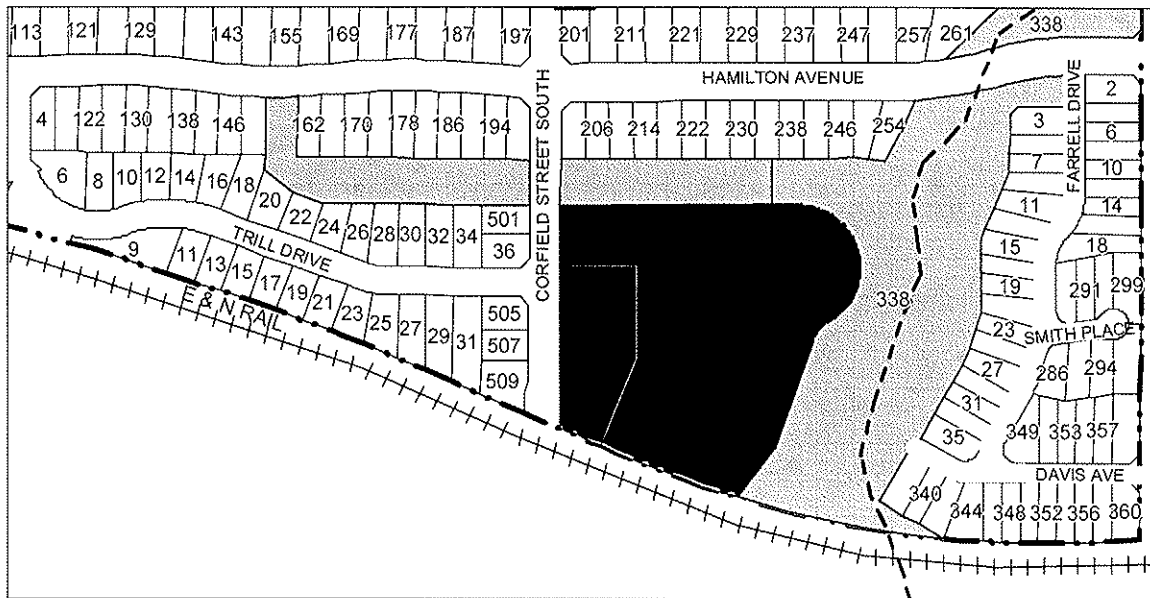
AGENDA
COUNCIL
JUN 15 2009
DATE

June 10, 2009

REPORT TO: F. C. MANSON, C.G.A., CHIEF ADMINISTRATIVE OFFICER

FROM: G. A. JACKSON, DIRECTOR OF COMMUNITY PLANNING

SUBJECT: DEVELOPMENT VARIANCE PERMIT FOR PARCEL A (BEING A CONSOLIDATION OF LOTS 30 AND 31, SEE FB186963), BLOCK 1438, NANOOSE DISTRICT, PLAN VIP66125 (500 CORFIELD STREET)
OWNER: CORFIELD GLADES DEVELOPMENT LIMITED, INC. NO. BC0817974
APPLICANT: EGON KUHN, VICE PRESIDENT, CORFIELD GLADES DEVELOPMENT LIMITED
FILE NO. 3060-09-03



Issue:

Consideration of issuing a Development Variance Permit for the purpose of seeking a zoning bylaw relaxation to permit the removal of an amenity building and replace it with one residential unit.

References:

Public Notice

**DEVELOPMENT VARIANCE PERMIT
FOR 500 CORFIELD STREET**

Executive Summary

An application has been received from Corfield Glades Development Limited for the purpose of seeking a Zoning Bylaw relaxation which would permit the removal of an amenity building and replacing it with one residential unit. At this meeting, Council must give those persons present in the gallery an opportunity to speak on this matter and shall take written submissions into consideration.

Background:

Since the May 20, 2009 Council meeting, Staff has notified the neighbouring property owners, in accordance with the legislation.

At this meeting prior to Council's recommendations, Council must give those persons present in the gallery an opportunity to speak on this matter and shall also take written submissions into consideration.

Options:

Council may:

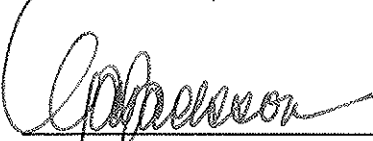
1. Authorize issuance of a development variance permit;
2. Not approve issuance of a development variance permit.

Analysis:

In consideration of the Planning Committee of Council recommendations and that no public comment has been received as of the writing of this report, Staff recommends support of the development variance permit application.

Recommendation:

That contingent upon consideration of public comment received, Council direct Staff to issue a Development Variance Permit to Corfield Glades Development Limited, Inc. No. BC0817974 for the purpose of granting a Zoning Bylaw relaxation which would permit removal of the requirement for indoor recreation space on Parcel A (being a consolidation of Lots 30 and 31, see FB186963), Block 1438, Nanoose District, Plan VIP66125 (500 Corfield Street).



G. A. JACKSON

/sh
Attachment

I:/Users/Planning/DPermit/2009/09-03/Agenda/Report-2.

DEVELOPMENT VARIANCE PERMIT
FOR 500 CORFIELD STREET

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

F. MANSON, C.G.A.



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

PUBLIC NOTICE

Public Notice is hereby given that the Municipal Council intends to consider whether to issue a Development Variance Permit during the regular meeting of Council, to be held Monday, June 15, 2009 at 6:00 p.m. at the Parksville Civic and Technology Centre, 100 Jensen Avenue East, Parksville, BC.

The Development Variance Permit, if approved, will apply to Parcel A (being a consolidation of Lots 30 and 31, see FB186963), Block 1438, Nanoose District, Plan VIP66125 (500 Corfield Street) for the purpose of relaxing the requirements of Section 204.7 (b) Play and Recreation Area Requirements of the "Zoning and Development Bylaw, 1994, No. 2000" in order to permit the removal of the requirement for indoor recreation space (an amenity building) and replace it with one residential unit.

The subject property is shown shaded black on the map below:



Council's decision shall apply to subsequent owners of the property.

Copies of the permit application are available for viewing at the Community Planning Department, at the Parksville Civic and Technology Centre, 100 Jensen Avenue East, Parksville, BC, Monday to Friday, between the hours of 8:00 a.m. and 4:00 p.m., from Friday, June 5, 2009 to and including Monday, June 15, 2009 (excluding statutory holidays).

GAYLE A. JACKSON
Director of Community Planning

BR/sh

File No. 3060-09-03

I:/Users/Planning/DPermit/2009/09-03/Notice-1.



June 2, 2009

TO: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER

FROM: LYNN KITCHEN, DEPUTY CORPORATE ADMINISTRATOR

SUBJECT: LEASE AGREEMENT FOR 625 PYM STREET
File No. 0870-DE

ISSUE:

Lease Agreement for the residential/caretaker dwelling in Foster Park at 625 Pym Street.

REFERENCES:

Lease agreement expiring on June 30, 2009
Restrictive Covenant EK052947 (residential dwelling would not be used for any purpose other than a caretaker's residence)
Public Notice Pursuant to Section 26(1) of the Community Charter (notice of intent to enter into a lease agreement)

BACKGROUND:

The City acquired the property at 625 Pym Street in 1995 to be used for recreational purposes. At the time of acquisition, several proposals for use of the existing dwelling were considered, however none came to fruition. At the request of the Friends of Foster Park, the City agreed to register a Restrictive Covenant on the property to ensure the residential dwelling would not be used for any purpose other than a caretaker's residence.

Staff were subsequently authorized to negotiate the duties and responsibilities for a caretaker/resident at a reduced rental rate. These duties included litter pickup, mowing and watering the lawn, keeping the flower beds and shrubbery in good condition, maintaining the sidewalks and roads in good order and keep them free of obstruction. The performance of these duties was valued at \$200 per month resulting in a reduced rental rate from \$900.00 per month to \$700. These duties had been performed to the satisfaction of the Manager of Operations and staff was generally pleased with the condition and upkeep of the park. This reduced rental rate may be cancelled at any time by the City by giving the tenant thirty (30) days notice.

Under the terms of the lease, the tenant pays for all utilities excluding garbage removal and is responsible for supplying their own appliances. The tenant is also required to supply the standard tenant's insurance coverage and to maintain the residence in a clean condition and good repair.

Both the Manager of Operations and the Bylaw Compliance Officer have advised they have no concerns with the renewal of this lease.

As required under the *Community Charter*, notice of the intent to lease the property was posted on the City's website and published in *The News* May 26, 2009.

OPTIONS:

1. Decline the request from the current tenant to renew the lease agreement and refer the matter back to Administration with direction on a course of action.
2. Approve a renewal lease agreement with the current tenant.

ANALYSIS OF OPTIONS:

By referring the matter back to Administration, direction would be necessary as to the course of action to be pursued. Provisions of the *Residential Tenancy Act* would have to be taken into consideration. John Dennis has been an excellent tenant and has worked cooperatively with the Friends of Foster Park.

FINANCIAL IMPLICATIONS:

This lease is a revenue source for the City.

SUSTAINABILITY/ENVIRONMENTAL IMPLICATION:

In addition to undertaking duties of litter pickup on the entire property and general supervision of the park, John Dennis has worked cooperatively with the Friends of Foster Park on numerous occasions.

STAFF RECOMMENDATION:

THAT the lease agreement with John Dennis for the caretaker/residence at 625 Pym Street be approved for the period July 1, 2009 to June 30, 2010 at a monthly rental rate of \$900.00 per month and a one year option to renew;
AND THAT staff be authorized to negotiate a reduced rental rate in consideration of the tenant undertaking various duties on the property to the satisfaction of the Manager of Operations.

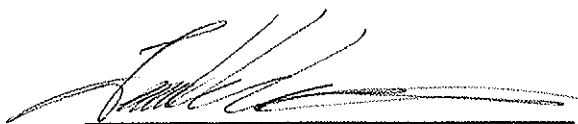
Respectfully submitted,



LYNN KITCHEN
Deputy Corporate Administrator

AD:\FIN\file Rec Management - 1400\Agreements in Secure Storage - 2240\Lease Agreements\625 Pym Street\2009\Staff Report 2009.doc

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:



FRED C. MANSON, CGA
Chief Administrative Officer

PAGE
42

RESIDENTIAL TENANCY AGREEMENT

This Agreement made the ____ day of June 2009

BETWEEN:

JOHN DENNIS
625 Pym Street
Parksville BC V9P 1B6

AND

CITY OF PARKSVILLE
100 E. Jensen Avenue
PO Box 1390
Parksville BC V9P 2H3

1. The rental premise is a single family residential dwelling located on Lot 1, District Lot 87, Nanoose District, Plan 46927 except part in Plan VIP 57780 and more commonly known as 625 Pym Street.
2. The term of this agreement shall be a month-to-month tenancy which shall begin on July 1, 2009 and end on June 30, 2010. The Landlord and the Tenant may agree to extend the lease for one additional twelve month period from July 1, 2010 to June 30, 2011. The provisions of the *Residential Tenancy Act* shall apply to this agreement.
3. The rent shall be \$900.00 per month and shall be payable in advance on or before the 1st day of each month. The first month's rent shall be payable on July 1, 2009. In consideration of the Tenant undertaking the duties of litter pickup on the entire property to the satisfaction of the Landlord, and general supervision of the Park, the Tenant will be permitted to deduct the sum of \$200.00 each month and pay a reduced rental rate of \$700.00 per month. The reduced rental rate amount agreement may be cancelled at any time by the Landlord by giving the Tenant a thirty (30) day notice that the reduced rental rate provision of this agreement is cancelled.
4. There will be no more than two person(s) occupying the rental premises including the Tenant.
5. Except for casual guests, no other persons shall occupy the premises without written consent of the Landlord.

.../2

6. (a) Utilities will be paid by the parties as indicated below:

	Landlord	Tenant		Landlord	Tenant
Electricity	[]	[✓]	Garbage Removal	[]	[✓]
Gas	[]	[✓]	Oil	[]	[✓]
Water	[]	[✓]	Other(s) (specify):		
Sewer	[]	[✓]	_____	[]	[]
Telephone	[]	[✓]	_____	[]	[]
Cable TV	[]	[✓]	_____	[]	[]

(b) Appliances will be supplied and maintained in working order as indicated below:

	Landlord	Tenant		Landlord	Tenant
Stove	[]	[✓]	Furnace	[✓]	[]
Refrigerator	[]	[✓]	Hot Water Heater	[✓]	[]
Washer	[]	[✓]	Other(s) (specify):		
Dryer	[]	[✓]	Oil Tank	[✓]	[]
Dishwasher	[]	[✓]	_____	[]	[]

7. The Landlord acknowledges receipt from the Tenant of the sum of Three Hundred and Fifty Dollars (\$350.00) as a security deposit to secure the Tenant's performance of the obligations imposed by this agreement. The following terms shall apply to the deposit:

- (a) The Landlord may claim only the amount reasonably necessary to repair damages to the premises caused by the misconduct of the Tenant, except deterioration caused by fair wear and tear, or to remedy any other default by the Tenant under the provisions of this agreement.
- (b) If the Landlord claims any portion of the security deposit, he/she shall give to the Tenant a written accounting for the claim in the form prescribed by the applicable act dealing with Landlord and Tenant matters within fifteen (15) days of the Tenant's departure from the premises.
- (c) The Landlord agrees to pay interest on the security deposit pursuant to the Residential Tenancy Act.

_____ Initialed _____

8. The Landlord shall give reasonable notice of intent to enter the Tenant's premises during reasonable hours, but such notice need not be given in the event of an emergency or if the Tenant consents to the Landlord's entry without such notice being given. The Landlord shall have access to the rear of the property between the southern property line and the dwelling for maintenance purposes and no notice of entry to the Tenant for such purposes will be given.
9. The Tenant agrees to mow and water the lawn and to keep the lawn, flower beds, and shrubbery in good order and condition, and to keep the sidewalk surrounding the premises free and clear of all obstructions; to take due precautions against freezing of water or waste pipes and stoppage of the same in and about the premises, and that in case water or waste pipes become clogged by reason of the Tenant's neglect or recklessness, the Tenant shall repair the same at his/her own expense as well as pay for all damage caused.
10. The Tenant agrees to maintain during tenancy and to leave when vacating, the premises in a clean condition and in good repair. Failure to maintain and leave the premises in such condition will necessitate the Landlord taking the necessary steps to rectify same and to collect any and all accounts from the Tenant for the costs over and above the agreed rental.
11. The Tenant agrees to return the keys to the Landlord on or before the date of vacating the premises.
12. The Tenant agrees that the Landlord shall not be responsible for any fire, theft or damage to personal effects of the Tenant in any portion on the captioned premises or building.
13. The Tenant agrees to maintain ordinary health, cleanliness and sanitary standards throughout the premises.
14. The Tenant and guests shall use the premises for private residential purposes only and not for any illegal, unlawful or commercial or business purposes.
15. The Tenant shall replace and pay for any burned out fuses and light bulbs in his rented premises and leave all such replacements working when vacating.
16. The Tenant is advised to carry adequate insurance coverage for fire, smoke and water damage and theft on their own possessions, and may be held liable for accidental injury, accidental damage or accidental breakage arising from the Tenant's abusive, wilful or negligent act, or omission, or that of his guests, in his use of the Landlord's services and property.

.../4

17. If the Tenant remains in possession after a lawful termination without the Landlord's consent, the Landlord may apply for an order of possession. The Landlord may also recover damages from an overholding Tenant which exceed the amount of any retained security deposit.

18. OPTIONAL PROVISIONS

The following provisions are optional and may be used only if both parties agree. To be binding, the optional provision must be initialled by both parties.

(a) The Tenant agrees to notify the Landlord of an intended absence of more than seven days and will permit the Landlord to enter the premises during the absence if reasonably necessary.

_____ Initialled _____

(b) The Tenant agrees not to assign or sublet the premises without the Landlord's written permission and consent. The Landlord shall not unreasonably withhold consent.

_____ Initialled _____

(c) The Landlord agrees not to raise the rent for the current twelve month period and any increase given shall be in accordance with the applicable Provincial act dealing with landlord/tenant relations.

_____ Initialled _____

(d) The Tenant is allowed the following pets: _____
one dog _____

_____ Initialled _____

(e) Other:

_____ Initialled _____

THIS DOCUMENT is intended to be a complete record of the rental agreement. Both parties are to have a complete copy of this agreement. All promises and agreements must be included herein in writing and agreed to by both parties or they are not enforceable.

Landlord

Tenant

Date

Date

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June 4, 2009

MEMO TO: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER
FROM: L. KITCHEN, DEPUTY CORPORATE ADMINISTRATOR
**SUBJECT: REVIEW OF SPECIAL EVENTS APPLICATIONS POLICY NO. 8.22 AND
LIABILITY INSURANCE COVERAGE POLICY NO. 3.3**

ISSUE:

Review of the approval process in *Special Events Applications Policy No. 8.22* and review of the public liability insurance coverage required in *Liability Insurance Coverage Policy No. 3.3*.

EXECUTIVE SUMMARY:

As part of the Corporate Policy Manual Review, the process in place for approval of special events by groups and organizations applying to use municipal parks, streets, property and facilities was monitored. As a result it is proposed that the Chief Administrative Officer or his designate approve special events that take place annually, and have done so for more than one year. New or significantly altered special event applications and Beer Garden applications would continue to be brought forward to Council for approval. Further, the amount of liability insurance coverage (*Liability Insurance Coverage Policy No. 3.3*) required by the City needs to be clarified.

REFERENCES:

Community Charter s. 146-150, s. 154, Schedule A s.4
City of Parksville Officers Bylaw, 1999, No. 1326
Applications for Special Events Policy No. 8.22
Liability Insurance Coverage Policy No. 3.3

BACKGROUND:

In March 2005 Applications for Special Events Policy No. 8.22 was approved to basically formalize and clarify the approval process utilized by the City for groups and organizations applying to use municipal parks, streets, property and facilities for special events. Since that time the City has received an increasing number and variety of requests throughout the year for special events.

In past, the Engineering and Operations Department administered requests for special events and brought forward reports to Council for approval or denial of the requests. In 2007 the Special Events administration function was turned over to the Department of Administration. Since that time, the process carried out has been monitored to determine if it can be made more efficient. In particular, approval of recurring special events that take place on an annual basis and clarification of terms and conditions set out for applicants to help ensure compliance, have been reviewed. Further, it has been determined through discussion with the Municipal Insurance Association that the amount of liability insurance coverage should be increased to reflect the nature of the requests being received.

For many years municipalities have required that occupiers/users of local government property name the municipality as an "additional named insured" on their public liability coverage. The Municipal Insurance Association has advised the amount requested by municipalities for public liability insurance coverage (currently minimum of \$2,000,000 in Policy No. 3.3) should depend on the risk of the activity taking place (basket weaving vs. a physical or sporting activity) and advise municipalities to be mindful of the nature of the risk and request liability accordingly. Activities with the greatest public liability risk exposure include events where large numbers of individuals participate and the risk increases dramatically when sporting events are included. In practice, we have been requesting public liability insurance coverage in the amount of \$5,000,000.00 for these types of activities for the past year or so as it is apparent (attached Schedule A) that the majority of requests for special events to use municipal parks, streets, property and facilities do fall into the physical or sporting activity realm and can include a significant number of participants of all ages, and the municipality needs to protect itself accordingly. The City's *Liability Insurance Coverage Policy No. 3.3* needs to be clearer on what is required when it comes to insurance.

OPTIONS:

1. Replace *Special Events Policy No. 8.22* with the Draft Special Events Policy attached to this report and amend *Liability Insurance Coverage Policy No. 3.3*, Item #1 to clarify the amount of Public Liability and Property Damage insurance that will be required.
2. Maintain the status quo.

ANALYSIS:

1. Because a large proportion of the annual special events that take place in the City have done so for many years (see attached Schedule A) and the City has not encountered any difficulties with the groups organizing the events, it is reasonable, in order to increase efficiency, to assign the Chief Administrative Officer or his designate the authority to approve these annually recurring special events. In 2007 8 separate reports were brought forward by staff requesting Council's approval of special events; 9 reports came forward in 2008 and 8 reports have been produced thus far in 2009. Of the 23 special event applications received so far this year, 19 of the applications are from organizations that held successful special events activities in 2008, and earlier.

Prior to granting approval, we will continue to forward the request to the Engineering and Operations Department for comment (as is currently done prior to a request coming before Council for consideration). New or significantly altered special event applications and Beer Garden applications will continue to be brought forward to Council for approval. Further, Council will be given an accounting on a regular basis of all special events that have been booked indicating their purpose, event date and location, each time a new event is approved.

2. Maintaining the status quo means all special event requests will continue to be placed on the Council agenda for approval.

SUSTAINABILITY/ENVIRONMENTAL IMPLICATIONS: N/A

FINANCIAL IMPACT: N/A

STAFF RECOMMENDATION

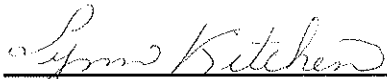
THAT the report from the Deputy Corporate Administrator dated June 4, 2009 entitled "Review of Special Events Applications Policy No. 8.22 and Liability Insurance Coverage Policy No. 3.3", be received;

AND THAT "Liability Insurance Coverage Policy No. 3.3" be amended by replacing Item #1 with the statement "*Depending on the nature of the activity and number of anticipated participants, the City will request Public Liability and Property Damage Insurance with inclusive amounts of not less than \$2,000,000.00 (two million dollars) per occurrence (including \$2,000,000.00 for bodily injury and/or death to any one or more persons and including voluntary medical payments and property damage) up to \$5,000,000.00 (five million dollars) per occurrence (including \$5,000,000.00 for bodily injury and/or death to any one or more persons and including voluntary medical payments and property damage).*"

AND THAT "Applications for Special Events Policy No. 8.22" be repealed;

AND FURTHER THAT the draft "Applications for Special Events Policy" attached to the Deputy Corporate Administrator's report dated June 4, 2009, be approved.

Respectfully submitted,

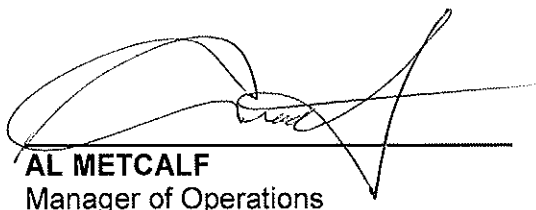


LYNN KITCHEN
Deputy Corporate Administrator

Attachments

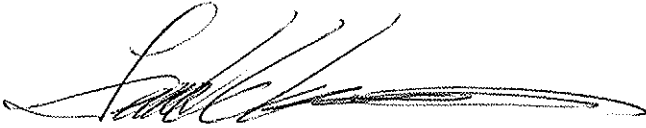
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ENGINEERING & OPERATIONS



AL METCALF
Manager of Operations

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:



FRED C. MANSON, CGA
Chief Administrative Officer

Attachments

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COMMUNITY CHARTER

Part 5: Division 5 – Officers and Employees

Officer positions

146. A council
- (a) must, by bylaw, establish officer positions in relation to the powers, duties and functions under sections 148 [*corporate officer*] and 149 [*financial officer*],
 - (b) may, by bylaw, establish other officer positions, and
 - (c) may assign powers, duties and functions to its officer positions.

2003-26-146.

Chief administrative officer

147. A bylaw under section 146 may establish the position of chief administrative officer of the municipality, whose powers, duties and functions include the following:
- (a) overall management of the operations of the municipality;
 - (b) ensuring that the policies, programs and other directions of the council are implemented;
 - (c) advising and informing the council on the operation and affairs of the municipality.

2003-26-147.

Corporate officer

148. One of the municipal officer positions must be assigned the responsibility of corporate administration, which includes the following powers, duties and functions:
- (a) ensuring that accurate minutes of the meetings of the council and council committees are prepared and that the minutes, bylaws and other records of the business of the council and council committees are maintained and kept safe;
 - (b) ensuring that access is provided to records of the council and council committees, as required by law or authorized by the council;
 - (c) administering oaths and taking affirmations, affidavits and declarations required to be taken under this Act or any other Act relating to municipalities;
 - (d) certifying copies of bylaws and other documents, as required or requested;
 - (e) accepting, on behalf of the council or municipality, notices and documents that are required or permitted to be given to, served on, filed with or otherwise provided to the council or municipality;
 - (f) keeping the corporate seal, if any, and having it affixed to documents as required.

2003-26-148.

Financial officer

- 149.** One of the municipal officer positions must be assigned the responsibility of financial administration, which includes the following powers, duties and functions:
- (a) receiving all money paid to the municipality;
 - (b) ensuring the keeping of all funds and securities of the municipality;
 - (c) investing municipal funds, until required, in authorized investments;
 - (d) expending municipal money in the manner authorized by the council;
 - (e) ensuring that accurate records and full accounts of the financial affairs of the municipality are prepared, maintained and kept safe;
 - (f) exercising control and supervision over all other financial affairs of the municipality.

2003-26-149.

General employment matters

- 150.** In the event of a conflict between terms and conditions of employment established by municipal bylaw, resolution or policy and those established by a contract of employment or collective agreement, the contract or agreement prevails.

2003-26-150.

SCHEDULE — DEFINITIONS AND RULES OF INTERPRETATION

References to municipal officers

- 4.** Words in an enactment referring to a municipal officer, by name of office or otherwise, also apply to
- (a) the officer's deputy, and
 - (b) any person designated by the council to act in the officer's place.

2003-26-Sch.

2009/08/07/06/05 I APPROVED SPECIAL EVENTS LISTING

Schedule A

<u>Organization</u>	<u>Date of Event in 2009</u>	<u>Date of Event in 2008</u>	<u>Date of Event in 2007</u>	<u>Date of Event in 2006</u>	<u>Date of Event in 2005</u>	<u>Location</u>
Alliance West (sponsored by Thrifty's in 2008)	July 16 & Aug. 1 2009	Sept. 5 2008				Cinema Under the Stars -- Community Park Sportsfield
ALS North Island Association	June 7, 2009	June 8, 2008	June 9, 2007	June 18 2006	June 19 2005	Municipal Streets -- ALS Walk
Ballenas Dry Grad	May 23, 2009	May 18, 2008	May 5 2007	May 6 2006	May 7 2005	Municipal Streets & PCTC Site
Bayside Buzzards Slo-Pitch			Sept. 15-16, 2007			Beer Garden -- Springwood
Beach Festival Society (2009 renamed Canadian Open Sandsculpting)	Aug. 6 -- 31, 2009	Aug. 7 -- Sept. 2	Aug 9 -- Sept 4 2007	Aug -- Sept 2006	Aug 4-29 2005	Community Park - Sandcastle Days
Brant Wildlife Festival			April 2007	April 2006	April 2005	Community Park -- Hovercraft Site
Business Improvement Association (DBA)		April 26, 2008				Roads -- Pitch-In Canada Celebration
BC Bike Race	June 29-30, 2009					Community Park and Municipal Streets
Chamber of Commerce (2009 taken on by Pkvs. Rotary)		July 1, 2008	July 1 2007	July 1 2006	July 1 2005	Community Park and Municipal Streets -- Canada Day
Chamber of Commerce		Dec. 5, 2008	Nov 30 2007	Dec 1 2006	Dec 3 2005	Municipal Streets -- Santa Claus Parade
Chamber of Commerce -- Summer by the Sea	June 16 -- Aug. 18 2009	July -- Aug 2008	July -- August 07	July -- August 06	July -- August 05	Craig Street -- Street Market 5:30 pm to 9:30 pm Tuesday evenings -- Road closure & Concession
Coastal Community Credit Union	July 26, 2009	July 20, 2008	July 15 2007	July 16 2006	July 17 2005	Community Park -- thank you picnic
Co-Ed Ortho Softball League		Aug 30 -- Sept 1, 2008	Sept. 1-3, 2007			Beer Garden -- Community Park Lacrosse Box
CUPE 3570			April 28 2007	April 28 2006	April 23 2005	Community Park Picnic Shelter -- Day of Mourning
DC Nationals Qualifier Skateboard Event			June 24, 2007	June 24 2006		Skateboard park
District 69 Ministerial Assoc.			April 8 2007	April 16 2006		Community Park -- Easter Sunrise Service
District 69 Mixed Slo Pitch League		July 26-27, 2008		June 25-26 2005	July 23-24 2005	Community Park/Springwood Park -- Beer Garden
Extravaganza Stage Production			Aug. 7-27, 2007			Community Park
Heart & Stroke Foundation	June 3, 2009	May 29, 2008	May 31, 2007	May 23 2006	June 7 2007	Big Bike Ride for Stroke -- 8:00 am -- 8:00 pm -- Use of City Streets

<u>Organization</u>	<u>Date of Event in 2009</u>	<u>Date of Event in 2008</u>	<u>Date of Event in 2007</u>	<u>Date of Event in 2006</u>	<u>Date of Event in 2005</u>	<u>Location</u>
Island Jewel Charity Slo Pitch		Aug. 2-4, 2008				Beer Garden - Community Park Lacrosse Box
Kidfest Festival	Aug. 16, 2009	Aug. 17, 2008	Aug. 26, 2007	Aug 20 2006	Aug 21 2005	Community Park – Kidsfest – Road closure and Concession
Kinsmen Club of Parksville/ Ocean Idlers Car Club Show (2008-09 taken on by Oceanside Overdrive)			Aug. 5 2007	Aug 6 2006	July 31 2005	Community Park Car Show
Little Promises Day Care		June 26, 2008				Foster Park Pre-school picnic
Lions Club of Parksville Kite Festival	Jul. 18-19, 2009	Jul. 19-20, 2008	Jul. 21-22, 2007	July 15 & 16 2006		Community Park kite field
Nature Trust of BC	March 7, 2009	April 5 2008				Community Park Kiosk – Brant Crew
Nanaimo Sports & Social Club		Jul. 19-20, 2008				Volleyball Sand Courts – Beach Soccer Tournament
Nanoose Elementary School	May 29, 2009					School Picnic – Community Park Picnic Shelter
Oceanside 10 K Running Club				May 7 2006	May 1 2005	10k race Municipal streets – Community Centre
Oceanside Hospice Society	May 3, 2009	May 4, 2008	May 6, 2007			Top Bridge Park – Hike for Hospice
Oceanside Outdoor Sport	May 13 – Aug. 26, 2009	May 13 – Aug. 31, 2008	May – Sept. 2007			Summer Beach Volleyball – Adult & Youth
Oceanside Overdrive	Aug. 2, 2009	Aug. 3, 2008				Community Park – Car Show
Parksville/Qualicum Shrine Club				July 1, Aug 6 & 12/13 2006 Aug 12 2006		Municipal Streets & Community Park – Canada Day & Car Show & parade
Parksville Home Hardware		June 30, 2008				Municipal Streets – Cooking Ladies "On the Road"
Pksv Fellowship Baptist Church			June 10 2007	June 11 2006		Community Park
Parksville Golden Oldies Assoc.	May 5 – Sept. 10 2009	June 3 – Aug. 28, 2008				Volleyball Courts – Outdoor Volleyball
Re-Max Anchor Realty/Royal LePage			Dec. 15, 2007	Dec 9 2006	Dec 3 2005	Municipal Streets – horse & wagon Christmas caroling
RDN Recreation & Parks	June 29 – Aug. 21, 2009	Jul 2 – Aug. 29, 2008				Foster Park – Drop in Playground

<u>Organization</u>	<u>Date of Event in 2009</u>	<u>Date of Event in 2008</u>	<u>Date of Event in 2007</u>	<u>Date of Event in 2006</u>	<u>Date of Event in 2005</u>	<u>Location</u>
Rick Hansen Wheels in Motion				June 11 2006	June 12 2005	Municipal streets & PCTC site
Rotary Club of Parksville	July 1, 2009					Canada Day – Community Park and Municipal streets
Royal Canadian Legion	April 19, 2009					Candlelite Tribute
Royal Canadian Legion	Nov. 11, 2009	Nov. 11, 2008	Nov 11 2007	Nov 11 2006	Nov 11 2005	Municipal Streets – Remembrance Day Parade
Royal Canadian Legion		April 27, 2008		April 30 2006		Municipal Streets – Battle of the Atlantic
Silver Spur Riding Club		Nov. 16, 2008	Nov. 18, 2007			Equestrian Toy Ride – Municipal Streets
Society of Organized Services				July 30 2006		Community Park – volunteer recognition
Society of Organized Services		Sept. 21, 2008	Sept. 23, 2007			SOS Bikers' Toy Run Event – Municipal Streets
Sunrise Pre-School	June 21, 2009	June 20, 2008	June 24, 2007			Foster Park – Pre-school Graduation
SPCA	Sept. 13, 2009	Sept. 14, 2008	Sept. 9, 2007	Sept 10 2006	Sept. 11, 2005	Community Park Picnic shelter & surrounding area – Paws for Cause
SPCA		Aug. 2, 2008	July 27, 2007		June 25, 2005	Community Park Picnic Shelter & surrounding area– Theatre Under The Stars
V.I. Bike For Your Life	Aug. 9, 2009	Aug. 10, 2008	Aug. 12, 2007			Municipal Streets & PCTC
Vancouver Island Relay				May 27 2006	May 21 2005	Municipal Streets - Wright Rd – Hwy 19A – Northwest Bay Road
Vancouver Island Volleyball Association			June 2 2007 to Aug 18 2007	July 15, 16, 29 2006		Volleyball Tournament – beach volleyball courts & surrounding lawns 8:00 am to 6:00 pm

CITY OF PARKSVILLE **CURRENT POLICY**

POLICY

SUBJECT: <i>Liability Insurance Coverage</i>	POLICY NO: 3.3
	RESO. NO: 88-263(5)
	CROSS REF:
EFFECTIVE DATE: May 2, 1988	APPROVED BY: Council
REVISION DATE: October 17, 1988	RESO. NO: 88-647
December 21, 1998	RESO. NO: 98-487
February 21, 2005	RESO. NO: 05-042
	CROSS REF:
	PAGE 1 OF 1

PURPOSE

To require the provision of public liability insurance coverage from any applicant proposing to use City streets, or Parks for special events, or to construct certain works and services in the municipality.

POLICY

All individuals and/or groups, profit and non-profit groups and societies, receiving approval to occupy, use or construct on municipal property must provide evidence of current liability insurance coverage to the satisfaction of the Office of Corporate Administrator prior to the occupation and use. Minimum liability insurance requirements are:

1. Inclusive limit of Two Million Dollars Public Liability and Property Damage.
2. Cross liability clause.
3. City to be named as an additional insured for the duration of the occupation and use.

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CITY OF PARKSVILLE

AMENDED POLICY

SUBJECT: Liability Insurance Coverage	POLICY NO: 3.3
	RESO. NO: 88-263(5)
	CROSS REF:
EFFECTIVE DATE: May 2, 1988	APPROVED BY: Council
REVISION DATE: October 17, 1988	RESO. NO: 88-647
December 21, 1998	RESO. NO: 98-487
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	CROSS REF:
	PAGE 1 OF 1

PURPOSE

To require the provision of public liability insurance coverage from any applicant proposing to use City streets, or Parks for special events, or to construct certain works and services in the municipality.

POLICY

All individuals and/or groups, profit and non-profit groups and societies, receiving approval to occupy, use or construct on municipal property must provide evidence of current liability insurance coverage to the satisfaction of the Office of Corporate Administrator prior to the occupation and use. Liability insurance requirements are:

1. Depending on the nature of the activity and number of anticipated participants, the City will request Public Liability and Property Damage Insurance with inclusive amounts of not less than \$2,000,000.00 (two million dollars) per occurrence (including \$2,000,000.00 for bodily injury and/or death to any one or more persons and including voluntary medical payments and property damage) up to \$5,000,000.00 (five million dollars) per occurrence (including \$5,000,000.00 for bodily injury and/or death to any one or more persons and including voluntary medical payments and property damage).
2. Cross liability clause.
3. City to be named as an additional insured for the duration of the occupation and use.

POLICY

SUBJECT: <i>Applications for Special Events</i>	POLICY NO: 8.22
	RESO. NO: 05-049
	CROSS REF:
EFFECTIVE DATE: March 7, 2005	APPROVED BY: Council
REVISION DATE:	RESO. NO:
	CROSS REF:
	PAGE 1 OF 2

PURPOSE

To permit the safe and orderly conduct of special events on City streets, parks and on other municipally owned facilities and property. Special events include, but are not limited to, parades, races, walks and runs taking place on streets and organized events using municipal parks, facilities and property within the City.

POLICY

1. Organizations or persons proposing an event to be held on municipal property, streets and parks are to submit the appropriate completed Event, Beer Garden Licence or Park Use Application, including the applicable signed *Terms and Conditions for Use of Facilities* form, signifying their agreement to abide by all requirements for use of the requested facilities. A list is to be attached indicating any other groups/events included under the umbrella of the special event organizer [i.e. covered by the signed agreement to adhere to the *Terms and Conditions for Use of Facilities*]. If applicable, directional maps for any and all requested road closures and routes must be provided with the appropriate application form.
2. When the proposed event(s) takes place only on designated sports fields and/or facilities [including ball diamonds, the lacrosse box and beach volley ball courts], or when the proposed event would take place only in the picnic shelter [having a maximum of 100 participants], the fields and/or facilities are to be booked directly through the Regional District of Nanaimo Recreation and Parks Department, without processing a Special Events Application Form, with the exception of beer garden events.

PROCESS

1. An advertisement shall be placed in a local newspaper and posted on the City website in September of each year advising that all completed applications received on or before January 31st of the forthcoming year will be reviewed and a report forwarded at the earliest opportunity to a regular meeting of Council for consideration.

Organizations that held special events in the past year will be directly advised of the opportunity to submit an event application for the forthcoming year.

2. Special event applications received after January 31st must be submitted at least 30 days prior to the event date, and will be subject to the same terms and conditions as those applications received prior to January 31st.
3. Applications received in a calendar year for forthcoming year(s) will not be considered prior to the annual January 31st deadline of the year of the event.
4. Where conflicting dates occur, regularly occurring events will be given priority provided the request is received no later than the January 31st deadline, after which date the application will be addressed on the same basis as first time events. However, if an organizer of an annual event proposes to change the date/day or venue, which causes a conflict with another previously scheduled and approved event, the originally scheduled event will take precedence over the changed event.
5. First time events will be handled on a first come, first served basis depending on venue availability.
6. The Municipal Council reserves the right not to approve an event in a current year even though it may have received approval in previous years.
7. Organizers of approved events are required to obtain and maintain, during the term of the 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 City a minimum of five working days prior to the event date.
8. Organizers of approved events held on the Parksville Civic and Technology Centre site are required to obtain and maintain, during the term of the event, a comprehensive general liability insurance policy providing coverage of not less than \$5,000,000.00, naming the City of Parksville, School District No. 69 [Qualicum] and Malaspina-University College as additional insureds. A copy of the policy shall be delivered to the City a minimum of five working days prior to the event date.
9. Organizers shall provide the City with a refundable security deposit of \$500.00 [to cover any loss or damage resulting from the event] a minimum of five working days prior to the event date.
9. The City is not responsible for providing signage, barricades, parking or traffic control for any event unless prior Council approval has been obtained. Traffic signals will not be altered to accommodate events.
10. Staff will review the location following an approved event. As mentioned under the *Terms and Conditions for Use of Facilities*, the \$500.00 security deposit will be refunded providing no damage to municipal property and infrastructure has occurred.

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CITY OF PARKSVILLE

POLICY

SUBJECT: ***Applications for Special Events***

POLICY NO: _____

RESO. NO: _____

CROSS REF: _____

EFFECTIVE DATE: _____

APPROVED BY: Council

REVISION DATE:

RESO. NO:

CROSS REF:

PAGE 1 OF

PURPOSE

To permit safe and orderly special events on City streets, parks and on other municipally owned facilities and property. Special events include, but are not limited to, parades, races, walks and runs taking place on streets and organized events using municipal parks, city-owned facilities and property within the City.

POLICY

1. Organizations or persons proposing an event to be held on municipal property, streets and parks are to submit the appropriate completed Park Use (Attachment 1), Stationery (Attachment 1A) or Parade/Race/Run/Walk Event (Attachment 1B), Beer Garden Event (Attachment 1C), Foster Park Gazebo (Attachment 1D) or Community Park Kiosk Application (Attachment 1E), including the applicable signed *Terms and Conditions for Use of Facilities* form, signifying their agreement to abide by all requirements for use of the requested facilities. A list is to be attached indicating any other groups/events included under the umbrella of the special event organizer [i.e. covered by the signed agreement to adhere to the *Terms and Conditions for Use of Facilities*]. If applicable, directional maps for any and all requested road closures and routes must be provided with the appropriate application form.
2. With the exception of beer garden events, when the proposed event(s) takes place only on designated sports fields and/or facilities including ball diamonds and the lacrosse box, or when the proposed event would take place only in the picnic shelter located in the Parksville Community Park [having a maximum of 100 participants], the fields and/or facilities are to be booked directly through the Regional District of Nanaimo Recreation and Parks Department, (without processing a City of Parksville Special Events Application Form).

PROCESS

1. An advertisement will be placed in a local newspaper and posted on the City website in September of each year advising that all completed applications received on or before January 31st of the forthcoming year will be reviewed.
2. Annual occurring event applications will be approved by the Chief Administrative Officer (CAO) or a person designated in writing by the Chief Administrative Officer to carry out that particular function. The City reserves the right not to approve an event in a current year, even though it may have received approval in previous years.
3. First time event requests, beer garden applications and event requests that fall outside the scope of this policy, will be taken in report form to a meeting of Council for consideration and approval or denial. The City reserves the right not to approve an event in a current year, even though it may have received approval in previous years.
4. Special event applications received after January 31st must be submitted at least 30 days prior to the event date and will be subject to the same terms and conditions as those applications received prior to January 31st.
5. Applications received in a calendar year for forthcoming year(s) will not be considered prior to the annual January 31st deadline of the year of the event.
6. Where conflicting dates occur, regularly occurring events will be given priority provided the request is received no later than the January 31st deadline, after which date the application will be addressed on the same basis as first time events. If an organizer of an annual event proposes to change the date/day or venue, which causes a conflict with another previously scheduled and approved event, the originally scheduled event will take precedence over the changed event.
7. First time events will be handled on a first come, first served basis depending on venue availability.
8.
 - a) Every applicant shall obtain and maintain comprehensive general liability insurance provided by a licensed Canadian underwriter in respect of the event, written on a comprehensive basis. Depending on the nature of the activity and number of anticipated participants, the City will request Public Liability and Property Damage Insurance with inclusive amounts of not less than \$2,000,000.00 (two million dollars) per occurrence (including \$2,000,000.00 for bodily injury and/or death to any one or more persons and including voluntary medical payments and property damage) up to \$5,000,000.00 (five million dollars) per occurrence (including \$5,000,000.00 for bodily injury and/or death to any one or more persons and including voluntary medical payments and property damage).
 - b) Such policy of insurance shall name the City as an additional insured, include a cross-liability clause and provide that such policy may not be materially altered or cancelled except upon 30 days prior written notice to the City.

- c) Where the event includes the service of liquor under a permit issued pursuant to this policy and a permit issued under the *Liquor Control and Licensing Act* the comprehensive general liability insurance shall be extended to include "Host Liquor Liability" coverage. No later than 10 days prior to the scheduled Event, the applicant shall provide the City with a Certificate of Insurance or such other evidence of insurance coverage as may be acceptable to the City.
9. Organizers of approved events held on the Parksville Civic and Technology Centre site are required to obtain and maintain, during the term of the event, comprehensive general liability insurance provided by a licensed Canadian underwriter in respect of the event, written on a comprehensive basis, naming the City of Parksville, School District No. 69 [Qualicum] and Vancouver Island University as additional insureds. Depending on the nature of the activity and number of anticipated participants, the City will request Public Liability and Property Damage Insurance with inclusive amounts of not less than \$2,000,000.00 (two million dollars) per occurrence (including \$2,000,000.00 for bodily injury and/or death to any one or more persons and including voluntary medical payments and property damage) up to \$5,000,000.00 (five million dollars) per occurrence (including \$5,000,000.00 for bodily injury and/or death to any one or more persons and including voluntary medical payments and property damage). A copy of the policy shall be delivered to the City a minimum of 10 working days prior to the event date.
 10. Organizers shall provide the City with a refundable security deposit of \$500.00 (to cover any loss or damage resulting from the event) a minimum of 10 working days prior to the event date. Such amount may be increased for any event if deemed necessary.
 11. The City is not responsible for providing signage, barricades, parking or traffic control for any event. Traffic signals will not be altered to accommodate events.
 12. Staff will review the location following an approved event. As mentioned under the *Terms and Conditions for Use of Facilities*, the \$500.00 security deposit will be refunded, providing no damage to municipal property and infrastructure has occurred.

DAMAGE

1. The organizers and sponsors of an event shall be responsible for the cost of repair of any damage to City property that occurs during the course of an event authorized by a permit under this bylaw.
2. Where in the opinion of the CAO or his designate, the event causes damage or results in the City incurring financial costs and expenses for the clean up or repair of a highway, public place or other City property, the CAO or his designate may draw down on and use all or any portion of the security deposit submitted with the application, and where the costs exceed the amount of the security deposit, the responsible party shall pay to the City the difference.

RECONSIDERATION

- 1 Where an applicant is dissatisfied subject to a decision made by the CAO or his designate regarding an event under the provision of this policy, the applicant may apply

to Council for reconsideration of the matter within 30 days of the decision being communicated in writing to them by the Authorized Person.

- 2 An application for reconsideration must be delivered in writing to the Corporate Administrator and must set out the grounds upon which the applicant considers the requirement of the decision of the Authorized Person is inappropriate and what, if any, requirement or decision the applicant considers Council ought to substitute.
- 3 The Corporate Administrator must place each application for reconsideration on the agenda of a regular meeting of Council to be held not later than two weeks from the date the application for reconsideration was received and must notify the applicant, and any other party who the Corporate Administrator reasonably considers may be affected by the reconsideration, of the date of the meeting at which the reconsideration will occur.
- 4 At the meeting, Council may hear from the applicant and any other person interested in the matter under reconsideration who wishes to be heard, and may either confirm the requirement or decision of the Authorized Person or substitute its own requirement or decision.

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