



## 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](http://www.parksville.ca)

### NOTICE OF MEETING

### SPECIAL COUNCIL MEETING AGENDA

MONDAY, JULY 6, 2009 – 6:00 P.M.

A special meeting of Council will be held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Monday, July 6, 2009 at 6:00 p.m. to consider the items on the attached agenda.

FRED MANSON  
Corporate Officer

July 6, 2009  
10:00 a.m.

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## SPECIAL COUNCIL MEETING AGENDA

MONDAY, JULY 6, 2009 - 6:00 P.M.

### 1. ADOPTION OF MINUTES

- a) of the Public Hearing held June 15, 2009 – Pages 1 to 2  
"Official Community Plan Amendment Bylaw, 2009, No. 1370.11", "Zoning and Development Amendment Bylaw, 2009, No. 2000.73" and "Zoning and Development Amendment Bylaw, 2008 No. 2000.74"

**Recommendation:** *THAT the minutes of the Public Hearing held June 15, 2009 be adopted.*

- b) of the regular meeting of Council held June 15, 2009 - Pages 3 to 6

**Recommendation:** *THAT the minutes of the regular meeting of Council held June 15, 2009 be adopted.*

- c) of the special meeting of Council held June 22, 2009 - Pages 7 to 8

**Recommendation:** *THAT the minutes of the special meeting of Council held June 22, 2009 be adopted.*

### 2. APPROVAL OF AGENDA

### 3. PRESENTATIONS

### 4. DELEGATIONS

- a) Bob Hawkes - Parksville Curling Club - Page 9  
*Application for temporary change to liquor licence to enlarge licence area to include concourse.*

### 5. UNFINISHED BUSINESS

### 6. CORRESPONDENCE

### 7. DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE

## 8. REPORTS

### a) Committee of the Whole - June 22, 2009 - Pages 10 to 11

(1) Director of Finance - Amendment to 2009 Requirements for Revenue Policy Disclosure

*The provincial government made changes to the Community Charter with respect to revenue policies and disclosure. The new requirements for 2009 and beyond require explicit objectives and policies in the Financial Plan about the budgeted proportion of City revenue to come from various revenue sources, the distribution of our property tax revenue among the various property classes, and the City's policies with regards to the use of permissive tax exemptions. At the April 22, 2009 Council meeting, council approved the April 15 report of the Director of Finance which outlined the new requirements. Council however, did not discuss or establish their objectives as required, so the objectives and policies have not yet been established. Appendix 1 attached entitled "Objectives and Policies for Revenue Sources, Tax Classes, and Permissive Tax Exemptions" contains a set of objectives and policies for Council to consider and discuss based on past practice and new Council initiatives.*

**Recommendation: THAT the report from the Director of Finance dated June 15, 2009 regarding an Amendment to the 2009 Requirements for Revenue Policy Disclosure be received;  
AND THAT the set of Objective and Policies relating to the City of Parksville's source of revenues, taxation classes and permissive tax exemptions as detailed in Appendix I attached to the above report from the Director of Finance be approved;  
AND FURTHER THAT staff be directed to bring forward for Council's approval an amendment to the "Five Year Financial Plan Bylaw, 2009 – 2013, No. 1451" to add Appendix I as a schedule to the bylaw.**

(2) Manager of Engineering - Information Report on the State of Municipal Infrastructure

*The Engineering and Operations Department would like to inform Council of the 2008 State of Municipal Infrastructure Report prior to publishing it on the City's Web Page.*

**Recommendation: THAT the report from the Manager of Engineering entitled "State of Municipal Infrastructure - Annual Review" be received by Council for information and published on the City's Web Page.**

(3) Communications Officer - Logo Identity and Branding for the City of Parksville

*To replace the existing "P" logo with a new branding identity for the City of Parksville. The new logo would be phased in over the next few months; at which time residents will begin to see the new design and identity on City of Parksville advertisements, print materials, new vehicles, clothing and other graphic identifiers.*

**Recommendation: THAT the report from the Communications Officer dated June 16, 2009, regarding logo identity and branding for the City of Parksville be received;  
AND THAT Council direct staff to discontinue using the current "P" logo and approve the use of the new City of Parksville logo proposed in the report from the Communications Officer dated June 16, 2009;  
AND FURTHER THAT staff be directed to develop a graphics standards manual and implement graphics standards in the use of the new logo.**

(4) Director of Community Planning - Community Tourism Program Funds - Vehicular Way-Finding Signs

*The goal of this report is to provide Council with information detail respecting the Alberni Highway cultural history plaques project status and the plans for establishing these fixture items along the Alberni Highway.*

**Recommendation: THAT the report from the Director of Community Planning dated February 20, 2009 regarding design development of downtown revitalization details be received for information.**

(5) Director of Community Planning - Consideration of Permitting Business Names on Downtown Banners

*The Downtown Business Association provides banners for use in the downtown core. The cost of the banners is rising and the number of banners required has increased with the increased development in the municipality. In order to continue to provide banners the Downtown Business Association is requesting assistance to supplement their budget.*

**Recommendation: THAT the report from the Director of Community Planning dated June 15, 2009 regarding the consideration of permitting business names on downtown banners be received;  
AND THAT Council approve the Downtown Business Association's request to enter into a corporate sponsorship with downtown business owners who wish to provide banners and have their name appear on the banners.**

(6) Director of Community Planning - Implementation of an Accessibility Upgrade Incentive Program

*Council has requested that staff develop a program to provide rebates for accessibility upgrades for owners existing or new buildings.*

**Recommendation: THAT the report from the Director of Community Planning dated June 11, 2009 regarding the implementation of an accessibility upgrade incentive program be received;  
AND THAT the proposed accessibility upgrade incentive program be referred to Parksville's Measuring Up Committee for comment;  
AND FURTHER THAT upon receipt of comment that a subsequent Staff report be prepared further advising Council on the implementation of accessibility upgrade incentive program.**

(7) Director of Community Planning - Implementation of Updated Home Based Business Regulations

*Follow-up report on considering 'housekeeping amendments' to the home occupations regulations in order to keep the regulations current and provide greater clarity.*

**Recommendation: THAT the report from the Director of Community Planning dated June 11, 2009 regarding the implementation of updating the home occupations regulations be received;  
AND THAT staff prepare an amendment bylaw to amend Zoning and Development Bylaw, 1994, No. 2000 in order to update the home occupations regulations.**

- (8) Director of Community Planning - Development Permit [1480 Industrial Way]  
On March 25, 2009, the City received a development permit application from Timberlake-Jones Engineering on behalf of the owners of the property. The applicant requests the issuance of a development permit to permit the extension of the storage facility with 16 additional mini storage buildings. The subject property is fronted by Industrial Way to the south and backs onto Island Highway 19A. The balance of land use adjacencies are comprised of both developed industrial properties and vacant land.

**Recommendation: THAT the report from the Director of Community Planning dated June 9, 2009 for the issuance of a Development Permit at 1480 Industrial Way be received;**

**AND THAT a Development Permit be issued to B.G.R. HOLDINGS INC., (INCORPORATION NO. 329774) to permit 16 additional mini storage buildings and implementation of the overall site plan on Lot 2, Block 564, Nanoose District, Plan 42530 (1480 Industrial Way);**

**AND FURTHER THAT a landscaping bond in the amount of \$2,740.00 be received prior to the issuance of the permit.**

- b) Accountant - Review of Letters of Credit Policy No. 6.4 - Pages 12 to 18  
The City of Parksville accepts letters of credit from developers and contractors to cover landscaping, onsite and offsite services, and contract holdbacks. Letters of Credit Policy No. 6.4 sets the standards that such letters of credit are required to meet. Over time this policy has become outdated. Actual practice now includes procedures that do not appear in the policy.

**Recommendation: THAT the report from the Accountant dated June 16, 2009 regarding the review of Letters of Credit Policy No. 6.4, be received;**

**AND THAT the amended "Letters of Credit Policy No. 6.4" as attached to the report from the Accountant, dated June 16, 2009, be approved.**

- c) Director of Community Planning - Consideration of City Policy with Respect to Affordable Housing - Pages 19 to 21

On May 20, 2009 Council adopted the following resolution:

"09-123(3) THAT staff be directed to prepare a policy which permits the waiving of development permit and building permit application fees associated with applications for developments [or that portion thereof] intended to provide affordable housing, that meets the City's definition of affordable housing;

AND THAT staff prepare a bylaw for the purpose of implementing the development cost charge waivers that are permissible under Section 933.1 of the Local Government Act.

CARRIED."

Both of these items are on this agenda.

**Recommendation: THAT the report from the Director of Community Planning dated June 25, 2009 be received;**

**AND THAT Council adopt the policy which permits the waiving of development permit and building permit application fees associated with applications for developments [or that portion thereof] intended to provide affordable housing [which meets the City's definition].**

- d) Director of Community Planning - Unsightly Lots [715, 722, 723 and 746 Doehle Avenue) - Page 22 to 24

These 4 vacant properties owned by the same company have been the source of complaints regarding overgrown grass and weeds for the past 3 years. Staff are following Council Policy 3.14 and Property Maintenance Bylaw, 2003, No. 1383 in attempting to gain compliance from the property owner.

**Recommendation: THAT if Council is not satisfied with the explanation, or if there is no explanation from the above property owner, Council may direct Staff to proceed with direct enforcement by giving the owner and/or occupier written notice of ten (10) days from the date of this Council meeting to clean up the property themselves;**

**AND THAT the notice advises of specific clean up requirements, indicate the specific area requested to be cleaned up, and the consequences if the requested work is not completed;**

**AND FURTHER THAT at the expiration of the ten (10) days following delivery of the notice, if clean up has not been completed, either City Staff or a private contractor shall undertake the specified clean up and expenses incurred shall be listed with an invoice directed to the registered owner. If such expenses are not paid by the end of the current year, the cost will be added to the property taxes pursuant to Sections 64 and 258 of the Community Charter.**

- e) Director of Community Planning - Consideration for Temporary Change to the Liquor Licence for the Parksville Curling Club [193 Island Hwy East] - Pages 25 to 35

*The terms of the Liquor Primary Club licence makes it necessary for the Curling Club (which is located in the Community Park) to apply for temporary changes to their licence to accommodate bonspiels and special events.*

**Recommendation: THAT Council advise the Liquor Control and Licensing Branch that Council has no objection to the application for temporary expansion of the licensed area and change of hours for the Parksville Curling Club, for the arena building on Parcel B, except Plan 29279 and VIP52582 Parcel B DD349031 (193 Island Highway East).**

- f) Deputy Corporate Administrator - Appointment of Bylaw Enforcement Officer in Accordance with Section 264 of the Community Charter - Pages 36 to 52

*"City of Parksville Bylaw Enforcement Officer Bylaw, 1991, No. 2073", the Police Act and the Community Charter all provide for the appointment, from time to time, of a Bylaw Enforcement Officer and it has come to the City's attention that the current Bylaw Compliance Officer has not been officially appointed as the City's "Bylaw Enforcement Officer".*

**Recommendation: THAT the report from the Deputy Corporate Administrator dated June 26, 2009 entitled "Appointment of Bylaw Enforcement Officer in Accordance with Section 264(1)(b) of the Community Charter", be received;**

**AND WHEREAS Section 264 of the Community Charter provides for the designation from time to time of a Bylaw Enforcement Officer;**

**AND WHEREAS Section 2 of City of Parksville Bylaw Enforcement Officer Bylaw, 1991, 1073 provides for the appointment, from time to time, of a Bylaw Enforcement Officer;**

**NOW THEREFORE the Municipal Council of the City of Parksville hereby appoints Aaron Dawson as Bylaw Enforcement Officer, in accordance with Section 264(1)(b) of the Community Charter to investigate and enforce all municipal bylaws for the term of his employment as "Bylaw Compliance Officer" with the City of Parksville.**

- g) Deputy Corporate Administrator - Review of Corporate Policy Manual Section 9 - Fire Department Policies - Pages 53 to 60

*The review of the City's Policy Manual is a project that has been identified by the Administration Department as one that needs to be done. We have found that many of the City's policies are outdated, have become redundant by more recent programs and bylaws or need to be replaced. The purpose of this report is to examine and make recommendations regarding the*

policies contained in the emergency section of the Corporate Policy Manual applicable to the Fire Department.

**Recommendation:** THAT the report from the Deputy Corporate Administrator dated June 24, 2009 entitled "Review of Corporate Policies Applicable to the Fire Department", be received;

**AND THAT the following Corporate Policies remain current:**

- a) 9.1 Auto Extrication Rescue Calls
- c) 9.6 Use of Fire Department Vehicles
- d) 9.9 Fire Safety Inspections
- e) 9.13 Alcohol Consumption at the Fire Hall

**AND THAT the following Corporate Policies be reviewed and brought forward to Council for consideration:**

- f) 9.3 Emergency/Natural Disasters and Employee Response

**AND FURTHER THAT Corporate Policy No. 9.2 "Fire Department Stipends" be amended as follows:**

**Under Purpose, add the words "and performing certain facilities and equipment maintenance, upkeep and development activities."**

**Under Policy, by replacing points 1, 2, 3 and 4 with the following:**

1. The Fire Chief, or designate, may approve the payment of a stipend based on one working day (approximately 8 hours) for authorized activities. Authorized activities taking less than one working day, the stipend will be pro-rated at the discretion of the Fire Chief or designate.

*Examples of authorized activities include, but are not limited to training other than regularly scheduled weekly practices, specific maintenance activities like annual hose testing, and specific facilities activities like Training Ground maintenance.*

2. Career members of the Parksville Volunteer Fire Department are not eligible to receive a stipend.

Description	Stipend Amount
Basic Daily /Training Tech.	\$120.00
Instructor	\$160.00
Recruit	\$ 80.00
Duty Officer	\$200 per 24 hour period (Reference PVFD OG #5.01.05)
Company Officers	\$600 per year (including applicable benefits)

- h) Executive Assistant - 2009 Special Event Applications - Pages 61 to 68  
 Under the provisions of the City's Special Events Policy organizations proposing to hold an event on municipal property, streets or parks are required to apply for a special events permit. All events covered in the policy must be approved by Council and event organizers must fulfill the requirements outlined in the policy.

**Recommendation:** THAT the following organization be permitted use of the picnic shelter in the Community Park for a special event during the specified date and times outlined in the application form attached to the report from the

**Executive Assistant dated June 19, 2009 entitled "2009 Special Events Applications":**

**Sunrise Preschool "35th Anniversary" - Saturday, August 29, 2009;  
AND THAT the following organization be permitted use of the Kite Field located in the Community Park for a special event during the specified date and times outlined in the application form attached to the report from the Executive Assistant dated June 19, 2009 entitled "2009 Special Events Applications":**

**Harris Mitsubishi "Spyder Crawl Car Show" - Sunday, July 12, 2009;  
AND FURTHER THAT approvals for each event be granted on condition that the organizers adhere to their signed Terms and Conditions forms attached to the report from the Executive Assistant dated June 19, 2009 entitled "2009 Special Events Applications".**

- i) Chief Administrative Officer - Lease of City Owned Land to Ms. Nancy Anderson for Portion of Land [201 Pym Street] - Pages 69 to 93

*Approval is required by Council to lease a portion of land located at Lot 1, District Lot 127, Nanoose District, Plan 37388 [201 Pym Street] to Ms. Nancy Anderson, owner and operator of Kiddie Kollege in order for her to meet new provincial requirements for outdoor daycare services.*

**Recommendation: THAT the report from the Chief Administrative Officer June 26, 2009 entitled "Lease of City Owned Land to Ms. Nancy Anderson for a Portion of 201 Pym Street", be received;**

**AND THAT the proposed lease agreement with Ms. Nancy Anderson for a portion of Lot 1, District Lot 127, Nanoose District, Plan 37388 [201 Pym Street], as outlined in red on the Schedule A attached to this report, to be used as outdoor daycare activity space, be approved for the period July 1, 2009 to June 30, 2012 at a monthly rental rate of \$125.00 and a three year mutually agreeable option to renew.**

9. COMMITTEE OF THE WHOLE

**Recommendation: THAT Council resolves into the duly advertised July 6, 2009 Special Committee of the Whole meeting.**

10. BYLAWS

- a) "Development Cost Charges Waiver Bylaw for Eligible Developments, 2009, No. 1448"  
- Page 94

*To waive or reduce a development cost charge for qualifying affordable housing developments.*

(i) **Recommendation: THAT "Development Cost Charges Waiver Bylaw for Eligible Developments, 2009, No. 1448" be read a first time.**

(ii) **Recommendation: THAT "Development Cost Charges Waiver Bylaw for Eligible Developments, 2009, No. 1448" be read a second and third time.**

11. NEW BUSINESS

12. NOTICE OF MOTION



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

Pursuant to Sections 90 (1) (g) of the *Community Charter* Council proceed to a closed meeting to consider an item relating to legal issues.

14. **ADJOURNMENT**

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