



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, OCTOBER 19, 2009

Immediately following the adjournment of the Committee of the Whole Meeting

1. ADOPTION OF MINUTES

- a) of the Public Hearing held October 5, 2009 - Pages 1 to 2
"Zoning and Development Amendment Bylaw, 2009, No. 2000.75" – 1000 Resort Drive

Recommendation: THAT the minutes of the Public Hearing held October 5, 2009 be adopted.

- b) of the meeting of Council held October 5, 2009 - Pages 3 to 8

Recommendation: THAT the minutes of the meeting of Council held October 5, 2009 be adopted.

2. APPROVAL OF AGENDA

3. PRESENTATIONS

4. DELEGATIONS

5. UNFINISHED BUSINESS

6. CORRESPONDENCE

7. DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE

8. REPORTS

- a) Committee of the Whole - October 5, 2009 - Pages 9 to 10

- (1) Director of Community Planning - Zoning Amendment Application [451, 461 and 465 Hirst Avenue West]

This is a follow up report for a rezoning application that, if approved, would facilitate a 41 unit multifamily development consisting of three duplexes and two apartment buildings.

Recommendation: THAT the report from the Director of Community Planning dated July 23, 2009 entitled "Follow-up Report – Zoning

Amendment Application - 451, 461 and 465 Hirst Avenue West" be received;

AND THAT the zoning amendment application for Lot 1, Plan 17579 and Lot A, Plan 17962 and Lot 4, Plan 18691, District Lot 106, Nanoose District [451, 461 and 465 Hirst Avenue West], be denied.

(2) Director of Community Planning - Update on Implementing an Accessibility Upgrade Incentive Program

Council requested a program to provide rebates for accessibility upgrades be developed for the owner's of existing or new buildings. The proposed incentive program was presented to Council and referred to the Measuring Up Parksville Committee. Comment has subsequently been received from Measuring Up Parksville.

Recommendation: THAT the report from the Director of Community Planning dated September 24, 2009 entitled "Up-Date on Implementing an Accessibility Upgrade Incentive Program" be received;

AND THAT the Draft Accessibility Upgrade Rebate Policy No. 4.30 attached to the Director of Community Planning's report dated September 24, 2009, be approved.

(3) Deputy Corporate Administrator - Review of Corporate Policy Manual Section 9 - Computer Security Related Policies

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 carried out. 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 computer security and e-mail practices.

Recommendation: THAT the report from the Deputy Corporate Administrator dated September 1, 2009 entitled "Review of Corporate Policies Applicable to Computer Security", be received;

AND THAT the amended policies presented as Amended Computer Internet Security Policy No. 9.10, Amended Computer System Security Policy No. 9.11 and Amended Computer System Backup Procedures Policy No. 9.12, attached to the Deputy Corporate Administrator's report dated September 1, 2009, be approved;

AND FURTHER THAT the Draft E-Mail Management Policy No. 9.14 attached to the Deputy Corporate Administrator's report dated September 1, 2009, be approved.

NOTE: The October 5, 2009 COTW report recommendation from the Director of Community Planning re: Consideration of a New Community Garden Site and Establishment of a Community Garden Program was approved and brought forward to the October 5, 2009 meeting of Council and approved by Council Resolution No. 09-255.

9. BYLAWS

a) "Permissive Taxation Exemption Bylaw, 2009, No. 1456"

Annual taxation exemptions provided under the Community Charter. The deadline for application submission was August 31, 2009. In order for 2010 taxation exemptions to take affect, the bylaw must be adopted in the preceding year, on or before October 31, 2009.

(i) **Recommendation: THAT "Permissive Taxation Exemption Bylaw, 2009, No. 1456" be adopted.**

- b) "Zoning and Development Amendment Bylaw, 2009, No. 2000.75"
To facilitate bumper cars and to allow for other future amusement activities such as a games room [1000 Resort Drive].
- (i) **Recommendation: THAT "Zoning and Development Amendment Bylaw, 2009, No. 2000.75" be read a third time.**
- c) "Downtown Revitalization Tax Exemption Amendment Bylaw, 2009, No. 1433.1" - Pages 11 to 12
In response to Council Resolution #09-246 Staff has amended Schedule A contained in the "Downtown Revitalization Tax Exemption Bylaw No. 1433" to include Weld Street and the west side of Corfield Street between Jensen Avenue and Highway 19A for Council's consideration.
- (i) **Recommendation: THAT "Downtown Revitalization Tax Exemption Amendment Bylaw, 2009, No. 1433.1" be read a first time.**
- (ii) **Recommendation: THAT "Downtown Revitalization Tax Exemption Amendment Bylaw, 2009, No. 1433.1" be read a second and third time.**

10. NEW BUSINESS

11. NOTICE OF MOTION

- a) Councillor Greir - Cyclone Taylor Cup - From September 21, 2009 and October 5, 2009
Regular Meetings of Council

Recommendation: THAT the City financially support the Cyclone Taylor Cup in the amount of \$5,000.00.

12. SPECIAL BUSINESS (Closed/In Camera)

Pursuant to Sections 90 (1) (j) of the *Community Charter* Council proceed to a closed meeting to consider an items relating to third party interest.

13. ADJOURNMENT

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TO BE ADOPTED



CITY OF PARKSVILLE

OCTOBER 5, 2009

Minutes of the Public Hearing held in the Civic and Technology Centre, 100 Jensen Avenue East, Parksville, BC, on Monday, October 5, 2009 at 6:00 pm

PRESENT: His Worship Mayor E. F. Mayne

Councillors: C. R. Burger
A. R. Greir
M. Lefebvre
T. C. Patterson
S. E. Powell
C. J. Powell-Davidson

Staff: F. Manson, Chief Administrative Officer
G. Jackson, Director of Community Planning
D. Banks, Fire Chief
A. Haywood, Executive Assistant

1. Mayor Mayne called the Hearing to order at 6:00 pm
2. Mayor Mayne advised the purpose of the Public Hearing was to consider a certain bylaw which, if adopted, will amend the "Zoning and Development Bylaw, 1994, No. 2000", and all submissions either in writing or verbally, will be taken into consideration by the Municipal Council when the proposed bylaw is presented for third reading at a future date. The Chair introduced the bylaw on the Public Hearing agenda.
3. **ZONING AND DEVELOPMENT AMENDMENT BYLAW, 2009, NO. 2000.75**

To amend the Resort Area Tourist Accommodation RA-2A zone to include Fairground and Amusement Arcade or Games Room uses on Lot A, District Lot 123, Nanoose District, Plan VIP75416 (1000 Resort Drive) to facilitate an electric bumper cars ride and games room.

The Executive Assistant advised notice of this Public Hearing was advertised by being posted on the notice board at the Parksville Civic and Technology Centre on September 25, 2009 and by being in *The News* issues of September 25th and September 29th, 2009. On September 25, 2009, 170 notices were mailed and hand delivered to the owners and occupiers of all real property within 50 metres (164 feet) of the subject property.

The Executive Assistant advised that as of October 5, 2009 correspondence regarding the proposed bylaw had been received. Copies of the correspondence have been included in the Public Hearing agenda packages for members of Council and included in the Public Hearing document book for viewing by the public.

The Chair invited views and comments from persons present in the gallery who would be affected by proposed Zoning and Development Amendment Bylaw, 2009, No. 2000.75.

Charlie Stone, 624 Island Highway West

-Read letter that he then submitted for the record

The Chair invited views and comments from the gallery a second time.

The Chair invited views and comments from the gallery a third time.

4. Before declaring the hearing adjourned, Mayor Mayne advised that Council cannot entertain further submissions or correspondence from the public on the proposed bylaw.

5. **ADJOURNMENT**

Mayor Mayne declared the Hearing adjourned at 6:11 pm

Certified Correct.

Chair



Corporate Officer

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TO BE ADOPTED

CITY OF PARKSVILLE

4658.
October 5, 2009

Minutes of the meeting of Council held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Monday, October 5, 2009 at 6:00 p.m.

PRESENT: His Worship Mayor E. F. Mayne

Councillors: C. R. Burger
A. R. Greir
M. Lefebvre
T. C. Patterson
S. E. Powell
C. J. Powell-Davidson

Staff: F. Manson, Chief Administrative Officer
G. Jackson, Director of Community Planning
D. Banks, Fire Chief
D. Tardiff, Communications Officer
A. Haywood, Recording Secretary

1. PUBLIC HEARING

Lefebvre - Powell
09-240 "Zoning and Development Amendment Bylaw, 2009, No. 2000.75" - the purpose is to amend the Resort Area Tourist Accommodation RA-A zone to include Fairground and Amusement Arcade or Games Room used on Lot A, District Lot 123, Nanoose District, Plan VIP75416 (1000 Resort Drive) to facilitate an electric bumper cars ride and games room. CARRIED.

Time 6:00 p.m.

The Council meeting reconvened at 7:42 p.m.

2. ADOPTION OF MINUTES

Lefebvre - Burger
09-241 THAT the minutes of the meeting of Council held September 21, 2009 be adopted. CARRIED.

3. APPROVAL OF AGENDA

Powell-Davidson - Lefebvre
09-242 THAT the October 5, 2009 Council meeting agenda be approved. CARRIED.

4. PRESENTATIONS - Nil

5. DELEGATIONS - Nil

6. UNFINISHED BUSINESS - Nil

7. CORRESPONDENCE - Nil

8. DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE - Nil

9. REPORTS

a) Committee of the Whole – September 21, 2009

09-243 THAT the report of the Committee of the Whole meeting held September 21, 2009 be received and the following recommendations considered:

(1) **Frank Frawley - Chestnut Street Speed Limit**

Greir - Lefebvre

THAT the request to have a reduced speed limit on Chestnut Street from Hirst Avenue to Despard Avenue be referred to Staff for review and recommendation. CARRIED.

b) Communications Officer - Torch Relay Celebrations - November 1, 2009

09-244 Greir - Powell-Davidson
THAT the report from the Communications Officer dated October 1, 2009, regarding Olympic Torch Relay Celebrations for the City of Parksville be received;
AND THAT funding for community torch relay activities on November 1 be provided from Council contingency at a cost not to exceed \$4,000.00. CARRIED.

c) Director of Community Planning - Renewal of the Advisory Design Panel - Lack of Qualified Respondents

09-245 Burger - Lefebvre
THAT the report from the Director of Community Planning dated September 28, 2009 regarding renewal of the Advisory Design Panel – lack of qualified respondents be received for information. CARRIED.

d) Director of Community Planning - Consideration of Expansion of the Downtown Revitalization Tax Exemption Bylaw Area

09-246 Patterson - Powell
THAT the report from the Director of Community Planning dated September 15, 2009 regarding consideration of expansion of the Downtown Revitalization Tax Exemption Bylaw area be received;
AND THAT the current tax revitalization bylaw be maintained. DEFEATED.

09-246 Lefebvre - Patterson
THAT Staff be directed to expand the Downtown Revitalization Tax Exemption Bylaw 1433 to include Weld Street and the west side of Corfield Street between Jensen Avenue and Highway 19A for Council consideration. CARRIED.

e) **Director of Community Planning - Consideration of a Proactive Program to Control Scotch Broom**

09-247 Greir - Lefebvre
THAT the report from the Director of Community Planning dated September 14, 2009 regarding consideration of a proactive program to control Scotch Broom be received;
AND THAT the current practices with respect to Scotch Broom remain. CARRIED.

f) **Fire Chief - Pandemic Influenza Policy and Procedure Update For Emergency Plan**

09-248 Lefebvre - Burger
THAT Council approve the Pandemic Influenza Exposure Control Plan, Pandemic Influenza Guidelines Policy 9.15, Pandemic Immunization Policy 9.16, Office Sanitization Plan During Pandemic Influenza Policy 9.17, Self Quarantine of Staff Members During Pandemic Influenza Policy 9.18, Restricting Public Access to City Hall, Public Works and Fire Hall During Pandemic Influenza Policy 9.19, Restricting Staff Access to Worksites During Pandemic Influenza Policy 9.20, Working From Home/Telecommuting Policy 7.18 and the Communications Strategy to be implemented at identified stages of an outbreak of pandemic influenza;
AND THAT up to \$2,000.00 be made available to support, if necessary, the purchase of vaccinations and/or cleaning supplies to reduce the spread of pandemic influenza;
AND THAT up to \$5,000.00 be made available if necessary, to pay for antiviral medications purchased by Staff critical to the operation of the City as outlined in the City of Parksville Critical Task List or their immediate family that provide a paid receipt to the City. CARRIED.

g) **Executive Assistant - Silver Spur Riding Club - Annual Equestrian Toy Ride**

09-249 Greir - Lefebvre
THAT the Silver Spur Riding Club be permitted to hold an Equestrian Toy Ride on Sunday November 15, 2009 between the hours of 11:30 a.m. and 12:30 p.m. following a designated route through City streets as indicated on the map attached to Event Application Form (1B);
AND THAT the approval be granted on condition that the organizers adhere to the signed Terms and Conditions form dated September 16, 2009 attached to the report from the Executive Assistant dated September 18, 2009 entitled "Silver Spur Riding Club - Annual Equestrian Toy Ride". CARRIED.

h) **Grant-In-Aid Select Committee - Fall 2009 Grant-In-Aid Applications**

09-250 Powell-Davidson - Lefebvre
 THAT the Grant-In-Aid applications received for the period ending August 28, 2009 be approved as follows:

Name of Organization	Approved
Arrowsmith Potters' Guild	300.00
Arrowsmith Search and Rescue	425.00
Oceanside Community Arts Council	200.00
Oceanside Volunteer Association	150.00
Parkville & District Association for Community Living	900.00
Parkville Garden & Parkland Society	325.00
Parkville Seniors Activity & Drop in Centre Society	200.00
Total	\$2,500.00

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

10. **BYLAWS**

a) **"Water Service System Amendment Bylaw, 2009, No. 1320.15"**

09-251 Lefebvre - Powell
 THAT "Water Service System Amendment Bylaw, 2009, No. 1320.15" be adopted. CARRIED.

b) **"Sanitary Storm Sewerage System Amendment Bylaw, 2009, No. 1319.7"**

09-252 Powell - Greir
 THAT Sanitary Storm Sewerage System Amendment Bylaw, 2009, No. 1319.7" be adopted. CARRIED.

c) **"Zoning and Development Amendment Bylaw, 2009, No. 2000.76"**

09-253 Powell-Davidson - Lefebvre
 THAT "Zoning and Development Amendment Bylaw, 2009, No. 2000.76" be read a first time. CARRIED.

09-254 Powell - Lefebvre
 THAT "Zoning and Development Amendment Bylaw, 2009, No. 2000.76" be read a second time;
 AND THAT "Zoning and Development Amendment Bylaw, 2009, No. 2000.76" be advanced to a public hearing. CARRIED.

11. NEW BUSINESS

- Burger - Powell
09-255 THAT Council support in principle the request to relocate the Community Garden to a portion of the Parksville Civic and Technology Park subject to the submission of a detailed development plan that outline specific requirements for the Community Garden and potential obligations and costs to the city;
AND THAT a technical review of the development plan be completed prior to Council's final acceptance of the relocation;
AND THAT Council direct staff to report back the findings of the technical review;
AND FURTHER THAT Staff prepare a policy strategy for the ongoing establishment of a Community Garden program, with the longer term goal of facilitating multiple sites throughout the Community. CARRIED.

Mayor Mayne and Councillors Patterson and Greir were opposed to the motion.

12. NOTICE OF MOTION

- a) Councillor Greir - Cyclone Taylor Cup - *From September 21, 2009 Regular Meeting of Council*
Greir - Lefebvre
09-256 THAT the City financially supporting the Cyclone Taylor Cup in the amount of \$5,000.00 be deferred to the October 19 Regular meeting of Council. CARRIED.
- b) Councillor Powell-Davidson - Agenda's Posted in Newspaper - *From September 21, 2009 Regular Meeting of Council*
Powell-Davidson - Burger
09-257 THAT staff be directed to post agendas in the newspaper on Fridays prior to Council and Committee of the Whole meetings. MOTION WITHDRAWN.
- Lefebvre - Greir
09-257 THAT Staff be directed to review and provide Council with recommendations regarding the feasibility of posting Council and Committee agendas in the appropriate media prior to Council and Committee meetings. CARRIED.

13. SPECIAL BUSINESS

- Lefebvre - Powell-Davidson
09-258 Pursuant to Sections 90 (1) (c) of the *Community Charter* Council proceed to a closed meeting to consider an item relating to personnel. CARRIED.

Time 8:48 p.m.

Council reconvened at 9:02 p.m.


14. ADJOURNMENT

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

The meeting adjourned at 9:02 p.m.

Certified Correct.

Mayor



Corporate Officer

October 6, 2009

REPORT TO: MAYOR AND COUNCIL
FROM: COMMITTEE OF THE WHOLE
SUBJECT: OCTOBER 5, 2009 MEETING RECOMMENDATION

The following items were considered by the Committee of the Whole at its special meeting held Monday, October 5, 2009:

RECOMMENDATIONS

- (1) **Director of Community Planning - Zoning Amendment Application [451, 461 and 465 Hirst Avenue West]**

THAT the report from the Director of Community Planning dated July 23, 2009 entitled "Follow-up Report – Zoning Amendment Application - 451, 461 and 465 Hirst Avenue West" be received;
AND THAT the zoning amendment application for Lot 1, Plan 17579 and Lot A, Plan 17962 and Lot 4, Plan 18691, District Lot 106, Nanoose District [451, 461 and 465 Hirst Avenue West], be denied.

- (2) **Director of Community Planning - Consideration of a New Community Garden Site and Establishment of a Community Garden Program**

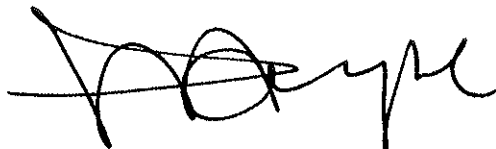
THAT Council support in principle the request to relocate the Community Garden to a portion of the Parksville Civic and Technology Park subject to the submission of a detailed development plan that outline specific requirements for the Community Garden and potential obligations and costs to the city;
AND THAT a technical review of the development plan be completed prior to Council's final acceptance of the relocation;
AND THAT Council direct staff to report back the findings of the technical review;
AND FURTHER THAT Staff prepare a policy strategy for the ongoing establishment of a Community Garden program, with the longer term goal of facilitating multiple sites throughout the Community.

- (3) **Director of Community Planning - Update on Implementing an Accessibility Upgrade Incentive Program**

THAT the report from the Director of Community Planning dated September 24, 2009 entitled "Up-Date on Implementing an Accessibility Upgrade Incentive Program" be received;
AND THAT the Draft Accessibility Upgrade Rebate Policy No. 4.30 attached to the Director of Community Planning's report dated September 24, 2009, be approved.

(4) **Deputy Corporate Administrator - Review of Corporate Policy Manual Section 9 - Computer Security Related Policies**

THAT the report from the Deputy Corporate Administrator dated September 1, 2009 entitled "Review of Corporate Policies Applicable to Computer Security", be received;
AND THAT the amended policies presented as Amended Computer Internet Security Policy No. 9.10, Amended Computer System Security Policy No. 9.11 and Amended Computer System Backup Procedures Policy No. 9.12, attached to the Deputy Corporate Administrator's report dated September 1, 2009, be approved;
AND FURTHER THAT the Draft E-Mail Management Policy No. 9.14 attached to the Deputy Corporate Administrator's report dated September 1, 2009, be approved.



MAYOR ED MAYNE, Chair
COMMITTEE OF THE WHOLE

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CITY OF PARKSVILLE

BYLAW NO. 1433.1

**A Bylaw to Amend Downtown Revitalization Tax Exemption
Bylaw No. 1433**

WHEREAS it is necessary to amend the Downtown Revitalization Tax Exemption Bylaw, 2007, No. 1433;

AND WHEREAS the *Community Charter* provides that a revitalization tax exemption program bylaw may only be adopted after notice of the proposed bylaw has been given in accordance with Section 227 of the *Community Charter* and this notice has been given;

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

1. THAT "Downtown Revitalization Tax Exemption Bylaw , 2007, No. 1433" be amended by:
 - a) Replacing Schedule A with a new Schedule A attached to this bylaw.
2. This bylaw may be cited for all purposes as "Downtown Revitalization Tax Exemption Amendment Bylaw, 2009, No. 1433.1".

READ A FIRST TIME this ___ day of

READ A SECOND TIME this ___ day of

READ A THIRD TIME this ___ day of

ADOPTED this ___ day of

Mayor

Corporate Officer

SCHEDULE "A"
REVITALIZATION AREA

