



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

COUNCIL MEETING AGENDA

MONDAY, NOVEMBER 16, 2009

Immediately following the adjournment of the Committee of the Whole Meeting

1. PUBLIC HEARING

- a) "Zoning and Development Amendment Bylaw, 2009, No. 2000.76" - the purpose is to update the home occupations (home based business) regulations in order to keep the regulations current and provide greater clarity.

2. ADOPTION OF MINUTES

- a) of the Council meeting held November 2, 2009 - Pages 1 to 3

Recommendation: THAT the minutes of the meeting of Council held November 2, 2009 be adopted.

3. APPROVAL OF AGENDA

4. PRESENTATIONS

5. DELEGATIONS

6. UNFINISHED BUSINESS

7. CORRESPONDENCE

- a) Regional District of Nanaimo - Northern Community Sewer SA Boundary Amendment Bylaw No. 889.53 - Pages 4 to 6
This bylaw proposes to include one property within the Surfside Sewer LSA (906 McFeely Drive) into the Northern Community Sewer SA.

Recommendation: THAT the Council of the City of Parksville consents to the adoption of "Northern Community Sewer SA Boundary Amendment Bylaw No. 889.53", and the Regional District be notified accordingly.

8. DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE

9. REPORTS

a) Committee of the Whole - November 2, 2009 - Page 7

(1) Director of Community Planning - OCP and Zoning Bylaw Amendment Application - Chew Excavating Ltd. - Off Tuan Road

The City has received an Official Community Plan and Zoning and Development bylaw amendment application from Brian Johnson of Ventana Projects Inc. on behalf of Chew Excavating Ltd. that the OCP land use map be amended from "Industrial" to "Residential" and that the property be rezoned from Industrial I-1 to a new Modular Home Residential zone for a development that would facilitate a 132 lot bare land strata modular home park neighbourhood known as River Glen, off Tuan Road.

THAT the report from the Director of Community Planning dated October 22, 2009 entitled "Consideration of an Official Community Plan and Zoning Bylaw Amendment Application for Lot 1, Block 564, Nanoose District, Plan 21736 (off Tuan Road)", be received;

AND THAT the topic of changing the Industrial designation to Residential for Lot 1, Block 564, Nanoose District, Plan 21736 (off Tuan Road) be considered during the upcoming Official Community Plan review;

AND FURTHER THAT subsequent to the Official Community Plan review that the application be returned to Council for deliberation.

OPPOSED UNANIMOUSLY.

(2) Director of Community Planning - Zoning Amendment Application - 161 Island Highway West

The City has received a zoning amendment application from The Focus Corporation on behalf of Parksville Beach Development Inc. to amend the OCP from mixed waterfront commercial to multifamily residential and rezone the property from Tourist Commercial (CS-2) to High Density Residential (RS-3) to permit a permanent multifamily residential development comprised of 123 units in eight, three storey buildings.

Recommendation: THAT the report from the Director of Community Planning dated October 20, 2009 entitled "Zoning Amendment Application - Parksville Beach Development Inc. - 161 Island Highway West", be received;

AND THAT Staff be directed to find options for Council to consider to replace Council Resolution #06-304 as part of the Transportation Study to make access to the property located at 161 Island Highway West clearer;

AND FURTHER THAT the processing of the Zoning Amendment Application for the Parksville Beach Development Inc. - 161 Island Highway West be suspended until the access issue has been resolved.

(3) Director of Community Planning - Investigation into Possibility of Including Accessibility Standards within the City's Building Bylaw

Council has requested that staff report back on the feasibility of including accessibility standards in the City's Building Bylaw.

Recommendation: THAT the report from the Director of Community Planning dated October 8, 2009 entitled "Investigation into Possibility of Including Accessibility Standards Within the City's Building Bylaw", be received;

AND THAT "Building Bylaw, 2003, No. 1387" and any amendments there to be maintained in their current form;

AND FURTHER THAT input be provided on the matter of accessibility during the next Provincial review of the British Columbia Building Code.

- b) Executive Assistant - Parksville and District Chamber of Commerce Outdoor Market and Santa Claus Parade - December 4, 2009 - Pages 8 to 15

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 report from the Executive Assistant dated November 2, 2009 entitled "Parksville and District Chamber of Commerce - Outdoor Market and Santa Claus Parade" be received;

AND THAT the Parksville and District Chamber of Commerce be permitted use of Morison Avenue (from Home Hardware to McMillan Street) for their outdoor market event between the hours of 5:00 p.m. and 9:00 p.m. on Friday, December 4, 2009;

AND THAT the Parksville and District Chamber of Commerce be permitted use of City streets for the "Santa Claus Parade" event commencing at 6:00 p.m. on Friday, December 4, 2009 using the provided designated route attached to the report from the Executive Assistant dated November 2, 2009 entitled "Parksville and District Chamber of Commerce - Outdoor Market and Santa Claus Parade";

AND FURTHER THAT the approval be granted on condition that the organizers adhere to the Terms and Conditions form signed October 21, 2009 attached to the report from the Executive Assistant dated November 2, 2009 entitled "Parksville and District Chamber of Commerce - Outdoor Market and Santa Claus Parade".

- c) Manager of Engineering - Wright Road Watermain Improvements - Temple Street to Sunray Road - Pages 16 to 18

Council resolution #09-107 passed May 4, 2009 authorized staff to pre-qualify fourteen firms to submit bids for projects in the 2009 Capital Works Program. Tender packages were received by nine contractors.

Recommendation: THAT the report from the Manager of Engineering dated November 5, 2009 entitled "Wright Road Watermain Improvements - Temple Street to Sunray Road", be received;

AND THAT the tender for the "Wright Road Watermain Improvements (Temple Street to Sunray Road) in the amount of \$107,782.50 (including GST) be awarded to Knappett Industries (2006) Ltd.

- d) Director of Finance - 2009 Land Sale Reserve Fund Appropriations - Pages 19 to 21

At Council's direction, the City negotiated the purchase of 114 and 120 Jensen Avenue in 2009. Section 189 of the Community Charter requires items funded by the Land Sale Reserve Fund be authorized by bylaw.

Recommendation: THAT the report from the Director of Finance dated November 10, 2009 entitled "2009 Land Sale Reserve Fund Appropriations", be received;

AND THAT "Land Reserve Fund Expenditure Bylaw, 2009, No. 1457" be advanced for reading consideration.

10. **BYLAWS**

- a) "Land Reserve Fund Expenditure Bylaw, 2009, No. 1457" - Page 21
Purchase, clean up, removal of houses and incidentals of 114 and 120 Jensen Avenue.
- (i) ***Recommendation: THAT "Land Reserve Fund Expenditure Bylaw, 2009, No. 1457" be read a first time.***
- (ii) ***Recommendation: THAT "Land Reserve Fund Expenditure Bylaw, 2009, No. 1457" be read a second and third time.***

11. **NEW BUSINESS**

12. **NOTICE OF MOTION**

- a) Councillor Lefebvre - Water & Sewer Connection for Carriage Houses - From November 2, 2009 Regular Meeting of Council
- Recommendation: THAT staff review the option of a bylaw amendment to permit two water and sewer connections on properties with carriages house.***
- b) Councillor Lefebvre - Cosmetic Pesticides - From November 2, 2009 Regular Meeting of Council
- Recommendation: THAT staff investigate with the Regional District of Nanaimo the possibility of banning cosmetic pesticide.***

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

14. **ADJOURNMENT**

ooOOoo

TO BE ADOPTED



4567.

CITY OF PARKSVILLE

November 2, 2009

Minutes of the meeting of Council held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Monday, November 2, 2009 at 8:11 p.m.

PRESENT: His Worship Mayor E. F. Mayne

Councillors: 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
L. Butterworth, Director of Finance
B. Russell, Manager of Current Planning
A. Haywood, Executive Assistant

1. ADOPTION OF MINUTES

09-269 Lefebvre - Powell-Davidson
THAT the minutes of the meeting of Council held October 19, 2009 be adopted.
CARRIED.

2. APPROVAL OF AGENDA

09-270 Lefebvre - Powell-Davidson
THAT Bylaw Item 9 (b) be taken off the agenda;
AND THAT the November 2, 2009 Council meeting agenda be approved as amended. CARRIED.

3. PRESENTATIONS - Nil

4. DELEGATIONS - Nil

5. UNFINISHED BUSINESS - Nil

6. CORRESPONDENCE

a) **Solicitor General Kash Heed - User Fee for Police Records Information Management Environment of British Columbia (PRIME-BC)**

09-271 Greir - Patterson
THAT the correspondence from Solicitor General Kash Heed dated September 22, 2009 regarding the user fee for Police Records Information Management Environment of British Columbia (PRIME-BC), be received. CARRIED.

b) **Arrowsmith Search & Rescue - Thank you for Grant-in-Aid**

09-272 Powell - Powell-Davidson
THAT the correspondence from the Arrowsmith Search & Rescue dated October 19, 2009 thanking the City for its grant to the organization, be received. CARRIED.

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

8. **REPORTS**

a) **Committee of the Whole - October 19, 2009**

09-273 THAT the report of the Committee of the Whole meeting held October 19, 2009 be received and the following recommendations considered:

(1) **Chief Administrative Officer - Geothermal Heating Utility Infrastructure Planning Grant and Feasibility Study**

Greir - Lefebvre

THAT the report from the Chief Administrative Officer dated September 22, 2009 entitled "Geothermal Heating Utility Infrastructure Planning Grant and Feasibility Study", be received;

AND THAT Council approve the expenditure of a maximum of \$1,000.00 for preparation of an Infrastructure Planning Grant application for the purpose of determining the feasibility of a geothermal municipal heating utility for the proposed Renz Road and Despard Avenue subdivisions; AND FURTHER THAT staff be directed to include \$2,500.00 in the 2010 annual budget representing the City's commitment to the proposed Geothermal Municipal Heating Utility Feasibility Study. CARRIED.

b) **Director of Finance - 2009-10 Water Utility Rates for Large Families**

09-274 Lefebvre - Patterson
THAT the report from the Director of Finance dated October 27, 2009 entitled "2009-10 Water Utility Rates for Large Families", be received; AND THAT staff be directed to bring forward for Council's consideration an amendment to "Water Service System Bylaw, 1999, No. 1320" to include a separate rate for large families as per the rates contained in Appendix A attached to the report from the Director of Finance dated October 27, 2009. CARRIED.

9. **BYLAWS**

a) **"Downtown Revitalization Tax Exemption Amendment Bylaw, 2009, No. 1433.1"**

09-275 Patterson - Lefebvre
THAT "Downtown Revitalization Tax Exemption Amendment Bylaw, 2009, No. 1433.1" be adopted. CARRIED.

Councillor Powell was opposed to this motion.

10. NEW BUSINESS - Nil

11. NOTICE OF MOTION

a) Councillor Lefebvre - Water & Sewer Connection for Carriage Houses

Councillor Lefebvre gave notice that he will be bringing forward a motion at the November 16, 2009 Council meeting to have staff review the option of a bylaw amendment to permit two water and sewer connections for properties with carriage houses.

b) Councillor Lefebvre - Cosmetic Pesticides

Councillor Lefebvre gave notice that he will be bringing forward a motion at the November 16, 2009 Council meeting to request that staff investigate with the Regional District of Nanaimo the possibility of banning cosmetic pesticides.

12. SPECIAL BUSINESS - Nil


13. ADJOURNMENT

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

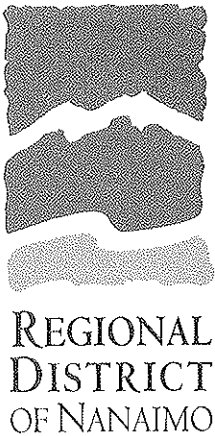
The meeting adjourned at 8:22 p.m.

Certified Correct.

Mayor

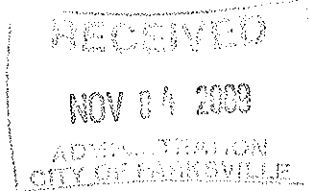


Corporate Officer



AGENDA
COUNCIL
NOV 16 2009
DATE

October 28, 2009



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

Attention: Fred Manson

Dear Mr. Manson:

Re: Northern Community Sewer SA Boundary Amendment Bylaw No. 889.53

The Board at its regular meeting of October 27, 2009 introduced and read three times the above noted amendment bylaw (copy attached). This bylaw proposes to include one property within the Surfside Sewer LSA (906 McFeely Drive) into the Northern Community Sewer SA. As part of the approval process the District requires the City's consent to this bylaw.

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

MOVED _____, SECONDED _____, that the Council of the City of Parksville consents to the adoption of "Regional District of Nanaimo Northern Community Sewer Service Area Boundary Amendment Bylaw No. 889.53, 2009" and FURTHER that the Regional District be notified accordingly.

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

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

Sincerely,

Maureen Pearse
Sr. Mgr. of Corporate Administration

MMP:nat

Attachments

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

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

RDN Website: www.rdn.bc.ca

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 889.53

**A BYLAW TO AMEND THE BOUNDARIES
OF THE NORTHERN COMMUNITY
SEWER LOCAL SERVICE AREA**

WHEREAS the Board has enacted the "Regional District of Nanaimo Northern Community Sewer Local Service Conversion Bylaw No. 889, 1993", as amended, which establishes the Northern Community Sewer Local Service Area;

AND WHEREAS the Board wishes to extend the boundaries of the Northern Community Sewer Local Service Area to include the property legally described as follows:

Lot 11, District Lot 9, Newcastle Land District, Plan 11816;

AND WHEREAS the Board has obtained the consent of at least two thirds of the participants;

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

1. Schedules 'C' and 'E' attached to and forming a part of Bylaw No. 889 are hereby deleted and replaced with Schedules 'C' and 'E' attached to and forming part of this bylaw.
2. This bylaw may be cited as "Northern Community Sewer Service Area Boundary Amendment Bylaw No. 889.53, 2009".

Introduced and read three times this 27th day of October, 2009.

Adopted this ____ day of _____, 2009.

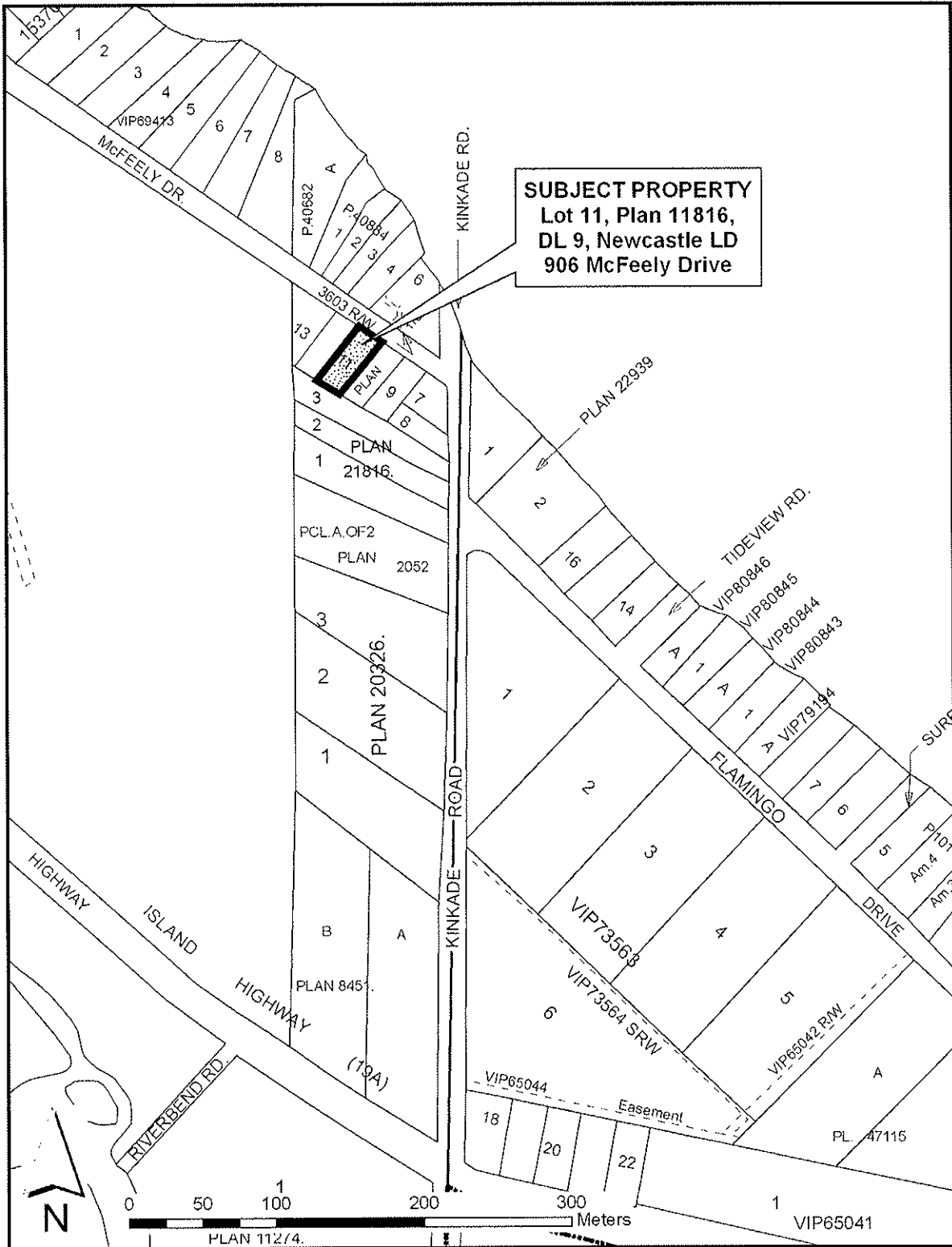
CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Property
Reference

Chairperson

Sr. Mgr., Corporate Administration



November 3, 2009



REPORT TO: MAYOR AND COUNCIL
FROM: COMMITTEE OF THE WHOLE
SUBJECT: NOVEMBER 2, 2009 MEETING RECOMMENDATION

The following items were considered by the Committee of the Whole at its special meeting held Monday, November 2, 2009:

RECOMMENDATIONS

- (1) **Director of Community Planning - OCP and Zoning Bylaw Amendment Application - Chew Excavating Ltd. - Off Tuan Road**

THAT the report from the Director of Community Planning dated October 22, 2009 entitled "Consideration of an Official Community Plan and Zoning Bylaw Amendment Application for Lot 1, Block 564, Nanoose District, Plan 21736 (off Tuan Road)", be received;
AND THAT the topic of changing the Industrial designation to Residential for Lot 1, Block 564, Nanoose District, Plan 21736 (off Tuan Road) be considered during the upcoming Official Community Plan review;
AND FURTHER THAT subsequent to the Official Community Plan review that the application be returned to Council for deliberation.

OPPOSED UNANIMOUSLY.

- (2) **Director of Community Planning - Zoning Amendment Application - 161 Island Highway West**

THAT the report from the Director of Community Planning dated October 20, 2009 entitled "Zoning Amendment Application - Parksville Beach Development Inc. - 161 Island Highway West", be received;
AND THAT Staff be directed to find options for Council to consider to replace Council Resolution #06-304 as part of the Transportation Study to make access to the property located at 161 Island Highway West clearer;
AND FURTHER THAT the processing of the Zoning Amendment Application for the Parksville Beach Development Inc. - 161 Island Highway West be suspended until the access issue has been resolved.

- (3) **Director of Community Planning - Investigation into Possibility of Including Accessibility Standards within the City's Building Bylaw**

THAT the report from the Director of Community Planning dated October 8, 2009 entitled "Investigation into Possibility of Including Accessibility Standards Within the City's Building Bylaw", be received;
AND THAT "Building Bylaw, 2003, No. 1387" and any amendments there to be maintained in their current form;
AND FURTHER THAT input be provided on the matter of accessibility during the next Provincial review of the British Columbia Building Code.

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

MAYOR ED MAYNE, Chair
COMMITTEE OF THE WHOLE

November 2, 2009

MEMO TO: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER

FROM: AMANDA HAYWOOD, EXECUTIVE ASSISTANT

SUBJECT: PARKSVILLE AND DISTRICT CHAMBER OF COMMERCE - OUTDOOR MARKET AND SANTA CLAUS PARADE - OUR FILE: 8100-01

ISSUE:

Use of designated City streets for the Parksville and District Chamber of Commerce outdoor market and Santa Claus Parade both being held Friday, December 4, 2009.

EXECUTIVE SUMMARY:

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

REFERENCE:

Policy No. 8.22 - Applications for Special Events

Completed Event Application Form (1A) and Event Application Form (1B) with route map from the Parksville and District Chamber of Commerce including the Terms and Conditions signed October 21, 2009.

BACKGROUND:

1. **Outdoor Market:** A request has been received from the Chamber of Commerce to hold an outdoor market event on Morison Avenue (from Home Hardware to McMillan Street) on **Friday, December 4, 2009 from 5:00 p.m. till 9:00 p.m.** These organizers have shown themselves to be well organized and responsible on many other occasions and no problems are anticipated with this event.
2. **Santa Claus Parade:** A request was received to hold the Santa Claus Parade on **Friday, December 4, 2009 starting at 6:00 p.m.** This would be the fourth Santa Claus Parade put on by the Chamber of Commerce in Parksville. The previous years have been run safely and successfully with the organizers adhering to all of the requirements of the Terms and Conditions for the use of City of Parksville facilities. With the organizers' past demonstrated level of responsibility, there is no reason to anticipate problems with the event. This event does not conflict with any other event scheduled on the requested date.

From time to time the Municipality is requested to allow the use of City property and roads for organized events such as this. The main issues associated with such requests are:

1. The impact of the event on pedestrians, traffic conditions and the public;
2. Access to properties and services by emergency vehicles, the public, utility companies, and the municipality;
3. Public liability and damage that may result from the event.

Staff has reviewed the application and determined that there are no scheduling conflicts and the above issues will be properly handled.

The RCMP and Engineering & Operations were consulted on this application and no concerns have been expressed. The Fire Department has no issues as long as the provisions of the Terms and Conditions (mainly access in case of an emergency) are maintained throughout the outdoor market event.

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

OPTIONS:

- Option 1: Deny the requests.
- Option 2: Approve the requests with conditions.
- Option 3: Approve the requests without conditions.

ANALYSIS:

1. Denying the requests outright would avoid the need to address the noted concerns but it would also deny consideration of what may be viewed as positive community events;
2. The approvals could be made conditional upon the applicant addressing legitimate issues and concerns to the satisfaction of the municipality and other appropriate authorities. Some minor interruption to vehicle, cycling and pedestrian traffic is possible during these events. These issues can probably be mitigated to ensure successful, positive events;
3. Council could grant unconditional approval of the requests. Given the City of Parksville is the road authority of the City streets, with associated public responsibilities with respect to safety, access, utilities, and other matters, it is appropriate to consider applying reasonable conditions to address these issues.

It is recommended that Council support Option 2.

RECOMMENDATION:

THAT the report from the Executive Assistant dated November 2, 2009 entitled "Parksville and District Chamber of Commerce - Outdoor Market and Santa Claus Parade" be received;

AND THAT the Parksville and District Chamber of Commerce be permitted use of Morison Avenue (from Home Hardware to McMillan Street) for their outdoor market event between the hours of 5:00 p.m. and 9:00 p.m. on Friday, December 4, 2009;

AND THAT the Parksville and District Chamber of Commerce be permitted use of City streets for the "Santa Claus Parade" event commencing at 6:00 p.m. on Friday, December 4, 2009 using the provided designated route attached to the report from the Executive Assistant dated November 2, 2009 entitled "Parksville and District Chamber of Commerce - Outdoor Market and Santa Claus Parade";

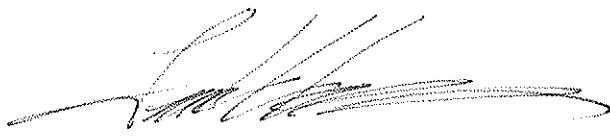
AND FURTHER THAT the approval be granted on condition that the organizers adhere to the Terms and Conditions form signed October 21, 2009 attached to the report from the Executive Assistant dated November 2, 2009 entitled "Parksville and District Chamber of Commerce - Outdoor Market and Santa Claus Parade".

Respectfully submitted,



AMANDA HAYWOOD
Executive Assistant

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:



FRED MANSON, CGA
Chief Administrative Officer

/ah

City of Parksville

EVENT APPLICATION FORM (1A)

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

Date of Application: Oct 21/09 Name of Event: Santa Claus Parade
Name of Organization: Parksville & Dist. Chamber Phone: 250-248-3613
Contact Name: Kim Burden Bus. Phone: _____
Mailing Address: Box 99, Parksville Fax: _____
Postal Code: V9P 2G3 E-Mail: info@parksvillechamber.com
Alternate Contact: Gary Child Phone: 250-752-4838

Facility(ies) Required: Morrison Ave.
from McMillan to 19A.

Date(s) Requested: Dec 4/09 Hours of Use: 5pm - 9pm

Anticipated Number in Attendance: 10 Anticipated Number of Spectators: 5000
(Note: Please provide a list of any other groups coming under the umbrella of this event)

Purpose of Use: Vendor outdoor market.

Road Closure Requested: Yes No Details: Morrison from McMillan to 19A.

Concession Requested: Yes No (Subject to Food Concession Policy 3.18)

Note: You will be responsible for any damages done to irrigation systems as a result of stakes and poles placed without prior Parks Department approval.

See Reverse side for Terms and Conditions - Signature required prior to submission for consideration.

This portion to be completed by City of Parksville

Approval: Yes No

Date: _____

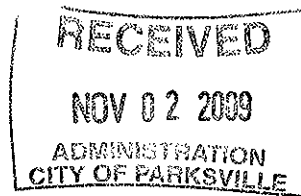
1. Ensure appropriate public access is maintained to all roads, park and adjacent facilities to the satisfaction of the City of Parksville, and provide written approval from the RCMP, the Fire Department and the Ambulance Service;
2. Provide all of the necessary traffic controls, parking and emergency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

Kim Burdow
Printed Name of Authorized Representative

[Signature]
Signature

Parksville & Dist Chamber
Name of Organization

Oct 21 109.
Date Signed



EVENT APPLICATION FORM (1B)

(Application to Hold a Parade/Race/Run/Walk in the City of Parksville)

Organization: Parksville & District Chamber of Commerce Name of Event: Santa Claus Parade

Name of Parade Marshall/Contact Person: Mark Hefebave / Kim Burden

Address: Box 99 Parksville, B.C. Postal Code: V9P 2G3

Phone: 250-248-3613 Fax: 250-248-5210 E-mail: info@parkvillechambs.com

[Signature]
Signature of Applicant

Kim Burden
Printed Name

Oct 21, 2009
Date

Date of Parade: Dec 4/09 Day of Week: Friday Time: 6 PM

Duration of Parade: 3/4 (hrs.)

Number and Type of units/participants: 30 floats & vehicles

Parksville Downtown Business Association

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

General Description of Proposed Route (Please attach map): Corfield from

Community Park to 19A - 19A to Craig;

Craig to Jensen; Jensen to PCCC.

Assembly Area: Community Park.

Dispersal Area: PCCC

Closure of Street Required? Yes No (If Yes, which Streets?) Corfield / 19A /

Craig / Jensen -

Traffic Control Arrangements: (Name of Company/Group and contact person)

Name: COPS - Jack McKenzie Phone: 250-752-6101

(NOTE: The responsibility for all traffic control rests with the body organizing the event. The City is not responsible to provide signage or barricades, nor will traffic signals be adjusted to accommodate the event.)

See Reverse side for Terms and Conditions - Signature required prior to submission for consideration.

This portion to be completed by City of Parksville

Approval: Yes No

Date: _____

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

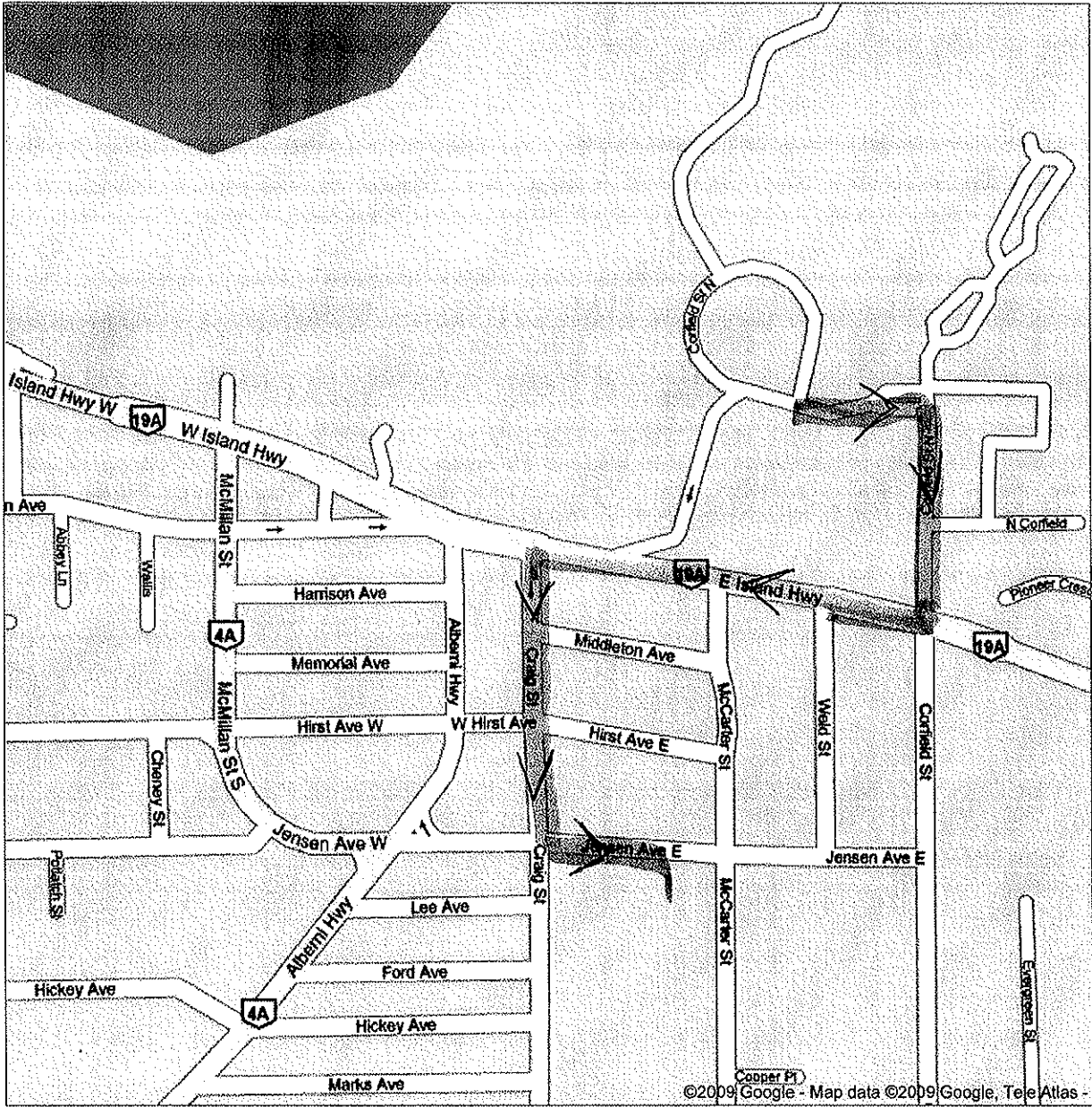
Kim Borden
Printed Name of Authorized Representative

[Signature]
Signature

Parksville & District Chamber
Name of Organization

Oct 21 / 09
Date Signed

Google maps
Canada



PAGE
15

DATE: November 5, 2009

MEMO TO: FRED MANSON
CHIEF ADMINISTRATIVE OFFICER

FROM: MIKE SQUIRE
MANAGER OF ENGINEERING

SUBJECT: WRIGHT ROAD WATERMAIN IMPROVEMENTS
TEMPLE STREET TO SUNRAY ROAD
OUR FILE NO. 5330-20-WRT

I. ISSUE

Award of Tender for "Wright Road Watermain Improvements (Temple Street to Sunray Road)".

II. REFERENCE

City of Parksville Tender for "Wright Road Watermain Improvements (Temple Street to Sunray Road)", dated October, 2009.

III. BACKGROUND

On May 4, 2009, Council passed Resolution # 09-107 authorizing staff to pre-qualify fourteen (14) firms to submit bids for projects in the 2009 Capital Works Program. The work comprises of two sections of water main on Wright Road. The first section between Temple Street and Ocean Place requires installation of 150 metres of new watermain which will connect two dead end watermains and improve water quality by improving water flow through the system. The second section between Ocean Place and Sunray Road requires replacement of 108 metres of existing asbestos cement watermain. Asbestos cement watermains are actively being replaced North America wide due to pipe material degradation issues. The City of Parksville has identified asbestos watermains within our system and is also proactive in planning to replace these pipes in the near future.

Tender packages were received by nine contractors. The bids were opened in public on Thursday, November 5, 2009, and have been found to be complete (costs include 5% GST) as follows:

Knappett Industries (2006) Ltd.	\$107,782.50
Locar Industries Ltd.	\$116,095.61
Fournier Excavating Ltd.	\$129,148.11
Hub Excavating Ltd.	\$129,757.95

Palladian Developments Inc	\$132,446.31
Copcan Contracting Ltd.	\$134,689.85
Argus Excavating Ltd.	\$145,357.49
Parksville Heavy Equipment	\$186,956.34
Windley Contracting Ltd.	\$188,073.97

Knappett Industries (2006) Ltd. was the low bidder. Knappett Industries (2006) Ltd. has successfully completed Capital Works and Private Development projects within the City of Parksville including the Young, Alwood Rushton neighborhood improvements and the Springwood Complex Reservoir and Pump Station Upgrades. They are considered qualified to carry out the subject works.

Financial Implications:

Required Funding (Costs) and Available Funding (Budget)

The approximate total costs, including the low bid received and associated budgets for these projects, are summarized as follows:

COSTS (\$)	Wright Road Watermain
Low Bid Received (Including GST):	\$ 107,782.50
Engineering Inspection & Testing	\$ 20,000.00
Sub-Total:	\$ 127,782.50
Less 5 % GST	\$ 5,132.50
TOTAL FUNDING REQUIRED:	\$ 122,650.00
Current Available Capital Budget (21272071 & 21272072):	\$ 148,540.00
TOTAL AVAILABLE BUDGET:	\$ 148,540.00

There is adequate funding in the Council approved capital program to cover these works. The City received a \$ 105,000 grant from the British Columbia Towns of Tomorrow program for this project.

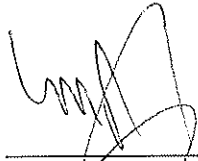
Options (Tender Award):

1. Accept the lowest bid received.
 2. Award the project to another bidder or reject the bids.
-
1. Council could accept the lowest bid received. This would allow completion of a high priority project at the earliest possible date.
 2. Council could reject the bids. This would further delay the project.

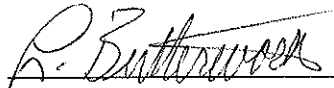
It is recommended that Council Support Option 1.

Recommendation:

“**That** Council award the tender for the “Wright Road Watermain Improvements (Temple Street to Sunray Road)”, in the amount of \$107,782.50 including GST), to Knappett Industries (2006) Ltd.”



Mike Squire, AScT.
Manager of Engineering



Lucky Butterworth
Director of Finance

CHIEF ADMINISTRATIVE OFFICER COMMENTS:



Fred Manson, CAO

FRP/
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November 10, 2009

MEMO TO: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER
FROM: LUCKY BUTTERWORTH, CHIEF FINANCIAL OFFICER
SUBJECT: 2009 LAND SALE RESERVE FUND APPROPRIATIONS

Issue

Appropriation from the Land Sale Reserve Fund for 2009.

Executive Summary

The City generally funds land purchases from the Land Sale Reserve (LSR). The LSR represents an accumulation of land sales and purchases by the City. Any withdrawals from the LSR requires authorization through an Expenditure Bylaw as per Section 189 of the Community Charter.

Purchases of two properties on Jensen Ave. as authorized by Council are the focus of this expenditure bylaw.

Background

The city negotiated the purchase of two properties on Jensen Avenue in 2009 at a total cost of approximately \$680,000. Additional costs for cleaning up the properties and removing the houses and other incidentals is estimated at \$33,000. These properties complete the purchase of a block of land on Jensen Ave to the West of Craig Street. The property purchases were not in the 2009 Financial Plan but the property purchases were authorized by Council through two separate resolutions (IC09-03 and IC09-24). The 2009 Financial Plan will be revised to incorporate the land purchase in upcoming budget discussions.

Section 189 of the Community Charter requires items funded by the Land Sale Reserve Fund to be authorized by Bylaw.

Options

1. Fund the above purchases from the Land Sale Reserve Fund.
2. Do not fund the amounts from the Land Sale Reserve Fund.

Analysis

Option 1:

There is enough money in the Land Sale Reserve to fund the purchase of the two remaining properties on Jensen Ave. The fund has an unappropriated balance of approximately \$887,000 which is adequate to cover the estimated \$713,000 in costs.

The downside is that the remaining unappropriated balance in the fund will be approximately \$174,000 which does not leave much funding for any further land purchases if they come up.

Option 2:

Modifying or not funding the amounts funded from the Reserve fund will require an alternative source of funding to complete the purchases which would affect our year end accumulated surplus.

Financial Implications

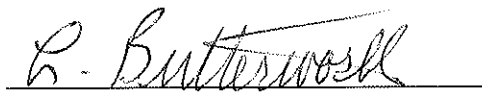
There are no immediate financial implications if Option 1 is selected as the Land purchase costs are fully funded by the LSR funds. There are potential financial implications for the City to purchase additional property as the LSR now has a low unappropriated balance remaining. Purchases may have to be made from general revenues.

If Option 2 were selected, there would be significant financial implications to the General Revenue Fund. Implications are either a higher tax increase or a significant reduction in future services or capital expenditures to make up for the \$713,000 in lost LSR funding.


Recommendation

THAT the report dated November 10, 2009 from the Director of Finance entitled "2009 Land Sale Reserve Fund Appropriations" be received:

AND THAT "Land Reserve Fund Expenditure Bylaw, 2009, No. 1457" " be advanced for reading consideration


G. Lucky Butterworth, CGA
Director of Finance

CHIEF ADMINISTRATIVE OFFICER COMMENTS:


Fred Manson, CGA
Chief Administrative Officer

CITY OF PARKSVILLE

BYLAW NO. 1457

A BYLAW TO AUTHORIZE THE EXPENDITURE OF MONIES FROM THE LAND RESERVE FUND.

WHEREAS there is an unappropriated balance in the Land Reserve Fund established under "Land Reserve Fund Establishment Bylaw, 1989, No. 966";

AND WHEREAS under the provision of Section 189 of the *Community Charter*, the Council may, by bylaw, provide for the expenditure of any money in a reserve fund and interest earned on it;

AND WHEREAS there is an unappropriated balance of:

\$887,191.00 Land Reserve Bylaw No. 966, 1989

as at December 31, 2008 in the Land Reserve Fund;

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

1. The following sum is hereby appropriated from the Land Reserve Fund established by Bylaw No. 966, 1989:
 - a) \$713.000.00 Property Acquisition - 114 and 120 Jensen Avenue
2. The expenditure to be carried out by the monies hereby appropriated may be more particularly specified and authorized by resolution of Council.
3. Should any of the above amount remain unexpended after the expenditure hereby authorized has been made, any unexpended balance shall be returned to the credit of the Reserve Fund.
4. This bylaw may be cited for all purposes as "Land Reserve Fund Expenditure Bylaw, 2009, No. 1457".

READ A FIRST TIME this

READ A SECOND TIME this

READ A THIRD TIME this

ADOPTED this

Mayor

Corporate Officer