

COUNCIL MEETING AGENDA

MONDAY, DECEMBER 21, 2009 - 6:00 P.M.

1. ADOPTION OF MINUTES

- a) of the Council meeting held December 7, 2009 - Pages 1 to 6

Recommendation: THAT the minutes of the meeting of Council held December 7, 2009 be adopted.

- b) of the special Council meeting held December 14, 2009 - Page 7

Recommendation: THAT the minutes of the special meeting of Council held December 14, 2009 be adopted.

2. APPROVAL OF AGENDA

3. PRESENTATIONS

4. DELEGATIONS

- a) Michele Deakin & Ron Beuchert - Mid Vancouver Island Habitat Enhancement Society (MVIHES) - Page 8

A summary of their findings/recommendations from their completed bio-inventory of the Englishman River Estuary and the nearshore from Little Qualicum River to Craig Creek. The presentation will include a highlight of issues related to water quality, fish habitat, key shoreline and nearshore habitat issues, and a summary of estuarine vegetation issues including those associated with Canadian Geese.

5. UNFINISHED BUSINESS

6. CORRESPONDENCE

- a) Regional District of Nanaimo - Northern Community Sewer LSA Boundary Amendment Bylaw No. 889.54 - Pages 9 to 11

This bylaw proposes to include one property within the Surfside Sewer LSA into the Northern Community Sewer Local Service Area.

Recommendation: THAT the Council of the City of Parksville consents to the adoption of "Northern Community Sewer LSA Boundary Amendment Bylaw No. 889.54", and the Regional District of Nanaimo be notified accordingly.

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

8. **REPORTS**

a) **Committee of the Whole - December 7, 2009 - Pages 12 to 13**

(1) **Director of Community Planning - Development Permit Application [205 Jensen Avenue East]**

On October 21, 2009, the City received a development permit application from CitySpaces Consulting Ltd. on behalf of the owners of the property. The applicant requests the issuance of a development permit to permit a four storey wood frame building of 33 one-bedroom units on the upper three floors and commercial retail units and common amenity/office space for the Lions Senior Citizens Housing Society and tenants on the main floor and overall site plan. A height variance of 1.9 metres is requested.

Recommendation: THAT the report from the Director of Community Planning dated November 18, 2009 for the issuance of a development permit at 205 Jensen Avenue East be received;

AND THAT a development permit be issued to Parksville Lions Senior Citizens Housing Society, (Inc. No. S11231) to permit a four storey wood frame building of 33 one-bedroom units on the upper three floors and commercial retail units and common amenity/office space for the Lions Senior Citizens Housing Society and tenants on the main floor and overall site plan with a requested variance to relax the C-3 zone maximum height of the principal building from 11 metres to 12.9 metres on Lots 29 and 30, District Lot 13, Nanoose District, Plan 1565 (205 Jensen Avenue East);

AND THAT a landscaping letter of credit in the amount of \$77,151.00 be received prior to the issuance of the permit, for the purpose of assuring the completion of site landscaping;

AND FURTHER THAT proof of lot consolidation be received prior to the issuance of the permit.

(2) **Director of Community Planning - Development Permit Application [1000 Resort Drive]**

On October 28, 2009 the City received a development permit application from Riptide Lagoon Adventure Golf Ltd., as owners of the property 1000 Resort Drive. The applicant requests the issuance of a development permit to permit construction of a building and track for electric bumper cars.

Recommendation: THAT the report from the Director of Community Planning dated November 19, 2009 for the issuance of a development permit at 1000 Resort Drive be received;

AND THAT a development permit be issued to Riptide Lagoon Adventure Golf Ltd., (Inc. No. 438383) to permit construction of a building and track for electric bumper cars on Lot A, District Lot 123, Nanoose District, Plan VIP75416 (1000 Resort Drive).

- (3) Director of Community Planning - Technical Information for Locating the Community Garden at Parksville Civic and Technology Centre Park
Staff has been directed to review the technical aspects of relocating the Community Garden to the Parksville Civic and Technology Centre Park site.

Recommendation: THAT the report from the Director of Community Planning dated November 26, 2009 titled "Consideration of Technical Information for Locating the Community Garden at the Parksville Civic and Technology Centre Park" be received;
AND THAT consideration of technical information for locating the Community Garden at the Parksville Civic and Technology Centre Park be postponed until the Parksville Garden and Parkland Society have had an opportunity to discuss the technical review with representatives from the Department of Community Planning.

- (4) Director of Community Planning - Official Community Plan Review
The purpose of this report is to advise Council that Staff is preparing to commence the Official Community Plan update and to reveal some overall information regarding process and content.

Recommendation: THAT the report from the Director of Community Planning dated November 26, 2009 entitled "Consideration of an Official Community Plan Review" be received;
AND THAT Council accept the general approach to a work program for the Official Community Plan Review as outlined in the report from the Director of Community Planning dated November 26, 2009;
AND THAT Staff be directed to prepare formal Terms of Reference for the Official Community Plan review;
AND THAT Staff be directed to prepare draft Terms of Reference for an Official Community Plan Advisory Committee for Council approval;
AND FURTHER THAT upon approval of the draft Terms of Reference, staff be authorized to establish an Official Community Plan Advisory Committee.

- (5) Manager of Operations - Access to Businesses on the South Side of Highway 19A Immediately West of the Englishman River Bridge
Staff was directed by Council to review the technical issues of the signage and traffic configuration currently restricting access to the businesses on the south side of Highway 19A immediately west of the Englishman River Bridge and provide Council with alternatives and a recommended course of action.

Recommendation: THAT the report from the Manager of Operations dated December 1, 2009 entitled "Access to Businesses on the South Side of the Highway 19A Immediately West of the Englishman River Bridge" be received;
AND THAT Staff be directed to remove the existing right turn only signage at the driveways accessing 762 Island Highway East prohibiting the left turn out movement.

- b) Director of Community Planning - Development Variance Permit Application [205 Jensen Avenue East] - Pages 14 to 17
An application has been received from CitySpaces Consulting Ltd. on behalf of the Parksville Lions Senior Citizens Housing Society for the purpose of seeking a zoning bylaw relaxation to permit a reduction in the total number of required parking spaces from 22 to 10 stalls. The

required notification has now occurred therefore 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 the report from the Director of Community Planning dated December 15, 2009 for consideration of issuing a Development Variance Permit for 205 Jensen Avenue East be received;
AND THAT contingent upon consideration of public comment received, Council direct Staff to issue a Development Variance Permit to the Parksville Lions Senior Citizens Housing Society, (Inc. No. S11231) for the purpose of granting a Zoning Bylaw relaxation which would permit a reduction in the total number of required parking spaces from 22 to 10 stalls on Lots 29 and 30, District Lot 13, Nanoose District, Plan 1565 (205 Jensen Avenue East).**

- c) Director of Community Planning - Advisory Planning Commission Vacancies - Pages 18 to 20

The terms of office of four members of the Advisory Planning Commission expire December 31, 2009. Advisory Planning Commission Bylaw, 1999, No. 1331 stipulates that the Advisory Planning Commission shall consist of seven members. The terms of the other three members have terms which will expire at the end of 2010.

**Recommendation: THAT the report from the Director of Community Planning dated December 3, 2009 entitled "Advisory Planning Commission Vacancies" be received;
AND THAT Staff advertise for interested members of the community to submit their names for consideration for appointment to the Commission;
AND FURTHER THAT Staff provide Council with names of all candidates when the information is available.**

- d) Director of Finance - Amendment to Water Service System Bylaw - Pages 21 to 27

The water service system bylaw is amended to include definitions and water usage rates for "large families" of five or more family members. The bylaw is also amended to add in a charge for reading the water meter and calculating a water bill part way through a billing period for properties being sold.

**Recommendation: THAT the report from the Director of Finance dated December 15, 2009 entitled "Amendment to Water Service System Bylaw", be received;
AND THAT Staff be directed to bring forward an amendment to the "Water Service System Bylaw, 1999, No. 1320" to include a separate rate for large families and a new meter reading charge upon the sale of properties, for Council consideration.**

- e) Director of Engineering & Operations - Tender for Moilliet Street Upgrade - Pages 28 to 30

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 the reconstruction of approximately 1 km of Moilliet Street to a Modified Local Road Standard. Tender packages were received by eight contractors. Knappett Industries (2006) Ltd. was the low bidder.

Recommendation: THAT the report from the Director of Engineering & Operations dated December 16, 2009 entitled "Award of Tender for Moilliet Street Upgrade (Bernard Avenue to Island Highway 19A)" be received;

AND THAT Council award the tender for the "Moilliet Street Upgrade (Bernard Avenue to Island Highway 19A)", in the amount of \$2,179,348.13 including GST, to Knappett Industries (2006) Ltd.

- f) Chief Administrative Officer - Community Park Concession Lease for 2010 - Pages 31 to 33

Each year the City advertises for the submission of lease tenders to provide a food concession service from the City owned building in the Community Park from the Victoria Day weekend until Thanksgiving. The "Food Concessions in the Community Park Policy No. 3.18" was recently amended, thus reducing the vendor monopoly that was provided to the contracted concession provider. The City needs to decide whether to renew the 2009 Agreement at a significantly reduced rental rate, or advertise for bids.

Recommendation: THAT the report from the Chief Administrative Officer dated December 15, 2009 entitled "Community Park Concession Lease Agreement for 2010", be received;

AND THAT the City advertise the tender for the operation of the Community Park Concession for the 2010 season.

- g) Deputy Corporate Administrator - Firearms Bylaw - Pages 34 to 39

A review of current bylaws has revealed two bylaws surrounding the discharge of firearms, slingshots and dangerous devices in the municipality adopted by Council in 1955 and 1976 are outdated. Staff has drafted an updated bylaw to regulate and prohibit the discharge of firearms and the use of bows while at the same time repealing the two outdated bylaws.

Recommendation: THAT the report from the Deputy Corporate Administrator dated December 14, 2009 entitled "Firearms Bylaw", be received;

AND THAT staff be instructed to bring forward the draft Firearms Regulation Bylaw attached to the December 14, 2009 Deputy Corporate Administrator's report for reading consideration by Council.

- h) Deputy Corporate Administrator - Review of Corporate Policy Manual Section 9 - Emergency/Natural Disasters and Employee Response - Pages 40 to 45

The review of the City's Policy Manual is an ongoing project being conducted by the Administration Department. 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 Emergency/Natural Disasters and Employee Response Policy No. 9.3 contained in the emergency section of the Corporate Policy Manual.

Recommendation: THAT the report from the Deputy Corporate Administrator dated December 14, 2009 entitled "Review of Emergency/Natural Disasters and Employee Response Policy No. 9.3", be received;

AND THAT Draft Corporate Policy No. 9.3 "Emergency/Natural Disasters and Employee Response" attached to the Deputy Corporate Administrator's report dated December 14, 2009, be approved.

9. BYLAWS

- a) "Business Licence Amendment Bylaw, 2009, No. 1079.4"

At the December 7, 2009 meeting of Council, Resolution #09-304 was adopted directing staff to bring forward an amendment to "Business Licence Bylaw, 1991, No. 1079" to remove the \$20.00 increase implemented in all except home occupation business licence fees in 1998. As business licence renewal notices are mailed out before the end of December each year, the

amendment bylaw should be adopted prior to sending out the notices for 2010 business licences.

(i) Recommendation: THAT "Business Licence Amendment Bylaw, 2009, No. 1079.4" be adopted.

b) "Five Year Financial Plan Amendment Bylaw, 2009 - 2013, No. 1451.3" - Pages 46 to 52

At the December 7, 2009 meeting of Council, Resolution #09-301 (1) was adopted directing staff to amend the 2009 - 2013 Revised Financial Plan Bylaw reflecting the changes presented to Council at the November 25 and November 30, 2009 Special Committee of the Whole Meetings by the Manager of Budgets and Special Projects.

(i) Recommendation: THAT "Five Year Financial Plan Amendment Bylaw, 2009 - 2013, No. 1451.3" be read a first time.

(ii) Recommendation: THAT "Five Year Financial Plan Amendment Bylaw, 2009 - 2013, No. 1451.3" be read a second and third time.

c) "Water Service System Amendment Bylaw, 2009, No. 1320.16" - Pages 53 to 56

The water service system bylaw is amended to include definitions and water usage rates for "large families" of five or more family members. The bylaw is also amended to add in a charge for reading the water meter and calculating a water bill part way through a billing period for properties being sold.

(i) Recommendation: THAT "Water Service System Amendment Bylaw, 2009, No. 1320.16" be read a first time.

(ii) Recommendation: THAT "Water Service System Amendment Bylaw, 2009, No. 1320.16" be read a second and third time.

10. NEW BUSINESS

11. NOTICE OF MOTION

a) Councillor Greir - Cyclone Taylor Cup Financial Support - From September 21, 2009 Regular Meeting of Council

Recommendation: THAT the City provide funding for the Cyclone Taylor Cup Hockey Tournament in the amount of \$5,000.00.

12. SPECIAL BUSINESS (Closed/In Camera)

Pursuant to Sections 90 (1) (e) of the *Community Charter* Council proceed to a closed meeting to consider an item relating to disposition of land.

13. ADJOURNMENT

ooOOoo

CITY OF PARKSVILLE

TO BE ADOPTED

4675.
December 7, 2009

Minutes of the meeting of Council held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Monday, December 7, 2009 at 7:52 p.m.

PRESENT: His Worship Mayor E. F. Mayne

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

Staff: F. Manson, Chief Administrative Officer
L. Kitchen, Deputy Corporate Administrator
G. Jackson, Director of Community Planning
A. Metcalf, Manager of Operations
B. Russell, Manager of Current Planning

1. ADOPTION OF MINUTES

09-289 Lefebvre - Burger
THAT the minutes of the Public Hearing held November 16, 2009 be adopted.
CARRIED.

09-290 Lefebvre - Burger
THAT the minutes of the meeting of Council held November 16, 2009 be adopted. CARRIED.

2. APPROVAL OF AGENDA

09-291 Greir -- Powell-Davidson
THAT the December 7, 2009 Council meeting agenda be approved. CARRIED.

3. COUNCIL APPOINTMENTS (by Mayor)

09-292 Lefebvre - Greir
THAT Mayor E. F. Mayne and Councillor C. R. Burger be appointed to the Audit Committee for the period of December 7, 2009 to December 5, 2010 inclusive.
CARRIED.

4. PARCEL TAX REVIEW PANEL

09-293 Burger - Powell
THAT Mayor E. F. Mayne and Councillors C. R. Burger, A. R. Greir, M. Lefebvre, T. C. Patterson, S. E. Powell, and C. J. Powell-Davidson be appointed to the 2010 Parcel Tax Roll Review Panel. CARRIED.

5. APPOINTMENTS TO BOARDS, COMMISSIONS & ASSOCIATIONS (VOTING)

- 09-294 Powell - Powell-Davidson
THAT the following Council voting appointments be made to Boards, Commissions and Associations for the period of December 7, 2009 to December 5, 2010 inclusive:
- a) THAT Councillor M. Lefebvre be appointed to the Arrowsmith Water Service Management Committee.
 - b) THAT Councillor T. C. Patterson be appointed to the District #69 Recreation Commission.
 - c) THAT Mayor E. F. Mayne be appointed to the Municipal Insurance Association.
 - d) THAT Mayor E. F. Mayne be appointed to the Regional District of Nanaimo Board of Directors;
AND THAT Councillor C. R. Burger be appointed alternate.
 - e) THAT Councillor S. E. Powell be appointed to the Vancouver Island Regional Library Board;
AND THAT Councillor C. J. Powell-Davidson be appointed alternate.
- CARRIED.

6. APPOINTMENTS TO BOARDS, COMMISSIONS & ASSOCIATIONS (LIAISONS)

- 09-295 Lefebvre - Greir
THAT the following Council liaison appointments be made to Boards, Commissions and Associations for the period December 7, 2009 to December 5, 2010 inclusive;
AND THAT the role of liaison be to facilitate cooperation and communications between the City and the Boards, Commissions and Associations:
- a) THAT Councillor T. C. Patterson be appointed to the Advisory Planning Commission.
 - b) THAT Councillor C. R. Burger be appointed to the Communities in Bloom Committee.
 - c) THAT Councillor M. Lefebvre be appointed to the Island Corridor Foundation.
 - d) THAT Councillor C. R. Burger be appointed to the Mount Arrowsmith Biosphere Reserve.
 - e) THAT Councillor S. E. Powell be appointed to the Oceanside Community Arts Council.
 - f) THAT Councillor A. R. Greir be appointed to the Oceanside Development and Construction Association.

- g) THAT Councillor C. J. Powell-Davidson be appointed to the Oceanside Tourism Association.
- h) THAT Councillor M. Lefebvre be appointed to the Old Age Pensioners Association.
- i) THAT Councillor A. R. Greir be appointed to the Parksville Beach Festival Society.
- j) THAT Councillor C. J. Powell-Davidson be appointed to the Parksville Community and Conference Centre Society.
- k) THAT Councillor C. R. Burger be appointed to the Parksville & District Chamber of Commerce.
- l) THAT Councillor A. R. Greir be appointed to the Parksville and District Historical Society.
- m) THAT Councillor C. R. Burger be appointed to the Parksville Downtown Business Association.
- n) THAT Councillor A. R. Greir be appointed to the Ripple Effect Program (GJJS);
AND THAT Councillor S. E. Powell be appointed alternate.

CARRIED.

7. 2010 MEETING DATES

a) **Deputy Corporate Administrator - 2010 Meeting Dates**

09-296 Powell - Lefebvre
THAT the report from the Deputy Corporate Administrator dated November 20, 2009 entitled "2010 Meeting Dates" be received;
AND THAT the Council meeting scheduled for January 4, 2010 be cancelled.
CARRIED.

8. PRESENTATIONS - Nil

9. DELEGATIONS - Nil

10. UNFINISHED BUSINESS - Nil

11. CORRESPONDENCE

a) **Parksville and District Chamber of Commerce - Request to Establish an Outdoor Food Vendor Service**

09-297 Greir – Powell-Davidson
THAT the correspondence from the Parksville and District Chamber of Commerce dated November 16, 2009, be received;
AND THAT the request to establish an outdoor food vendor service on Part of Lot 8, District Lot 40, Nanoose District, Plan 33339 [1275 Island Highway East] be referred to staff for review and recommendation. **CARRIED.**

b) **Joan Hasell - Community Park Concession Contract**

09-298 Powell - Lefebvre
THAT the letter from Joan Hasell dated December 1, 2009 regarding the Community Park concession contract and proposed policy amendment, be received for information. CARRIED.

09-299 Burger - Lefebvre
THAT staff be directed to meet with the 2009 Community Park Concession operators to explore options for a mutually agreed upon extension of the 2009 Community Park Concession Lease for the 2010 season. CARRIED.

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

13. **REPORTS**

a) **Committee of the Whole - November 16, 2009**

09-300 THAT the report of the Committee of the Whole meeting held November 16, 2009 be received and the following recommendations considered:

(1) **Deputy Corporate Administrator - Community Park Concession Policy No. 3.18**

Greir - Burger

THAT the report from the Deputy Corporate Administrator dated October 30, 2009 entitled "Community Park Concession Policy", be received;
AND THAT "Food Concessions in the Community Park Policy No. 3.18" be amended by approving the draft policy attached to the Deputy Corporate Administrator's report dated October 30, 2009, allowing for other food concessions in the Community Park, not specifically named in the policy. CARRIED.

(2) **Deputy Corporate Administrator - Filming Guidelines and Policy**

Greir - Lefebvre

THAT the draft "Filming Policy" attached to the Deputy Corporate Administrator's report dated November 2, 2009, be approved;
AND THAT the Vancouver Island North Film Commission, Greater Victoria Film Commission and BC Film Commission be advised of the City's Filming Policy. CARRIED.

(3) **Chief Administrative Officer - Parksville & District Chamber of Commerce 2010 Fee for Services Agreement**

Burger – Powell-Davidson

THAT the Mayor and Corporate Officer be authorized to sign the 2010 Fee for Services Agreement with the Parksville and District Chamber of Commerce for the annual amount of \$40,000.00. CARRIED.

b) **Special Committee of the Whole - November 30, 2009**

09-301 THAT the report of the Special Committee of the Whole meeting held November 30, 2009 be received and the following recommendations considered:

(1) **Budget**

Powell - Lefebvre

THAT Staff be directed to prepare the 2009 - 2013 Revised Financial Plan Bylaw reflecting the changes presented to Council at the November 25 and November 30, 2009 Special Committee of the Whole Meetings by the Manager of Budgets and Special Projects. CARRIED.

c) **Director of Community Planning - Development Variance Permit [205 Jensen Avenue East**

Greir - Burger

09-302 THAT the report from the Director of Community Planning dated November 18, 2009 for a development variance permit application for Lots 29 and 30, District Lot 13, Nanoose District, Plan 1565 (205 Jensen Avenue East) be received;
AND THAT Staff commence the statutory notification process required as Council intends to consider granting a Development Variance Permit to the Parksville Lions Senior Citizens Housing Society, (Inc. No. S11231) for the purpose of granting a Zoning Bylaw relaxation which would permit a reduction in the total number of required parking spaces from 22 to 10 stalls on Lots 29 and 30, District Lot 13, Nanoose District, Plan 1565 (205 Jensen Avenue East). CARRIED.

d) **Chief Administrative Officer - Oceanside Tourism Association Fee for Service Agreement**

Burger - Powell-Davidson

09-303 THAT the report from the Chief Administrative Officer dated December 3, 2009 entitled "Oceanside Tourism Association Fee for Service Agreement", be received.

Powell-Davidson - Powell

09-304 THAT staff be directed to negotiate renewal of the 2009 Oceanside Tourism Fee for Service Agreement for 2010 with essentially the same terms and conditions contained in the 2009 agreement. DEFEATED

Greir - Burger

09-304 THAT staff be directed to bring forward an amendment to "Business Licence Bylaw, 1991, No. 1079" to remove the \$20.00 increase implemented in all except home occupation business licence fees in 1998, for Council's consideration. CARRIED.

Lefebvre - Powell-Davidson

09-305 THAT staff be directed to include, in the 2010 business licence notice mail out, an opportunity for business licence purchasers to make a \$20.00 voluntary contribution towards the Oceanside Tourism Association. CARRIED.

14. BYLAWS

a) **"Zoning and Development Amendment Bylaw, 2009, No. 2000.75"**

09-306 Lefebvre – Powell-Davidson
THAT "Zoning and Development Amendment Bylaw, 2009, No. 2000.75" be adopted. CARRIED.

b) **"Land Reserve Fund Expenditure Bylaw, 2009, No. 1457"**

09-307 Greir - Lefebvre
THAT "Land Reserve Fund Expenditure Bylaw, 2009, No. 1457" be adopted. CARRIED.

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

09-308 Greir - Lefebvre
THAT "Zoning and Development Amendment Bylaw, 2009, No. 2000.76" be read a third time. CARRIED.

09-309 Powell-Davidson - Burger
THAT "Zoning and Development Amendment Bylaw, 2009, No. 2000.76" be adopted. CARRIED.

15. NEW BUSINESS - Nil

16. NOTICE OF MOTION - Nil

17. SPECIAL BUSINESS

09-310 Lefebvre - Powell-Davidson
Pursuant to Sections 90 (1) (c) and (e) of the *Community Charter* Council proceed to a closed meeting to consider an item relating to personnel and land. CARRIED.

Time 8:45 p.m.

Council reconvened at 9:23 p.m.

18. ADJOURNMENT

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

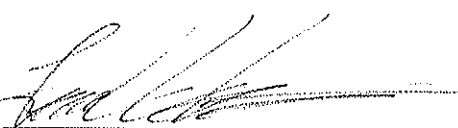
The meeting adjourned at 9:23 p.m.

Certified Correct.

Mayor

PAGE

6



Corporate Officer

TO BE ADOPTED

AGENDA
COUNCIL
DEC 21 2009
4681
DATE

CITY OF PARKSVILLE

December 14, 2009

Minutes of the special meeting of Council held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Monday, December 7, 2009 at 4:55 p.m.

PRESENT: His Worship Mayor E. F. Mayne

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

Staff: F. Manson, Chief Administrative Officer

1. BYLAWS

a) "Business Licence Amendment Bylaw, 2009, No. 1079.4"

09-311 Greir - Lefebvre
THAT "Business Licence Amendment Bylaw, 2009, No. 1079.4" be read a first time. CARRIED.

09-312 Lefebvre - Greir
THAT "Business Licence Amendment Bylaw, 2009, No. 1079.4" be read a second and third time. CARRIED.

2. ADJOURNMENT

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

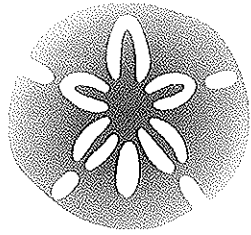
The meeting adjourned at 4:56 p.m.

Certified Correct.

Mayor



Corporate Officer



City of Parksville

AGENDA
COUNCIL
DEC 21 2009
DATE

REQUEST TO APPEAR AS A DELEGATION

TO BE HELD Monday - December 21, 2009 AT 6:00 P.M.
Day Date

NAME OF PERSON MAKING PRESENTATION: Michele Deakin/Ron Beuchert
[Please print]

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

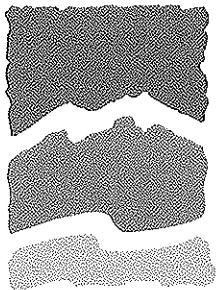
NAME OF ORGANIZATION [if applicable]: Mid Vancouver Island Habitat Enhancement
Society (MVIHES)

Mailing address: Box 935 Parksville, BC V9P 2G9

Phone: 250-738-0232 - _____ 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.]

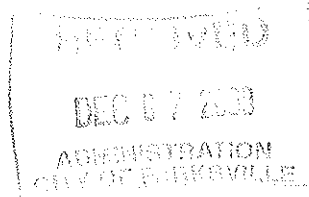
MVIHES has completed a bio-inventory of the Englishman River Estuary and the nearshore
from Little Qualicum River to Craig Creek. We would like to present a summary of our
findings/recommendations to the Council. This will include a highlight of issues related to
water quality, fish habitat, key shoreline and nearshore habitat issues; and a summary of
estuarine vegetation issues including those associate with the Canada Goose.



REGIONAL
DISTRICT
OF NANAIMO



November 27, 2009



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

Attention: Fred Manson

Dear Mr. Manson:

Re: Northern Community Sewer LSA Boundary Amendment Bylaw No. 889.54

The Board at its regular meeting of November 24, 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 into the Northern Community Sewer LSA. 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 Parkville consents to the adoption of "Regional District of Nanaimo Northern Community Sewer Local Service Area Boundary Amendment Bylaw No. 889.54, 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. 889.54

**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 1, District Lot 9, Newcastle Land District, Plan 20326;

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. 889.54, 2009".

Introduced and read three times this 24th day of November, 2009.

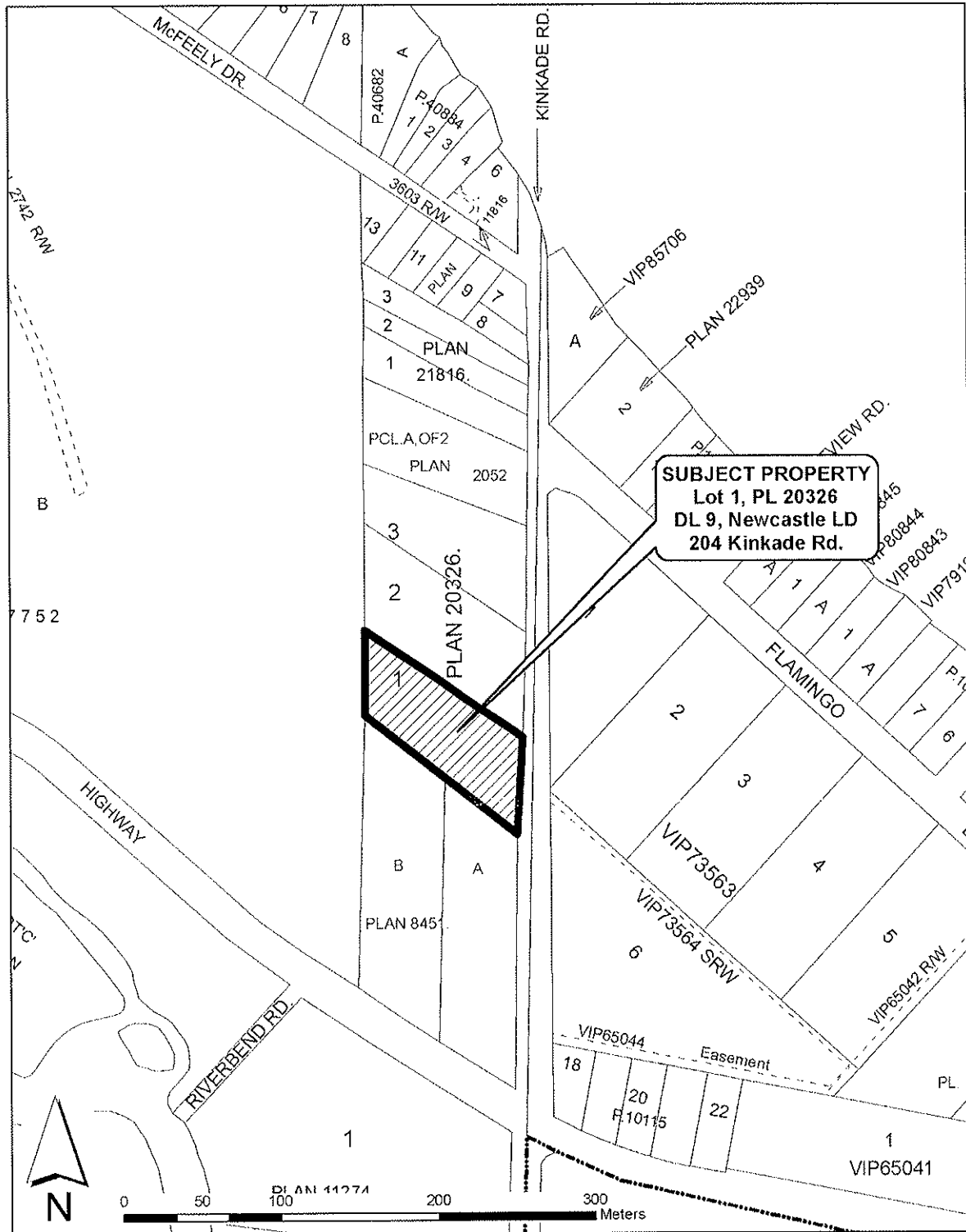
Adopted this _____ day of _____, 2009.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr., Corporate Administration



December 8, 2009

REPORT TO: MAYOR AND COUNCIL
FROM: COMMITTEE OF THE WHOLE
SUBJECT: DECEMBER 7, 2009 MEETING RECOMMENDATION

The following items were considered by the Committee of the Whole at its special meeting held Monday, December 7, 2009:

RECOMMENDATIONS

(1) Director of Community Planning - Development Permit Application [205 Jensen Avenue East]

THAT the report from the Director of Community Planning dated November 18, 2009 for the issuance of a development permit at 205 Jensen Avenue East be received;

AND THAT a development permit be issued to Parksville Lions Senior Citizens Housing Society, (Inc. No. S11231) to permit a four storey wood frame building of 33 one-bedroom units on the upper three floors and commercial retail units and common amenity/office space for the Lions Senior Citizens Housing Society and tenants on the main floor and overall site plan with a requested variance to relax the C-3 zone maximum height of the principal building from 11 metres to 12.9 metres on Lots 29 and 30, District Lot 13, Nanoose District, Plan 1565 (205 Jensen Avenue East);

AND THAT a landscaping letter of credit in the amount of \$77,151.00 be received prior to the issuance of the permit, for the purpose of assuring the completion of site landscaping;

AND FURTHER THAT proof of lot consolidation be received prior to the issuance of the permit.

(2) Director of Community Planning - Development Permit Application [100 Resort Drive]

THAT the report from the Director of Community Planning dated November 19, 2009 for the issuance of a development permit at 1000 Resort Drive be received;

AND THAT a development permit be issued to Riptide Lagoon Adventure Golf Ltd., (Inc. No. 438383) to permit construction of a building and track for electric bumper cars on Lot A, District Lot 123, Nanoose District, Plan VIP75416 (1000 Resort Drive).

(3) Director of Community Planning - Technical Information for Locating the Community Garden at Parksville Civic and Technology Centre Park

THAT the report from the Director of Community Planning dated November 26, 2009 titled "Consideration of Technical Information for Locating the Community Garden at the Parksville Civic and Technology Centre Park" be received;

AND THAT consideration of technical information for locating the Community Garden at the Parksville Civic and Technology Centre Park be postponed until the Parksville Garden and Parkland Society have had an opportunity to discuss the technical review with representatives from the Department of Community Planning.

(4) **Director of Community Planning - Official Community Plan Review**

THAT the report from the Director of Community Planning dated November 26, 2009 entitled "Consideration of an Official Community Plan Review" be received;

AND THAT Council accept the general approach to a work program for the Official Community Plan Review as outlined in the report from the Director of Community Planning dated November 26, 2009;

AND THAT Staff be directed to prepare formal Terms of Reference for the Official Community Plan review;

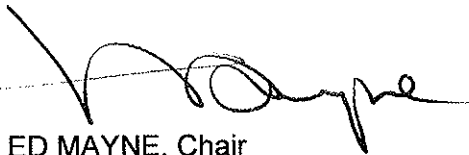
AND THAT Staff be directed to prepare draft Terms of Reference for an Official Community Plan Advisory Committee for Council approval;

AND FURTHER THAT upon approval of the draft Terms of Reference, staff be authorized to establish an Official Community Plan Advisory Committee.

(5) **Manager of Operations - Access to Businesses on the South Side of Highway 19A Immediately West of the Englishman River Bridge**

THAT the report from the Manager of Operations dated December 1, 2009 entitled "Access to Businesses on the South Side of the Highway 19A Immediately West of the Englishman River Bridge" be received;

AND THAT Staff be directed to remove the existing right turn only signage at the driveways accessing 762 Island Highway East prohibiting the left turn out movement.



ED MAYNE, Chair
COMMITTEE OF THE WHOLE

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COUNCIL REPORT

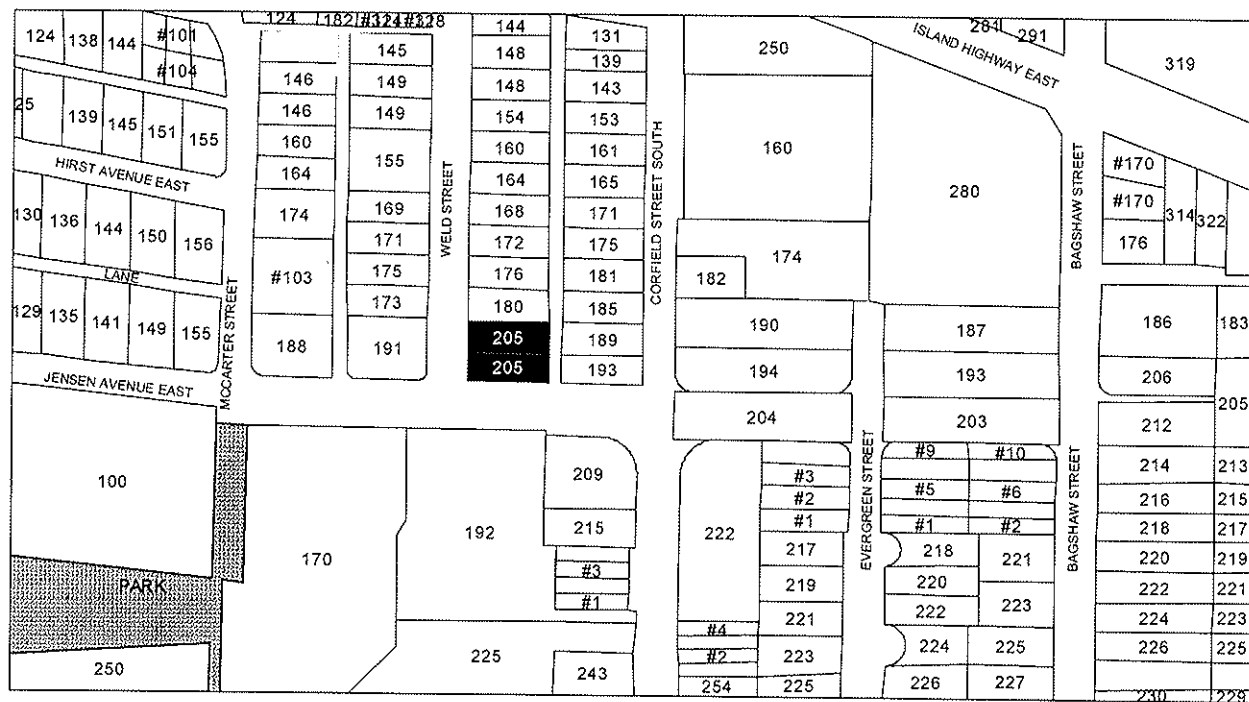


December 15, 2009

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

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

SUBJECT: DEVELOPMENT VARIANCE PERMIT APPLICATION FOR LOT 1, DISTRICT LOTS 29 AND 30, DISTRICT LOT 13, NANOOSE DISTRICT, PLAN 1565 (205 JENSEN AVENUE EAST).
REGISTERED OWNER: PARKSVILLE LIONS SENIOR CITIZENS HOUSING SOCIETY, (INC. NO. S11231)
APPLICANT: CITYSPACES CONSULTING LTD.
FILE: 3090-09-02



Issue:

Consideration of issuing a Development Variance Permit for the purpose of seeking a zoning bylaw relaxation to permit a reduction in the total number of required parking spaces from 22 to 10 stalls.

References:

Public Notice

**DEVELOPMENT VARIANCE PERMIT
FOR 205 JENSEN AVENUE EAST**

Executive Summary

An application has been received from CitySpaces Consulting Ltd. on behalf of the Parksville Lions Senior Citizens Housing Society for the purpose of seeking a zoning bylaw relaxation to permit a reduction in the total number of required parking spaces from 22 to 10 stalls. The required notification has now occurred therefore 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 December 7, 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.

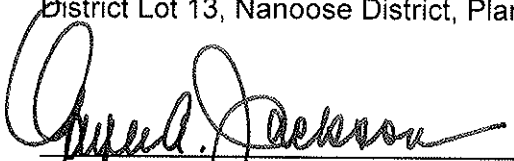
Analysis:

1. Issuance would be consistent with recommendations in the prior report, provided that no new information comes to light at this meeting.
2. Denial would necessitate a redesign of the building likely including a reduction in its unit numbers.

Recommendation:

That the report from the Director of Community Planning dated December 15, 2009 for consideration of issuing a Development Variance Permit for 205 Jensen Avenue East be received;

And That contingent upon consideration of public comment received, Council direct Staff to issue a Development Variance Permit to the Parksville Lions Senior Citizens Housing Society, (Inc. No. S11231) for the purpose of granting a Zoning Bylaw relaxation which would permit a reduction in the total number of required parking spaces from 22 to 10 stalls on Lots 29 and 30, District Lot 13, Nanoose District, Plan 1565 (205 Jensen Avenue East).


G. A. JACKSON

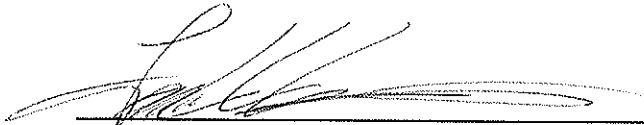
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**DEVELOPMENT VARIANCE PERMIT
FOR 205 JENSEN AVENUE EAST**

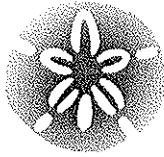
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CHIEF ADMINISTRATIVE OFFICER COMMENTS:



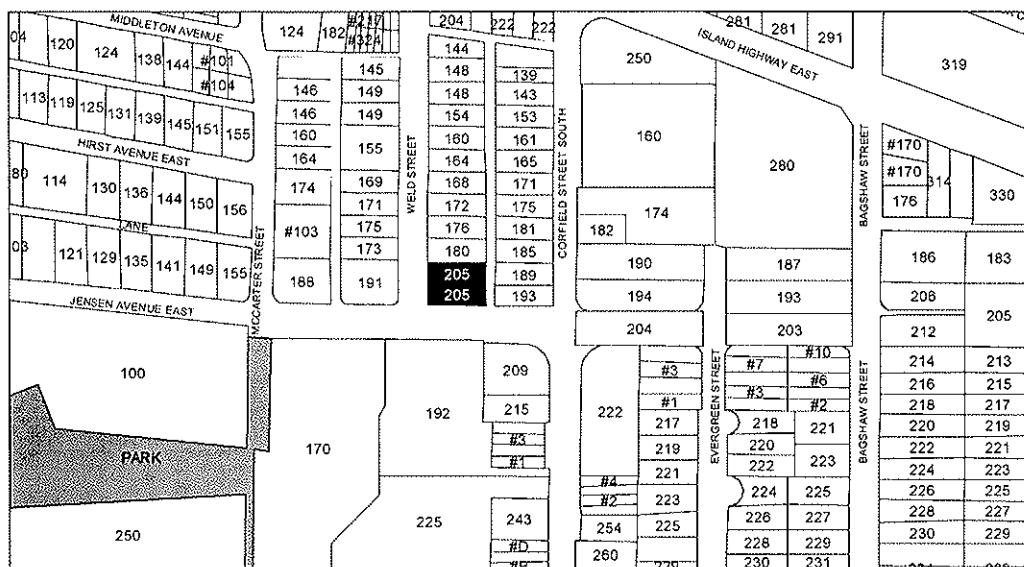
F. MANSON, C.G.A.



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, December 21, 2009 at 6:00 pm at the Parksville Civic and Technology Centre, 100 Jensen Avenue East, Parksville, BC.

The Development Variance Permit, if approved, will apply to Lots 29 and 30, District Lot 13, Nanoose District, Plan 1565 (205 Jensen Avenue East) for the purpose of relaxing the requirements of "Zoning and Development Bylaw, 1994, No. 2000", Division 400, Section 407 in order to permit a reduction in the total number of required parking spaces from 22 to 10 stalls.

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, December 11, 2009 to and including Monday, December 21, 2009 (excluding statutory holidays).

GAYLE A. JACKSON
Director of Community Planning

/sh

File No. 3090-09-02

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COUNCIL REPORT



December 3, 2009

MEMO TO: F. C. MANSON, C.G.A., CHIEF ADMINISTRATIVE OFFICER
FROM: G. A. JACKSON, DIRECTOR OF COMMUNITY PLANNING
SUBJECT: ADVISORY PLANNING COMMISSION VACANCIES

Issue:

To consider replacement of four members of the Advisory Planning Commission.

Reference:

Advisory Planning Commission Bylaw, 1999, No. 1331

Executive Summary:

The terms of office of four members of the Advisory Planning Commission expire December 31, 2009. Advisory Planning Commission Bylaw, 1999, No. 1331 stipulates that the Advisory Planning Commission shall consist of seven members.

The terms of the other three members have terms which will expire at the end of 2010.

Background:

The term of office of the following members expire on December 31, 2009. All four members have stated their desire for reappointment:

Mr. Don Luke
Mr. Cy O'Leary
Ms. Jean Ormiston
Ms. Caroline Waters

The City has routinely placed advertisements to solicit membership and ascertain community interest. With Council's approval it would be Staff's intention to place such an advertisement in the local newspapers early in January 2010.

The Bylaw which governs the Advisory Planning Commission is referenced. The Advisory Planning Commission's primary tasks include the review of zoning amendment applications and review and input into major planning initiatives. The Advisory Planning Commission historically has assisted the Planning Department in obtaining public input through open house sessions.

... /2

ADVISORY PLANNING COMMISSION VACANCIES

Options:

Council may:

1. Reappoint the existing four members at this time;
2. Re-advertise to attract new candidates and consider appointments after a response is received.

Analysis:

The existing members have had the benefit of several internal training seminars and many have had long terms service as Advisory Planning Commission members¹. The Commission has now had the experience to function as a well-trained, well-informed group. The existing members are agreeable to reappointment.

There may be other members of the community interested in serving on the Advisory Planning Commission. This could be ascertained by advertising.

Financial Implications:

The Advisory Planning Commission is an unpaid group of volunteers. There is Staff time associated with meetings, preparation, set up and maintenance and periodic cost for the advertising of membership replacement.

Sustainability Implications:

There are no identifiable implications.

Recommendation:

That the report from the Director of Community Planning dated December 3, 2009 entitled "Advisory Planning Commission Vacancies" be received;

And That Staff advertise and provide Council with names of all candidates when the information is available.



GAYLE JACKSON

GAJ/sh

Planning/0540-20/APC/2009/Agenda/Report-2.

¹ One member's initial appointment was over 10 years ago.

ADVISORY PLANNING COMMISSION VACANCIES

CHIEF ADMINISTRATIVE OFFICER COMMENTS:


F. MANSON, C.G.A.

DATE: DECEMBER 15, 2009

MEMO TO: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER

FROM: LUCKY BUTTERWORTH, DIRECTOR OF FINANCE

SUBJECT: AMENDMENT TO WATER SERVICE SYSTEM BYLAW

Issue:

Amendment to the Water Service System bylaw.

References:

Recommendation 09-274 from the November 2, 2009 COTW meeting.

Executive Summary

The water service system bylaw is amended to include definitions and water usage rates for "Large families" of five or more family members.

The bylaw is also amended to add in a charge for reading the water meter and calculating a water bill part way through a billing period for properties being sold.

Background:

On November 2, 2009 Council directed staff to bring back a change to the water service system bylaw to include a new tiered rate structure for "Large families". The change required the addition of 3 new definitions to define "large family", "dependent child" and "immediate family".

Large family is defined as 5 or more members of the immediate family in the same residence. Dependent child is defined as a legally dependent child under 18 (or under 25 if going to school full time) living in the home.

Immediate family is defined as parent(s) with dependent children living in the residence. Grandparents living with the family would not qualify as "immediate family" members unless they are the legal guardians of the children in which case the parents would not qualify.

The definitions also specify that children cannot qualify twice as dependents for two different residences.

A new \$40 charge was added for reading the water meter upon a sale of a property to equitably charge the user of the water. Previously an estimate of water usage based on the prior year was used by lawyers to prorate the estimated current billing between the buyer and seller. With the new rate structure, this estimate could unfairly penalize the new owner because of the escalating water charges, especially if the old owner used a large amount of

water to "green" up the lawn for selling purposes. So staff is proposing to read the water meters on any sales of properties and calculating the correct bill amount for the water used up to the sale date. This will ensure the "high" water user pays for their water use. This charge is consistent with reconnection charges that other utilities charge.

Financial Implications:

The 2006 Census indicates there are between 135 and 175 households with 5 or more persons living in the house.

The financial implication for a large family is an average reduction of \$184 per year (using the sample of 12 identified by City staff) from the regular tiered rate. Multiplied by the total large families from the 2006 census there would be a total revenue loss to the City of \$25,000 to \$32,000 from our original tiered rate projections.

Staff time will be required to set up and maintain a database of properties that qualify for the large family rate. It is anticipated that the initial set up may require some casual worker time (depending on the number of applications received) and the future ongoing maintenance of the database would be absorbed into our work processes.

The meter reading charge is expected to be revenue neutral with the staff time required for the service.

Sustainability Considerations:

None specific to the large family rate.

Options

1. Amend the bylaw definitions and rates to establish a new tiered family rate.
2. Not amend the bylaws and retain the one rate block tiered system.

Analysis

Option 1: Establishing a family rate will reduce the burden of the escalating water rates on large family households. A certain amount of water is required for basic human consumption and it is reasonable that basic consumption be charged at a lower rate. Larger families are going to need more water for their basic needs, so expanding the tiers for this group will allow for a greater usage at the lower rates.

On the downside, establishing a special family rate (or any other special rate) sets a precedent that other special interest groups may use to justify bringing other requests to Council for relief from the new tiered rates (such as urban food gardens). This could lead to a proliferation of rates if Council were to accept

their arguments for a special rate. City staff time will also be needed to obtain and maintain a database of large families.

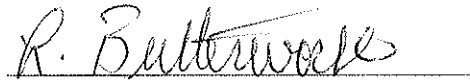
Option 2. If we do not change to tier rates then large family households will be penalized with progressive water rates for their basic water needs. The average annual water bill for our sample of 12 is an annual increase of \$907 with the existing tier rates compared to our old rate system (assuming no consumption decreases).

On the other side, keeping one set of tier rates will be easier for staff to invoice and there will be no requirement to maintain a database of large families.

Recommendation

THAT the report from the Director of Finance dated December 15, 2009 entitled Amendment to Water Service System Bylaw", be received;

AND THAT staff be directed to bring forward to Council's for consideration an amendment to "Water Service System Bylaw, 1999, No. 1320 to include a separate rate for large families and a new meter reading charge upon the sale of properties.



G. Lucky Butterworth, CGA.

Director of Finance

CHIEF ADMINISTRATIVE OFFICER COMMENTS:



Fred Manson, CGA

CAO

CITY OF PARKSVILLE

BYLAW NO. 1320.16

AMEND THE "WATER SERVICE SYSTEM BYLAW, 1999, NO. 1320"

WHEREAS the Municipal Council deems it desirable and necessary to amend the "Water Service System Bylaw, 1999, No. 1320";

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

1. THAT "Water Service System Bylaw, 1999, No. 1320 be amended as follows:
 - a) PART 1 – **GENERAL PROVISIONS** – Subsection 2. **Definitions** by:
 - (i) Adding the following definitions in the appropriate location:

"dependent child" means any biological or legally dependent child under 18 that is wholly dependent on the parent(s). A dependent child would also include a biological or legally dependent child under 25 that is in full time attendance at high school or a post secondary institution and living at the family home while attending said institution.

"immediate family" means parent(s) with dependent children living in a dwelling unit. Grandparents do not qualify as immediate family for purposes of this bylaw unless they are the legal guardians of the dependant children.

"large family" means five or more persons from the same immediate family living in a single dwelling unit. Dependent children living in two homes cannot qualify twice as dependents to create a 2nd large family designation.
2. That "Water Service System Bylaw, 1999, No. 1320", is amended by replacing Schedule "C" – USER RATES, CONNECTION CHARGES AND PARCEL TAXES in its entirety with the new Schedule "C" attached to and forming part of this bylaw.
4. This bylaw may be cited for all purposes as "Water Service System Amendment Bylaw, 2009, No. 1320.16".

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

PAGE
24

SCHEDULE "C"

USER RATES, CONNECTION CHARGES AND PARCEL TAXES

All waterworks user rates are per month and shall be as follows:

1. For all residential properties, dwelling units, apartment building units, or residential strata lots the following rates apply:
 - (a) minimum user rate including the first 15.00 cubic meter of water consumed or part thereof \$18.45
 - (b) for each cubic meter of water consumed in excess of 15.00 cubic meters and up to 20.00 cubic meters \$1.20
 - (c) for each cubic meter of water consumed in excess of 20.00 cubic meters and up to 26.67 cubic meters \$1.80
 - (d) for each cubic meter of water consumed in excess of 26.67 cubic meters \$3.50
 2. ***Upon approval of "large family" status: for all large family residential properties, dwelling units, apartment building units, or residential strata lots on their own meter the following rates** apply:***
 - (a) minimum user rate including the first 15.00 cubic meter of water consumed or part thereof \$18.45
 - (b) for each cubic meter of water consumed in excess of 15.00 cubic meters and up to **27.50** cubic meters \$1.20
 - (c) for each cubic meter of water consumed in excess of **27.5** cubic meters and up to **38.33** cubic meters \$1.80
 - (d) for each cubic meter of water consumed in excess of **38.33** cubic meters \$3.50
- ** These rates will not apply to properties where multiple units are serviced by the same water meter.***
3. For all commercial lots, including commercial strata's, resort properties, mixed use buildings, or care homes, the following rates apply:
 - (a) minimum user rate including the first 16.67 cubic meter of water consumed or part thereof \$21.67
 - (b) for each cubic meter of water consumed in excess of 16.67 cubic meters and up to 500.00 cubic meters \$1.20
 - (c) for each cubic meter of water consumed in excess of 500.00 cubic meters and up to 1,333.33 cubic meters \$1.55
 - (d) for each cubic meter of water consumed in excess of 1,333.33 cubic meters and up to 2,500.00 cubic meters \$1.75
 - (e) for each cubic meter of water consumed in excess of 2,500.00 cubic meters \$2.00
 4. Where one or more meters service one or more residential properties, dwelling units, or residential strata lots, the quantity of water delivered to the premises by the City will be divided evenly amongst the properties, dwelling units, or strata lots.

5. The annual parcel tax shall be in the amount of \$221.40 per parcel or group of parcels.
6. As part of the implementation of the new block tier rates, the above rates and tier blocks will be adjusted for years two and three of the new rates program.

7. Inspection Fees:

- | | | |
|-----|--|------------------------|
| (a) | Inspection fee for developer installed water service | \$85.00 per building |
| (b) | Re-inspection of water service to building | \$55.00 per inspection |
| (c) | Water usage fee during construction permit | \$30.00 per building |

8. Disconnection Fee:

Fee for disconnection of a service connection will be the actual costs disconnection including provision for administration with a minimum charge of \$110.00

9. Connection Charges

- (a) Where the service connection was not installed and paid for as part of the servicing requirement of a subdivision, the installation and service charge, complete with meter, shall be:

- | | | |
|------|---|--|
| i) | for a 19 mm diameter connection less than six metres in length | \$1,300.00 |
| ii) | for a 25 mm diameter connection less than six metres in length | \$1,500.00 |
| iii) | for a 38 mm diameter connection less than six metres in length | \$1,750.00 |
| iv) | for a 50 mm diameter connection or greater size, or multiple meters | Total actual cost of installation with a minimum charge at time of application of \$2200.00 |
| v) | where a connection service pipe exceeds 6 meters in length in (i), (ii) and (iii) above | Total actual cost of installation with a minimum charge of at time of application of \$2200.00 |

- (b) Where the service connection was installed and paid for as part of a Servicing Agreement requirement of a subdivision, the meter Installation and service charge shall be:

- | | | |
|------|---|---|
| i) | for a 19 mm diameter connection | \$220.00 |
| ii) | for a 25 mm diameter connection | \$330.00 |
| iii) | for a 38 mm diameter connection | \$550.00 |
| iv) | for a 50 mm diameter connection or greater size, or multiple meters | Total actual cost of installation with a minimum charge at time of application of \$1100.00 |

- (c) Where latecomers' fees apply, they shall be in addition to all other applicable charges.
- (d) Where a previous application was made but the service was not installed prior to the adoption of this bylaw, the connection charge previously paid will apply. If the owner fails to connect the water service to the municipal system within a 60 day period, then the owner shall be required to reapply.
- (e) To increase the size of an existing service, the actual cost with a minimum charge at time of application of: \$2,200.00

10. Fire Hydrant Service Charge

Standard hydrant on private or strata corporation property: \$275.00/service

11. Customer Service Charge

The fee for turn on or turn off: \$35.00

12. Meter Re-Reading Charge and Connection Re-Inspection \$55.00

13. **Meter Reading Charge and Billing upon property sale or transfer** **\$40.00**

DATE: December 16, 2009

MEMO TO: FRED MANSON
CHIEF ADMINISTRATIVE OFFICER

FROM: AL METCALF
DIRECTOR OF ENGINEERING & OPERATIONS

SUBJECT: AWARD OF TENDER FOR MOILLIET STREET UPGRADE
BERNARD AVENUE TO ISLAND HIGHWAY 19A
OUR FILE NO. 5330-20-MOL

I. ISSUE

Award of Tender for "Moilliet Street Upgrade (Bernard Avenue to Island Highway 19A)".

II. REFERENCE

City of Parksville Tender for "Moilliet Street Upgrade (Bernard Avenue to Island Highway 19A)", dated November, 2009.

III. BACKGROUND

On May 4, 2009, Council passed Resolution #09-107 authorizing staff to prequalify fourteen (14) firms to submit bids for projects in the 2009 Capital Works Program. One of the 2009 capital works projects identified was the upgrade of Moilliet Street between Bernard and Island Highway west. The work comprises the reconstruction of approximately 1 km of Moilliet Street to a Modified Local Road Standard. More specifically, the work includes; storm and sanitary sewer upgrades, watermain upgrades, curbs, sidewalks, asphalt pavement, streetlights, line painting, trailway, and boulevard grading.

With this project, existing asbestos watermains will be replaced and upsized based on projected future build-out demands. This will also strengthen the overall water distribution network. Asbestos cement watermains are actively being replaced throughout North America due to pipe material degradation issues. The City of Parksville has identified asbestos watermains within our system and is proactive in planning the replacement of these pipes in the near future.

The Sanitary Sewer System will also be upgraded to address future build-out demands. The Storm Drainage System upgrade will complete previous efforts to formalize the system on the street. Previous storm drainage system improvements were considered patchwork at best, and drainage issues and deep ditches on this street will be remedied on completion of this project.

Tender packages were received by eight contractors. The bids were opened in public on Thursday, December 10, 2009, and have been found to be complete (costs include 5% GST) as follows:

Knappett Industries (2006) Ltd.	\$2,179,348.13
Palladian Developments Inc	\$2,248,496.50
Locar Industries Ltd.	\$2,251,496.31
Hub Excavating Ltd.	\$2,499,435.75
Windley Contracting Ltd.	\$2,499,525.00
Northridge Equipment Ltd.	\$2,630,191.04
Fournier Excavating Ltd.	\$2,649,829.35
Copcan Contracting Ltd.	\$2,713,506.86

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:

COST (\$)	Moilliet Street Upgrade
Low Bid Received (Including GST)	\$2,179,348.13
Contingency	\$250,000.00
Engineering Inspection & Testing	\$100,000.00
Sub-Total:	\$2,529,348.13
Less 5% GST (Contract Price Only)	\$103,778.48
TOTAL FUNDING REQUIRED	\$2,425,569.65
TOTAL AVAILABLE BUDGET:	\$2,553,503.92

The total cost of these works falls within the budgeted amount of \$2,500,237.00. The budget for this project includes a **\$1,745,542.00** grant from the "**Building Canada Fund Communities Agreement**" program.

Sustainability Considerations

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

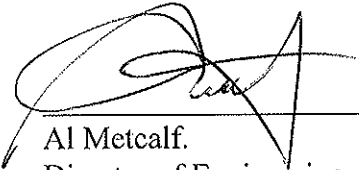
Options (Tender Award):

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 "Moilliet Street Upgrade (Bernard Avenue to Island Highway 19A)", in the amount of \$2,179,348.13 including GST), to Knappett Industries (2006) Ltd."



Al Metcalf.
Director of Engineering & Operations

Lucky Butterworth
Director of Finance

CHIEF ADMINISTRATIVE OFFICER COMMENTS:



Fred Manson, CAO

FRP/re
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December 15, 2009

MEMO TO: HIS WORSHIP THE MAYOR AND MEMBERS OF COUNCIL

FROM: F. C. MANSON, CHIEF ADMINISTRATIVE OFFICER

SUBJECT: COMMUNITY PARK CONCESSION LEASE FOR 2010

ISSUE

Community park concession tender for 2010

EXECUTIVE SUMMARY:

Each year the City advertises for the submission of lease tenders to provide a food concession service from the City owned building in the Community Park from the Victoria Day weekend until Thanksgiving. The "Food Concessions in the Community Park Policy No. 3.18" was recently amended, thus reducing the vendor monopoly that was provided to the contracted concession provider. The City needs to decide whether to renew the 2009 Agreement at a significantly reduced rental rate, or advertise for bids.

REFERENCE

Amended Food Concessions in the Community Park Policy No. 3.18
Council Resolution No. 09-299

BACKGROUND

At the December 7, 2009 Council meeting "Food Concessions in the Community Park Policy No. 3.18" was amended to open all special events authorized by Council to other food vendors and to also permit those vendors to provide food services that could potentially be in direct competition with the food services provided by the operator leasing the concession space. The restrictions granted under the old policy were provided as compensation to the concession operator in recognition of the costs associated with staying open on days with inclement weather and during the less lucrative shoulder periods of May, early June, late September and October. The amended policy will significantly reduce the restriction limiting competition which will in turn result in lower peak season revenues for the concession provider. As a consequence it is staffs opinion that it would be unreasonable to expect the current operator, to continue the lease agreement for the second year under the terms of the revised policy, with the lease rates negotiated under the old policy. Accordingly staff notified the operator that the lease would not be extended for the second year.

Also on December 7, 2009 Council passed a resolution directing staff to meet with the 2009 Community Park Concession operators to explore options for a mutually agreed upon extension of the 2009 Community Park Concession lease for the 2010 season. The 2009 Community Park Concession Agreement contains an option to renew that basically states, "should the Landlord and Tenant agree, the lease may be extended for one additional term." This meeting took place on December 11, 2009 during which the operator indicated a desire to renew the lease for 2010 at a reduced lease rate of \$1,600/month and a reduction in the required operating days (approx. 2 weeks) to May 1 through September 15. This is compared to \$3,400/month and May 15 through to Oct 19 in 2009. Prior year's bids were as follows:

2009 season	\$17,000 for season (\$3,400/month)
2008 season	\$15,500 for season (\$3,100/month)
2007 season	\$15,500 for season (\$3,100/month)
2006 season	\$11,325 for season (\$2,265/month)
2005 season	\$11,325 for season (\$2,265/month)

OPTIONS

1. That the 2010 Community Park Concession lease tender be advertised in January 2010.
2. That the option to renew for one additional year contained in the 2009 operator's agreement be acted upon with the City accepting the reduced rental fee of \$7,312.00 (\$1,600/month) and that the Concession season run from April 30, 2010 through September 17, 2010 (approx. 4 1/2 months).

ANALYSIS

1. Although the 2009 Concession Lease Agreement has an option to renew upon mutual agreement, the recent amendment to Policy No. 3.18 significantly changed the terms under which the 2009 Agreement was negotiated. It was anticipated that revenues from the 2010 Concession lease under the revised policy would be reduced; however without an open bidding process, what a reasonable amount to expect would be, is unknown. Retendering the lease through an open public process would provide total transparency and would establish the true market value for the lease under the revised policy.
2. Council could accept a reduced bid from the 2009 Concession operator who has proven previous experience leasing the Community Park concession, has the equipment necessary for the operation and the 2009 bid submission was comprehensive, providing a diverse menu. The rent offered by the operator for 2010 is \$1,600/month (incl. GST) which would generate \$7,312.00 for the approximately 4 1/2 month period the concession would be open. The operator has also requested that the season run from May 1 through September 15, if possible, to maximize their earning potential. A reasonable 4 1/2 month period could run from April 30 to September 17, 2010. However as stated above without an open bidding process the true fair market value of this lease is unknown.

FINANCIAL IMPLICATIONS:

This lease is a revenue source for the City however it is anticipated the rent in 2010 will be somewhat reduced from the 2009 amount due to the lack of a vendor monopoly for the operator of the concession.

SUSTAINABILITY/ENVIRONMENTAL IMPLICATION:

As much as practical, the lessee is required to use only recyclable and environmentally friendly products including food and drink serving containers and cleaning products.

RECOMMENDATION:

THAT the report from the Chief Administrative Officer dated December 15, 2009 entitled "Community Park Concession Lease Agreement for 2010", be received;
AND THAT the City advertise the tender for the operation of the Community Park Concession for the 2010 season.



FRED MANSON, C.G.A.
Chief Administrative Officer

I:\Users\ADMINISTRATION\File Rec Management - 1490\Agreements in Secure Storage - 2240\Lease Agreements\Community Park Concession\Staff Reports\2010 report.doc

Committee of the Whole

December 14, 2009

MEMO TO: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER
FROM: L. KITCHEN, DEPUTY CORPORATE ADMINISTRATOR
SUBJECT: FIREARMS BYLAW

ISSUE:

Consideration of a bylaw that will repeal outdated "Firearm Bylaw, 1955, No. 62" and "Slingshots and Dangerous Devices Bylaw, 1976, No. 452" and provide an updated bylaw to regulate and prohibit the discharge of firearms and the use of bows in the municipality.

EXECUTIVE SUMMARY:

A review of current bylaws has revealed two bylaws surrounding the discharge of firearms, slingshots and dangerous devices in the municipality adopted by Council in 1955 and 1976 are outdated. Staff have drafted an updated bylaw to regulate and prohibit the discharge of firearms and the use of bows while at the same time repealing the two outdated bylaws.

REFERENCES:

Community Charter
Draft Firearms Regulation Bylaw, 2010, No. _____

BACKGROUND:

An inquiry from a bow hunter wanting to hunt within the boundary of the City triggered a review of City bylaws to determine the level of current bylaw prohibitions. The Firearm Bylaw adopted in 1955 and the Slingshots and Dangerous Devices Bylaw adopted in 1976 were identified and currently remain in effect but are outdated. A new bylaw that is enforceable and consistent with current legislation is required to restrict these types of actions.

As a result of reviewing the current situation, Staff consulted the Province and legal counsel to determine that provincial legislation does not allow any local government to prohibit hunting within its boundary. The City can, however, prohibit the discharge of firearms and the use of bows. Under the current bylaws, there is nothing stopping the bow hunter from hunting anywhere in the City.

The older bylaws from 1955 and 1976 that are currently in place do not provide complete restrictions or lack the authority under current provincial legislation to be enforceable. The easiest way for a local government to deal with these issues is to adopt a new bylaw that is complete, consistent with Provincial and Federal statutes and enforceable. When adopting a new bylaw, the City also has the ability to repeal old bylaws and remove them from our books.

OPTIONS:

1. Instruct staff to bring forward for Council's consideration an updated bylaw to regulate and prohibit the discharge of firearms and the use of bows in the municipality and repealing "Firearm Bylaw, 1955, No. 62" and all amendments, and "Slingshots and Dangerous Devices Bylaw, 1976, No. 452" and all amendments.
2. Maintain the status quo.

ANALYSIS:

1. The City of Parksville is located in an area of land identified by the Province for hunting by permitted hunters. Although permitted hunters are trained and regulated to be safe, allowing for the discharge of firearms and the use of bows within the City boundary increases the likelihood of a conflict between the use of firearms and bows and the general public using City and private property. Council adoption of the draft firearms regulation bylaw would force the use of these weapons to move to more rural areas outside of the City where there is less likelihood of encountering the general public. The proposed draft bylaw allows for the discharge of firearms by appointed Provincial and Federal Officers during the execution of their duties for the safety of the general public in addition to allowing for the discharge of firearms and the use of bows by members of the Parksville Qualicum Fish and Game Association at their approved location.
2. By maintaining the status quo the City has limited control over the discharge of firearms and no control over the use of bows within the City. As Parksville continues to grow and the population becomes more dense, the opportunity for the general public to be in conflict with these actions increases.

SUSTAINABILITY/ENVIRONMENTAL IMPLICATIONS: N/A

FINANCIAL IMPACT: N/A

STAFF RECOMMENDATION

THAT the report from the Deputy Corporate Administrator dated December 14, 2009 entitled "Firearms Bylaw", be received;

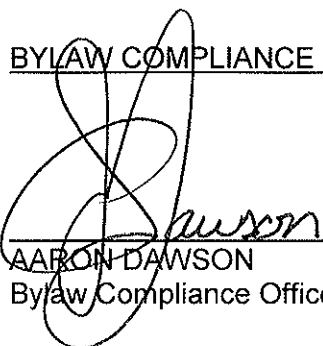
AND THAT staff be instructed to bring forward the draft Firearms Regulation Bylaw attached to the December 14, 2009 Deputy Corporate Administrator's report for reading consideration by Council.

Respectfully submitted,



LYNN KITCHEN
Deputy Corporate Administrator

Attachments

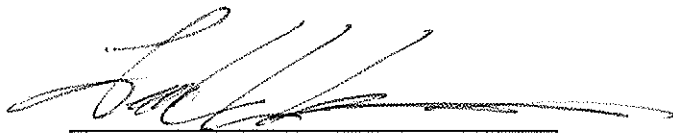
BYLAW COMPLIANCE OFFICER COMMENTS:


AARON DAWSON
Bylaw Compliance Officer

COMMUNITY PLANNING COMMENTS:


GAYLE JACKSON
Director of Community Planning

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:


FRED C. MANSON, CGA
Chief Administrative Officer

CITY OF PARKSVILLE

BYLAW NO. ____

A BYLAW TO REGULATE AND PROHIBIT THE DISCHARGE OF FIREARMS AND THE USE OF BOWS

WHEREAS under the *Community Charter* the Council may by bylaw regulate and prohibit the discharge of firearms and the use of bows, and may make different regulations for different areas;

WHEREAS under the Closed Area Regulation it is unlawful to discharge a firearm or hunt unless that person uses shot only; and

WHEREAS Council wishes to further regulate and prohibit the discharge of firearms and bows in the City;

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

1. CITATION

This bylaw may be cited for all purposes as "Firearms Regulation Bylaw, 2010, No. ____".

2. DEFINITIONS

In this bylaw unless the context otherwise requires:

"bow" means a crossbow and longbow.

"City" means the City of Parksville.

"crossbow" means a bow fixed across a stick with a groove for the arrow or bolt and a mechanism for holding and releasing the string.

"enforcement officer" means a person employed by the City as a Bylaw Enforcement Officer.

"firearm" Includes a rifle, hand gun, shot gun, air gun, air rifle, or air pistol.

"longbow" includes a longbow, recurve bow and compound bow.

"spring gun" means a gun of any kind contrived to discharge upon the trigger mechanism being activated by a person or animal coming into contact with a wire or other device which is in turn connected to the gun.

3. GENERAL REGULATIONS

- (a) No person shall, within the City:
 - (i) discharge a rifle;
 - (ii) discharge a shotgun using a single projectile;
 - (iii) set or discharge a spring gun; or
 - (iv) discharge a firearm or bow.
- (b) No parent or guardian shall, within the City, permit or allow a person under the age of 16 to:
 - (i) discharge a rifle;
 - (ii) discharge a shotgun using a single projectile;
 - (iii) set or discharge a spring gun; or
 - (iv) discharge a firearm or bow.

4. EXCEPTIONS

The provisions of section 3 do not apply to:

- (a) a peace officer, conservation officer under the Closed Area Regulation, enforcement officer of the Department of Fisheries and Oceans, employee of the Canadian Wildlife Service, or a person appointed to enforce an animal control bylaw within the City, discharging a firearm in the lawful performance of their duty
- (b) a person being the owner of land or having the permission of the owner, discharging a firearm on a parcel of land having an area greater than 2 ha (5 acres) within an area that is classed as farm property for assessment purposes, in order to humanely kill livestock or protect agricultural crops, livestock or domestic animals from wildlife; or
- (c) a member of a shooting or archery club and discharging a firearm or using a bow on an authorized range provided by such club within the municipal boundary.

5. GENERAL

Nothing contained in or permitted in this Bylaw shall abrogate or relieve any obligation of any person pursuant to any applicable provincial or federal act or regulation with regard to the possession or discharge of firearms or bows.

6. ENFORCEMENT

- (a) No person shall obstruct an enforcement officer engaging in the administration or enforcement of this Bylaw;

- (b) An enforcement officer is authorized to enter onto property in connection with the administration and enforcement of this Bylaw in accordance with section 16 of the *Community Charter*;
- (c) Every person who contravenes a provision of this Bylaw commits an offence, and each day that the violation is caused or allowed to continue constitutes a separate offence;
- (d) Any person guilty of an infraction of this Bylaw is liable on summary conviction to a fine of not less than \$100.00 and not more than \$10,000.00.

7. SEVERABILITY

If any part of this Bylaw is for any reason held to be invalid by any court of competent jurisdiction, the invalid portion shall be severed and the severance shall not affect the validity of the remainder of this Bylaw.

8. REPEAL OF PREVIOUS BYLAWS

- (1) "Firearm Bylaw, 1955, No. 62" and all amendments are hereby repealed;
- (2) "Slingshots and Dangerous Devices Bylaw, 1976, No. 452" and all amendments are hereby repealed.

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

December 14, 2009

MEMO TO: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER

FROM: L. KITCHEN, DEPUTY CORPORATE ADMINISTRATOR

**SUBJECT: REVIEW OF CORPORATE POLICY MANUAL SECTION 9 –
EMERGENCY/NATURAL DISASTERS AND EMPLOYEE RESPONSE**

ISSUE:

Review of emergency related policies.

EXECUTIVE SUMMARY:

The review of the City's Policy Manual is an ongoing project being conducted by the Administration Department. 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 Emergency/Natural Disasters and Employee Response Policy No. 9.3 contained in the emergency section of the Corporate Policy Manual.

REFERENCES:

Council Resolution #09-170

Corporate Policy Manual

Emergency/Natural Disasters and Employee Response Policy No. 9.3

BACKGROUND:

The Corporate Policy Manual contains all approved policies for the City, however over time a number of these policies have become outdated, no longer applicable or have been made redundant by more recent programs and bylaws. A review of the entire Corporate Policy Manual is being conducted.

Policy No. 9.3 – Emergency/Natural Disasters and Employee Response Policy, in particular, requires review as it was last amended in 1998. As a significant number of City staff attended Justice Institute Emergency Management refresher courses this past year, it is appropriate that amendments to update this policy be considered now as well.

In June 2009 Fire Department Policies were reviewed by Council and at the July 6, 2009 meeting of Council, Resolution No. 09-170 was adopted, which states in part "...that Emergency/Natural Disasters and Employee Response Policy No. 9.3" be brought forward for Council consideration.

OPTIONS:

1. Update Emergency/Natural Disasters and Employee Response Policy No. 9.3.
2. Maintain the status quo.

ANALYSIS OF OPTIONS:

After consideration by the Fire Chief/Emergency Program Coordinator, the Deputy Emergency Program Coordinator and Manager of Human Resources, it was determined that Policy No. 9.3 - *Emergency/Natural Disasters and Employee Response*, last revised in 1998, be amended to meet current requirements. The Parksville Civic and Technology Centre was not even in existence when the policy was first written or amended. It has also been determined that staff will be in a much better position to assume tasks relative to an emergency once they have determined their family members' safety, so this section of the policy has been more clearly articulated.

2. Maintaining the status quo does not acknowledge physical plant changes that have occurred since 1998 and could put the City at risk if an emergency occurs and employees are not familiar with current expectations.

SUSTAINABILITY/ENVIRONMENTAL IMPLICATIONS:

N/A

FINANCIAL IMPACT:

N/A

STAFF RECOMMENDATION:

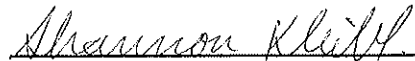
THAT the report from the Deputy Corporate Administrator dated December 14, 2009 entitled "Review of Emergency/Natural Disasters and Employee Response Policy No. 9.3", be received; **AND THAT** Draft Corporate Policy No. 9.3 "Emergency/Natural Disasters and Employee Response" attached to the Deputy Corporate Administrator's report dated December 14, 2009, be approved.

Respectfully submitted,



LYNN KITCHEN
Deputy Corporate Administrator

Attachments - Draft Policy

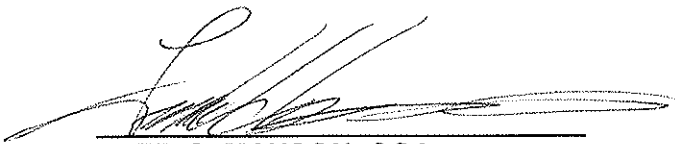
HUMAN RESOURCES


SHANNON KLEIBL
Manager of Human Resources

FIRE DEPARTMENT


DOUG BANKS
Fire Chief

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:


FRED C. MANSON, CGA
Chief Administrative Officer

CITY OF PARKSVILLE
DRAFT
POLICY

SUBJECT: ***Emergency/Natural Disasters
and Employee Response***

POLICY NO: 9.3
RESO. NO:

CROSS REF:

EFFECTIVE DATE:
APPROVED BY:

January 20, 1993
Administrator

REVISION DATE:

December 21, 1998
RESO. NO: 98-487

CROSS REF:

PAGE 1 OF 2

PURPOSE

To advise staff of the City's expectations with regard to responding to an emergency or a natural disaster.

POLICY

~~Each~~ All employees is are encouraged to have a "Home Safety Plan" Personal or Family preparedness plan in place so that they can be secure in the knowledge their family members are taken care of in the event of a disaster. The City will provide the necessary information for each employee to formulate a "Home Safety Plan" preparedness plan.

1. DURING WORKING HOURS

~~Outside Staff~~ Engineering and Operations Staff with their vehicles, if applicable, shall:

- a) return to the Works Yard in order to "count heads" and be ready for dispatch to certain areas and/or jobs and report to their supervisor to be accounted for;

- b) if unable to return to the Works Yard, radio your location and report any injuries or damage to equipment;
- c) ~~two employees with a list of family addresses shall be dispatched to confirm safety of all City employees' families and report back to the Works Yard with information (not to be broadcast over the radio);~~ Once employees are at the Works Yard, they will be given the opportunity to call their family members and determine their safety. Once safety has been determined, the employee will report to their supervisor for issuance of a task relative to the emergency. Employees who cannot reach their family by telephone will be allowed to leave work to determine the safety status of their family and return to work immediately upon confirming this status.

Parksville Civic & Technology Centre (PCTC) Staff shall:

- d) ~~employees will be dispatched from the Works Yard as needed with the exception of those required to perform emergency checks of major components of City services i.e. water and sewer mains.~~ Ensure their own safety and evacuate the building as necessary. If evacuating the building to secure safety, report to the location used for a fire drill;

Inside Staff shall:

- e) ~~in the event of an earthquake, take necessary precautions to protect themselves from injury as per earthquake drill guidelines;~~
- f e) ~~after initial shock wave, conduct a roll call for any injuries and check on structural stability of the building, telephone system, office equipment, files, emergency generator, etc.; once safety has been secured, staff will report to their supervisor to be accounted for;~~
- g f) ~~after assessment of employees, building and contents, staff are to prepare Council Chambers for use as the E.O.C. (Emergency Operations Centre) and arrange front office area to be used as a communications area i.e. telephone and radio operators. The Office of Chief Administrative Officer or Office of Financial Administrator may be used for radio operations as well; after staff have been accounted for, they will be given the opportunity to call their family members and determine their safety. Once safety has been determined, the employee will report to their supervisor for issuance of task relative to the emergency. Employees who cannot reach their family by telephone will be allowed to leave work to determine the safety status of their family and return to work immediately upon confirming the status.~~

~~h) families of inside staff will be accounted for by Public Works personnel.~~

2. AFTER WORKING HOURS

- a) if it is a natural disaster, ensure safety of family members and household and then proceed to area of work i.e. Works Yard, City Hall, etc., and check in to see if you are required. Bring family members, ~~if desired,~~ only if they do not have a safe and secure place to stay, to Works Yard, City Hall, or other designated area ~~so that a support group, kitchen, etc., may be set up to aid staff in their duties~~ for safety and security until a Reception Centre can be opened to support them; (**NOTE** - if possible leave a note on your front door as to your whereabouts.)
- b) if the emergency is not a natural disaster i.e. hazardous material spill, large fire, employees will be called in on an as needed basis.

ooOOoo

CITY OF PARKSVILLE

BYLAW NO. 1451.3

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

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

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

1. That "Five Year Financial Plan Bylaw, 2009-2013, No. 1451" is hereby amended by replacing Schedule "1" with the attached Schedule "1" forming part of this bylaw.
2. That "Five Year Financial Plan Amendment Bylaw, 2009-2013, No. 1451.1" is hereby repealed.
3. This bylaw may be cited for all purposes as "Five Year Financial Plan Amendment Bylaw, 2009-2013, No. 1451.3".

READ A FIRST TIME this

READ A SECOND TIME this

READ A THIRD TIME this

ADOPTED this

Mayor

Corporate Officer

CITY OF PARKSVILLE
2009 - 2013 Revised Financial Plan
General Revenue Fund

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Funding Sources					
Property Taxes	\$ 9,785,876	\$ 10,137,069	\$ 10,561,078	\$ 11,119,203	\$ 11,706,187
Parcel Taxes	113,550	104,990	97,605	90,296	103,664
Fees and Charges					
Executive	222,250	161,000	169,464	168,241	173,281
Finance	943,971	910,370	866,853	867,420	915,497
Police	9,500	9,660	9,881	10,077	10,278
Fire	306,200	354,700	432,715	435,869	439,053
Community Planning	315,500	293,500	342,524	372,198	401,982
Parks	114,500	123,500	129,982	134,665	139,517
Engineering	251,500	205,000	228,095	233,056	238,129
Public Works	133,600	67,400	70,693	71,506	72,329
Solid Waste Collection	563,293	586,401	594,014	609,868	626,169
Provincial Grants	808,000	85,000	444,000	444,000	444,000
Capital Grants and Donations	1,847,453	124,000	-	-	-
Transfer from Carryforward Reserve-Operations	199,000	-	-	-	-
Total Funding Sources	\$ 15,614,193	\$ 13,162,590	\$ 13,946,904	\$ 14,556,399	\$ 15,270,086
Expenditures					
Municipal Purposes					
Executive	\$ 1,003,052	\$ 842,951	\$ 897,294	\$ 898,455	\$ 933,661
Finance	1,003,714	959,929	1,005,602	1,060,928	1,074,536
Police	1,873,608	2,008,489	2,054,383	2,221,112	2,295,584
Fire	848,246	831,156	906,885	976,837	1,011,527
Community Planning	1,074,703	857,171	888,483	918,626	949,797
Parks and Sportsfields	1,301,214	1,269,343	1,348,686	1,389,131	1,430,741
Engineering	888,084	882,190	931,821	994,510	1,005,009
Public Works	1,825,648	1,789,945	1,817,628	1,939,650	1,928,217
Solid Waste Collection	527,800	548,800	565,916	581,078	596,669
Library and Cultural Services	419,196	431,600	438,976	453,635	468,783
Principal & Interest on Long Term Debt	229,743	227,543	333,041	333,041	333,041
Transfers To Other Funds & Reserves					
Reserve Funds	23,100	23,100	23,100	23,100	23,100
Utility Funds	113,550	104,990	97,605	90,296	103,664
Total Expenditures	11,131,658	10,777,207	11,309,420	11,880,399	12,154,329
Surplus from Operations	\$ 4,482,535	\$ 2,385,383	\$ 2,637,484	\$ 2,676,000	\$ 3,115,757
Other non operating budget items					
Capital Expenditures	(7,189,696)	(7,535,483)	(3,209,686)	(1,758,707)	(2,694,637)
Transfers from Capital reserves					
DCC funds	1,302,840	1,604,187	419,467	-	686,318
Reserve funds	750,013	-	-	-	-
Carryforward reserve-capital	765,590	-	-	-	-
Capital Borrowing	-	450,000	-	-	-
Transfers from (to) other reserves					
From Prior Years Surpluses	-	3,095,913	152,735	-	-
To Prior Years Surpluses	(111,282)	-	-	(917,293)	(1,107,438)
Financial Plan Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF PARKSVILLE
2009 - 2013 Revised Financial Plan
Water Utility Fund

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Funding Sources					
Fees and Charges					
User Fees	\$ 2,482,719	\$ 2,564,376	\$ 2,655,295	\$ 2,771,828	\$ 2,893,680
Other	30,000	23,613	41,983	54,339	81,142
Transfers From Other Funds & Reserves					
General Revenue Fund	141,250	132,490	127,489	121,476	136,200
Total Funding Sources	<u>2,653,969</u>	<u>2,720,479</u>	<u>2,824,767</u>	<u>2,947,643</u>	<u>3,111,022</u>
Expenditures					
Municipal Purposes					
Administration	524,425	585,884	533,524	545,289	545,208
Service of Supply	616,102	731,635	665,512	684,275	704,778
Trans & Distribution	312,677	314,303	325,309	335,065	345,102
Pumping	-	-	-	-	-
Customer Bill & Collect	232,673	8,719	14,254	16,859	19,638
Principal & Interest on Long Term Debt	338,691	330,561	329,391	269,241	269,241
Transfers To Other Funds & Reserves					
Transfer to Reserve Funds	-	-	-	-	-
Total Expenditures	<u>2,024,568</u>	<u>1,971,102</u>	<u>1,867,990</u>	<u>1,850,729</u>	<u>1,883,966</u>
Surplus from Water Operations	\$ 629,401	\$ 749,377	\$ 956,777	\$ 1,096,914	\$ 1,227,056
Other non operating budget items					
Capital expenditures	(2,210,607)	(789,882)	(784,125)	(602,795)	(354,389)
Transfers from Capital reserves					
DCC funds	555,414	331,245	78,479	78,479	341,613
Capital reserve funds	150,000	-	-	-	-
Carryforward reserve	668,537	-	-	-	-
Capital grants/Developer contributions	758,139	-	-	-	-
Capital borrowing	-	-	-	-	-
Transfers from (to) other reserves					
From Prior Years Surpluses	-	-	-	-	-
To Prior Years Surpluses	(550,884)	(290,740)	(251,131)	(572,598)	(1,214,280)
Financial Plan Surplus (Deficit)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (0)</u>	<u>\$ -</u>	<u>\$ -</u>

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

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Funding Sources					
Other Sources	368,500	523,500	188,100	192,800	697,700
Total Revenue	368,500	523,500	188,100	192,800	697,700
Expenditures	0				
Service of Supply	153,500	153,500	158,100	162,800	167,700
Transfer to Own Reserves	30,000	30,000	30,000	30,000	30,000
Capital	185,000	340,000	0	0	500,000
Total Expenditures	368,500	523,500	188,100	192,800	697,700
Arrowsmith Bulk Water Service (Deficit)	0	0	0	0	0

CITY OF PARKSVILLE
2009 - 2013 Revised Financial Plan
Sewer Utility Fund

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Funding Sources					
Fees and Charges					
User Fees	\$ 884,772	\$ 790,262	\$ 837,899	\$ 875,511	\$ 914,776
Other	68,500	52,237	68,652	74,175	80,307
Transfers From Other Funds & Reserves					
Prior Years Surpluses					
General Revenue Fund	28,500	27,500	29,355	30,236	31,142
Total Funding Sources	<u>981,772</u>	<u>869,999</u>	<u>935,906</u>	<u>979,922</u>	<u>1,026,225</u>
Expenditures					
Municipal Purposes					
Administration	525,827	478,411	488,729	499,756	511,084
Collection System	324,021	237,081	233,639	244,736	256,378
Lift Station Maintenance	37,397	36,855	28,816	30,065	31,368
Treatment and Disposal	-	-	-	-	-
Customer Bill & Collect	95,300	8,500	10,449	11,442	12,494
Principal & Interest on Long Term Debt	-	-	-	-	-
Transfers To Other Funds & Reserves					
Transfer to Reserve Funds	-	-	-	-	-
To Prior Years Surplus	-	-	-	-	-
Total Expenditures	<u>982,545</u>	<u>760,847</u>	<u>761,633</u>	<u>785,999</u>	<u>811,324</u>
Surplus from Sewer Operations	<u>\$ (773)</u>	<u>\$ 109,152</u>	<u>\$ 174,273</u>	<u>\$ 193,923</u>	<u>\$ 214,902</u>
Other non operating budget items					
Capital expenditures	(680,000)	(460,000)	-	-	-
Transfers from Capital reserves					
DCC funds	287,660	173,250	-	-	-
Capital reserve funds	-	-	-	-	-
Carryforward reserve	2,450	-	-	-	-
Capital grants/Developer contributions	257,740	-	-	-	-
Capital borrowing	-	-	-	-	-
Transfers from (to) other reserves					
From Prior Years Surpluses	132,923	177,598	-	-	-
To Prior Years Surpluses	-	-	(174,273)	(193,923)	(214,902)
Financial Plan Surplus (Deficit)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Funding Sources					
City of Parksville	248,827	219,700	224,100	228,600	266,200
School District 69	63,200	54,462	55,600	56,700	68,800
Malaspina University College	50,000	44,900	45,800	46,700	53,600
Total Revenue	<u>362,027</u>	<u>319,062</u>	<u>325,500</u>	<u>332,000</u>	<u>388,600</u>
Expenditures					
Administration	51,850	52,900	54,000	55,100	56,200
Building Operation & Maintenance	195,042	152,978	156,000	159,100	212,200
Janitorial	88,451	87,184	89,000	90,800	92,700
Grounds Operation & Maintenance	26,684	26,000	26,500	27,000	27,500
Total Expenditures	<u>362,027</u>	<u>319,062</u>	<u>325,500</u>	<u>332,000</u>	<u>388,600</u>
PCTC Surplus (Deficit)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

CITY OF PARKSVILLE
2009 - 2013 Revised Financial Plan
Equipment Replacement Reserve

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Funding Sources					
Internal Rental Earnings	456,957	482,000	492,000	502,000	512,000
Reserve fund interest	15,700	9,000	19,400	27,700	31,500
Proceeds on Sale of Capital Assets	50,000	0	0	0	0
Transfer from Equipment Replacement Reserve	0	160,200	0	0	0
Total Revenue	<u>522,657</u>	<u>651,200</u>	<u>511,400</u>	<u>529,700</u>	<u>543,500</u>
Expenditures					
Operations	308,550	319,400	332,200	345,500	359,300
Transfer to Equipment Replacement Reserve	22,107	0	7,300	74,000	101,800
Capital	192,000	331,800	171,900	110,200	82,400
Total Expenditures	<u>522,657</u>	<u>651,200</u>	<u>511,400</u>	<u>529,700</u>	<u>543,500</u>
Equipment Replacement Reserve Surplus	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

CITY OF PARKSVILLE

BYLAW NO. 1320.16

AMEND THE "WATER SERVICE SYSTEM BYLAW, 1999, NO. 1320"

WHEREAS the Municipal Council deems it desirable and necessary to amend the "Water Service System Bylaw, 1999, No. 1320";

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

1. THAT "Water Service System Bylaw, 1999, No. 1320 be amended as follows:

a) PART 1 – **GENERAL PROVISIONS** – Subsection 2. **Definitions** by:

(i) Adding the following definitions in the appropriate location:

"dependent child" means any biological or legally dependent child under 18 that is wholly dependent on the parent(s). A dependent child would also include a biological or legally dependent child under 25 that is in full time attendance at high school or a post secondary institution and living at the family home while attending said institution.

"immediate family" means parent(s) with dependent children living in a dwelling unit. Grandparents do not qualify as immediate family for purposes of this bylaw unless they are the legal guardians of the dependant children.

"large family" means five or more persons from the same immediate family living in a single dwelling unit. Dependent children living in two homes cannot qualify twice as dependents to create a 2nd large family designation.

2. That "Water Service System Bylaw, 1999, No. 1320", is amended by replacing Schedule "C" – USER RATES, CONNECTION CHARGES AND PARCEL TAXES in its entirety with the new Schedule "C" attached to and forming part of this bylaw.

4. This bylaw may be cited for all purposes as "Water Service System Amendment Bylaw, 2009, No. 1320.16".

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

PAGE
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Corporate Officer

SCHEDULE "C"

USER RATES, CONNECTION CHARGES AND PARCEL TAXES

All waterworks user rates are per month and shall be as follows:

1. For all residential properties, dwelling units, apartment building units, or residential strata lots the following rates apply:
 - (a) minimum user rate including the first 15.00 cubic meter of water consumed or part thereof \$18.45
 - (b) for each cubic meter of water consumed in excess of 15.00 cubic meters and up to 20.00 cubic meters \$1.20
 - (c) for each cubic meter of water consumed in excess of 20.00 cubic meters and up to 26.67 cubic meters \$1.80
 - (d) for each cubic meter of water consumed in excess of 26.67 cubic meters \$3.50
 2. Upon approval of "large family" status: for all large family residential properties, dwelling units, apartment building units, or residential strata lots on their own meter the following rates** apply:
 - (a) minimum user rate including the first 15.00 cubic meter of water consumed or part thereof \$18.45
 - (b) for each cubic meter of water consumed in excess of 15.00 cubic meters and up to 27.50 cubic meters \$1.20
 - (c) for each cubic meter of water consumed in excess of 27.5 cubic meters and up to 38.33 cubic meters \$1.80
 - (d) for each cubic meter of water consumed in excess of 38.33 cubic meters \$3.50
- ** These rates will not apply to properties where multiple units are serviced by the same water meter.
3. For all commercial lots, including commercial strata's, resort properties, mixed use buildings, or care homes, the following rates apply:
 - (a) minimum user rate including the first 16.67 cubic meter of water consumed or part thereof \$21.67
 - (b) for each cubic meter of water consumed in excess of 16.67 cubic meters and up to 500.00 cubic meters \$1.20
 - (c) for each cubic meter of water consumed in excess of 500.00 cubic meters and up to 1,333.33 cubic meters \$1.55
 - (d) for each cubic meter of water consumed in excess of 1,333.33 cubic meters and up to 2,500.00 cubic meters \$1.75
 - (e) for each cubic meter of water consumed in excess of 2,500.00 cubic meters \$2.00
 4. Where one or more meters service one or more residential properties, dwelling units, or residential strata lots, the quantity of water delivered to the premises by the City will be divided evenly amongst the properties, dwelling units, or strata lots.

5. The annual parcel tax shall be in the amount of \$221.40 per parcel or group of parcels.
6. As part of the implementation of the new block tier rates, the above rates and tier blocks will be adjusted for years two and three of the new rates program.

7. Inspection Fees:

- | | | |
|-----|--|------------------------|
| (a) | Inspection fee for developer installed water service | \$85.00 per building |
| (b) | Re-inspection of water service to building | \$55.00 per inspection |
| (c) | Water usage fee during construction permit | \$30.00 per building |

8. Disconnection Fee:

Fee for disconnection of a service connection will be the actual costs disconnection including provision for administration with a minimum charge of \$110.00

9. Connection Charges

- (a) Where the service connection was not installed and paid for as part of the servicing requirement of a subdivision, the installation and service charge, complete with meter, shall be:

- | | | |
|------|---|--|
| i) | for a 19 mm diameter connection less than six metres in length | \$1,300.00 |
| ii) | for a 25 mm diameter connection less than six metres in length | \$1,500.00 |
| iii) | for a 38 mm diameter connection less than six metres in length | \$1,750.00 |
| iv) | for a 50 mm diameter connection or greater size, or multiple meters | Total actual cost of installation with a minimum charge at time of application of \$2200.00 |
| v) | where a connection service pipe exceeds 6 meters in length in (i), (ii) and (iii) above | Total actual cost of installation with a minimum charge of at time of application of \$2200.00 |

- (b) Where the service connection was installed and paid for as part of a Servicing Agreement requirement of a subdivision, the meter Installation and service charge shall be:

- | | | |
|------|---|---|
| i) | for a 19 mm diameter connection | \$220.00 |
| ii) | for a 25 mm diameter connection | \$330.00 |
| iii) | for a 38 mm diameter connection | \$550.00 |
| iv) | for a 50 mm diameter connection or greater size, or multiple meters | Total actual cost of installation with a minimum charge at time of application of \$1100.00 |

- (c) Where latecomers' fees apply, they shall be in addition to all other applicable charges.
 - (d) Where a previous application was made but the service was not installed prior to the adoption of this bylaw, the connection charge previously paid will apply. If the owner fails to connect the water service to the municipal system within a 60 day period, then the owner shall be required to reapply.
 - (e) To increase the size of an existing service, the actual cost with a minimum charge at time of application of: \$2,200.00
10. Fire Hydrant Service Charge
- Standard hydrant on private or strata corporation property: \$275.00/service
11. Customer Service Charge
- The fee for turn on or turn off: \$35.00
12. Meter Re-Reading Charge and Connection Re-Inspection \$55.00
13. Meter Reading Charge and Billing upon property sale or transfer \$40.00