



City of PARKSVILLE

PO Box 1390, 100 E. Jensen Avenue, Parksville, BC V9P 2H3

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www.parksville.ca

COMMITTEE OF THE WHOLE AGENDA

MONDAY, FEBRUARY 9, 2009 - 6:00 P.M.

1. ADOPTION OF MINUTES

- a) of the January 26, 2009 minutes of the Committee of the Whole meeting - Pages 1 to 2

2. PUBLIC PRESENTATIONS

3. CORRESPONDENCE

4. DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE

5. STAFF PRESENTATIONS

- a) RCMP – Quarterly Report (verbal)
For January, February and March 2009
- b) Director of Finance – Quarterly Report (verbal)
For January, February and March 2009
- c) Director of Finance – Quarterly Budget (verbal)
- d) Director of Community Planning - Establish the City's level of Participation in the Provision of Affordable Housing Units - Pages 3 to 9
The City is being asked to support a variety of affordable housing initiatives which require some financial participation or concessions from the City. Staff does not have a means of evaluating the proposals as a level of desired City participation has not yet been established by Council.

Recommendation: THAT the report from the Director of Community Planning dated January 26, 2009 to establish the City's level of participation in the provision of affordable housing units be received; AND THAT this matter be referred to the Strategic Planning and Budgeting process for direction from Council.

- e) Director of Administrative Services - Communities in Bloom - Pages 10 to 14
As a 2006 National Winner, Parksville has been invited to participate in the 2009 National Edition of Communities in Bloom.

**Recommendation: THAT the report dated January 30, 2009 from the Director of Administrative Services entitled "Communities in Bloom" be received for information;
AND THAT City not enter the 2009 Communities in Bloom competition.**

- f) Director of Administrative Services - Community Park Concession Lease Agreement for 2009 - Pages 15 to 25
Each year the City advertises for submission of tenders to provide a food concession service from the City owned building in the Community Park from the Victoria Day weekend until Thanksgiving.

**Recommendation: THAT the report from the Director of Administrative Services dated February 2, 2009 entitled "Community Park Concession Lease Agreement for 2009", be received;
AND THAT the City enter into an agreement with Matt Doran and Joan Hasell for the operation of the Community Park Concession for the 2009 season commencing May 15, 2009 and ending October 14, 2009 with an option to renew for one additional year;
AND THAT the Mayor and Director of Administrative Services be authorized to execute the Community Park Concession Agreement on behalf of the City.**

6. NEW BUSINESS

7. ADJOURNMENT

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TO BE ADOPTED



CITY OF PARKSVILLE

January 26, 2009

Minutes of the Committee of the Whole meeting held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Monday, January 26, 2009 at 6:00 p.m.

PRESENT: His Worship Mayor E. F. Mayne

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

Staff: F. Manson, Chief Administrative Officer
L. Taylor, Director of Administrative Services
G. Jackson, Director of Community Planning
D. Banks, Fire Chief

1. **MINUTES**

Lefebvre - Powell

THAT the minutes of the Committee of the Whole meeting held January 12, 2009 be adopted.

CARRIED.

2. **PUBLIC PRESENTATIONS**

a) Angela Quek gave an introduction to the rezoning application project at 451, 461 and 465 Hirst Avenue West (Fairview Gardens on Hirst). She gave a review of the project concepts and elements as well as answered questions from the Committee.

3. **CORRESPONDENCE** - Nil

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

5. **STAFF PRESENTATIONS**

Mayor Mayne noted that all recommendations adopted by the Committee at this meeting will be forwarded to Council for consideration at their February 2, 2009 meeting.

RECOMMENDATIONS:

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

Powell - Greir

THAT the report of the Director of Community Planning dated December 15, 2008 be received;

AND THAT Council refer the application for Lot 1, Plan 17579 and Lot A, Plan 17962 and Lot 4, Plan 18691, all of District Lot 106, Nanoose District (451, 461, And

465 Hirst Avenue West) for a 41 dwelling unit multifamily residential development to the APC;

AND THAT Council refer the application to a Public Information Meeting;

AND FURTHER THAT Staff report back to Council the results of the Public Information Meeting.

CARRIED.

b) **Director of Community Planning - Amendment to Bridgewater Development Permit Pertaining to Trees**

Lefebvre - Burger

THAT the report from the Director of Community Planning dated January 20, 2009 for the amendment to Bridgewater Development Permit pertaining to trees be received;

AND THAT Council direct Staff to place the topic of a Bridgewater development permit amendment for tree buffer management on the February 23, 2009 Committee of the Whole meeting and ask the Bridgewater Strata representatives to be a delegation at that meeting to explain their proposal, and, to mail notice of this meeting to the surrounding residents abutting the buffer area.

DEFEATED

Powell - Patterson

THAT the report from the Director of Community Planning dated January 20, 2009 for the amendment to Bridgewater Development Permit pertaining to trees be received;

AND THAT the Bridgewater Strata Council be requested to consult with the property owners abutting the natural treed buffer on the tree management proposal and report back to Council with a collective recommendation through the Planning Department.

CARRIED.

c) **Director of Community Planning gave their Quarterly Report (verbal)**
For January, February and March 2009

d) **Fire Chief gave their Quarterly Report (verbal)**
For January, February and March 2009

e) **Director of Administrative Services gave their Quarterly Report (verbal)**
For January, February and March 2009

6. **NEW BUSINESS**

7. **ADJOURNMENT**

Powell-Davidson - Powell

Rise and Report to Council at their February 2, 2009 meeting.

The meeting ended at 8:04 p.m.



Mayor

COMMITTEE OF THE WHOLE REPORT



January 26, 2009

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

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

SUBJECT: ESTABLISH THE CITY'S LEVEL OF PARTICIPATION IN THE PROVISION OF AFFORDABLE HOUSING UNITS

Issue:

Establish City's level of participation in the provision of affordable housing units

Executive Summary:

The City is being asked to support a variety of affordable housing initiatives which require some financial participation or concessions from the City. Staff does not have a means of evaluating the proposals as a level of desired City participation has not yet been established by Council.

References:

List of affordable housing policy initiatives
List of proposals and City involvement requested
Lions Club Resolution #08-093

Background:

During 2008, the City adopted as many 'policy' initiatives that were available under legislation in an attempt to stimulate the provision of affordable housing. A summary of these initiatives is attached. Their success cannot be measured quickly as most of these initiatives rely on private sector applications to come forward. One private sector development approved in 2008 included 4 affordable housing units.

Recently, the City has been approached to participate in 3 separate proposals. The level of participation varies, but, for the most part it is financial participation that is being sought. A list of these is attached. Council previously committed to development cost charge forgiveness for the proposed Lion's Society development¹. To date the level of City financial participation in affordable housing proposals generally has not been established. This means that there is no basis for evaluation of each proposal, nor is there a means to rank one proposal over another. Each proponent is seeking a different level of City participation on different sites. It is believed that the CMHC program which offers seed funding for site investigations is prompting this activity. The application to CMHC is contingent upon the proponent having Municipal support.

While it is possible to evaluate each proposal from the perspective of land use and planning, that does not address the topic of City financial participation. In order that each proposal be evaluated equitably, rather than on a first come, first serve basis, it would be advisable to

¹ It is anticipated that this will be in the \$300,000.00 range.

**SUBJECT: ESTABLISH THE CITY'S LEVEL
OF PARTICIPATION IN THE PROVISION
OF AFFORDABLE HOUSING UNITS**

establish some evaluation criteria which is at least in part based on the City's desired financial commitment.

Options:

Council may:

1. Offer up one or more City owned parcels of land to be developed for affordable housing.
2. Establish a set fund for the purpose of City participation in affordable housing and administer it in the same manner as Grants in Aid.
3. Rely on the private sector to bring forward affordable housing based on existing policy provisions.
4. Evaluate each request for City participation on an ad hoc basis and provide any requested financial concessions on that basis.

Analysis:

General

At this time the exact scope and nature of the City's affordable housing deficiency is not known. The City is participating in an RDN study for the purpose of obtaining this type of detail. This Study is expected to be complete in the next couple of months.

It is expected that City policy will yield some results (construction of affordable housing units) over time, but, this is not something that the City can influence from a timing perspective. The 4 units which were negotiated during the rezoning process for Carel Properties on Hirst did not require any financial contribution by the City but did require some minor parking zoning concessions.

1. Offer up one or more City owned parcels of land to be developed for affordable housing.

The City owns very few parcels of land that are not dedicated to 'park' use or 'dedication', or were purchased with park funds. There are several lots on Jensen and one on McVickers; with the latter being the subject of one proposal. Both have potential for rezoning to a higher order use, such as commercial, which would escalate their value as a City asset. At this time the McVickers parcel has a 2008 land assessment of \$290,000.00². The purchase price of this property was approximately \$493,000.00. To ready this parcel for resale would take; completion of a City initiated subdivision to dedicate and construct a portion as road as well as service the site, and, disruption and possible relocation of the Community Garden. Divesting of the land would trigger a statutory process involving public notification.

² When subdivided this parcel will have some of the abutting land added to it which, on a percentage basis, is assessed at \$55,050.

**SUBJECT: ESTABLISH THE CITY'S LEVEL
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2. Establish a set fund for the purpose of City participation in affordable housing and administer it the same manner as Grants in Aid.

Setting a fund could permit more than one proposal to advance. It would also involve flexibility in determining what type of concession could be granted. In the case of development cost charges in a scenario where the development does not meet the Province's exemption category the funding could be used as a transfer from this fund to the development cost charge fund.

Setting out, in advance, the exact level of City financial participation in the development of affordable housing would allow proponents to tailor their proposals accordingly.

3. Rely on the private sector to bring forward affordable housing based on existing policy provisions.

The timing of response cannot be controlled.

4. Evaluate each request for City participation on an ad hoc basis and provide any requested financial concessions on that basis.

This approach provides for a land use evaluation but does not provide a method of determining the merits of one proposal over another.

5. Refer to Strategic Planning and Budgeting process for direction from Council.

Refer to the Strategic Planning and Budgeting process for direction from Council. This option may not satisfy the timelines of the current applicants.

Financial Implications:

The City does not currently have any unallocated funds to donate to these projects. The City still has some important health and safety capital infrastructure needs that do not currently have funding and have been postponed. Any participation in affordable housing initiatives at this time will further delay our infrastructure needs as funds will be diverted from those infrastructure needs that are already in our budget to this new initiative. This also includes any land donations as land can be sold by the City and the proceeds used to fund other infrastructure through the land sale reserve (such as the fire hall addition).

In order for the City to complete both our priority projects and fund a reserve for affordable housing, we would need a new source of revenue (i.e. a special levy to build up a reserve) or an operational service cut in a non essential area.

Sustainability/Environmental Analysis:

The provision of a diverse and affordable housing stock is one of the pillars of sustainability.

Recommendation:

That the report from the Director of Community Planning dated January 26, 2009 to establish the City's level of participation in the provision of affordable housing units be received;

**SUBJECT: ESTABLISH THE CITY'S LEVEL
OF PARTICIPATION IN THE PROVISION
OF AFFORDABLE HOUSING UNITS**

And That this matter be referred to the Strategic Planning and Budgeting process for direction from Council.



GAYLE A. JACKSON

GAJ/sh
Attachments


I:/Users/Planning/5040-01/2009/Agenda/Report-1.

DIRECTOR OF FINANCE COMMENTS:



L. BUTTERWORTH

CHIEF ADMINISTRATIVE OFFICER COMMENTS:



F. MANSON, C.G.A.

Minutes of the regular meeting of Council held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Monday, April 21, 2008 at 6:00 p.m.

- e) **Chief Administrative Officer – Consideration of Development Cost Charge (DCC) Waiver for the Lions Supportive Living Development at 205 East Jensen**

Main Motion

Lefebvre - Burger

08-093

THAT the report from the Chief Administrative Officer dated April 16, 2008 entitled "Consideration of Development Cost Charge (DCC) Waiver for the Lions Supportive Living Development at 205 East Jensen", be received;
AND THAT if Council wishes to waive all or a portion of the DCC's that Staff be directed to prepare a bylaw, for Council's consideration, to waive the DCC's for the proposed Lions Supportive Living Development at 205 East Jensen at a rate to be determined by Council.

Amendment:

Burger - Lefebvre

THAT the motion pertaining to the DCCs for the Lions Supportive Living Development be amended to provide a rate of 100% reduction. CARRIED.

Main Motion as Amended

Lefebvre - Burger

THAT Staff be directed to prepare a bylaw, for Council's consideration, to waive 100% of the development cost charges for the proposed Lions Supportive Living Development at 205 East Jensen CARRIED.

AFFORDABLE HOUSING "POLICY" INITIATIVES

OCP Section 4.7	The inclusion of "affordable" and/or "work force" housing is a consideration for zoning amendment applications. See Section 4.2 (page 32) and Section 4.7.2
Density Bonus available	See RS-2 and RS-3 Zones in Zoning Bylaw
Secondary Suite provisions	See Zoning Bylaw, Section 613
Carriage House provisions	See Zoning Bylaw, Section 202 (RS-1 Zone)
Strata Title Conversions policy	See Policy 4.12
Mobile and Manufactured Home Park Conversion and Redevelopment Policy	See Policy 4.28
Pamphlets	To communicate initiatives

PENDING PROPOSALS

PROPONENT SITE	PROCESSES REQUIRED	CITY CONTRIBUTION REQUESTED
AHVIS, Egon Kuhn, Director Ken Hole 1350 Greig Road	Rezoning OCP Amendment Development Permit Building Permit	<ul style="list-style-type: none"> • Limits to servicing work • Development Cost Charge waiver (City and RDN)
Oceanside Affordable Housing Society John Olsen, President	Lease process City land transfer Subdivision Rezoning OCP amendment Development Permit Building Permit	<ul style="list-style-type: none"> • Land lease • Tax forgiveness – for life of lease (40 yrs.)
Vincent Jandrisih 272 Island Highway West Post & Lantern (24 units)	Rezoning OCP Amendments Development Permit Building Permit	<ul style="list-style-type: none"> • Property tax and development charge adjustments • Parking spaces, unit size limits, landscaping, disabled access and sprinkler requirements, variances or waivers.

January 30, 2009

MEMO TO: F.C. MANSON, CHIEF ADMINISTRATIVE OFFICER
FROM: L. TAYLOR, DIRECTOR OF ADMINISTRATIVE SERVICES
SUBJECT: Communities in Bloom

ISSUE:

Participation in 2009 National Edition of Communities in Bloom

EXECUTIVE SUMMARY

As a 2006 National Winner, Parksville has been invited to participate in the 2009 National Edition of Communities in Bloom.

REFERENCES:

Communities in Bloom Program Information

BACKGROUND:

The City has participated in the Communities in Bloom competition since 2004 and has been very successful. In 2004, in partnership with the Town of Qualicum Beach, Parksville entered and won the National Canadian Classic. In 2005 we won the Provincial Communities in Bloom award for municipalities 10,000 to 20,000, in 2006 we won the National Communities in Bloom award for municipalities 10,000 to 20,000, and in 2007 we entered the non competitive Friends category. Last year we entered the International category for medium sized communities and earned 5 blooms but lost out to Stratford Ontario.

The decision now needs to be made as to whether or not the City should enter the competition for 2009. The Parks Foreman has indicated that the steering committee has pretty well dispersed and that the crew would welcome the break from the competitive portion of the program.

OPTIONS

- 1, Enter the 2009 Communities in Bloom competition
2. Not enter the 2009 competition

Staff recommends option 2

ANALYSIS

By not entering the 2009 Communities in Bloom competition, \$10,000 could be saved in the 2009 budget and parks staff would be relieved of the pressure of the competition.

FINANCIAL IMPACT

Annual budget for Communities in Bloom is \$10,000.

ENVIRONMENTAL IMPACT/SUSTAINABILITY

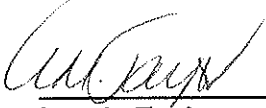
Nil

RECOMMENDATION

THAT the report dated January 30, 2009 from the Director of Administrative Services entitled "Communities in Bloom" be received for information;

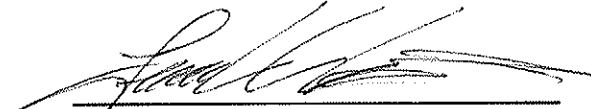
AND THAT City not enter the 2009 Communities in Bloom competition.

Respectfully submitted,



Laurie Taylor
Director of Administrative Services

**CHIEF ADMINISTRATIVE OFFICER'S
COMMENTS:**



FRED C. MANSON, CGA
Chief Administrative Officer



PROGRAM INFORMATION

Communities in Bloom is a Canadian non-profit organization committed to fostering civic pride, environmental responsibility, beautification and to improving quality of life through community participation and the challenge of a national program with focus on the protection and conservation of green spaces.

"People, plants and pride... growing together" is our slogan, and it captures the essence of the program.

History. Established with the guidance of Britain in Bloom, Tidy Towns of Ireland and *Villes et Villages Fleuris de France*, Communities in Bloom held its first edition in 1995 and 29 participating municipalities were honoured at the first awards ceremonies on Parliament Hill. The program now includes more than 500 communities across the country and an international challenge involving communities from the United States, Japan and several European countries allows participants to compete internationally.

Program. The program consists of communities receiving information and being evaluated either provincially or nationally by a volunteer jury of trained professionals on the accomplishments of their entire community (municipal, private, corporate and institutional sectors, citizens) on eight key criteria: Tidiness, Environmental Awareness, Community Involvement, Natural and Cultural Heritage Conservation, Urban Forestry, Landscaped Areas, Floral Displays, and Turf & Groundcovers.

Benefits. The pride, sense of community and feeling of accomplishment generated through participation are visible in communities all over Canada. These benefits make Communities in Bloom a program where everyone wins. Participants can benefit financially from the program through community tourism initiatives, business opportunities for the entire community, and other related projects. A valuable information exchange network allows communities to share accomplishments, best practices and projects.

All participants are showcased on the Communities in Bloom website through the "Explore our Communities" section, with a description page and a link to their respective community website. The *Communities in Bloom Magazine*, published twice a year, also features participants and program results, as well as articles and educational content. Communities in Bloom develops, with its partners and sponsors, initiatives and promotional opportunities such as the Gardens at the CN Tower and the VIA Rail Garden Route.

Provincial and National Awards – National Symposium on Parks and Grounds. These events are a unique opportunity for elected officials, parks and grounds professionals and community volunteers to learn and share about current issues, trends and challenges not only in horticulture and gardening but in community tourism and projects, environmental awareness, and much more. Awards ceremonies, along with workshops and symposiums, are held in most provinces throughout the year.

A winter edition – **WinterLights Celebrations** – created in 2001, features community efforts in the following criteria: Winter Pleasures, Festive Celebrations, Visual Presentation, Goodwill Program and Tourism / Promotion. The WinterLights Celebrations Symposium and Awards Ceremonies are held in February.

The Communities in Bloom Foundation, established to support the educational aspect of its activities, is dedicated to funding, developing and disseminating education and awareness to a wide audience on the value, improvement, importance and sustainable development of green spaces and natural environment in Canadian society. The foundation also awards bursaries to students in horticulture / environment programs.

Within the context of climate change and environmental concerns, communities involved in the Communities in Bloom program can be proud of their efforts, which provide real and meaningful environmental solutions and benefit all of society.



NATIONAL EDITION PARTICIPATION GUIDELINES

POPULATION: Competitive categories between all Canadian municipalities

Each population category is comprised of a maximum of four communities from each province in each population category. The following communities are invited to participate.

- The top two communities, excluding the winners, from each province in each population category from the previous year's **national edition** are invited back into the following year's national competition. To remain in the national edition, a minimum of 75% is recommended.
- Up to two communities from each population category in each province as recommended by the respective provincial organization from the previous year's **provincial editions**. A minimum of 80% in the provincial edition is recommended to participate in the national edition.
- Past National Finalists in the Provincial Edition Friends Category who are within two years of having participated in the National Competition.

Note: as detailed further, the Friends and Mentoring categories are the responsibility of the provincial organizations

Communities are invited, after the provincial and national awards ceremonies, to the following year's national edition.

The population categories, which can be modified according to registrations, are:

**1-1000, 1001-3000, 3001-5000, 5001-10000, 10001-20000, 20001-50000,
50001-100000, 100001 to 300,000 and Over 300,000.**

Each community receives a mention for a special achievement or initiative and is awarded a bloom rating based on the score:

55-63 points: 2 blooms

64-72 points: 3 blooms

73-81 points: 4 blooms

82 and more: 5 blooms

The score also determines the winner of the category.

The winners of each population category are invited to participate for the following two years in the Circle of Excellence, in the International Challenge and, when available, the International Mentoring. After two years, past winners in a population category are eligible again to participate in the national edition, as long as they have continued to participate in the program. A community cannot participate in both the national and provincial edition in the same year.



NATIONAL EDITION PARTICIPATION GUIDELINES

CIRCLE OF EXCELLENCE : a non-competitive category, with or without an evaluation.

This category is available only to Past National Winners.

- **Non-evaluated:** municipalities are registered in the national edition (thus receive all benefits as such) but are not evaluated by a jury. They are expected to continue local "Communities in Bloom" initiatives to maintain their bloom rating. Please note that municipalities will be required to be evaluated at least once every 3 years.
- **Evaluated:** municipalities are evaluated but are not competing with other municipalities. The evaluation is to confirm their bloom rating and, as stated above, must be done at least once every 3 years.

INTERNATIONAL CHALLENGE: A competitive category between national winners.

The International Challenge is organized by Communities in Bloom in partnership with other National Programs (such as Britain in Bloom, America in Bloom, Tidy Towns of Ireland, Japan in Bloom, Villes et Villages Fleuris de France).

- Past national winners are invited, based on criteria of their respective country, to compete with each other. The population categories are determined according to registrations. The evaluation is based on the Communities in Bloom criteria and the winner in each category is determined according to the highest score.

MENTORING: Non competitive program or category to encourage new participants

This category may be available through the provincial editions *

- A Past National Finalist or Provincial Participant (Mentor) invites a community (Mentored) that has never participated in the Communities in Bloom program to participate in their respective provincial edition. The Mentor provides guidance and assistance to the Mentored.
- The participating communities are judged individually and obtain a separate bloom rating. The past national finalists maintain all rights and privileges for future national participation, and the new community obtains all the rights and privileges of the provincial edition.

* International Mentoring will be the responsibility of the National Edition.

FRIENDS: Non-competitive category, with or without an evaluation, for National Finalists and Provincial participants who do not wish to compete.

This category is now the responsibility of the provincial editions, and will be made available as resources permit.

The past national finalist, while being registered in the provincial edition, maintains all rights and privileges for future national participation. The past national finalist must exercise their right for national participation within two years of choosing to not participate in the national competition. If this right is not exercised, the municipality will be provided the option to renew its participation in the provincial edition or remain in the Friends Category.

November 2008

COMMITTEE OF THE WHOLE

AGENDA
COMMITTEE
FEB 09 2009
DATE

February 4, 2009

MEMO TO: F. C. MANSON, CHIEF ADMINISTRATIVE OFFICER
FROM: LAURIE TAYLOR, DIRECTOR OF ADMINISTRATIVE SERVICES
SUBJECT: COMMUNITY PARK CONCESSION LEASE AGREEMENT FOR 2009

ISSUE

To award the community park concession tender for 2009

EXECUTIVE SUMMARY:

Each year the City advertises for submission of tenders to provide a food concession service from the City owned building in the Community Park from the Victoria Day weekend until Thanksgiving.

REFERENCE

Food Concessions in the Community Park Policy No. 3.18
Submitted tenders

BACKGROUND

As required under the *Food Concessions in the Community Park Policy No. 3.18* ads for the food concession tenders were run January 6th and 13th, 2009 in The News with a closing date of Friday, January 30th, 2009.

Interested individuals were invited to submit a tender to provide a food concession service from the City-owned building in the Community Park. The Lessee will be permitted to operate from the Victoria Day weekend (May 15) to the Thanksgiving Day weekend (October 12), seven days a week between the hours of 8:00 a.m. and 9:00 p.m.

The concession area is approximately 130 sq. ft. and contains a hood with fan, counters and sink. The lessee must provide all other equipment necessary to operate a food concession and is responsible for any utility charges. The successful applicant will be required to enter into a contract with the City, obtain a business licence and provide proof of a minimum Five Million Dollar public liability insurance coverage with the City as an additional named insured. As well the lessee is responsible for litter control in the area surrounding the concession, including the emptying of litter and recycling receptacles during the day and at the end of each day.

The following tenders were received as of the January 30th deadline:

Bidder	Bid
Matt Doran and Joan Hasell	\$15,000 for the season = \$3,000/month
Bugsy's Bar and Grill Ltd.	\$15,000 for the season = \$3,000/month

Previous lessees and lease amounts are as follows:

2008 season	Thiboutot	\$15,505 for season
2007 season	Thiboutot	\$15,500 for season
2006 season	Hasell	\$11,325 for season
2005 season	Hasell	\$11,325 for season

OPTIONS

1. That the 2009 Community Park Concession lease be awarded to the bidder with previous experience leasing the Community Park Concession.
2. That the 2009 Community Park Concession lease be awarded to the bidder supporting a local youth sports team.
3. That no tender be accepted and the matter be referred back to Administration with a course of action.

ANALYSIS

In the past the leasing of the concession has worked well for the City as it is a needed service in the park. It is reasonable to accept the bid from Matt Doran and Joan Hasell as Ms. Hasell is the only bidder with previous experience leasing the Community Park concession and no problems or difficulties were encountered during the 2005 and 2006 seasons. Further this submission was comprehensive, providing a more diverse menu, while the other submission was limited in its menu offerings and fewer details were provided.

The option for an additional year could be built into the lease, subject to approval of both the City and the operator prior to committing to a subsequent year. This affords the City the opportunity to not renew the contract if the concession is not being operated to the satisfaction of the City. It also affords the lessee some level of security for the 2010 season.

FINANCIAL IMPLICATIONS:

This lease is a revenue source for the City.

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:

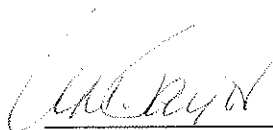
THAT the report from the Director of Administrative Services dated February 2, 2009 entitled "Community Park Concession Lease Agreement for 2009", be received;

AND THAT the City enter into an agreement with Matt Doran and Joan Hasell for the operation of the Community Park Concession for the 2009 season commencing May 15, 2009 and ending October 14, 2009 with an option to renew for one additional year;

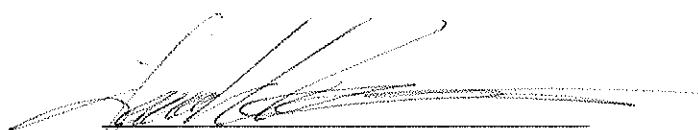
AND THAT the Mayor and Director of Administrative Services be authorized to execute the Community Park Concession Agreement on behalf of the City.

Respectfully submitted,

**CHIEF ADMINISTRATIVE OFFICER
COMMENTS**



LAURIE TAYLOR
Director of Administrative Services



FRED C. MANSON, CGA
Chief Administrative Officer

CITY OF PARKSVILLE

POLICY

SUBJECT: <i>Food Concessions in the Community Park</i>	POLICY NO: 3.18
	RESO. NO: 94-508(3)
	CROSS REF:
<hr/>	
EFFECTIVE DATE: October 3, 1994	APPROVED BY: Council
<hr/>	
REVISION DATE: December 18, 1995	RESO. NO: Administrator
February 16, 1998	RESO. NO: 98-068
December 20, 2004	RESO. NO: 04-402
	CROSS REF:
	PAGE 1 OF 1

PURPOSE

To establish procedures with respect to tendering the municipal concession building and to allow other food concessions to operate during specific times in the Community Park.

POLICY

1. The operation of the concession building in the Community Park shall be decided by way of a public tendering process.
2. The request to submit tenders to operate the concession building shall be published in the local newspapers in January of each year when required.
3. The request for tenders may indicate that tenders will be considered for a one or two year season submission.
4. All complete tenders are to be submitted to Council for consideration. Council reserves the right to refuse any or all of the submitted tenders.
5. Once a tender is accepted the successful applicant is required to enter into a contract with the City as directed by Council and prepared by staff.
6. No other food concessions shall be permitted in the Community Park during the term of an existing concession contract except during the following special events:
 - Annual Ocean Idlers Car Club Show & Shine;
 - Canada Day Celebrations;
 - Fish and Game Salmon BBQ;
 - Parksville Beach Festival [opening weekend only];

Kid's Fest,
Lion's International Kite Festival; and
Any licenced and Council approved Beer Garden event(s).

Authorization for non-profit food concessions during any of the special events must be granted by the organizers of the respective events and such concessions must be part of that event and be in possession of a "Temporary Food Concession Permit" from the Vancouver Island Health Authority. The non-profit concessions will be permitted to sell items that are not in direct competition with the concession operator and are not to be located within a radius of 100 metres from the concession building.

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RECEIVED
JAN 30 2009
ADMINISTRATION
CITY OF PARKSVILLE

TENDER
COMMUNITY PARK
FOOD CONCESSION
SERVICE

SUBMITTED BY
MATT DORAN &
JOAN HASELL

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MATT DORAN
450 Aurora Street
Parksville, BC V9P 1L3
Ph: (250) 951-3395
email: mgdorau@live.ca

JOAN HASELL
1491 Sunrise Drive
Parksville, BC V9P 1X6
Ph: (250) 752-7300
email: cjhasell@telus.net

January 28th, 2009

Director of Administrative Services
City of Parksville
100 E. Jensen Avenue, PO Box 1390
Parksville, BC V9P 2H3

Attention: Laurie Taylor, Director of Administrative Services

Reference: Tender for Community Park Concession Service

Dear Ms. Taylor:

Please find enclosed our proposal for the Community Park Concession.

Matt and I have worked together in the past in the restaurant/concession business and have always maintained an excellent working relationship. Matt, being born into the restaurant business, previously managed two food service industry venues with me which were very successful.

We work together well as a team and are knowledgeable and experienced with seasonal beach events. Having operated the Parksville Beach Concession from 2002-2006, we maintained a very positive relationship with the Parksville Beach Society (Sandcastle Competition) and the Parksville Lions club. Furthermore, we take great pride in the children's playground and the main park and always have watched for vandalism.

With the excellent communication we always had with the Public Works Department, we created a constructive, caring and positive environment for everyone concerned. Being consistent by being open long hours every day and being very organized with staff and products to handle the large crowds that come down to the beach and park have also made it very beneficial for the general public.

We own all the necessary equipment to operate and supply the proposed menu, as well as computerized cash register and direct payment machine. We understand the liability insurance coverage, the health permits, fire and suppression system inspections, business licence and any necessary government requirements.

Please find enclosed both of our resumes and references for your perusal. If you need clarification of anything, please feel free to contact us.

Thank you for your time and we look forward to hearing from you soon.

Yours truly,



Matt Doran & Joan Hasell

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TENDER COMMUNITY PARK FOOD CONCESSION SERVICE

TYPE/LEVEL OF SERVICE

The type of service would be all take-out with disposable containers.
All items would be ordered at one window and picked up at the other in order to keep a steady, even flow to the lineup.

DATES AND HOURS OF OPERATION

DAY	DATE	WEEKEND
Friday	May 15 th , 2009	Victoria Day
UNTIL:		
Monday	October 11, 2009	Thanksgiving Day

HOURS

8:00 am TO 9:00 pm (or dusk) EVERY DAY, rain or shine!

STAFF

2 Owners
1 Full time employee
2 to 3 Part time employees

SAMPLE MENU

BEVERAGES

Coffee, Special Coffees
Tea, Herbal Tea
Mochas, Lattes
Cappuccinos, Hot Chocolate
Hot Apple Cider/Chai Tea

Fruit Juices, Milk
Water, Pop, Iced Tea
Milkshakes, Slush Puppies
Iced Cappuccino & Lemonade
Floats, Energy Drinks

FAST FOOD

**Homemade Fries, Fries & Gravy
Hamburgers, Jumbo Dogs
Chicken Strips, Nuggets
Fish and Chips
Onion Rings, Poutine**

HEALTHY CHOICES

**Yogurt
Fresh Fruit
Muffins
Energy Bars
Salad**

DESSERTS

**Butter Tarts
Pie, Doughnuts
Muffins
Cinnamon Buns
Cake, Cookies
Puddings, Fruit Cups**

ICE CREAM & NOVELTIES

**Soft Serve Ice Cream
Dipped Cones
Sundaes, Banana Splits
Revellos, Fudgsicles
Popsicles, Sundae Cups and more...**

MENU PRICING

**Menu prices will be of a fair price to make it affordable for families.
Kid's packages and Combo pricing will be available
Daily specials
Coffee cards**

PROPOSED MONTHLY FEE

Three Thousand Dollars per month is the fee proposed in our tender.

BREAKFAST

**Breakfast Burger
Toast, Cold Cereal
Full Breakfast Special**

OTHER CHOICES

**Sandwiches
Soup, Chili (in colder weather)
Bagel & Cream Cheese
Pizza
Mini-Doughnuts**

CONFECTIONARY

**Potato Chips, Popcorn
Chocolate Bars, Gum
Licorice, Pepperoni, Peanuts
Candy Bags, Other Candy
Mints, Cough Drops, Tums
Sno Cones, Cotton Candy**

SPECIALS OF THE DAY

**Breakfast, Lunch and
Dinner Special each day**

REFERENCES REGARDING PREVIOUS SERVICE
AT PARKSVILLE COMMUNITY PARK BEACH CONCESSION

PARKSVILLE BEACH SOCIETY

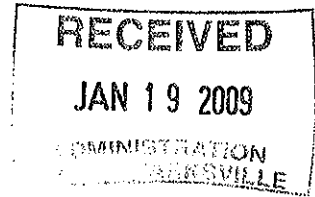
JOAN LEMOINE	(250) 954-1276
MONICA MAYHEW	(250) 248-4819

PARKSVILLE LIONS CLUB

CLARENCE ESLINGER	(250) 248-3796
LLOYD FRASER	(250) 248-0367

LENGTH OF TERM

PLEASE BE ADVISED THAT WE WOULD BE WILLING TO SIGN A
THREE YEAR CONTRACT WITH AN ADDITIONAL OPTION OF
ANOTHER TWO YEARS.



Bugsy's Bar and Grill Ltd
332 West Island Hwy
Parksville, BC, V9P 1K8

January 18, 2009

Laurie Taylor
Director of Administrative Services - City of Parksville
100 E. Jensen Ave
PO Box 1390
Parksville BC V9P 2H3

Subject: Community Park Food Concession Service

Dear Laurie;

Thank you for taking the time to review my tender in regards to the leasing of the Concession area located at the Parksville Community Park. I believe that my experience and knowledge of the food industry, as well as my commitment with the Ballenas Whalers Football Team, will prove to be a success.

I have been in the food industry for the past 25 years, I currently co-own and operate Bugsy's Bar and Grill with my husband Sean Hines. Over the past 9 years I have also organized all food concessions for the Ballenas Whalers Football Team which included all the Community events such as Kids Fest, Canada Day, Ocean Idlers, Pig n Fin, Coombs Rodeo, Malaspina University, Arbutus Meadows and all of our home football games. My knowledge of operating a concession is quite extensive.

The hours of operation that we will have is - 8:00am until 9:00 pm, 7 days a week. We will extend our hours later on evenings that require it. I plan to have this venue staffed with four fulltime employees, and four part time employees. More if business requires it on the busy months and special occasions.

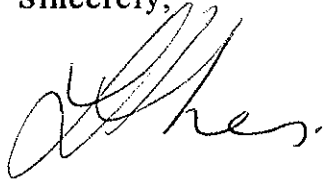
I think that this would be a great opportunity to create employment for the youth in our community as well as supporting the Ballenas Whalers Football team with their travel expenses.

We will offer quick food – counter service. Our menu will consist of: muffins, egg muffins, croissants, burgers, hot dogs, fries, onion rings, pizza by the slice, whaler’s souvlaki (all proceeds of these will go to the whaler’s football team), ice cream bars, chips, chocolate bars, pop, juice, water, coffee, tea, and hot chocolate.

What I propose to offer the municipality as a rental fee for this service is \$3000.00 per month.

Again, thank you for taking the time to review this proposal, and I look forward to receiving your reply.

Sincerely,



Linda Hines
Bugsy’s Bar and Grill Ltd.
250-248-4545