



# City of PARKSVILLE

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

## COMMITTEE OF THE WHOLE AGENDA

MONDAY, APRIL 27, 2009 - 6:00 P.M.

### 1. ADOPTION OF MINUTES

- a) of the April 15, 2009 minutes of the Committee of the Whole meeting - Pages 1 to 4

### 2. PUBLIC PRESENTATIONS

- a) Maciej Dembeck and Darryl Horton, owner to give a presentation on the proposed development at 703 and 739 Turner Road - Page 5

### 3. CORRESPONDENCE

### 4. DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE

### 5. STAFF PRESENTATIONS

- a) Manager of Budgets & Special Projects - 2009-2013 Final Financial Plan - Pages 6 to 11

***Recommendation: THAT staff be directed to prepare all relevant budget, property tax and other required bylaws for the 2009-2013 Financial Plan for Council's consideration.***

- b) Director of Community Planning - Historical Plaque Program Phase 2 - Sustaining Parksville's Cultural Capital - Pages 12 to 17  
*Status report regarding Phase 2 of the City's Cultural History Plaque Program and development of a historical walk in and around the City's core area.*

***Recommendation: THAT the report from the Director of Community Planning dated April 1, 2009 providing a status report on Phase 2 of the City's Cultural History Plaque Program and development of a historical walk in and around the City's core area, be received for information.***

- c) Director of Community Planning - Introduction of Updated Sustainable Community Builder Checklist and New Accessible Community Builder Checklist - Pages 18 to 34

*A reformatted Sustainable Community Builder Checklist is proposed that better recognizes different types of land uses and buildings. A new Accessible Community Builder Checklist is proposed to help raise awareness of prospective developers on the principles of designing buildings for everyone regardless of their physical abilities.*

**Recommendation: THAT the report from the Director of Community Planning dated April 2, 2009 entitled "Introduction of an Updated Sustainable Community Builder Checklist and a New Accessible Community Builder Checklist", be received;  
AND THAT the revised Sustainable Community Builder Checklist and a new Accessible Community Builder Checklist attached to the report from the Director of Community Planning dated April 2, 2009, be approved;  
AND FURTHER THAT the Accessible Community Builder Checklist be referred to Parksville's Measuring Up Committee.**

- d) Director of Community Planning - Implementation of a Zoning Bylaw Amendment to Permit Urban Food Gardens - Pages 35 to 39

*Urban food gardens are the use of non-traditional, non-agricultural lands for the production of local fruits and vegetables for profit. An amendment to the Zoning Bylaw is required to permit urban food gardens.*

**Recommendation: THAT the report from the Director of Community Planning dated April 2, 2009 regarding the implementation of a zoning amendment bylaw to permit urban food gardens, be received;  
AND THAT an amendment to "Zoning and Development Bylaw, 1994, No. 2000" be brought forward to permit urban food gardens use and establish appropriate regulations.**

- e) Director of Community Planning - Updating Home Occupation Regulations - Pages 40 to 45

*A "housekeeping amendment" is required to the Zoning bylaw in order to keep regulations for home occupations current and provide greater clarity.*

**Recommendation: THAT the report from the Director of Community Planning dated April 2, 2009 regarding implementation of an update to home occupation regulations, be received;  
AND THAT an amendment to "Zoning and Development Bylaw, 1994, No. 2000" be brought forward to update the home occupation regulations contained in this bylaw.**

- f) Director of Community Planning - Request for Support to Canada Mortgage and Housing Corporation for an Affordable Housing Project at 1350 Greig Road - Pages 46 to 55

**REMOVED FROM AGENDA**

- g) Director of Community Planning - Development Permit to permit a 24 Unit Townhouse Development [703 and 739 Turner Road] - Pages 56 to 76

*The City has received an application for a development permit to authorize 24 – 3 bedroom residential townhouse units at 703 and 709 Turner Road. The property is within Development Permit Area No. 10 – Parksville East and the DP designation is under the Form and Character, Hazardous Conditions and protection of the natural environment categories.*

**Recommendation: THAT the report from the Director of Community Planning dated April 16, 2009 for the issuance of a development permit at 703 and 739 Turner Road be received;**

**AND THAT a development permit be issued to 614871 B.C. Ltd. to permit a 24 unit townhouse development and overall site works on Lot 9, District Lot 3, Nanoose District, Plan 7127; Lot 10, District Lot 3, Nanoose District, Plan 7127 except part in Plan 39802 (703 and 709 Turner Road);**

**AND THAT where the Qualified Environmental Professional's report dated November 15, 2007 as prepared by EBA Engineering Consultants, describes an area designated as Streamside Protection and Enhancement Area that development activities within the Streamside Protection and Enhancement Area shall be conducted only in accordance with the Qualified Environmental Professional's assessment report and with appropriate Provincial Government approvals;**

**AND THAT proof of lot consolidation be received prior to the issuance of the permit;**

**AND FURTHER THAT a landscaping letter of credit in the amount of \$267,364.90 be received prior to the issuance of the permit, for the purpose of assuring the completion of site landscaping.**

- h) Director of Community Planning - Development Permit to permit a 3-Storey Mixed Use Building with Commercial/Retail Unit and Parking [173 Weld Street] - Pages 77 to 96

*The City has received an application for a development permit to authorize a 3-storey mixed use building with a commercial/retail unit and parking on the ground floor, 2<sup>nd</sup> floor professional office space and 3<sup>rd</sup> floor that contains 2 residential units at 173 Weld Street. The property is within Development Permit Area No. 1 – Downtown Core. The development permit designation is under the Form and Character, and Revitalization categories.*

**Recommendation: THAT the report from the Director of Community Planning dated April 15, 2009 for the issuance of a development permit at 173 Weld Street be received;**

**AND THAT a development permit be issued to 449631 B.C. LTD., (INC #449631) to permit a 3-storey mixed use building with a commercial/retail unit and parking on the ground floor; 2nd floor professional office space and 3rd floor that contains 2 residential units on Lot 33, District Lot 13, Nanoose District, Plan 1565 (173 Weld Street);**

**AND FURTHER THAT a landscaping letter of credit in the amount of \$2,300.00 be received prior to the issuance of the permit, for the purpose of assuring the completion of site landscaping.**

6. NEW BUSINESS

7. ADJOURNMENT

Minutes of the Special Committee of the Whole meeting held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Wednesday, April 15, 2009 at 6:00 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  
G. Jackson, Director of Community Planning  
L. Butterworth, Director of Finance  
D. Banks, Fire Chief  
B. Hunter, Staff Sgt., RCMP  
B. Russell, Manager of Current Planning  
N. Gray, Planner  
A. Haywood, Recording Secretary

1. **MINUTES**

Lefebvre - Powell

**THAT** the minutes of the special Committee of the Whole meeting held March 13, 2009 be adopted.

CARRIED.

Lefebvre - Powell-Davidson

**THAT** the minutes of the special Committee of the Whole meeting held March 18, 2009 be adopted.

CARRIED.

Greir - Burger

**THAT** the minutes of the Committee of the Whole meeting held March 30, 2009 be adopted.

CARRIED.

Lefebvre - Burger

**THAT** the minutes of the special Committee of the Whole meeting held April 1, 2009 be adopted.

CARRIED.

2. **PUBLIC PRESENTATIONS**

- a) Robin Dodson, representing Habitat for Humanity Mid-Vancouver Island provided an introduction to Habitat for Humanity Mid-Vancouver Island advising they assist low income families with affordable home ownership and would like Council's consideration for the donation of land located at 745 Humphrey Road.

- b) John Olsen, representing the Oceanside Affordable Housing Society requested that the recommendation from the April 1, 2009 Special Committee of the Whole to deny the Oceanside Affordable Housing Society's request for a long term lease of 183 McVickers Street, be tabled for a two week period of time.
- c) Doreen Barrett and David Shaver, representing the Oceanside Hospice Society provided an introduction to the new facility in Parksville and gave a brief history of the society.
- d) Rich Crowley, representing the Mount Arrowsmith Biosphere Foundation, provided a brief history of the biosphere and provided an account of recent Foundation business, extending an invitation to participate in the Mount Arrowsmith Biosphere Foundation strategies and community demonstration projects.

3. CORRESPONDENCE - Nil

4. DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE

Powell - Lefebvre

THAT Council defer the final decision of the disposition of the request from the Oceanside Affordable Housing Society for a long term lease of 183 McVickers Street until the May 11, 2009 Council meeting;

AND THAT staff and a delegated Councillor be instructed to meet with the Oceanside Affordable Housing Society officers and their advisor prior to the Council meeting of May 11, 2009 to establish a mutually acceptable proposal for use of the McVicker's Street property or determine an alternate site, if available, through the transfer of property title of the land or the air rights to the Oceanside Affordable Housing Society.

CARRIED.

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 April 20, 2009 meeting.

- a) **Director of Community Planning gave their Quarterly Report (verbal)**  
For April, May and June 2009
- b) **Staff Sgt. Brian Hunter gave their Quarterly Report (verbal)**  
For April, May and June 2009
- c) **Director of Finance gave their Quarterly Report (verbal)**  
For April, May and June 2009
- d) **Fire Chief gave their Quarterly Report (verbal)**  
For April, May and June 2009
- e) **Nigel Gray, Planner gave a Power Point presentation on Rain Water Harvesting at Home**

**RECOMMENDATIONS:**

- f) **Director of Community Planning – Implementation of a Wildfire Interface Management Development Permit Area**

Lefebvre - Powell-Davidson

**THAT** the report from the Director of Community Planning dated April 1, 2009 regarding the implementation of a "Wildfire Interface Management Development Permit Area" be received;

**AND THAT** staff bring forward an Official Community Plan amendment bylaw to include a Wildfire Interface Management Development Permit Area.

CARRIED.

- g) **Director of Community Planning – Historical Plaque Program Phase 2 – Sustaining Parksville's Cultural Capital**

*Deferred to the next Committee of the Whole Meeting.*

- h) **Director of Community Planning – Introduction of Updated Sustainable Community Builder Checklist and New Accessible Community Builder Checklist**

*Deferred to the next Committee of the Whole Meeting.*

- i) **Director of Community Planning – Implementation of a Zoning Bylaw Amendment to Permit Urban Food Gardens**

*Deferred to the next Committee of the Whole Meeting.*

- j) **Director of Community Planning – Updating Home Occupation Regulations**

*Deferred to the next Committee of the Whole Meeting.*

- k) **Director of Community Planning – Request for Support for Motel Conversion to Affordable Housing Units – Post and Lantern Motel – 272 Island Highway West**

Lefebvre - Powell

**THAT** the report from the Director of Community Planning dated April 6, 2009 regarding a request for consideration of support for motel conversion to affordable housing at Lot 1, District Lot 89, Nanoose District, Plan 5722, except Parts in Plans 10153 and VIP52582 [Post and Lantern Motel - 272 Island Highway West], be received;

**AND THAT** the applicant be requested to file a zoning amendment application and provide additional and specific information about the proposal and the variances requested;

**AND FURTHER THAT** the zoning amendment application fee be waived for the applicant.

DEFEATED.

Lefebvre - Greir

**THAT** Staff be directed to investigate an Affordable Housing Policy taking into consideration whether Development Cost Charges, taxes, and other fees should or could be waived.

CARRIED.

- l) **Director of Community Planning – Request for Support to Canada Mortgage and Housing Corporation for an Affordable Housing Project at 1350 Greig Road**

*Deferred to the next Committee of the Whole Meeting.*

6. **NEW BUSINESS** - Nil

7. **ADJOURNMENT**

Greir - Lefebvre

Rise and Report to Council at their April 20, 2009 meeting.

The meeting ended at 9:19 p.m.

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Mayor



City of PARKSVILLE

RECEIVED  
APR 21 2009  
PLANNING  
CITY OF PARKSVILLE

AGENDA  
COMMITTEE  
APR 27 2009  
DATE

REQUEST TO APPEAR AS A DELEGATION

TO BE HELD 27 - April, 2009 AT 6:00 P.M.  
Day Date

NAME OF PERSON MAKING PRESENTATION: MAGIEJ DEMBECK  
DARRYL HORTON - OWNER  
 [Please print]

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

NAME OF ORGANIZATION [if applicable]: \_\_\_\_\_

Mailing address: PO Box 89, Parksville V9P2G3

Phone: 248-2001 - 390-3704 Fax: 248-2553  
 [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.]

• TO GIVE PRESENTATION TO THE COMMITTEE  
ON THE PROPOSED DEVELOPMENT  
AT 703 & 739 TURNER ROAD  
(DEVELOPMENT PERMIT APPLICATION  
3060-30-07-14)

NOTE: Any personal information on this form is collected for the purpose of administering the meetings of Council as noted in Section 26(c) of the *Freedom of Information and Protection of Privacy Act*.





April 22, 2009

**MEMO TO: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER**

**FROM: PAMELA LOVEGROVE, MGR, BUDGETS & SPECIAL PROJECTS**

**SUBJECT: 2009 - 2013 FINAL FINANCIAL PLAN**

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**Issue**

Amending the 2009 – 2013 Provisional Financial Plan.

**Executive summary**

In September 2008 Council adopted the Provisional Financial Plan for 2009-2013. In order to incorporate the incomplete Capital projects from 2008 that need to be carried forward to 2009 and adjust our tax revenues once the final 2009 assessments were received, a Final Financial Plan for 2009-2013 was completed. The Final plan also picks up other changes to the 2009-13 budgets that have arisen since the completion of the Provisional Budget.

**References**

Section 165 of the Community Charter requires a municipality to adopt a 5 year financial plan by May 15 of the first year of the plan.

**Background**

In September 2008 Council adopted the 2009-2013 Provisional Financial Plan.

Further review and consideration of budget requirements was undertaken by all departments for the 2009-2013 final financial plan. There were several significant changes necessary from the provisional five year plan. Those changes involve incorporating incomplete projects from 2008 into 2009, adjusting the property tax revenues based on the final assessments received from BC Assessment, adjusting inflation based on the current economic climate and implementing new Council initiatives and strategies. The impacts of the changes are highlighted below:

## General Revenue Fund

Key changes to this budget from the provisional budget are the inflation rates and tax rates.

Inflation rates were reduced from 3% in 2009 -2011 to 2% in 2009 - 2011, for operating items and from 5% in 2009 - 2013 to 0% in 2009 and 1.5% in 2010 and 3% for 2011-2013 for capital items

Property tax increases have been reduced from 5% in 2009-2011 to 2% in 2009 & 2010, 2.5% in 2011. Business property taxes were also increased by an additional 2% in 2009 and 1% for 2010 – 2013. This represents a \$40,000 increase in tax revenues for 2009 and \$20,000 for years 2010 -2013.

Assessment values were updated to the 2009 BC Assessment values.

2008 operating carry over projects of \$199,000 and 2008 capital carry over projects of \$2,645,816 have been included.

Lease revenue has increased by \$45,000 due to the renewal of the PCTC leased space. Business license fees were reduced by the portion being contributed to the Oceanside Tourist Association - \$20 each effective 2010 - \$17,000.

Investment income has been reduced by \$100,000 for 2009 based on current interest rates.

Building permit fees were reduced by \$50,000 to \$100,000 in 2009 and increased gradually by \$25,000 per year from 2010 – 2013. Engineering fees have also been reduced by \$13,000.

All departments were requested to decrease their expenditures by 1% from the Provisional Budget. This reduction totaled approximately \$85,000.

Other expenditure changes include:

- Grants in Aide Program eliminated the grants to North Island Film for \$5,000 and the Historical Society grant - \$6,500 and added the Egg addling program grant - \$3,000.
- New Council initiatives of an Accessibility fund and an Operational review were included at \$20,000 each.
- The Sustainability fund of \$20,000 was removed from 2009 and reduced to \$10,000 for 2010-2013.
- A market adjustment contingency for salaries was reduced by \$37,500.
- The Economic Development program was reduced to \$49,350 from \$87,300 in 2009 and then to \$20,000 for years 2010 -2013.

- Long term debt payment of \$400,000 for Fire Hall borrowing was removed .The City's portion was about \$285,000 and the remaining \$115,000 was to be covered by the RDN.
- RCMP contract was increased by \$15,433 due to increased policing costs.
- Fire Dept added a paid on-call amount of \$10,000.
- The second building inspector position has been removed and an allowance for temporary help has been included for a net reduction of \$70,000.
- The second clerical position in planning was removed from 2010 resulting in an annual \$50,000 reduction.
- Fees allocated to the Parksville and District Chamber of Commerce for the visitor information centre have been reduced from 2010 onward by \$28,624 per year.
- The portion of business license revenue that was contributed to the OTA has been removed. This is a reduction of \$17,000.
- The Sutherland Place stairs repair has been put on hold reducing the Parks budget by \$39,000 in 2009.
- The Parks bare root tree program was removed for a net reduction of \$1,500 and the City of Lights program was eliminated at \$4,500.
- Additional costs of taking over the Rotary Peace Park and Railway Gardens was added - \$10,000.
- Engineering salary budget has been reduced in 2009 to cover the vacancy for the director of engineering (\$40,000) and the IT budget is also reduced in 2009 due the temporary vacancy of the IT technician (\$44,000).

The following changes have been made to the capital program:

- \$25,000 was added to the budget for audio visual upgrades in the PCTC building.
- The Fire Hall addition was moved to 2010 and the total cost was reduced from \$5.4 million to \$4 million. An unconfirmed grant amount of \$1 million has been included to offset a portion of the cost.
- Grant money of \$1.7 million for the Moilliet Street projects was awarded to the City and has been included.
- Grant amounts for McMillan street projects (roads and drainage), totaling \$745,000 as well as the Temple Street projects in 2011 of \$1.8 million, have been included. These grants are not confirmed.
- All Capital projects were reviewed and re-prioritized which moved some projects further out into the 20 year plan.
- The ring road project was moved up from 2012 to 2010 and the Finholm street project was moved from 2010 to 2012.
- Prior year surplus funds range from \$3,895,644 to \$3,761,572 over the 5 years. By 2015 the prior year surplus amounts are reduced to \$632,709 due to capital spending.

### Water Utility Fund

The water rate increase of 10.5% remains for 2009 and 2010 then reduces to 3% in the years 2011 to 2013.

Changes from the provisional plan include:

- Water billing revenues were reduced to 2008 actual billing levels for a reduction of \$116,000.
- Refinancing of two debt issues resulted in a reduction in interest payments of \$28,500 per year.
- Capital carry over projects total \$1,460,000.
- Prior year surpluses range from \$1,096,136 to \$4,190,085 over the five years.

### Sewer Utility Fund

The Sewer fund experienced little change since the provisional budget. There are no increases in the Sewer rates for 2009 and 2010. Increases of 3% for 2011 – 2013 are included.

Capital projects were reviewed and minor changes were made. The Moilliet Street projects were reduced by the amount of the approved grant. Other potential grants have been included to offset the cost of other capital projects.

- Investment income has been reduced by \$60,000 for 2009 due to lower interest rates.
- 2008 Capital carry over projects total \$245,000.
- Prior year surpluses range from \$2,378,124 to \$2,616,920 over the 5 years.

### Options

1. Accept the 2009-2013 Final Financial Plan as presented.
2. Make further revisions to the 2009-2013 Financial Plan.

### Analysis

It is recommended that Council maintain a minimum balance of \$1 million for each year of the Plan in prior year surpluses in each of the three funds. With the financial plan as presented above, estimated prior year surpluses in the General Revenue Fund will be \$3,238,959 in 2013. This surplus takes into consideration the building of the Fire Hall in 2010 with an offsetting grant in the amount of \$1,000,000. Grant amounts

totaling \$3,164,000 have been included for other capital projects, in all three funds, based on the information that has been provided to us at this time. If these grants are not received the prior year's surplus amount in the relevant funds will be needed to pay for the projects.

The Water Utility Fund Prior Year surplus will range from \$ \$1,096,136 to \$4,190,085 over the five years of the Plan. This surplus will reduce the amount of borrowing required for the water treatment plant scheduled for 2015.

The Sewer Utility Fund Prior Year surplus will range from \$2,378,124 to \$2,616,920.

Accepting the 2009-2013 Final Financial Plan as presented will provide staff with the funding required to manage 2009 activities.

If further changes to the Financial Plan are necessary, we will have to be cognizant of deadlines as our Financial Plan Bylaw must be adopted prior to the Tax rate Bylaw which is due May 15.

#### **Sustainability/Environmental Implications**


None

#### **Financial Impact**

The 2009-2013 Final Financial Plan sets out the financial requirements needed for the departments to carry out the necessary projects for the remainder of the fiscal year. Without this plan the 2008 carry forward projects and other major maintenance would be delayed or halted due to insufficient funds.

**Recommendation**

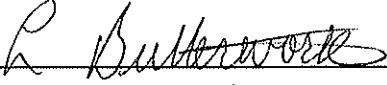
That Council direct staff to prepare for Council's consideration, all relevant budget, property tax, and other required bylaws for the 2009 – 2013 Financial Plan.



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Pamela Lovegrove, CMA  
Manager of Budgets & Special Projects


Director of Finance Comments:



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Lucky Butterworth, CGA  
Director of Finance

Chief Administrative Officer comments:



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Fred Manson, CGA  
Chief Administrative Officer

**COMMITTEE OF THE WHOLE REPORT**

AGENDA  
COMMITTEE  
APR 15 2009 *deferred*  
DATE

April 1, 2009

AGENDA  
COMMITTEE  
APR 27 2009  
DATE

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

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

**SUBJECT: HISTORICAL PLAQUE PROGRAM PHASE 2 - SUSTAINING PARKSVILLE'S CULTURAL CAPITAL**

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**Issue:**

The provision of a status report for Council regarding Phase 2 of the City of Parksville's cultural history plaque program, and development of a historical walk in and around the core area.

**Executive Summary**

The goal of this report is to provide Council with information and details respecting the cultural history plaques program status and plans for establishing a second phase of plaques in and around the core area. Completion of this second phase will also result in the establishment of a historical walk.

**References:**

'Draft' Historical Walk Brochure, as prepared by the City of Parksville's Department of Community Planning, March, 2009;  
Downtown Revitalization Strategies for the City of Parksville, November, 2006;  
Interpretive Panel Standard Detail, as prepared by City of Parksville Staff.

**Background:**

Phase 1 plaque design development work was undertaken by Staff in the Community Planning and Operations Departments. Consultation occurred with both the Downtown Business Association and local historian, Marge Leffler, in order to establish concepts for a specific cultural history theme that could be utilized as part of an interpretive signage program. This theme is intended to provide interpretive information on Parksville's historical settlement patterns, pioneer life and ties to the beach.

Four new historical plaque fixtures have been installed along the recently improved Alberni Highway streetscape as a pilot phase. Further grant funding has been obtained for the research and installation of the balance of cultural history plaques within close proximity to the downtown core area and waterfront. It is possible to implement these works in the spring/summer 2009 time frame, with the hope of having additional plaques installed prior to the peak visitor season.

With full specifications and details available for cultural history plaques, it will be a simple process to implement future plaques on a one-off basis as additional funds become available. It is also possible that the Downtown Business Association and others specific interest groups may wish to add to the current list of historical sites and contribute financially to the program.

**Options:**

Council may:

1. Accept the report for information.
2. Request additional information from Staff or identify changes.

**Analysis:**

Staff will continue to install cultural history plaques and formalize a historical walk, unless otherwise directed by Council. Installation timing will be determined by the Manager of Operations.

Additional instruction from Council will extend the time for implementation of this interpretive program and resulting historical walk. This is not a time sensitive issue, although it would be ideal to have the works completed in time for the 2009 tourist season.

**Financial Implications:**

Research and development as well as graphic information for the cultural history plaques program was undertaken and supplied by the Parksville and District Historical Society on behalf of the City. This component of the project was undertaken at no cost to the City. The volunteer efforts of the society are invaluable and greatly appreciated by Staff.

This project is funded by a Provincial Tourism Grant. The remaining grant funding is to be applied to the fabrication of plaques and the purchase of mounting hardware. The cost to fabricate the first four (4) plaques was \$1,035.74. This will leave \$13,964.26 in grant funding to complete the balance of the plaques and pursue additional interpretive site amenities.

**Sustainability Implications:**

The term sustainability has become closely linked to environmental concerns and human development. A more holistic concept of sustainability goes beyond that limited focus to include cultural and socio-economic sustainability. Big picture sustainability is multi-faceted giving equal consideration to environmental, cultural and economic sustainability. This is effectively a triple bottom line approach.

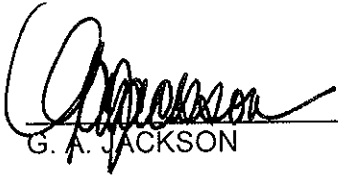
Cultural capital has value both as a 'social binder' that unites people through a common history and background, and as an economic driver. By instilling a sense-of-place and cultural experience in a community, there is typically an increased feeling of ownership and civic pride that follows. The celebration of Parksville's history was also raised at the recent Blue Ribbon Panel workshop.



People are generally willing to pay more for experiences and products that they consider to have an authentic or high cultural value. For example, you are more likely to pay more to be seated in a restaurant in an historic building, than one located in a strip mall.

**Recommendations:**

**THAT** the report from the Director of Community Planning dated April 1, 2009 regarding Phase 2 of the City's cultural history plaque program, and development of a historical walk in and around the core area be received for information.



\_\_\_\_\_  
G. A. JACKSON

NG/sh  
Attachment

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**MANAGER OF OPERATIONS' COMMENTS:**



\_\_\_\_\_  
A. METCALF

**CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:**



\_\_\_\_\_  
F. MANSON, C.G.A.

## A BRIEF HISTORY

The first settler to this area was John Hirst in 1870. The River, as it was known, remained an outpost until the turn of the century when a road was built from Nanaimo.

A post office soon followed, with mail distributed from the cabin of Nelson Parks, Parksville's namesake.

At that time, logging was a major industry and the extension of the Esquimalt and Nanaimo (E & N) Railway in 1901, spurred Parksville's growth and the beginning of a tourism boom, mainly Vancouver Islanders who travelled to Parksville to enjoy the incredible beaches.

Motels, stores, resorts and campgrounds soon followed and the community continues to prosper today.

*This brochure was printed using 100% post consumer content paper.*

## Department of Community Planning

All Enquiries \_\_\_\_\_ 954-4656

Bylaw Compliance \_\_\_\_\_ 954-4672

Business Licenses \_\_\_\_\_ 954-4697

Sign Permits \_\_\_\_\_ 954-4697

Economic

Development \_\_\_\_\_ 954-4650

**Parksville**

Department of Community Planning

P.O. Box 1390, 100 Jensen Avenue East,

Parksville, BC V9P 2H3

Phone: (250) 248-6144

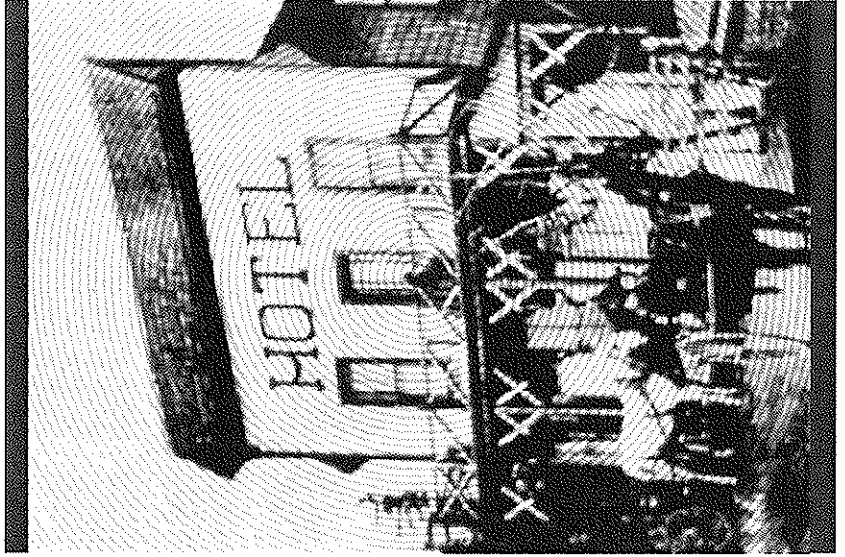
Fax: (250) 954-4685

E-mail: [Planning@parksville.ca](mailto:Planning@parksville.ca)

DEPARTMENT OF  
COMMUNITY PLANNING  
CULTURAL HISTORY SERIES

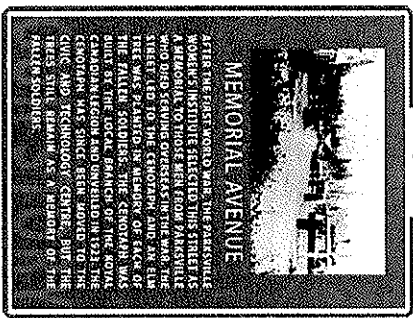
# Historical Walk

Downtown Core Area Map  
Locations of Interest





- A** The Rod & Gun
- B** Thwaites Insurance
- C** Memorial Avenue
- D** The First School
- E** Park Sands
- F** Community Park
- G** Golden Age Housing
- H** The Cenotaph
- I** McMillan School
- J** Abernathy House
- K** Pettigrew House
- L** The Island Hall
- M** Shopping Strip



**MEMORIAL AVENUE**

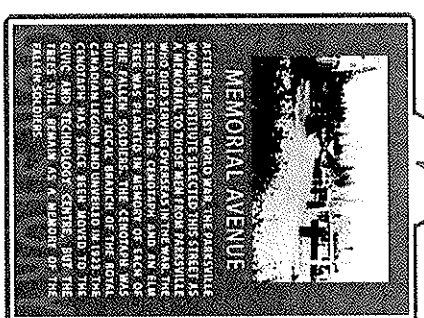
AFTER THE FIRST WORLD WAR, THE PARKERSVILLE WOMEN'S INSTITUTE SELECTED THE STREET AS A MONUMENT TO THE SOLDIERS WHO FIGHTED AND DIED FOR THE COUNTRY. THE STREET WAS PAVED IN HONOR OF EACH OF THE FALLEN SOLDIERS. THE CENOTAPH WAS BUILT BY THE LOCAL BRANCH OF THE NOVA CANADIAN LEGION AND DEDICATED IN 1921. THE DRIVE AND RECREATION CENTER, BUT THE NAME THIS REMAINS AS A MONUMENT TO THE FALLEN SOLDIERS.

Locations of significance to Parkersville's cultural history are marked with Interpretive plaques like the one shown above. These are 'our stories'





- A The Rod & Gun
- B Thwaites Insurance
- C Memorial Avenue
- D The First School
- E Park Sands
- F Community Park
- G Golden Age Housing
- H The Cenotaph
- I McMillan School
- J Abernathy House
- K Pettigrew House
- L The Island Hall
- M Shopping Strip



Locations of significance to Parksville's cultural history are marked with Interpretive plaques like the one shown above. These are 'our stories'

**COMMITTEE OF THE WHOLE REPORT**

AGENDA  
COMMITTEE  
APR 15 2009  
DATE *deferred*

April 2, 2009

AGENDA  
COMMITTEE  
APR 27 2009  
DATE

**REPORT TO:** F. C. MANSON, C.G.A., CHIEF ADMINISTRATIVE OFFICER  
**FROM:** G. A. JACKSON, DIRECTOR OF COMMUNITY PLANNING  
**SUBJECT:** INTRODUCTION OF AN UPDATED SUSTAINABLE COMMUNITY  
BUILDER CHECKLIST AND A NEW ACCESSIBLE COMMUNITY  
BUILDER CHECKLIST

---

**Issue:**

Introduction of an updated Sustainable Community Builder Checklist and a new Accessible Community Builder Checklist.

**Executive Summary:**

The existing Sustainable Community Builder Checklist has served the City well in raising the awareness on the issue of sustainability. What is proposed is a reformatted checklist that better recognizes different types of land uses and buildings.

In addition, a new Accessible Community Builder Checklist is proposed to help raise awareness of prospective developers on the principles of universal design; designing buildings for everyone regardless of their physical abilities.

**References:**

Revised – Sustainable Community Builder Checklist;  
New – Accessible Community Builder Checklist.

**Background:**

The Sustainable Community Builder Checklist has been effective at encouraging developers to consider implementing sustainability principles when formulating new development proposals. The fundamental content of the existing checklist is not proposed to change. What is proposed is a reformatted checklist that more realistically takes into consideration the sustainable opportunities that different types of land use and building types offer.

In follow-up to the success of the Sustainable Community Builder Checklist and inspired by the efforts of the Parksville's Measuring-Up Committee in encouraging universal design, Staff has prepared an Accessible Community Builder Checklist to raise awareness of universal design when new developments are being proposed.

## **INTRODUCTION OF AN UPDATED SUSTAINABLE COMMUNITY BUILDER CHECKLIST AND A NEW ACCESSIBLE COMMUNITY BUILDER CHECKLIST**

### **Options:**

Council may:

1. Accept the report and the attached checklist for information.
2. Refer back to Staff for additional changes.

### **Analysis:**

1. With respect to the reformatted Sustainable Community Builder Checklist, Staff believes that it is an improvement that better reflects the sustainable opportunities that different types of land use and building types offer while retaining the fundamental content of the existing checklist.

With respect to the proposed Accessible Community Builder Checklist Staff believe that it will provide an opportunity to raise awareness on the principles of universal design. The checklist provides a self-assessment for developers who are seeking to improve the opportunities for universal design in their development proposals. Universal design strives to improve building access and accommodation for everyone.

As these documents are not "statutory" ones it is easily possible to make changes. A copy of this list will be provided to the Measuring Up Committee. Any additions or alterations they may have could be readily accommodated.

2. Referring the topic back to Staff is appropriate if Council believe changes to the checklists are required to achieve satisfaction. In this case it would be appropriate for Council to provide general direction to Staff on what changes are needed.

### **Sustainability:**

Sustainability implications to the City associated with the proposed checklists are neutral.

### **Financial Implications:**

There are no financial implications to the City associated with the proposed checklist changes.

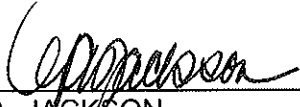
### **Recommendation:**

That the report from the Director of Community Planning dated April 2, 2009 titled "Introduction of an Updated Sustainable Community Builder Checklist and a New Accessible Community Builder Checklist" be received;

And That the revised Sustainable Community Builder Checklist and a new Accessible Community Builder Checklist be accepted;

**INTRODUCTION OF AN UPDATED SUSTAINABLE  
COMMUNITY BUILDER CHECKLIST AND A NEW  
ACCESSIBLE COMMUNITY BUILDER CHECKLIST**

And Further That the Accessible Community Builder Checklist be referred to Parkville's Measuring-Up Committee.



\_\_\_\_\_  
G. A. JACKSON

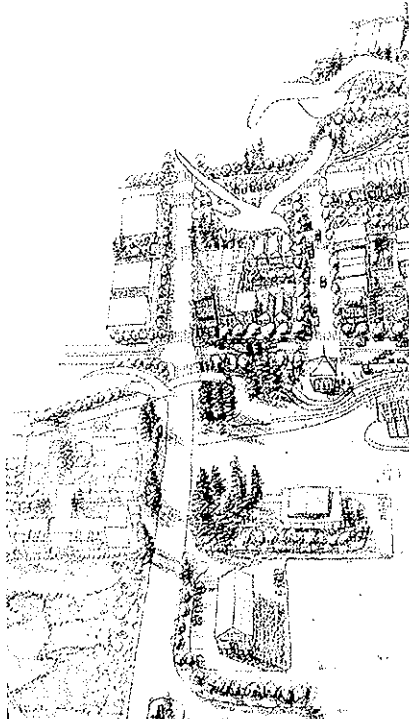
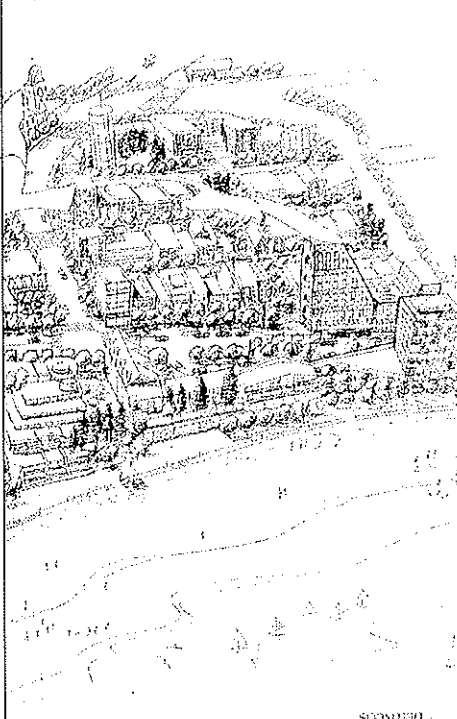






BR/dd  
Attachments

Planning/6440-01-SUS/2009/ Agenda/Report-1.

**CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:**









\_\_\_\_\_  
F. MANSON, C.G.A.

	<b>TYPE OF DEVELOPMENT PROPOSED:</b> (select one column only)						
	 <b>R E S I D E N T I A L</b>	 <b>M U L T I - R E S I D E N T I A L</b>	 <b>C A R E F A C I L I T Y</b>	 <b>C O M M E R C I A L</b>	 <b>I N D U S T R I A L</b>	 <b>M I X E D U S E / O T H E R</b>	







### Environmental Protection and Enhancement

Please explain how the development protects and/or enhances the natural environment. For example does your development:







								EXPLANATION
1.	Conserve, restore, or improve native habitat?							
2.	Remove invasive species?							
3.	Involve innovative ways to reduce waste, and protect the air quality?							
4.	Include an ecological inventory?							









**Please explain how the development contributes to the more efficient use of energy. For example does your development:**

								EXPLANATION
5.	Use climate sensitive design features (passive solar, minimize the impact of wind, and rain, etc.)?							
6.	Provide on-site renewable energy generation such as solar energy or geothermal heating?							
7.	Propose buildings constructed in accordance with LEED, and the accepted green building standards?							

**Please explain how the development facilitates good environmentally friendly practices. For example does your development:**

								EXPLANATION
8.	Provide on-site composting facilities?							
9.	Provide an area for a community garden?							
10.	Include a car free zone?							
11.	Include a car share program?							

**Please explain how the development contributes to the more efficient use of water. For example does your development:**

								EXPLANATION
12.	Use drought tolerant plants?							
13.	Use rocks and other materials in the landscaping design that are not water dependant?							
14.	Recycle water and wastewater?							
15.	Provide for zero stormwater run-off?							
16.	Utilize natural systems for sewage disposal and storm water?							
17.	Use low flush toilets?							

Please explain how the development protects, enhances or minimizes its impact on the local natural environment. For example does your development:

								EXPLANATION
18.	Provide conservation measures for sensitive lands beyond those mandated by legislation?							
19.	Cluster the housing to save remaining land from development and disturbance?							
20.	Protect groundwater from contamination?							

Please explain how the development protects a 'dark sky' aesthetic by limiting light pollution and light trespass from outdoor lighting. For example does your development:







								EXPLANATION
21.	Include <u>only</u> "Shielded" light fixtures, where 100% of the lumens emitted from the light fixture are projected below an imaginary horizontal plane passing through the highest point on the fixture from which light is emitted?							
<b>Environmental Score</b>								% =
Total Number of "Yes"		/19	/21	/20	/18	/18	/19	

## Community Character and Design







Does the development proposal provide for a more "complete community" within designated nodal centres? For example does your development:

								EXPLANATION
1.	Improve the mix of compatible uses within an area?							
2.	Provide services, or an amenity in close proximity to a residential area?							
3.	Provide a variety of housing in close proximity to a public amenity, transit, or commercial area?							







Please explain how the development increased the mix of housing types and options in the community. For example does your development:

								EXPLANATION
4.	Provide a housing type other than single family dwellings?							
5.	Include rental housing?							
6.	Include seniors housing?							
7.	Include cooperative housing?							







Please explain how the development addresses the need for attainable housing in Parksville. For example does your development:

								EXPLANATION
8.	Include the provisioning of Affordable Housing units?							







Please explain how the development makes for a safe place to live. For example does your development:

								EXPLANATION
9.	Have fire protection, or include fire prevention measures such as removal of dead fall, on-site pumps, etc?							
10.	Help prevent crime through the site design?							
11.	Slow traffic through the design of the road?							

Please explain how the development facilitates and promotes pedestrian movement. For example does your development:







								EXPLANATION
12.	Create green spaces or strong connections to adjacent natural features, parks and open spaces?							
13.	Promote, or improve trails and pedestrian amenities?							
14.	Link to amenities such as school, beach & trails, grocery store, public transit, etc.? (provide distance & type)							

Please explain how the development facilitates community social interaction and promotes community values. For example does your development:

								EXPLANATION
15.	Incorporate community social gathering places? (village square, halls, youth and senior facilities, bulletin board, wharf, or pier)							
16.	Use colour and public art to add vibrancy and promote community values?							
17.	Preserve heritage features?							
<b>Community Character Score</b> Total Number of "Yes"		/16	/17	/11	/9	/8	/16	% =

## Economic Development

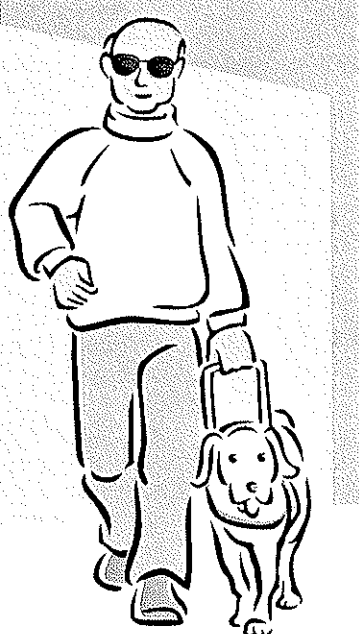






Does the development proposal infill an existing developed area, as opposed to opening up a new area to development? For example does your development:

								EXPLANATION
1.	Fill in pre-existing vacant parcels of land?							
2.	Utilize pre-existing roads and services?							
3.	Revitalize a previously contaminated area?							






Please explain how the development strengthens the local economy. For example does your development:

								EXPLANATION
4.	Create permanent employment opportunities?							
5.	Promote diversification of the local economy via business type and size appropriate for the area?							
6.	Increase community opportunities for training, education, entertainment, or recreation?							
7.	Use local materials?							
8.	Use local labour?							
9.	Improve opportunities for new and existing businesses?							
<b>Economic Development Score</b> Total Number of "Yes"		/5	/5	/9	/9	/9	/9	% =

<b>TOTALS</b>	<b>Environmental Score</b>	%	
	<b>Community Character Score</b>	%	
	<b>Economic Development Score</b>	%	
	<b>AVERAGED TOTAL</b> (add-up and divide by 3)		<b>Disclaimer:</b> Please note that Staff is relying on the information provided by the applicant to complete the sustainability checklist analysis. The City of Parkville does not guarantee that development will occur in this matter.

	<b>TYPE OF DEVELOPMENT PROPOSED:</b> (select one column only)					
						
	<b>M U L T I - R E S I D E N T I A L</b>	<b>C A R E F A C I L I T Y</b>	<b>C O M M E R C I A L</b>	<b>I N D U S T R I A L</b>	<b>M I X E D U S E / O T H E R</b>	

**NOTE:** The City of Parksville has adopted this checklist as an informal guide to assist developers in considering the needs of persons with disabilities. These guidelines do not absolve one from meeting the minimum standards of the BC Building Code but rather provide guidance on steps that may be taken beyond code in order to better accommodate persons with disabilities.

Parking		    	EXPLANATION
1.	Will there be parking that is designated for persons with disabilities?		
2.	Will 2% (or more) of parking spaces be designated as handicap parking?		
3.	Will designated handicap space be located within 50 metres of an accessible entrance?		

4.	Will handicap parking spaces be located on level surfaces?						
5.	Will handicap parking spaces be located on hard paved surface?						
6.	Will near by sidewalks be easy to access? For example, is there a curb-cut ramp adjacent the designated parking space?						
7.	Will handicap parking spaces have a minimum width of 3.9 metres?						
8.	Will the designated space maintain a vertical clearance of at least 2.4 metres?						
<b>Parking Score</b>							% =
Total Number of "Yes"		/8	/8	/8	/8	/8	

<b>Access</b> (paths to entrance)							
							EXPLANATION
1.	Will the path from parking or street be a minimum of 920 mm wide?						
2.	Will the path consist of a hard travel surface?						
3.	Will the path be slip resistant?						
4.	Will the path be barrier free (no steps, stairs or obstructions over 13 mm high)?						
5.	Will the path have a slope of less than 1 unit rise for every 12 units of length?						
6.	Will adequate maneuvering space be provided? (i.e.: 1.5 X 1.5 m turning space)						
7.	Will protection from hazards (both on the ground and above) be provided?						
8.	Will the accessible entrance be obvious and easy to find?						
9.	Will there be more than one entrance that is easily accessible for persons with disabilities?						
<b>Access Score</b>							% =
Total Number of "Yes"		/9	/9	/9	/9	/9	

## Entrance (main entrance or accessible entrance)

							EXPLANATION
1.	Will the door be a minimum of 812 mm wide?						
2.	Will the door have large, easy to grasp handle?						
3.	Will the door be easy to open manually?						
4.	Will the door feature an automated opening device?						
5.	If the main entrance will not be accessible, is there an alternative accessible entrance?						
6.	Will the accessible entrance be easy to locate?						
<b>Entrance Score</b> Total Number of "Yes"		/6	/6	/6	/6	/6	% =






## General Building Interior






							EXPLANATION
1.	Will doors be at least 812 mm wide?						
2.	Will the threshold at doors be less than 13 mm high?						
3.	Will the door be equipped with accessible handles not more than 1219 mm high? (accessible handle should be operable with a closed fist)						
4.	Will the door be easy to open? i.e.: requires less than 21.6 newtons (5 pounds) of force.						
5.	Will the pull side of the door have a clear area of at least 457 mm?						
6.	Will hallways and interior travel routes be at least 914 mm wide?						
7.	If carpet is to be used will it be low-pile, tightly woven and secured?						
8.	If drinking fountains will be present are they accessible and will there be a clear floor space of at least 762 mm X 1219 mm?						



9.	If public phones are to be available will they be mounted to be at an accessible height (top of phone no higher than 1219 mm)?						
10.	Will the public phone be hearing-aid compatible? Will it have a volume control?						
11.	If there will be four or more public phones in a given location will one of them be text capable?						
12.	Will public phones be mounted to be at an accessible height (top of phone no higher than 1219 mm) ?						
13.	If glass doors are to be present, will they include an eye level high contrast visual clue, such as a colour?						
14.	Will all alarm systems include both audio and visual signals (bells and flashing lights)?						
<b>General Building Interior Score</b> Total Number of "Yes"		/8	/14	/14	/14	/14	% =

<b>Stairs / Escalators</b>		<b>Proposed?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>					
							<b>EXPLANATION</b>
1.	Will stairs feature non-slip surfaces?						
2.	Will steps feature tactile edges?						
3.	Will steps feature high visibility, high contrast edges?						
4.	Will stairs have continuous railings on both sides, with extensions beyond the top and bottom?						
<b>Stairs / Escalators Score</b> Total Number of "Yes"		/4	/4	/4	/4	/4	% =

Ramps		Proposed?					EXPLANATION
		Yes <input type="checkbox"/>				No <input type="checkbox"/>	
							
1.	Will the ramp have a slope of 1:12 or less? (for every 12 cm along the base the height of the ramp increases 1 cm)						
2.	Will the ramp have a non-slip surface?						
3.	Will the ramp rise no more than 762 mm between landings?						
4.	Will the unobstructed ramp width be at least 914 mm?						
5.	Will the ramp have a railing? [May also be required by building code.]						
<b>Ramp Score</b> Total Number of "Yes"		/5	/5	/5	/5	/5	% =

Elevators		Proposed?					EXPLANATION
		Yes <input type="checkbox"/>				No <input type="checkbox"/>	
							
1.	Will the elevator feature a minimum unobstructed floor space of 750 mm X 1200 mm?						
2.	Will access to elevator control buttons be unobstructed?						
3.	Will all elevator control buttons be located at a height between 381 mm to 1219 mm from the floor?						
4.	Will the control buttons feature a tactile indication of floors, such as brail or raised letters?						
5.	Will the elevator feature both visual and audible indication of doors opening and closing?						
6.	Will an emergency intercom be present that is identified by brail and raised letters?						
<b>Elevator Score</b> Total Number of "Yes"		/5	/5	/5	/5	/5	% =

# Public Washroom

**Proposed?**  
 Yes  No

							EXPLANATION
<b>Main Washroom</b>							
1.	Will there be signs at non-accessible washrooms directing disabled persons to accessible facilities?						
2.	Will the signage identifying the washroom use large icons?						
3.	Will the signage identifying the washroom be readable via touch, such as Braille?						
4.	Will the main door to the washroom be at least 812 mm wide?						
5.	Will the threshold to enter the washroom be less than 13 mm high?						
6.	Will the door be equipped with accessible handles not more than 1219 mm high? (accessible handle should be operable with a closed fist)						
7.	Will the door be easy to open? i.e.: requires less than 21.6 newtons (5 pounds) of force						
8.	Will there be a clear path to all fixtures that is at least 914 mm wide?						
9.	Will sinks be a minimum of 680 mm high, 750 mm wide and 1200 mm deep?						
10.	Will faucets be capable of being operated with a closed fist?						
11.	Will vanity mirrors be mounted with the bottom reflective surface at a height of 1016 mm or less?						
12.	Will there be at least one grab bar or railing on the side wall?						
<b>Washroom Stall</b>							
13.	Will there be at least one accessible stall (or if washroom is single occupant) that is accessible?						
14.	Will there be an unobstructed maneuvering space in front of the accessible washroom or stall of 1524 mm X 1524 mm?						
15.	Will the door to the stall be a minimum of 760 mm wide?						
16.	Will the stall door be operable with a closed fist?						
17.	Will the stall door use a locking mechanism of a lever type that is easy to latch and un-latch? Such that is could be operated by a closed fist?						

18.	Will the stall door be easy to open? i.e.: requires less than 21.6 newtons (5 pounds) of force.						
19.	Will there be at least one grab bar on the side wall nearest to the toilette?						
20.	Will the space inside the stall be at least 1.6 m X 1.5 m?						
21.	Will the toilette have a seat height of between 432 mm – 482 mm?						
22.	Will there be 900 mm of clear space beside the toilette and 760 mm of clear space in front?						
<b>Public Washroom Score</b>							% =
Total Number of "Yes"		/0	/22	/22	/22	/22	

<b>TOTALS</b>	<b>Parking</b>	%	If category is not applicable enter: <b>N / A</b>
	<b>Access</b>	%	
	<b>Entrance</b>	%	
	<b>General Building Interior</b>	%	
	<b>Stairs / Escalators</b>	%	
	<b>Ramps</b>	%	
	<b>Elevator</b>	%	
	<b>Public Washroom</b>	%	<b>Disclaimer:</b> Please note that Staff is relying on the information provided by the applicant to complete the accessibility checklist analysis. The City of Parksville does not guarantee that development will occur in this matter.

# Other things to consider....

General Retail			Clothing Store Fitting Rooms		
1.	Will aisles be a minimum of 1100 mm wide?		1.	Will the fitting room (or rooms) have a minimum space of at least 1.5 m X 1.5 m	
2.	Will benches be provided for patrons to rest on as needed?		2.	Will the fitting room (or rooms) provide grab bars for persons to hold on to?	
3.	Will the lighting be adequate? For example, persons with reduced vision rely on bright and high contrast lighting.		3.	Will the door to the fitting room (or rooms) have a minimum width of 750 mm?	
4.	Will product be displayed at a height that is appropriate for persons using wheelchair or scooters?		4.	Will the fitting room door operate with a closed fist?	
5.	Will product displays be clear from the aisle and entrances so that the passage of persons in wheelchairs or scooters is not impeded?		5.	Will the fitting room door use a locking mechanism of a lever type that is easy to latch and un-latch?	
<b>Total</b>		%=	<b>Total</b>		%=
	/5			/6	
Auditorium & theater			Restaurant, Café or Dining Room		
1.	Will there be designated seating areas?		1.	Will some of the tables be accessible for persons in wheelchairs? (730 mm high, 680 mm knee clearance, 480 mm deep)	
2.	Will there be seating for a companion beside?		2.	Will menus be offered in a large font (14 point or larger) or will they be available in Braille?	
3.	Will there be clear sight lines / viewing corridors?		<b>Total</b>		%=
<b>Total</b>		%=		/2	
	/3				

COMMITTEE OF THE WHOLE REPORT

AGENDA  
COMMITTEE  
APR 15 2009 *deferred*  
DATE

April 2, 2009

AGENDA  
COMMITTEE  
APR 27 2009  
DATE

REPORT TO: F. C. MANSON, C.G.A., CHIEF ADMINISTRATIVE OFFICER  
FROM: G. A. JACKSON, DIRECTOR OF COMMUNITY PLANNING  
SUBJECT: IMPLEMENTATION OF A ZONING BYLAW AMENDMENT TO PERMIT  
URBAN FOOD GARDENS

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**Issue:**

The implementation of bylaw changes to permit urban food gardens.

**Executive Summary:**

Urban food gardens are the use of non-traditional, non-agricultural lands for the production of local fruits and vegetables for profit.

**References:**

Schedule "A" – Urban Food Garden Regulations Draft.

**Background:**

In an ever more turbulent world being able to have a secure supply of locally produced food is of increasing importance. Locally produced food is less susceptible to disruptions in the food supply chain caused by far off events. Locally produced food is less reliant on fossil fuel powered transportation and is therefore more environmentally sustainable and less affected by global fuel price fluctuations. As food is an inherent human need it is important that opportunities are explored that encourage local food production and community self-reliance so that as a community we are resilient and can thrive.

There appears to be a growing desire in the community at the individual level to participate in the local food production. While the City's current regulations do not prohibit a resident from having a fruit and vegetable garden for their own consumption, they do not permit or encourage the sale and re-distribution of the harvest to the greater community.

Urban food garden use is intended to encourage awareness of the importance of locally grown food and to facilitate community participation in its production. Urban food gardens allow the use of non-agricultural lands, such as residential yards and vacant lots, for the growing and harvesting of fruits and vegetable that may be exchanged or sold for profit.

# IMPLEMENTATION OF A ZONING BYLAW AMENDMENT TO PERMIT URBAN FOOD GARDENS

## Options:

Council may:

1. Advance this amendment;
2. Refer back to Staff for additional change;
3. Deny this amendment.

## Analysis:

1. As stated previously, urban food gardens is the use of non-agricultural lands for the production of local fruits and vegetables. It also allows the ability for profit in order to encourage the cultivation of additional lands than may otherwise be the case where individuals only garden for their own immediate needs. It allows those who may not be physically able to garden themselves to still enjoy the benefits of food grown on their own property. It also provides a climate for urban food entrepreneurs to create new sustainable ways to provide the community with locally grown food. By allowing urban food gardens in all zones vacant lots can be used by groups or individuals as community gardens. What is being proposed is an amendment to the zoning bylaw to establish regulations on the conduct of urban food gardens and to allow their use in all zones.

Staff believes that the amendment, as proposed, provides an opportunity to foster improved local food security and sustainability while ensuring that urban food gardens are conducted in a considerate and responsible manner. Staff therefore recommends that the bylaw be considered for advancement.

2. Referring the topic back to Staff for additional changes is appropriate if Council believes that the urban food gardening concept is a correct one, but that the extent of the changes proposed do not go far enough or conversely go too far. In this case it would be appropriate for Council to provide general direction to Staff on what changes are needed in order to achieve satisfaction.
3. Not implementing the proposed changes will maintain the status quo where the production of food, other than for individual consumption, is only permitted on land where agriculture is the permitted use. Denial is appropriate if Council believes the current regulations are adequate and that urban food gardening is not an appropriate use.

## Sustainability:

Urban food gardens contribute to the local production of food. Locally grown food is inherently more sustainable as it is scientifically less reliant on greenhouse gas emitting fossil fuels for transportation. Locally grown food, such as that permitted in urban food gardens, also works toward a more secure food supply.

**IMPLEMENTATION OF A ZONING BYLAW  
AMENDMENT TO PERMIT URBAN FOOD GARDENS**

**Financial Implications:**

There are no financial implications to the City associated with the proposed bylaw amendment.

**Recommendation:**

That the report from the Director of Community Planning dated April 2, 2009 regarding the implementation of a zoning bylaw amendment to permit urban food gardens be received;  
And That Staff prepare an amendment bylaw to amend the "Zoning and Development Bylaw, 1994, No. 2000" in order to permit urban food gardens use and establish appropriate regulations.



\_\_\_\_\_  
G. A. JACKSON

BR/dd  
Attachments

Planning/3360-01/2009/Agenda/Report-UFG-1.

**CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:**

  
\_\_\_\_\_  
F/MANSON, C.G.A.



**IMPLEMENTATION OF A ZONING BYLAW  
AMENDMENT TO PERMIT URBAN FOOD GARDENS**

**Schedule "A"**

**URBAN FOOD GARDEN REGULATIONS - DRAFT**

That "City of Parksville Zoning and Development Bylaw, 1994, No. 2000" be amended as follows:

- a. Section 104 – DEFINITIONS of DIVISION 100: SCOPE AND DEFINITIONS by adding the following:

"**urban food garden** means the use of land on a limited scale for the growing, harvesting and wholesaling of fruits and vegetables and edible plants in accordance with Section 621 of this bylaw;"

- b. In Division 600, GENERAL REGULATIONS, Section 602 – USES PERMITTED IN ALL ZONES by adding the following to Section 602.1: "(e) Urban food garden"
- c. In Division 600, GENERAL REGULATIONS, by adding a new Section 621 as follows:

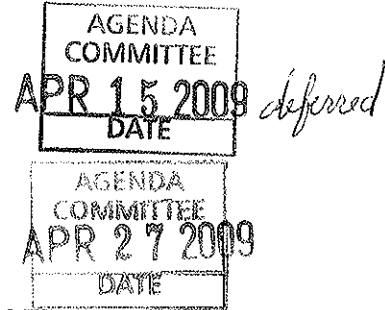
**"621 URBAN FOOD GARDEN**

- .1 Urban food gardens shall be conducted in accordance with the following:
- (a) Production shall be limited to the growing and harvesting of fruits, vegetables and edible plants, but specifically excluding the growing of mushrooms;
  - (b) The total area which may be under cultivation on any given parcel shall not exceed 20% of the parcel area;
  - (c) Fruits or vegetables produced for sale or exchange are not available on the parcel for retail sale to the general public;
  - (d) No artificial lighting shall be used;
  - (e) No pesticides or herbicides shall be used;
  - (f) Production shall not occur within a building except where a principal building exists on a parcel there may be one greenhouse or accessory building with a floor area of less than 10 m<sup>2</sup> that may be used;
  - (g) Composting shall be contained and limited only to organic plant matter generated on the parcel and shall not create odour detectable off the property or generate nuisance;

**IMPLEMENTATION OF A ZONING BYLAW  
AMENDMENT TO PERMIT URBAN FOOD GARDENS**

- (h) An urban food garden use shall not create noise, dust, vibration, odour, smoke, glare, electrical interference, fire hazard or any other hazard or nuisance to any greater or more frequent extent than that usually experienced in the zoning district in question under normal circumstances wherein no urban food garden exists.

COMMITTEE OF THE WHOLE REPORT



April 2, 2009

REPORT TO: F. C. MANSON, C.G.A., CHIEF ADMINISTRATIVE OFFICER  
FROM: G. A. JACKSON, DIRECTOR OF COMMUNITY PLANNING  
SUBJECT: IMPLEMENTATION OF UPDATING THE HOME OCCUPATIONS REGULATIONS

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**Issue:**

The implementation of updating the home occupations (home based business) regulations.

**Executive Summary:**

Consideration of 'housekeeping amendments' to the home occupations regulations in order to keep the regulations current and provide greater clarity.

**References:**

Schedule "A" – Comparison of existing and proposed home occupations (home based business) regulations.

**Background:**

Home occupations or home based business regulations are intended to allow for individuals to work from home and to foster the creation of new and often innovative business concepts. At the same time the regulations are also intended to ensure that the tranquility of residential life is maintained and land use conflicts are avoided.

The existing home occupations regulations have been in place unchanged since the Zoning and Development Bylaw was adopted August 22, 1994. Given the time that has elapsed, it is prudent to revisit the regulations at this time to ensure that they are still serving the intended objectives.

The general approach of the current regulations sometimes results in a misunderstanding of the types of business that are permissible under the bylaw. Also, the current regulations do not explicitly state which uses should not be considered as a home based business use. In addition, the current regulations predate the existence of carriage houses and larger secondary suites making conditions different now than when the regulations were put in place.

# IMPLEMENTATION OF UPDATING HOME BASED BUSINESS REGULATIONS

## Options:

Council may:

1. Advance this amendment;
2. Refer back to Staff for additional changes;
3. Deny this amendment.

## Analysis:

1. What is being proposed is an update that builds upon the existing 'guidelines based' approach in order to provide additional clarity to prospective entrepreneurs while continuing to foster innovative 'outside the box' business ideas.

The proposed changes are not intended to change the overall substance of the existing regulations but some minor house keeping is proposed in order to improve bylaw administration. This includes clearly spelling out those business uses that are by their very nature typically incompatible with residential use, such as welding shop, automobile and boat repair and industrial activities.

In the case of single family residential what is being proposed is that the number of home based businesses be limited to one per property in order to maintain the level of business activity that existed before carriage houses and larger secondary suites were permitted. It is now proposed in the case of multi-family residential that the bylaw be made clear that child care programs are not permissible. A comparison of the current and proposed regulations is provided for review in Schedule "A" attached to and forming part of this report.

Staff believes the proposed changes do not alter the intended objectives of the existing regulations, but rather provide additional guidance and clarity on how those objectives may be achieved; therefore, it is appropriate to consider the proposed bylaw amendment.

2. Referring the topic back to Staff for further review is appropriate if Council believes that the existing home occupations regulations need updating but that the extent of the proposed changes do not go far enough. In this case it would be appropriate for Council to provide general direction to Staff on what changes are needed in order to achieve satisfaction.
3. Not implementing the proposed changes will maintain the status quo with respect to home occupations regulations. Denial is appropriate if Council believes that current regulations are sufficient or that no changes are warranted at this time.

## Sustainability:

Sustainability implications to the City associated with the proposed bylaw amendment is neutral.

**IMPLEMENTATION OF UPDATED  
HOME BASED BUSINESS REGULATIONS**

**Financial Implications:**

The financial implications associated with this amendment include Staff time and newspaper advertising for the Public Hearing.

**Recommendation:**

That the report from the Director of Community Planning dated April 2, 2009 regarding the implementation of updating the home occupations regulations be received;  
And That Staff prepare an amendment bylaw to amend Zoning and Development Bylaw, 1994, No. 2000 in order to update the home occupations regulations.

  
\_\_\_\_\_  
G. A. JACKSON

BR/dd  
Attachments

Planning/3360-01/2009/Agenda/Report-HBB-1.

**CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:**

  
\_\_\_\_\_  
F. MANSON, C.G.A.

**IMPLEMENTATION OF UPDATED  
HOME BASED BUSINESS REGULATIONS**

**Schedule "A"**

**COMPARISON OF EXISTING AND PROPOSED  
HOME OCCUPATIONS (HOME BASED BUSINESS) REGULATIONS**

	<b>EXISTING</b>	<b>PROPOSED</b>
<b>DEFINITIONS</b>	<b>Home occupations</b> means an occupation, profession or craft conducted by an occupant for consideration which is clearly incidental and accessory to the use of the dwelling unit for residential purposes and is in accordance with the regulations contained in Division 300 of this bylaw.	<b>Home based business</b> means an occupation, profession or hand craft conducted as a secondary use to a residential use in accordance with Division 300 of this bylaw.  <b>Home occupations</b> means a home based business.
Preamble:	<b>Home occupations uses shall be carried out in conformity with the following requirements:</b>	<b>Home based business shall be carried out in conformity with the following:</b>
1	The use must be clearly incidental and accessory to the use of the dwelling unit for residential purposes;	Must be accessory to a permitted residential use;
2	The use shall be conducted totally within the principal or accessory building except in the case of child care program uses where outdoor recreation uses are permitted;	The use must be conducted totally within the dwelling unit or accessory building, except in the case of child care program on a single family residential parcel where the rear of the parcel may be used as a children's play area or where the home based business is conducted entirely off the parcel;
3	The use shall be conducted by an occupant of the residential building in which it is permitted and not more than one additional person shall be engaged in the use;	No person other than an occupant of the dwelling unit and one additional employee may be engaged in the home occupancy use;
4	Except as provided in Numbers 2 and 5, no external indication of the existence of the use shall be given, whether by displays, floodlighting, storage of materials, alteration of the appearance of the building(s) or by any other means.	Does not involve the external storage of materials, containers, equipment or finished products;  [see also Number 5 below]
5	Signage shall be limited to a single non-illuminated name plate not exceeding 0.3 m <sup>2</sup> which shall be placed within or flat against the main front wall of the dwelling unit;	Provide no exterior indication that the building is being utilized for any purpose other than that of a dwelling unit except for a single sign in conformance with "City Of Parksville Sign Regulation Bylaw, 1997, No. 1276", and all amendments or successors thereto;

**IMPLEMENTATION OF UPDATED  
HOME BASED BUSINESS REGULATIONS**

	<b>EXISTING</b>	<b>PROPOSED</b>
6	The maximum floor area of the use shall be 40% of the gross floor area of the dwelling unit or 50 m <sup>2</sup> , whichever is less.	Does not exceed a maximum floor area of 50 m <sup>2</sup> ;
7	Off-street parking shall be provided in accordance with Division 400 of this bylaw.	Must provide off-street parking in accordance with Division 400 of this bylaw;
8	A valid City of Parksville business licence is required for a home occupation use.	Must have a valid City of Parksville business licence;
9	A business licence for a home occupation use shall be subject to periodic review to ensure compliance with the provisions of this bylaw.	[Redundant, provision for inspection provided for in Business Licence and Regulation Bylaw]
10	The use shall not create noise, dust, vibration, odour, smoke, glare, electrical interference, fire hazard or any other hazard or nuisance to any greater or more frequent extent than that usually experienced in an average residential occupancy in the zoning district in question under normal circumstances wherein no home occupation exists.	The use shall not create noise, dust, vibration, odour, smoke, glare, electrical interference, fire hazard or any other hazard or nuisance to any greater or more frequent extent than that usually experienced in an average residential occupancy in the zoning district in question under normal circumstances wherein no home based business exists;
11		Must not involve the parking or use of more than one licensed vehicle in conjunction with the home based business limited to one car and utility trailer, one van, or one pickup truck;
12		Does not generate vehicle traffic, parking or loading in greater volumes than would normally be associated with residential use;
13		Does not involve the delivery of materials or commodities in such bulk or quantity as to require delivery by commercial vehicles or trailers;
14		Shall not include repair, servicing or painting of vehicles or boats, transportation terminal, industrial uses, explosives manufacturing, cabinet making, welding or machine shop, animal care, parking use, warehousing, mini storage, outdoor storage, fast food outlet, food catering facility, escort service or retail trade except retail sales as permitted in Number 18;

**IMPLEMENTATION OF UPDATED  
HOME BASED BUSINESS REGULATIONS**

	<b><u>EXISTING</u></b>	<b><u>PROPOSED</u></b>
15		Not more than one home based business shall be permitted per parcel except multiple family residential or duplex use where one home based business shall be permitted per dwelling unit;
16		Individual instruction shall only be conducted as part of a single family dwelling use and shall be limited to a maximum of two pupils at any time;
17		A child care program shall only be conducted as part of a single family dwelling use;
18		Does not involve retail sales except: <ul style="list-style-type: none"> <li>i. products produced on site by a resident artist or resident person involved in hand crafts;</li> <li>ii. products that are incidental to the provisioning of personal or professional services;</li> </ul> goods where the customer does not enter the premises to inspect or pick up the goods.



COMMITTEE OF THE WHOLE REPORT

AGENDA  
COMMITTEE  
APR 15 2009  
DATE *Deferred*

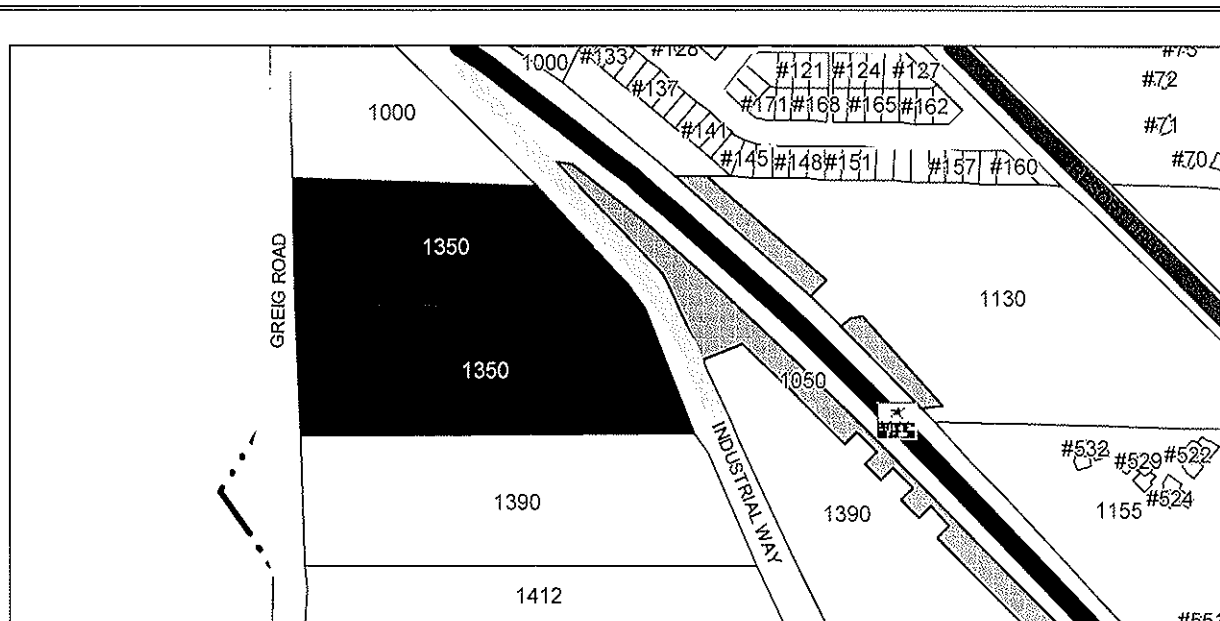
November 28, 2008

AGENDA  
COMMITTEE  
APR 27 2009  
DATE

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

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

SUBJECT: CONSIDERATION OF REQUEST FOR CITY SUPPORT TO CANADA MORTGAGE AND HOUSING CORPORATION FOR A PROPOSAL TO CONSTRUCT AND OPERATE AN AFFORDABLE HOUSING PROJECT ON LOTS 1 AND 2, DISTRICT LOT 123, NANOOSE DISTRICT, PLAN 4091 (1350 GREIG ROAD)



**Issue:**

Consideration of request for City support to Canada Mortgage and Housing Corporation for a proposal to construct and operate an affordable housing project on the Greig Road site.

**Executive Summary:**

The City has been requested to provide a letter of support for a proposal to construct and operate an affordable housing project on the site shown as noted above. This letter of support would be provided to Canada Mortgage and Housing Corporation for the purpose of obtaining funds to undertake a feasibility study. The proponent of this application is an experienced developer, who also has experience in the provision of workforce housing. The initial support being sought is to advance the feasibility study.

**Subject: Consideration of request for City support to Canada Mortgage and Housing Corporation for a proposal to construct and operate an affordable housing project on Greig Road**

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**References:**

June 9, 2008 memorandum from G. O'Rourke, Director of Engineering  
September 2, 2008 letter from Egon Kuhn, director Affordable Housing: Vancouver Island Society  
September 3, 2008 e-mail from Fire Chief Doug Banks

**Background:**

The site is not presently zoned for the intended use. At this time the site is zoned I-1 and is designated 'industrial' in the Official Community Plan. This does not preclude Council from providing support for the feasibility study, but it does mean that Council must, under the principals underlying the *Local Government Act*, enter the public hearing for the zoning and Official Community Plan amendment with an open mind. Council's mind cannot be made up with respect to the land use at this time, without jeopardizing the rezoning process.

Ultimately, Council support would be sought for a waiver of the development cost charges and of any major off-site servicing costs.

**Options:**

Council may:

1. Provide a letter of support to Affordable Housing: Vancouver Island Society for an application to Canada Mortgage and Housing Corporation to fund a feasibility study.
2. Decline support.
3. Refer the application to the Advisory Planning Commission and the Economic Development Office for comments pertaining to the proposed land use.

**Analysis:**

The lack of affordable housing in the Community is a known issue. The proponent of the subject proposal has considerable experience and is capable of delivering the product proposed.

The subject property has both benefits and liabilities. Its location is within walking distance to a number of resorts which employ workers; some of which would be in jobs at a low wage scale and would require affordable housing.

The subject property is not located within easy walking distance of other amenities and required services. The property is located within the City's industrial area and the servicing level has historically been set up for industrial use rather than residential. The site is being selected because it is affordable. It is affordable because it does not have the normal infrastructure required to support residential use. Introducing this use may require the City to consider a change of approach to infrastructure and future land use for the area. At a minimum, undertaking this use on this site would require an Official Community Plan amendment.