



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

SPECIAL COMMITTEE OF THE WHOLE AGENDA

MONDAY, JULY 6, 2009

1. ADOPTION OF MINUTES

- a) of the June 22, 2009 minutes of the Committee of the Whole meeting - Pages 1 to 3

2. PUBLIC PRESENTATIONS

3. CORRESPONDENCE

4. DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE

5. STAFF PRESENTATIONS

- a) Director of Community Planning - Consideration of Outstanding Housing Proposals with Respect to Affordable Housing - Pages 4 to 26
This report brings forward outstanding affordable housing requests that are ready for Council decision now that an overall City policy and Development Cost Charges waiver have been considered.

***Recommendation: THAT the report from the Director of Community Planning dated June 25, 2009 for the reconciliation of outstanding affordable housing proposals be received;
AND THAT Council consider the affordable housing policy along with the development cost charges exemption bylaw to constitute the City's participation in affordable housing;
AND FURTHER THAT Council consider that all outstanding requests (noted below) for City participation in affordable housing that exceed this policy, be denied.***

Proposal to construct and operate an affordable housing project on Lots 1 and 2, District Lot 123, Nanoose District, Plan 4091 [1350 Greig Road];

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 [272 Island Highway West];

Consideration of a long term lease on behalf of the Oceanside Affordable Housing Society of 183 McVickers Street 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.

- b) Executive Assistant - 2009 Beer Garden Applications - Pages 27 to 33
Under the provisions of the City's Special Events Policy organizations proposing to hold an event on municipal property, streets or parks are required to apply for a special events permit. All events covered in the policy must be approved by Council and event organizers must fulfill the requirements outlined in the policy.

Recommendation: THAT the following organizations be permitted to conduct a beer garden special event in the Community Park Lacrosse Box at the specified time and dates outlined in the applications attached to the report from the Executive Assistant dated June 19, 2009 entitled "2009 Beer Garden Special Event Application":

District 69 Mixed Slo-Pitch Playoffs – Saturday, July 25 and Sunday, July 26, 2009, 12:00 PM till 6:00 PM;

Parksville Lions Club – August 1, 2, and 3, 2009, 12:00 PM till 6:00 PM;

AND THAT the approval be granted on condition that the organizers ensure that any temporary food concessions associated with the event are in compliance with Community Park Food Concessions Policy No. 3.18;

AND FURTHER THAT the approval be granted on condition that the organizers adhere to the signed Terms and Conditions forms attached to the report from the Executive Assistant dated June 19, 2009 entitled "2009 Beer Garden Special Event Application".

- c) Executive Assistant - 2009 Beer Garden Applications - Pages 34 to 38
Under the provisions of the City's Special Events Policy organizations proposing to hold an event on municipal property, streets or parks are required to apply for a special events permit. All events covered in the policy must be approved by Council and event organizers must fulfill the requirements outlined in the policy.

Recommendation: THAT the report from the Executive Assistant dated June 30, 2009 regarding a beer garden application for the Oceanside Overdrive Car show, be received;
AND THAT Council's direction is sought.

6. NEW BUSINESS

7. ADJOURNMENT

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TO BE ADOPTED



CITY OF PARKSVILLE

June 22, 2009

Minutes of the Committee of the Whole meeting held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Monday, June 22, 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
C. J. Powell-Davidson

Staff: F. Manson, Chief Administrative Officer
G. Jackson, Director of Community Planning
L. Butterworth, Director of Finance
M. Squire, Manager of Engineering
B. Russell, Manager of Current Planning
N. Gray, Planner
A. Haywood, Recording Secretary

1. **MINUTES**

Lefebvre - Powell-Davidson

THAT the minutes of the Committee of the Whole meeting held May 11, 2009 be adopted.
CARRIED.

2. **PUBLIC PRESENTATIONS**

a) Jane Kelly spoke to Council regarding School District 69's bussing system.

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 July 20, 2009 meeting.

RECOMMENDATIONS:

a) **Director of Finance - Amendment to 2009 Requirements for Revenue Policy Disclosure**

Greir - Lefebvre

THAT the report from the Director of Finance dated June 15, 2009 regarding an Amendment to the 2009 Requirements for Revenue Policy Disclosure be received;

PAGE

1

AND THAT the set of Objective and Policies relating to the City of Parksville's source of revenues, taxation classes and permissive tax exemptions as detailed in Appendix I attached to the above report from the Director of Finance be approved;
AND FURTHER THAT staff be directed to bring forward for Council's approval an amendment to the "Five Year Financial Plan Bylaw, 2009 – 2013, No. 1451" to add Appendix I as a schedule to the bylaw.

CARRIED.

b) **Manager of Engineering - Information Report on the State of Municipal Infrastructure**

Patterson - Burger

THAT the report from the Manager of Engineering entitled "State of Municipal Infrastructure - Annual Review" be received by Council for information and published on the City's Web Page.

CARRIED.

c) **Communications Officer - Logo Identity and Branding for the City of Parksville**

Burger - Powell-Davidson

THAT the report from the Communications Officer dated June 16, 2009, regarding logo identity and branding for the City of Parksville be received;

AND THAT Council direct staff to discontinue using the current "P" logo and approve the use of the new City of Parksville logo proposed in the report from the Communications Officer dated June 16, 2009;

AND FURTHER THAT staff be directed to develop a graphics standards manual and implement graphics standards in the use of the new logo.

CARRIED.

d) **Director of Community Planning - Community Tourism Program Funds - Vehicular Way-Finding Signs**

Patterson - Powell-Davidson

THAT the report from the Director of Community Planning dated February 20, 2009 regarding design development of downtown revitalization details be received for information.

CARRIED.

e) **Director of Community Planning - Consideration of Permitting Business Names on Downtown Banners**

Lefebvre - Patterson

THAT the report from the Director of Community Planning dated June 15, 2009 regarding the consideration of permitting business names on downtown banners be received;

AND THAT Council approve the Downtown Business Association's request to enter into a corporate sponsorship with downtown business owners who wish to provide banners and have their name appear on the banners.

CARRIED.

f) **Director of Community Planning - Implementation of an Accessibility Upgrade Incentive Program**

Lefebvre - Powell-Davidson

THAT the report from the Director of Community Planning dated June 11, 2009 regarding the implementation of an accessibility upgrade incentive program be received;

AND THAT the proposed accessibility upgrade incentive program be referred to Parksville's Measuring Up Committee for comment;

AND FURTHER THAT upon receipt of comment that a subsequent Staff report be prepared further advising Council on the implementation of accessibility upgrade incentive program.

CARRIED.

g) **Director of Community Planning - Implementation of Updated Home Based Business Regulations**

Burger - Powell-Davidson

THAT the report from the Director of Community Planning dated June 11, 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.

CARRIED.

h) **Director of Community Planning - Development Permit [1480 Industrial Way]**

Patterson - Greir

THAT the report from the Director of Community Planning dated June 9, 2009 for the issuance of a Development Permit at 1480 Industrial Way be received;

AND THAT a Development Permit be issued to B.G.R. HOLDINGS INC., (INCORPORATION NO. 329774) to permit 16 additional mini storage buildings and implementation of the overall site plan on Lot 2, Block 564, Nanoose District, Plan 42530 (1480 Industrial Way);

AND FURTHER THAT a landscaping bond in the amount of \$2,740.00 be received prior to the issuance of the permit.

CARRIED.

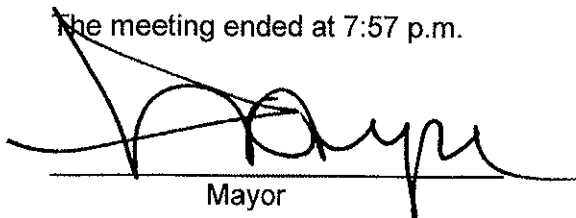
6. **NEW BUSINESS** - Nil

7. **ADJOURNMENT**

Greir - Lefebvre

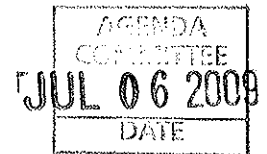
Rise and Report to Council at their July 20, 2009 meeting.

The meeting ended at 7:57 p.m.



Mayor

SPECIAL COMMITTEE OF THE WHOLE REPORT



June 25, 2009

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

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

**SUBJECT: CONSIDERATION OF OUTSTANDING HOUSING PROPOSALS WITH
RESPECT TO AFFORDABLE HOUSING
FILE NO: 5040-01**

Issue:

Reconciliation of outstanding affordable housing proposals

Executive Summary:

This report brings forward outstanding affordable housing requests that are ready for Council decision now that an overall City policy and Development Cost Charges waiver have been considered.

References:

November 28, 2008 report [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)];
April 6, 2009 report [Consideration of support for motel conversion to affordable housing units at Lot 1, District Lot 89, Nanoose District, Plan 5722, except parts in Plans 10153 and VIP52582 (272 Island Highway West)].

Background:

At the May 20th regular meeting of Council, an approach to affordable housing was proposed. Staff was directed to prepared a policy which permits fee waivers for affordable housing on land zoned for that purpose and Staff was also directed to prepare a bylaw to bring into effect the development cost charges waivers permitted under Section 933.1 of the *Local Government Act*. These items are on the July 6, 2009 Special Council agenda.

When Council provided direction to consider a policy and Development Cost Charges waiver they deferred decisions on individual requests. It is now appropriate to revisit these requests which are detailed below:

1. The Oceanside Affordable Housing Society requested a long term lease of the City owned 183 McVickers Street property. Council directed that a meeting occur to investigate a proposal for this site or to explore other sites if available (Resolution #09-089(1)).

CONSIDERATION OF OUTSTANDING HOUSING PROPOSALS WITH RESPECT TO AFFORDABLE HOUSING

This meeting did occur on April 28, 2009. It provided a good forum for information exchange but did not result in a proposal. There is no obvious way for this proposal to be further advanced at this time.

2. A proposal to convert the Post and Lantern Motel to affordable housing units was considered at the April 15, 2009 Committee of the Whole meeting. The proposal involved a request for waivers to a variety of fees, charges and requirements. Under the proposed policy once this property is rezoned it would be eligible for some fee waivers.
3. A proposal for rezoning of 1350 Greig Road was considered at the April 15, 2009 Committee of the Whole meeting. This site which is not zoned for the proposed use also requires some waivers and concessions. Due to their nature a cost amount cannot be estimated. This one too, may be eligible for some fee waivers under the proposed policy once the property is rezoned.

Options:

Council may:

1. Consider the affordable housing policy along with the development cost charges exemption bylaw to constitute the City's participation in affordable housing, and,

Consider that all outstanding requests for City participation in affordable housing that exceed this policy be denied.
2. Revisit each individual request.
3. Provide Staff with additional or different direction.

Analysis:

The policy (which provides fee waivers for zoned land) along with the development cost charges exemption bylaw provide incentives which are cost effective and consistent with the 2009/2010 City budgets. It has become apparent that it is impossible in practical terms to support a project on land that requires rezoning without influencing that process. The policy parameters are clear as are those of the development cost charges exemption bylaw.

Sustainability:

The provision of suitable housing stock for the community is an important principle of sustainability.

Financial Implications:

The scope of financial implication is dependant upon the option chosen. A fee waiver and specified development cost charges waiver would have minimal impact whereas tax assistance, rezoning assistance or a waiver of standards could impose a significant impact.

**CONSIDERATION OF OUTSTANDING
HOUSING PROPOSALS WITH RESPECT
TO AFFORDABLE HOUSING**

Recommendation:

That the report from the Director of Community Planning dated June 25, 2009 for the reconciliation of outstanding affordable housing proposals be received;

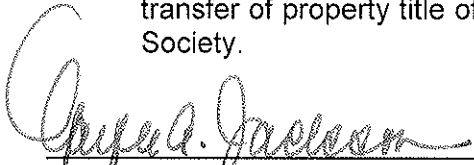
And That Council consider the affordable housing policy along with the development cost charges exemption bylaw to constitute the City's participation in affordable housing;

And Further That Council consider that all outstanding requests (noted below) for City participation in affordable housing that exceed this policy, be denied.

Proposal to construct and operate an affordable housing project on Lots 1 and 2, District Lot 123, Nanoose District, Plan 4091 [1350 Greig Road];

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 [272 Island Highway West];

Consideration of a long term lease on behalf of the Oceanside Affordable Housing Society of 183 McVickers Street 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.




GAYLE A. JACKSON

GAJ/sh
Attachments

I/Users/Planning/5040-01/2009/Agenda/Report-2.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:



F. MANSON, C.G.A.

CITY OF PARKSVILLE

POLICY

SUBJECT: <i>Fee Waivers for Development Permit and Building Permit Applications</i>	POLICY NO: RESO. NO: CROSS REF:
EFFECTIVE DATE:	APPROVED BY:
REVISION DATE: CROSS REF: PAGE 1 OF 1	RESO. NO:

PURPOSE

This policy is intended to apply to development permit and building permit applications for affordable housing. Its purpose is to encourage the construction of affordable housing and remove any impediments.

POLICY

1. To be eligible for development permit or building permit application fee waivers:
 - the site must be correctly zoned for the intended use.
 - the proposed affordable housing units must meet the City's Zoning Bylaw definition of 'affordable housing'.
 - the applicant must enter into an agreement (applicable to the subject property) ensuring that the use continues for a 15 year period.
2. Where affordable housing constitutes a portion of a larger development the fees will be waived for that portion on a pro rated basis.
3. Proposals which meet the above eligibility requirements will be subject to an expedited process.

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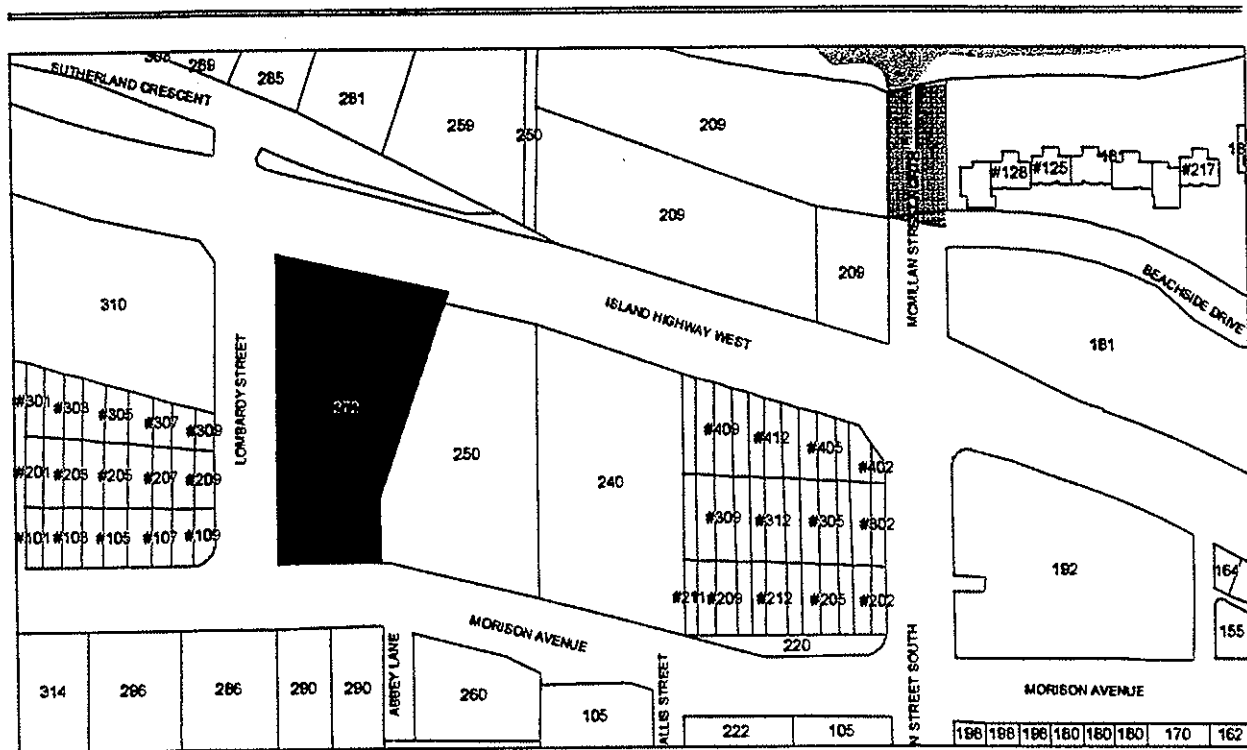
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April 6, 2009

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

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

SUBJECT: CONSIDERATION OF SUPPORT FOR MOTEL CONVERSION TO AFFORDABLE HOUSING UNITS AT LOT 1, DISTRICT LOT 89, NANOOSE DISTRICT, PLAN 5722, EXCEPT PARTS IN PLANS 10153 AND VIP52582 [272 ISLAND HIGHWAY WEST]



Issue:

Consideration of support for motel conversion to affordable housing units.

Executive Summary:

The City has received a request for support of a proposal to convert the Post and Lantern Motel into workforce housing. Support is required to rezone the property and for a variety of relaxations, that the proponent believes are necessary to make the proposal viable. If City support is granted, the proponent will apply for Canada Mortgage and Housing Corporation funding. Staff believes that the proposal is interesting but that the level of detail is too low at this time to grant unequivocal support.

**CONSIDERATION OF SUPPORT FOR
MOTEL CONVERSION TO AFFORDABLE
HOUSING UNITS**

References:

January 15, 2009 letter from Vincent Jandrisch
April 3, 2009 email from Vincent Jandrisch

Background:

The City has received a request for support of a proposal to convert the existing Post and Lantern Motel into workforce housing. The proponent provides rationale for this in his letter. Should the City grant support the proponent would make an application to Canada Mortgage and Housing for funding to assist with the renovations. The applicant notes that details of the renovation and upgrade are still being worked out, but in general the plan is to create 24 rentable units averaging approximately 450 square feet in size. There would be a mix of one bedroom and bachelor suites with full kitchen facilities. It is not clear how what mechanism would be used to assure and/or differentiate the use from conventional multiple family housing. Ultimately this would become important information if concessions are granted to this use that would not be provided to conventional housing.

The subject property would require rezoning in order to permit this use. Presently the zoning is CS-2 (Tourist Commercial). The applicant is specifically asking the City for support of the rezoning and some variances. The applicant has also indicated that concessions would be necessary to make the project financially viable and is requesting support of these:

- Taxes
- Number of parking spaces required
- Minimum unit size limits
- Landscaping requirements
- Accessibility requirements
- Sprinkler requirements

The City may not have the required authority to relax some of these items, such as taxes and any items which reside within the BC Building Code. Having said that, it is apparent from the recent email that the exact nature of the concessions has not yet been established and could be different from what was originally intended.

There are other requirements pertaining to upgrading under the Building Code that Staff believe would be costly that may not yet have been fully considered. Works and Services are also a consideration that may not yet have been contemplated by the proponent.

Options:

Council may

1. Grant support to the proposal
2. Deny support.
3. Request that the applicant file a zoning amendment application and provide additional and specific information about the proposal and the variances requested; and that;

**CONSIDERATION OF SUPPORT FOR
MOTEL CONVERSION TO AFFORDABLE
HOUSING UNITS**

4. Council waive the zoning application amendment fee.

Analysis:

This proposal and the other one on this same agenda both require rezoning. The rezoning process is complex and the outcome is unpredictable, particularly if an Official Community Plan amendment is also required. It is becoming increasingly apparent that it is challenging, if not impossible, for the City to offer support based on the very general level of detail provided at this stage. As well, Council must enter a public hearing with an open mind, so support in advance of this process could only be on a very conditional basis. It would be much easier for Council to provide support in a case where the required zoning is in place.

While this proposal sounds interesting on several levels (i.e. location, conversion potential of building, potential for revitalization of older building) the level of detail provided combined with the requirement for a zoning amendment does not provide the conditions for unconditional support. It in fact places the City in a difficult situation.

Denying support would turn away what could be a viable and suitable proposal to assist in meeting one of the City's housing gaps.

Encouraging the proponent to file a zoning amendment application and provide the City with additional, detailed information would serve to get the process started and would position the City towards providing a more definitive position on the items requested. This would require that the applicant do some additional due diligence ahead of obtaining grant funding, which may not meet the applicant's needs, but appears reasonable given the scope of the request. Council could consider waiving the rezoning fee as an indication of good will and could commit to an expedited process.

Financial Implications:

At this stage, staff time for research and report compilation is the primary cost item for the City. However it is apparent there will be additional costs once more detailed information is received from the applicant which could include variances or concessions for taxes, number of parking spaces required, minimum unit size limits, landscaping requirements, accessibility requirements, sprinkler requirements.

Sustainability/Environmental Analysis:

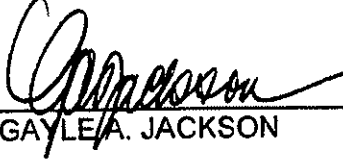
This initiative is compatible with the goal of having a diverse and affordable housing stock.

Recommendation:

That the report from the Director of Community Planning dated April 6, 2009 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 [272 Island Highway West] be received;
And That the applicant file a zoning amendment application and provide additional and specific information about the proposal and the variances requested;

**CONSIDERATION OF SUPPORT FOR
MOTEL CONVERSION TO AFFORDABLE
HOUSING UNITS**

And Further That Council waive the zoning application amendment fee.



GAYLE A. JACKSON

GAJ/sh
Attachments

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CHIEF ADMINISTRATIVE OFFICER COMMENTS:

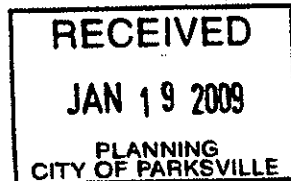


F. MANSON, C.G.A.

5705 Alma St.
Vancouver, B.C.
V6N 1Y3

January 15, 2009

City of Parksville
100 E. Jensen Ave
Parksville, B.C.
V9P 2H3



To Whom It May Concern:

Affordable Housing Renovation Project 272 W. Island Hwy (Post and Lantern Motel)

I have been associated with the Post and Lantern Motel since my partner and I purchased the property in November 2002. My role in our partnership has been to renovate the motel and attached restaurant, operate the motel, and act as landlord to our current restaurant tenant.

During the last six plus years it has become evident that operating a motel of this vintage at this current location is not financially viable. The business does show a very small profit for the months of July and August, but for the rest of the year daily room rentals drop off to near zero. In order to remain open year round it was a requirement to rent out rooms on a monthly basis. These monthly rentals were done while abiding by the current zoning which allows for stays of no more than 180 consecutive days. Since only 5 of the 24 rentable units have cooking facilities, a very limited amount of monthly tenants could be accommodated. As of October 1, 2008 this motel was closed due to mounting financial losses, although the restaurant remains open and viable.

Approximately four months ago, in conversations with local businesses, developers and the BC government, I was made aware of a shortage of affordable housing units in the City of Parksville and surrounding area. I have spent the last few months confirming this need and determining how to modify our motel to suit this purpose.

Our group that includes an architect, local developer, lawyer and property manager has determined that upgrades to the existing motel structure in the form of renovation and refurbishment are the only economical way to proceed. There will be significant costs involved in bringing this aging motel up to present day tasteful accommodation standards, and in improving the street appeal of the site. This motel is currently mortgage free and we are hoping to finance the renovation project by way of a CMHC government grant.

In order to move ahead with our plans, we require certain key groups to support us. We have the full support of BC Housing and they are currently working on a letter of support for us. They are unable to provide any financial support at this time, but will likely

PAGE
12

provide rent assistance for low-income tenants upon completion of the project. The federal government has grants available for our planned renovation, and has advised us that our project qualifies for and is a very good candidate for the RRAP Conversion Grant. In order to receive this grant, one of the most important qualifying factors is being able to prove that the municipal government will support the project and that the project is financially viable, legal and sustainable.

Large local employers have expressed their need for affordable housing units, and in particular those in the service industry. Of note, Tigh-Na-Mara Resort and the Beach Club Resort have provided us with letters confirming their support for our project.

Details of the exact nature of renovation and upgrade are still being worked out, but in general the plan is to create 24 rentable units averaging approximately 450 square feet in size. These updated and tastefully decorated units will include a mix of one-bedroom and bachelor suites with full kitchen facilities and will be fully furnished. In addition one unit will be for a live in building manager, and coin operated laundry facilities will be available on site. All modifications to the existing structure will be in adherence to city building regulations and will have the required permits. Final details of our plan will be available by May 1, 2009 and will be submitted to CMHC as part of our application for grant funding.

As mentioned, in order to make this plan succeed, it is imperative we have support from the City of Parksville. What our group is looking for is support in two key areas:

1. Rezoning or zoning modification and amendment;
2. Property tax and development charge adjustments.

Zoning for this property is currently Tourist Commercial, and only allows residential stays of up to 180 days. Neither CMHC nor any commercial lender will provide financing for this project unless it complies with city zoning regulations. We would ask that the City of Parksville enable our group to attain the required zoning by relaxing some regulations that would make this project unviable. In particular issues such as parking space requirements, minimum unit size limits, landscaping requirements, disabled persons access requirements and sprinkler requirements need to be addressed.

The current property tax levy for this site will put initial financial pressure on operating in the affordable housing category. Rents for our finished units will be in line with federal and provincial government guidelines for affordable housing, and this is required to obtain grant funding. These rents will be in the \$600 per month including utilities range depending on size of unit, and must comply with government rent cap limits for 15 years. Assuming a 5% vacancy rate and all expenses including financing payments, a reduction in property tax rates would greatly enhance our chances of being financially viable. As well, any reduction or waving of city development charges would aid in achieving our goals. Our group would be pleased to provide financial projections once they are accurately determined.

It is our group's belief that the Post and Lantern Motel has outlived its purpose of providing daily room rentals to transiting customers, and those vacationing in the Parksville area. With the recent additions of beautiful brand new resorts, hotels and spas within a few blocks of the motel, the city now has an ample supply of units to fulfill its

need for these visitors. By changing the Post and Lantern motel into affordable housing, an issue facing the city can be partially rectified, and new life can be breathed into an aging and unsightly structure. With the cities help our group hopes to create a home for low-income citizens that the City of Parksville will be proud of.

Please do not hesitate to contact my Construction Manager Egon Kuhn or myself regarding any questions you have about this venture.

Best regards,



Vincent Jandrisch
Project Developer
658780 BC Ltd.
604-737-6933 home
604-240-1685 cell

Egon Kuhn
Construction Manager
250-954-5388

Gayle Jackson

From: Vincent Jandrisch [vjandrisch@gmail.com]
Sent: April 3, 2009 02:26 PM
To: Gayle Jackson
Cc: Franklyn Holdings Ltd.
Subject: Re: Post and Lantern

Hi Gayle,

After we spoke Thursday I had a very close look at all the zoning details that the city of Parksville provides on it's website. Specifically, I read over all the different zoning classifications to see which one would accommodate my plans for the motel site. It seems that none of them would incorporate the current restaurant and proposed affordable housing complex operation except for maybe some version of the CD Zoning. My suggestion of leaving the same zoning in place (CS2) with adding an amendment stating " the 180 day maximum stay regulation will not be enforced if the residential units are rented as affordable housing".

In my letter to you I mentioned the need for the city to waive certain things which would incur extra costs and prevent me from making this project financially viable. I have spent the last few days reconsidering what I really need and I would like to give you as much information as I can so you can present it to council.

As I mentioned I am applying for CMHC federal government grants as the BC government, while supporting my plan at the highest levels, does not have any funds remaining for affordable housing. In order to get these funds which would pay for the renovation and upgrade of each unit as well as the common areas, I need to have some indication of support from the city of Parksville. The competition for this grant money is extreme, but I know my plan compares very favorably with almost all other plans that CMHC will choose from. Of special note, my plan includes all the financing it needs to make this a reality including mortgage free land and buildings, and financing in place to meet CMHC's pre approval requirements. I have numerous letters of support for my plan from local businesses, societies and BC Housing. Our teams qualifications and experience far exceeds CMHC's requirements for receiving this grant money, and all that is now needed is the zoning issue to be addressed. It is the critical piece of the puzzle and I am confident we can come to some type of understanding.

The time constraints are as follows:

1. As of May 1, CMHC will be given a budget from the Federal Government for Seed Funding for Affordable Housing Initiatives. This money is for groups such as mine to complete pre-planning tasks such as Business Plans, Feasibility studies, Phase 1 studies, and Rezoning. My group applied for this Seed Funding Grant over a month ago, and the only information I could not provide on the application was the level of support from the Local Government. I did say however that active dialogue was ongoing and that the city of Parksville would be indicating their level of support in short order. The decision on whether or not we get this grant will be made in the next 30-60 days and any more information I can include for the city will certainly help.
2. Concurrently as of May 1, CMHC will also be given a much larger budget for groups such as mine to renovate or modify units to be used as affordable housing. The application forms for this grant as of today are not available due to federal government printing delays. I expect to have these forms sometime this month with a forecasted due date sometime in June. This is a very large grant, and if we receive this we can transform the motel into a very nice affordable housing complex. In return for the grant, we must rent out the units as affordable housing (government dictated rent amounts) for up to 15 years. On these application forms, I must provide some indication that the site I am using can legally be used for the purpose I proposing. Once again this requires some city participation with respect to zoning.
3. My Final time constraint is with my partner and current owner of the Motel and

Restaurant, Mr. Ray Wesenberg. Mr. Wesenberg is now retired and does not want to be involved with the motel business any longer. He feels that the motel will never be viable in it's current form and I happen to agree. I was able to persuade Mr. Wesenberg of the need for affordable housing in the Parksville community and have been working on this plan for the last 6 months. I have been given a chance to attempt this renovation plan by way of the CMHC grant, but if my attempt fails then it has been decided a demolition of the site would be the best course of action.

I see no problems with renovating the units up to current building standards with regards to Smoke Detectors and Fire Alarms. At first glance I believe that I can also add sprinkler systems and stay within my budget, but I need a solid quote which I will get asap. Electrical, plumbing and heating systems will of course be updated, and all units will include new kitchens and bathrooms. I need to do some minor moisture control with the ground level units, and give the entire building an exterior facelift. Our plans call for filling in the swimming pool and creating a green space in this area for all tenants to enjoy. Of course landscaping will also comply with zoning requirements as much as possible. All these items are no problem and well within our proposed budget.

Looking at the parking issue, I believe I would be close to the 1 stall per unit requirement, but don't know for sure until I have my architect do his drawings. I plan to have a few handicapped accessible rooms on the main floor, but cannot provide any elevators due to prohibitive costs (unless I can get extra grant money).

Other issues such as property tax reductions or development charge reductions (if applicable) can be discussed in the future, however some indication that the city of Parksville is willing to work with our group to achieve acceptable levels is sufficient. Something in writing to this effect is what I am hoping to get after your council meeting on April 15th. I would like to submit this to CMHC prior to May 1.

Unfortunately on Apr 15th I will be in Los Angeles and unable to attend the council meeting. I will attempt to get Egon Kuhn to attend in my place and will advise you of this asap.

I would be very happy to go through the rezoning process as required by city bylaws. I will attempt to abide by all building requirements within reason as outlined above. My hope is that this process can be sped up and made less costly than a full rezoning due to the nature of my proposed affordable housing plan. I believe this plan to be in the cities best interest and I look forward to future discussions.

Regards,

Vince

On 1-Apr-09, at 1:36 PM, Gayle Jackson wrote:

> Sounds good (250) 954-4660

>

> Gayle

>

> -----Original Message-----

> From: Vincent Jandrisch [mailto:vjandrisch@gmail.com]

> Sent: April 1, 2009 13:37

> To: Gayle Jackson

> Subject: Re: Post and Lantern

>

> I will call you in the afternoon. Thanks

>

> On 1-Apr-09, at 1:34 PM, Gayle Jackson wrote:

>

>> Let's be in touch tomorrow & I'll let you know the outcome.

>>

>> Gayle

>>

>> -----Original Message-----

>> From: Vincent Jandrisch [mailto:vjandrisch@gmail.com]

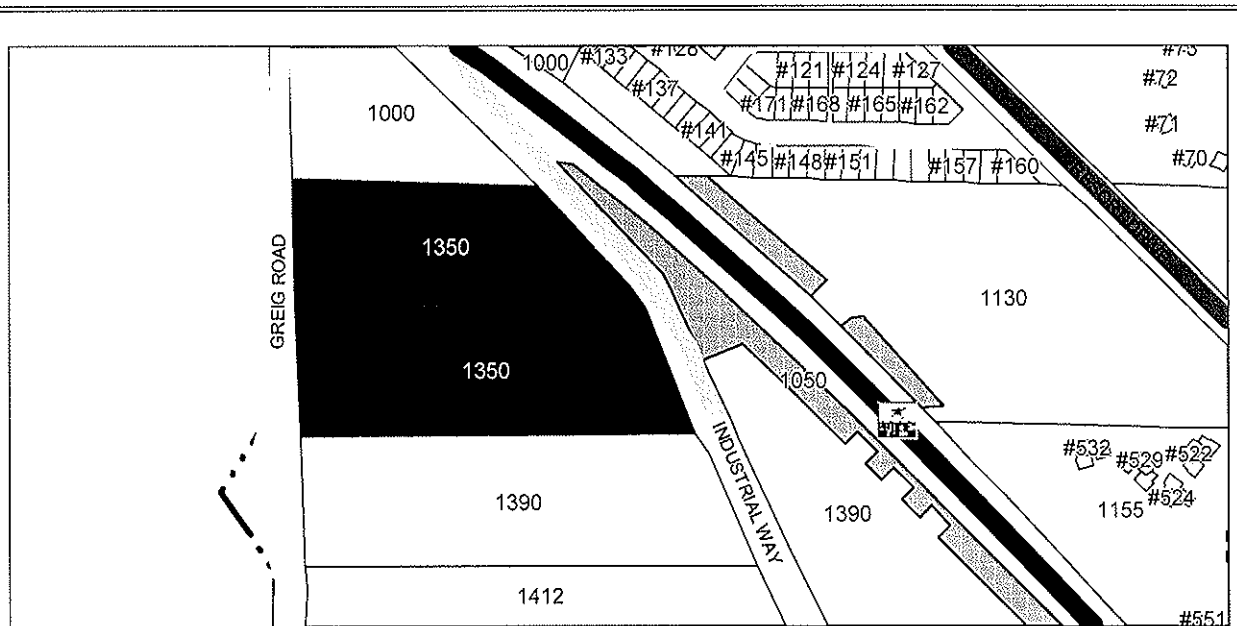
AGENDA
COMMITTEE
APR 15 2009
DATE *deferred*

November 28, 2008

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

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.

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

The nature of the proposal makes it difficult to analyze the land use on an objective basis. It is challenging to point out problems with the location for a use like affordable housing, which is perceived to be desperately needed. Despite this, the subject property is not ideal and will have technical challenges with respect to servicing and access. There may also be issues with the site itself as it is known to have been filled significantly. If a conventional development was proposed for this site the developer would be expected to provide considerable upgrading to both the site conditions and the adjacent areas, particularly with respect to access. From a planning perspective it is generally not advisable to permit an enclave of residential units in a location without urban services as it will lead to a demand for them.

The proponent of this project has indicated that he will be seeking a waiver of major works. Therefore, if the works associated with development of this site are essential at the time of development they would need to be provided by the City. At this time there are insufficient project details to know the exact impact. It should be noted that the Ministry of Highways will ultimately be required to have input into a zoning amendment application. The Ministry of Highways could set requirements which are not within the City's purview to relax.

This is the first request of this nature; being a proposal by the private sector to participate in affordable housing. There is at least one other non-profit group working on a similar proposal. Also, one or two other private developers are exploring something similar in concept. A rezoning application was recently filed with the City for a mobile home park within the Industrial area. At this time no criteria has been established for evaluation of the merit of proposals seeking City participation. Nor has the City's level of participation in affordable housing been established. In the absence of this proposals will need to be dealt with on an ad hoc basis.

Analysis of Specific Options:

1. Council can provide a letter of support 'to further investigate' the proposal. This will enable Affordable Housing; Vancouver Island Society to apply for Canada Mortgage and Housing Corporation funding for this purpose. This does not commit the City to the ultimate approval of the project; although it would infer a willingness to give serious consideration to the proposal. It would be prudent to request input into the Terms of Reference for the investigation. The information that would be critical to the City's consideration is the exact level of waivers and financial participation that would ultimately be expected of the City; as would some of the operational details.

Supporting the request would suggest that the City generally finds the location acceptable.

2. Denial of support should be considered now if Council already knows it would not be supportive of the proposal based on the current level of information, such as; the location, knowledge that there will be a requirement for a reduction in City standards, or, some other variable.
3. A referral to the Advisory Planning Commission and the Economic Development Office could provide input on the land use aspect of the proposal. The impact of reduction of industrial land, the impact of introduction of residential land use, and, compatibility with the Official Community Plan could be established.

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

Financial Implications:

At this stage, staff time for research and report compilation is the primary cost item for the City.

Sustainability/Environmental Analysis:

This initiative is compatible with the goal of having a diverse and affordable housing stock and is a good concept in that regard. Other sustainability concepts such as close proximity to required services are violated by the location.

Recommendation:

That the report of the Director of Community Planning dated November 28, 2008 regarding 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) be received;

And That a referral to the Advisory Planning Commission and the Economic Development Office be done to provide input on the land use aspect of this proposal;



GAYLE A. JACKSON

GAJ/sh
Attachments

I:/Users/Planning/5040-01/2008/Agenda/Report-5.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:



F. MANSON, C.G.A.

DATE **June 9, 2008**

MEMO TO: FRED MANSON
CHIEF ADMINISTRATIVE OFFICER

FROM: GARY O'ROURKE
DIRECTOR OF ENGINEERING AND OPERATIONS

SUBJECT: AFFORDABLE HOUSING PROPOSAL – GREIG ROAD
VANCOUVER ISLAND HOUSING SOCIETY

FILE NO.: 0230-20-VI HOU

The following comments pertain to the above referenced proposal to construct a 50 unit affordable housing project (rental) on Lots 1 and 2, Plan 4091, DL 123, Nanoose LD (1350 Greig Road. They are made based on a cursory review of the submission made by the *Affordable Housing: Vancouver Island Society*, dated May 2, 2008:

1. Significant quantities of fill have been placed on sections of these properties. The quality of the fill is unknown. It is also not known if there are any related issues (e.g. contamination, leachate, stability) which must be addressed on these properties prior to undertaking any 'development'. There may be risks and liabilities associated with these unknowns. In this regard, the owner of the subject property (Mr. H. Heringa) has been writing the City regarding the possible link between groundwater local quality and the abandoned City landfill at 1060 Industrial Way;
2. The access to the property will need to be improved to accommodate this development. The existing intersection of Greig Road and Highway 19A is a 'Right-In, Right-Out' configuration. Highway 19A is under the jurisdiction of the Ministry of Transportation at this location. It may be necessary to install a traffic signal in conjunction with any intersection improvements deemed necessary;
3. Servicing capacities (water and sewer) must be assessed to establish the related off-site upgrading requirements;
4. Water and sanitary sewer servicing will need to be extended (i.e. a minimum of approximately 200 - 300 meters) to the site. This may involve extending existing mains on Industrial Way (approximately 200 to 300 meters), or extending services across Highway 19A;
5. A storm-water management plan will need to be prepared to establish requirements for handling drainage for the development. There is no municipal storm drainage system in this area;

6. There are known rock outcrops in the vicinity of Greig Road and Highway 19A. The existence of rock may have a significant impact on construction costs. Further assessment is required.

It is strongly recommended that a detailed technical review of servicing requirements be completed prior to making any decisions related to this project, or establishing any budget requirements. Such works should include initial discussions with the Ministry of Highways to establish Highway 19A upgrading requirements. An initial budget of \$25,000 would be required to retain qualified firms/persons to undertake this work. Additional funds may be required should the investigations proceed beyond a conceptual stage.

It is also recommended that legal advice be obtained to assess the risks and liabilities associated with groundwater conditions and the fill placed on the site.

There may also be issues related to zoning and the overall development process which need to be identified/addressed at this time. I have therefore copied this Memorandum (and a copy of the submission) to the Director of Community Planning.

Gary O'Rourke, P.Eng.
Director of Engineering & Operations

c Director of Community Planning
 Manager of Engineering
 Manager of Operations

I:\USERS\GARY\ADMIN\Letters\2008\MTCAO,AffHsg,Hole.doc

AHVIS
2632 Northwest Bay Road
NanOOSE Bay, B.C., V9P 9R7
250-468-7970

September 2, 2008

City of Parksville
Box 1390, 100 E. Jensen Avenue
Parksville, B.C., V9P 2H3

Attention: Gayle Jackson, Director of Community Planning

Dear Ms. Jackson

Subject: Proposal to construct and operate approximately 50 unit rental Affordable Housing Project on the south side of Parksville at Industrial Way

Further to our letter of July 8th, 2008, we have now confirmed that 95% financing for an affordable housing project is available, either directly through CMHC or as an assured loan through a conventional lender. AHVIS would have to provide the equity of approximately \$161,000.00.

We have also confirmed the site can be serviced for \$250,000.00, provided we can access sanitary sewer and water services at the intersection of Tuan Road and Industrial Way and there is no special upgrading required. An exfiltration system could dispose of storm water on-site. The site would be accessed via Industrial Way, which would remain a one-way street with an exit at the intersection of Franklin's Gull Road and the Island Highway.

The site in question consists of 7 acres. Four acres can be built on without any major geotechnical work. We have presently optioned one acre with the right to buy the whole site at a very reasonable price. The project would be designed with further expansion in mind and could probably accommodate as many as 200 units.

At last years forum on affordable housing, staff housing was identified as the area with the greatest shortfall. It was estimated projects planned and under construction would create a need for as many as 1200 units. Projects such as the Beach Club, Sunrise Ridge and the Seniors Complex are now partially operating while not a single staff housing unit has been added to the City inventory.

The site in question is within easy walking distance of most of the major resorts. Shopping facilities are also within walking distance and for people who find the walk into town too demanding a regular mini-bus service could be provided at a reasonable fee.

Under current CMHC guidelines 51% of the units have to be rented for no more than \$625.00 per month, the balance can be rented at a higher rate. We are proposing to rent the 51% (or more if possible), directly to employers, with the balance at market rates. Since all units have a living room and a separate bedroom, the units can be shared by two people, which will make them quite affordable.

To meet our budget projections, the City and the Regional District would have to wave Development Cost Charges and any major off-site servicing costs.

CMHC will fund a feasibility study if we can provide them with a letter indicating the City of Parksville is prepared to support the project and rezone the property for the intended purpose, if the study provides the necessary support.

I am personally prepared to devote time and lend my expertise to a project that could greatly alleviate the affordable housing shortage in Parksville. I can also rely on the services of Mr. Kenneth Hole who has extensive experience in the construction and management of senior and staff housing projects

Yours truly

Egon Kuhn, Director

**Projected Operating Profit and Loss Statement
 South Parksville AHVIS, in Accordance with CMHC Lending Requirements
 for Affordable Housing**

Revenue

26 Units @ \$625.00 per month	16,250.00
24 units at \$725.00 per month	17,400.00
Parking Stall Revenue (20 Units at \$25)	500.00
Misc. Revenue (Laundry, Transit, Storage)	<u>1,000.00</u>
Monthly Revenue	35,150.00
Less 2% Vacancy	<u>703.00</u>
Total Revenue	34,447.00

Expences

Caretaker and Managers Suite	2,225.00
Utilities Common Areas	1,000.00
Repairs and Maintenance	500.00
Insurance	1,000.00
Legal, Accounting	500.00
Bank Charges, Advertising, Promotion	500.00
Consulting Fees and Expenses	3,000.00
Water, Sewer Garbage	100.00
Estimated Taxes at 50%	2,000.00
Misc. Expenses	<u>500.00</u>
Expenses	11,325.00

First Mortgage @ 5.25%, 30 year amortization 17,382.00

Total Expenses 28,707.00

Reserve Fund 3% 1,033.41

**Net Profit before Depreciation, Contingency
 and Future Requirements 4,706.59**

Gayle Jackson

From: Doug Banks
Sent: September 3, 2008 03:44 PM
To: Gayle Jackson; Fred Manson; Gary O'Rourke; Laurie Taylor; Lucky Butterworth; Blaine Russell
Cc: Susan Harbottle
Subject: RE: Affordable Housing Project

Until such time as we have more information regarding the proposal, we cannot make any specific comments on this proposal. In general, the concerns that this department would have are to do with the following:

1. Site Access – How will the site be accessed? A secondary access point to the site will be required should the primary access become obstructed. How are the internal roads laid out and to what standard are they built too?
2. Water Supply – We will be requesting that there is sufficient water supply available to meet the requirements of the Fire Underwriters Survey. This can only be determined once the size and construction type of the buildings are known.
3. Hydrant Location – Without knowing the layout of the complex, we cannot make any comments on the appropriate hydrant locations.
4. Type and size of structures – The type and size of structures will have an impact on the department. There is a big difference for us in dealing with a typical SFD vs. a large Multi-family type apartment. The amount of resources required to deal with an incident in a typical SFD are a lot less than the resources required to handle an incident in a multi-family apartment type building.

If the proponent is able to supply any type of site layout and building details, we will be able to provide further comments at that time.

Doug Banks
 Fire Chief
 Parksville Fire Department

250 954-4671
 250 248-3925 (Fax)

From: Gayle Jackson
Sent: September 3, 2008 11:35
To: Fred Manson; Gary O'Rourke; Laurie Taylor; Doug Banks; Lucky Butterworth; Blaine Russell
Cc: Susan Harbottle
Subject: FW: Affordable Housing Project

This is the proposal we were talking about today in Sr. Staff. Would each of you please comment on the proposal, from the perspective of your Department. I will coordinate the comments and ultimately the response to applicant and/or report to Council.

Thanks.
 Gayle

P.S. I have asked them if they have a layout plan.

PAGE
26

01/10/2008

June 19, 2009

MEMO TO: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER
FROM: AMANDA HAYWOOD, EXECUTIVE ASSISTANT
SUBJECT: 2009 BEER GARDEN SPECIAL EVENT APPLICATIONS
OUR FILE: 8100-01

ISSUE:

- 1) Beer Garden Event Application for event organized by "District 69 Mixed Slo-Pitch League" in the Community Park on July 25 and 26, 2009, between the hours of noon and 6:00 p.m.
- 2) Beer Garden Event Applications for event organized by the Parksville Lions Club (on behalf of the "Fun in the Sun" Slo-Pitch Tournament) in the Community Park on August 1, 2, and 3, 2009, between the hours of noon and 6:00 p.m.

EXECUTIVE SUMMARY:

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

REFERENCE:

*Policy No. 8.22 - Applications for Special Events
Completed Beer Garden Event Applications (1C), including the signed Terms and Conditions*

BACKGROUND:

- 1) The "District 69 Mixed Slo-Pitch League" holds annual co-ed slo-pitch events with a number of teams from Vancouver Island and the Lower Mainland attending. They have held beer gardens in Parksville in conjunction with these events in past years with no problems.
- 2) This is a first-time beer garden application from the Parksville Lions Club, although they have successfully run the beer gardens for the "Fun in the Sun" Slo-Pitch Tournament in the past. The Lions Club organizers are drawing on the experience of past "Fun in the Sun" Slo-Pitch volunteers who have previously organized successful tournament beer gardens.

The intention of having a beer garden at events is to provide a designated and controlled area for players and spectators to partake in an alcoholic beverage, discouraging consumption in non-controlled areas. For this reason, the RCMP support beer gardens for recreational events. While the City may endorse a Special Occasion Licence (Beer Garden), final approval must be received from the RCMP Oceanside Detachment. The Beer Garden Event Application requires, among other items, confirmation of approval of the event by the Parksville Volunteer Fire Department and the Oceanside RCMP to obtain a Special Event Licence.

The organizers have signed the Terms and Conditions, acknowledging their willingness to fulfill these and all other Special Event requirements.

The Fire Department, RCMP and Engineering & Operations Department were consulted on these applications and no concerns have been expressed.

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

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

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

OPTIONS:

Option 1: Deny the requests

Option 2: Approve the requests with conditions.

ANALYSIS:

1. Denying the requests outright would avoid the need to address any concerns however this may discourage the organizers from continuing their efforts in hosting such events. Spectators and players will not be provided with a designated and controlled location to consume alcohol.
2. The approval could be made conditional upon the applicants addressing legitimate issues and concerns to the satisfaction of the City and other appropriate authorities. Given the City of Parksville is the owner of the Community Park with associated public responsibilities with respect to safety, access, utilities, and other matters, it is appropriate to consider applying reasonable conditions to address these issues. Attached to their Beer Garden Applications are City of Parksville Terms and Condition form for a Beer Garden Event, signed in agreement to adhere to all of the listed terms and conditions.

It is recommended that Council support Option 2.

RECOMMENDATION:

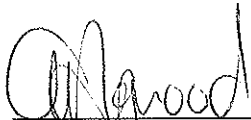
THAT the following organizations be permitted to conduct a beer garden special event in the Community Park Lacrosse Box at the specified time and dates outlined in the applications attached to the report from the Executive Assistant dated June 19, 2009 entitled "2009 Beer Garden Special Event Applications":

District 69 Mixed Slo-Pitch Playoffs - July 25 and 26, 2009, 12:00 p.m. till 6:00 p.m.;;
Parksville Lions Club - August 1, 2, and 3, 2009, 12:00 p.m. till 6:00 p.m.;

AND THAT the approval be granted on condition that the organizers ensure that any temporary food concessions associated with the event are in compliance with Community Park Food Concessions Policy No. 3.18;

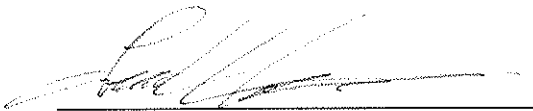
AND FURTHER THAT the approval be granted on condition that the organizers adhere to the signed Terms and Conditions forms attached to the report from the Executive Assistant dated June 19, 2009 entitled "2009 Beer Garden Special Event Applications".

Respectfully submitted,



AMANDA HAYWOOD
Executive Assistant

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:



FRED MANSON
Chief Administrative Officer

16-11-2009 10:00:00 AM - 10:00:00 AM - 10:00:00 AM - 10:00:00 AM - 10:00:00 AM - 10:00:00 AM

BEER GARDEN EVENT APPLICATION FORM (1C) (Application for a Beer Garden Licence in the City of Parksville)

Name of Organization, Event, Group etc: Bayside Buzzards

Name of Event and Beer Garden Coordinator: Dist. 69 Slo-Pitch Playoffs - Tim Desmarais

Address: 3185 Grafton Ave, Qualicum Beach Postal Code: V9K 1W7

Phone: (250) 752-9393 Fax: _____ E-mail: timothy1@telus.net

Desmarais Tim Desmarais June 29/09
Signature of Applicant Printed Name Date

Date(s) of Beer Garden: July 25, 26/09 Day of Week: Sat & Sun Time 12:00 PM to 6:00 PM
(Hours of operation to be a maximum of any six hours between 11:00 a.m. and 8:00 p.m.)

Duration of Beer Garden: 2 days (Not to exceed two days in duration for any one event unless held on a long weekend in which case not to exceed three days.)

Location of Beer Garden: Community Park Springwood Park

(Attach details of security and staff assisting with the beer garden event, including control of entrances and exits.)

Confirm that tables, chairs, benches, tables, etc. have/will be obtained: Tables & chairs to be rented.

Number and locations of portable toilets: _____

Number and locations of extra garbage containers: 3 containers located in Beer garden

Closure of Street Required? Yes No [If Yes, which street(s)] _____

Traffic Control Arrangements: (Name of Company/Group and contact person)
Name: Parking will be the Community Park parking lot. Phone: _____

(Confirm that staff will be provided to ensure vehicles are parking in a safe and legal manner)

NOTE: The City is not obligated to allocate the full six days for beer garden licences in any one calendar year. Once an application has been approved no change(s) will be allowed unless approval has been obtained.

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

This portion to be completed by City of Parksville

Approval: Yes No

PAGE
30

Date: _____

1. Provide confirmation in the form of **written approval** by the Parksville Volunteer Fire Department and the Oceanside RCMPolice to obtain a special event licence to hold a beer garden and to ensure appropriate public and emergency vehicle access is maintained to all roads, the park and adjacent facilities.
2. Provide all of the necessary traffic controls and confirmation that staff will be provided to ensure vehicles are parking in a safe and legal manner. Ensure that any charitable organization members performing traffic control and event parking, clearly state that **any parking fee is strictly by voluntary donation** and ensure that **this information is visibly posted at the site and mentioned in any event advertisement.**
3. Provide a detailed map of sufficient size, showing the proposed location of the beer garden; the number and location of portable toilets in a quantity suitable to the expected attendance for the duration of the event, extra garbage containers and arranging with a waste disposal company for removal/dumping of bins following the event; details of the security and staff assisting with the beer garden event including the control of entrances and exits.
4. Provide confirmation that tables and chairs have been obtained for the patrons. Provide identifiable paper cups and assurance that food will be available to the patrons. Ensure that any and all concessions [approved by the City with regard to the standing contract with the operator of the Community Park concession] meet all applicable health and safety requirements and the concession be allowed to remain open for one hour only beyond the closing of the beer garden.
5. Ensure the area created for the beer garden is enclosed and patrolled to the satisfaction of the Oceanside RCMPolice, which must include a 6' fence or suitable barriers or be double fenced with an 8' separation between the two barrier fences.
6. The beer garden will not exceed two days in duration for any one event unless held on a long weekend in which case beer gardens are not to exceed three days in duration for any one event.
7. Maintain the hours of operation to a maximum of any six hours between 11:00 a.m. and 8:00 p.m. and ensure a minimum of two hours closure of the beer garden prior to any other liquor permits being issued in the area [i.e. the area could be defined as the entire Park].
8. Ensure that no minors are allowed within the beer garden premises.
9. Hold and save harmless the City from and against all claims and damages arising out of, or in any way connected with the event, and obtain and maintain during the term of this event a comprehensive general liability insurance policy providing coverage of not less than \$5,000,000.00, naming the City of Parksville as an additional insured. A copy of such policy shall be delivered to the City a minimum of five working days prior to the event date.
10. Provide the City with a refundable security deposit of \$500.00 (to cover any loss or damage resulting from the event) a minimum of five working days prior to the event date.
11. Maintain and, if required, refurbish all municipal property and infrastructure to an equal or better condition than that which existed prior to the event, all within 48 hours of the completed event, to the satisfaction of the City of Parksville.

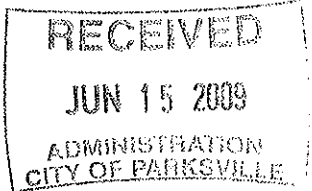
Tim Desmarais
Printed Name of Authorized Representative

[Signature]
Signature

Bayside Buzzards
Name of Organization

PAGE
31

June 29/09
Date Signed



BEER GARDEN EVENT APPLICATION FORM (1C)
(Application for a Beer Garden Licence in the City of Parksville)

Name of Organization, Event, Group etc: PARKSVILLE LIONS CLUB

Name of Event and Beer Garden Coordinator: BALL TOURNAMENT - JIM HOFFMAN

Address: 263 JAMES PARKSVILLE Postal Code: V9P 2H1

Phone: 250 248 9002 Fax: 248 5841 E-mail: jimargo@shaw.ca

[Signature] JIM HOFFMAN JUN 13/09
Signature of Applicant Printed Name Date

Date(s) of Beer Garden: AUG 1-3 Day of Week: SAT-MON Time NOON-6
(Hours of operation to be a maximum of any six hours between 11:00 a.m. and 8:00 p.m.)

Duration of Beer Garden: 3 AFTS. (Not to exceed two days in duration for any one event unless held on a long weekend in which case not to exceed three days.)

Location of Beer Garden: Community Park Springwood Park

(Attach details of security and staff assisting with the beer garden event, including control of entrances and exits.)

Confirm that tables, chairs, benches, tables, etc. have/will be obtained: Yes.

Number and locations of portable toilets: _____

Number and locations of extra garbage containers: Yes - Lacrosse Box

Closure of Street Required? Yes No [If Yes, which street(s)] _____

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

Name: N/A Phone: _____

(Confirm that staff will be provided to ensure vehicles are parking in a safe and legal manner)

NOTE: The City is not obligated to allocate the full six days for beer garden licences in any one calendar year. Once an application has been approved no change(s) will be allowed unless approval has been obtained.

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

This portion to be completed by City of Parksville

Approval: Yes No

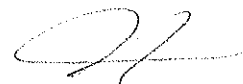
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Date: _____

1. Provide confirmation in the form of written approval by the Parksville Volunteer Fire Department and the Oceanside RCMPolice to obtain a special event licence to hold a beer garden and to ensure appropriate public and emergency vehicle access is maintained to all roads, the park and adjacent facilities.
2. Provide all of the necessary traffic controls and confirmation that staff will be provided to ensure vehicles are parking in a safe and legal manner. Ensure that any charitable organization members performing traffic control and event parking, clearly state that any parking fee is strictly by voluntary donation and ensure that this information is visibly posted at the site and mentioned in any event advertisement.
3. Provide a detailed map of sufficient size, showing the proposed location of the beer garden; the number and location of portable toilets in a quantity suitable to the expected attendance for the duration of the event, extra garbage containers and arranging with a waste disposal company for removal/dumping of bins following the event; details of the security and staff assisting with the beer garden event including the control of entrances and exits.
4. Provide confirmation that tables and chairs have been obtained for the patrons. Provide identifiable paper cups and assurance that food will be available to the patrons. Ensure that any and all concessions [approved by the City with regard to the standing contract with the operator of the Community Park concession] meet all applicable health and safety requirements and the concession be allowed to remain open for one hour only beyond the closing of the beer garden.
5. Ensure the area created for the beer garden is enclosed and patrolled to the satisfaction of the Oceanside RCMPolice, which must include a 6' fence or suitable barriers or be double fenced with an 8' separation between the two barrier fences.
6. The beer garden will not exceed two days in duration for any one event unless held on a long weekend in which case beer gardens are not to exceed three days in duration for any one event.
7. Maintain the hours of operation to a maximum of any six hours between 11:00 a.m. and 8:00 p.m. and ensure a minimum of two hours closure of the beer garden prior to any other liquor permits being issued in the area [i.e. the area could be defined as the entire Park].
8. Ensure that no minors are allowed within the beer garden premises.
9. Hold and save harmless the City from and against all claims and damages arising out of, or in any way connected with the event, and obtain and maintain during the term of this event a comprehensive general liability insurance policy providing coverage of not less than \$5,000,000.00, naming the City of Parksville as an additional insured. A copy of such policy shall be delivered to the City a minimum of five working days prior to the event date.
10. Provide the City with a refundable security deposit of \$500.00 (to cover any loss or damage resulting from the event) a minimum of five working days prior to the event date.
11. Maintain and, if required, refurbish all municipal property and infrastructure to an equal or better condition than that which existed prior to the event, all within 48 hours of the completed event, to the satisfaction of the City of Parksville.

JIM HOFFMAN

Printed Name of Authorized Representative



Signature

PARKSVILLE LIONS CLUB

Name of Organization

PAGE 33

JUN 13/09

Date Signed

Report to Committee of the Whole



June 30, 2009

MEMO TO: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER
FROM: AMANDA HAYWOOD, EXECUTIVE ASSISTANT
SUBJECT: 2009 BEER GARDEN SPECIAL EVENT APPLICATION - OCEANSIDE OVERDRIVE
CAR SHOW - OUR FILE: 8100-01

ISSUE:

Beer Garden Event Application for event organized by "Alliance West Sports & Entertainment" (on behalf of the Oceanside Overdrive Car Show) in the Community Park on August 2, 2009, between the hours of noon and 4:00 p.m.

EXECUTIVE SUMMARY:

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

REFERENCE:

*Policy No. 8.22 - Applications for Special Events
Completed Beer Garden Event Applications (1C), including the signed Terms and Conditions*

BACKGROUND:

This is the first time a beer garden application is being requested from the organizers of the car show. They would like to set one up around the kite field area, adjacent to the car show. We have also received another request for a beer garden, for the same weekend, to be located at the lacrosse box in conjunction with a slo-pitch tournament.

The intention of having a beer garden at events is to provide a designated and controlled area for players and spectators to partake in an alcoholic beverage, discouraging consumption in non-controlled areas. For this reason, the RCMP support beer gardens for recreational events. While the City may endorse a Special Occasion Licence (Beer Garden), final approval must be received from the RCMP Oceanside Detachment. The Beer Garden Event Application requires, among other items, confirmation of approval of the event by the Parkville Volunteer Fire Department and the Oceanside RCMP Police to obtain a Special Event Licence. The organizers have signed the Terms and Conditions, acknowledging their willingness to fulfill these and all other Special Event requirements.

The Fire Department, RCMP were consulted on this application and no concerns were expressed.

The Manager of Operations noted as far as he knows we have not had a similar request where there were two applications for a beer garden at the same location at the same time. He also noted that under the terms and conditions for a beer garden event included with Council Policy 8.22, No. 7 states that the applicant must "Maintain the hours of operation to a maximum of any six hours between 11:00 am and 8:00 pm and *ensure a minimum of two hours closure of the beer garden prior to any other liquor permits being issued in the area (i.e. the area could be defined as the entire park)*". We are lead to believe this clause is included in order to limit the number of beer gardens in the park at any one time.

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

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

OPTIONS:

Option 1: Deny the request

Option 2: Approve the request with conditions.

ANALYSIS:

1. Denying the request outright would avoid the need to address any concerns however this may discourage the organizers from continuing their efforts in arranging such events. Spectators will not be provided with a designated and controlled location to consume alcohol.
2. The approval could be made conditional upon the applicants addressing legitimate issues and concerns to the satisfaction of the City and other appropriate authorities. Given the City of Parksville is the owner of the Community Park with associated public responsibilities with respect to safety, access, utilities, and other matters, it is appropriate to consider applying reasonable conditions to address these issues. Attached to their Beer Garden Applications are City of Parksville Terms and Condition form for a Beer Garden Event, signed in agreement to adhere to all of the listed terms and conditions.

RECOMMENDATION:

THAT the report from the Executive Assistant dated June 30, 2009 regarding a beer garden application for the Oceanside Overdrive Car show, be received;

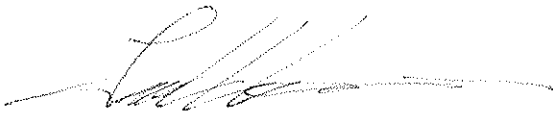
AND THAT Council's direction is sought.

Respectfully submitted,



AMANDA HAYWOOD
Executive Assistant

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:



FRED MANSON
Chief Administrative Officer

2009 Beer Garden Special Event Application - Application for Beer Garden Special Event - 2009 - 10-11-09

BEER GARDEN EVENT APPLICATION FORM (1C)
(Application for a Beer Garden Licence in the City of Parksville)

Name of Organization, Event, Group etc: OCEANSIDE OVERDRIVE CAR SHOW

Name of Event and Beer Garden Coordinator: Alliance West Sports + Entertainment

Address: 340 Whitmee Rd. Qualicum Beach, BC Postal Code: V9K 1E1

Phone: (250) 927-4115 Fax: _____ E-mail: dsmithmedia@shaw.ca

[Signature]
Signature of Applicant

DOUGLAS SMITH
Printed Name

June 22/09
Date

Date(s) of Beer Garden: Aug 2/09 Day of Week: Sunday Time 12pm - 4pm
(Hours of operation to be a maximum of any six hours between 11:00 a.m. and 8:00 p.m.)

Duration of Beer Garden: 1 day (Not to exceed two days in duration for any one event unless held on a long weekend in which case not to exceed three days.)

Location of Beer Garden: Community Park Springwood Park

(Attach details of security and staff assisting with the beer garden event, including control of entrances and exits.)

Confirm that tables, chairs, benches, tables, etc. have/will be obtained: Yes

Number and locations of portable toilets: 8 on site - various locations - waterfront

Number and locations of extra garbage containers: 12 in addition to City containers plus each vendor has their own

Closure of Street Required? Yes No [If Yes, which street(s)] _____

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

Name: N/A Phone: _____

(Confirm that staff will be provided to ensure vehicles are parking in a safe and legal manner)

NOTE: The City is not obligated to allocate the full six days for beer garden licences in any one calendar year. Once an application has been approved no change(s) will be allowed unless approval has been obtained.

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

This portion to be completed by City of Parksville


Approval: Yes No

Date: _____

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Douglas Smith
Printed Name of Authorized Representative

Oceanside Overdrive
Name of Organization


Signature

June 22/09
Date Signed