

Minutes of the special meeting of Council held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Monday, July 6, 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: G. Jackson, Acting Chief Administrative Officer
L. Kitchen, Deputy Corporate Administrator
D. Banks, Fire Chief
L. Butterworth, Director of Finance

1. ADOPTION OF MINUTES

09-161 Lefebvre – Powell-Davidson
THAT the minutes of the Public Hearing held June 15, 2009 be adopted. CARRIED.

09-162 Lefebvre - Greir
THAT the minutes of the regular meeting of Council held June 15, 2009 be amended to show representation from the gallery by Charlie Stone and Egan Kuhn prior to approval of the Development Variance Permit and Development Permit Amendment for Corfield Glades Ltd. at 500 Corfield Street;
AND THAT the minutes of the regular meeting of Council held June 15, 2009 be adopted as amended. CARRIED.

09-163 Lefebvre - Greir
THAT the minutes of the special meeting of Council held June 22, 2009 be adopted. CARRIED.

2. APPROVAL OF AGENDA

09-164 Powell-Davidson - Patterson
THAT the July 6, 2009 Council meeting agenda be approved. CARRIED.

3. PRESENTATIONS - Nil

4. DELEGATIONS

- a) Bob Hawkes from the Parksville Curling Club spoke to Council about their application for a temporary change to the liquor licence in area and capacity to accommodate bonspiels and special events that occur from August 7, 2009 to March 20, 2010.

5. UNFINISHED BUSINESS - Nil

6. CORRESPONDENCE - Nil

7. DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE - Nil

8. REPORTS

a) Committee of the Whole – June 22, 2009

09-165 Lefebvre - Greir
THAT the report of the Committee of the Whole meeting held June 22, 2009 be received;
AND THAT the following recommendations be approved:

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

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;

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.

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

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.

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

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.

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

THAT the report from the Director of Community Planning dated June 11, 2009 regarding Community Tourism Program Funds – Vehicular Wayfinding Signage be received for information;

AND THAT Council direct Staff to proceed with the implementation of a combination signage system where 'Type 1' signage will be used at community entry points and 'Type 2' signage will be used to identify the downtown core using existing Union of British Columbia Municipalities Community Tourism Program funds.

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

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.

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

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.

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

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.

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

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.

- b) **Accountant - Review of Letters of Credit Policy No. 6.4**
- 09-166 Greir – Powell-Davidson
THAT the report from the Accountant dated June 16, 2009 regarding the review of Letters of Credit Policy No. 6.4, be received;
AND THAT the amended "Letters of Credit Policy No. 6.4" as attached to the report from the Accountant dated June 16, 2009, be approved. CARRIED.
- c) **Director of Community Planning - Consideration of City Policy with Respect to Affordable Housing**
- 09-167 Lefebvre - Greir
THAT the report from the Director of Community Planning dated June 25, 2009 be received;
AND THAT Council adopt the policy which permits the waiving of development permit and building permit application fees associated with applications for developments [or that portion thereof] intended to provide affordable housing which meets the City's definition of affordable housing as contained in "Zoning and Development Amendment Bylaw, 2008, No. 2000.62". CARRIED.
- d) **Director of Community Planning - Unsightly Lots [715, 722, 723 and 746 Doehle Avenue]**
- Withdrawn as the lots cited have been cleaned up.*
- e) **Director of Community Planning - Consideration for Temporary Change to the Liquor Licence for the Parksville Curling Club [193 Island Hwy East]**
- 09-168 Greir - Burger
THAT Council advise the Liquor Control and Licensing Branch that Council has no objection to the application for temporary expansion of the licensed area and change of hours for the Parksville Curling Club, for the arena building on Parcel B, except Plan 29279 and VIP52582 Parcel B DD349031 (193 Island Highway East). CARRIED.
- f) **Deputy Corporate Administrator - Appointment of Bylaw Enforcement Officer in Accordance with Section 264 of the Community Charter**
- 09-169 Lefebvre - Burger
THAT the report from the Deputy Corporate Administrator dated June 26, 2009 entitled "Appointment of Bylaw Enforcement Officer in Accordance with Section 264(1)(b) of the Community Charter", be received;
AND WHEREAS Section 264 of the Community Charter provides for the designation from time to time of a Bylaw Enforcement Officer;
AND WHEREAS Section 2 of City of Parksville Bylaw Enforcement Officer Bylaw, 1991, 1073 provides for the appointment, from time to time, of a Bylaw Enforcement Officer;
NOW THEREFORE the Municipal Council of the City of Parksville hereby appoints Aaron Dawson as Bylaw Enforcement Officer, in accordance with Section 264(1)(b) of the Community Charter to investigate and enforce all municipal bylaws for the term of his employment as "Bylaw Compliance Officer" with the City of Parksville. CARRIED.

Councillors Greir and Powell-Davidson declared conflicts of interest and left the meeting at 6:23 p.m.

g) Deputy Corporate Administrator - Review of Corporate Policy Manual Section 9 - Fire Department Policies

09-170 Lefebvre - Burger
 THAT the report from the Deputy Corporate Administrator dated June 24, 2009 entitled "Review of Corporate Policies Applicable to the Fire Department", be received;

AND THAT the following Corporate Policies remain current:

- a) 9.1 Auto Extrication Rescue Calls
- c) 9.6 Use of Fire Department Vehicles
- d) 9.9 Fire Safety Inspections
- e) 9.13 Alcohol Consumption at the Fire Hall

AND THAT the following Corporate Policies be reviewed and brought forward to Council for consideration:

- f) 9.3 Emergency/Natural Disasters and Employee Response

AND FURTHER THAT Corporate Policy No. 9.2 "Fire Department Stipends" be amended as follows:

Under Purpose, add the words "and performing certain facilities and equipment maintenance, upkeep and development activities."

Under Policy, by replacing points 1, 2, 3 and 4 with the following:

1. The Fire Chief, or designate, may approve the payment of a stipend based on one working day (approximately 8 hours) for authorized activities. Authorized activities taking less than one working day, the stipend will be pro-rated at the discretion of the Fire Chief or designate.

Examples of authorized activities include, but are not limited to training other than regularly scheduled weekly practices, specific maintenance activities like annual hose testing, and specific facilities activities like Training Ground maintenance.

2. Career members of the Parkville Volunteer Fire Department are not eligible to receive a stipend.

Description	Stipend Amount
Basic Daily /Training Tech.	\$120.00
Instructor	\$160.00
Recruit	\$ 80.00
Duty Officer	\$200 per 24 hour period (Reference PVFD OG #5.01.05)
Company Officers	\$600 per year (including applicable benefits)

CARRIED.

Councillors Greir and Powell-Davidson returned to the meeting at 6:26 p.m.

h) **Executive Assistant - 2009 Special Event Applications**

- 09-171 Greir - Lefebvre
THAT the following organization be permitted use of the picnic shelter in the Community Park for a special event during the specified date and times outlined in the application form attached to the report from the Executive Assistant dated June 19, 2009 entitled "2009 Special Events Applications":
Sunrise Preschool "35th Anniversary" - Saturday, August 29, 2009;
AND THAT the following organization be permitted use of the Kite Field located in the Community Park for a special event during the specified date and times outlined in the application form attached to the report from the Executive Assistant dated June 19, 2009 entitled "2009 Special Events Applications":
Harris Mitsubishi "Spyder Crawl Car Show" - Sunday, July 12, 2009;
AND FURTHER THAT approvals for each event be granted on condition that the organizers adhere to their signed Terms and Conditions forms attached to the report from the Executive Assistant dated June 19, 2009 entitled "2009 Special Events Applications". CARRIED.

Councillor Burger declared a conflict of interest and left the meeting at 6:28 p.m.

i) **Chief Administrative Officer - Lease of City Owned Land to Ms. Nancy Anderson for Portion of Land [201 Pym Street]**

- 09-172 Lefebvre – Powell-Davidson
THAT the report from the Chief Administrative Officer June 26, 2009 entitled "Lease of City Owned Land to Ms. Nancy Anderson for a Portion of 201 Pym Street", be received;
AND THAT the proposed lease agreement with Ms. Nancy Anderson for a portion of Lot 1, District Lot 127, Nanoose District, Plan 37388 [201 Pym Street], as outlined in red on the Schedule A attached to this report, to be used as outdoor daycare activity space, be approved for the period July 1, 2009 to June 30, 2012 at a monthly rental rate of \$125.00 and a three year mutually agreeable option to renew. CARRIED.

Councillor Burger returned to the meeting at 6:30 p.m.

9. **BYLAWS**

a) **"Development Cost Charges Waiver Bylaw for Eligible Developments, 2009, No. 1448"**

- 09-173 Powell-Davidson - Burger
THAT "Development Cost Charges Waiver Bylaw for Eligible Developments, 2009, No. 1448" be read a first time. CARRIED.
- 09-174 Lefebvre - Patterson
THAT "Development Cost Charges Waiver Bylaw for Eligible Developments, 2009, No. 1448" be read a second and third time. CARRIED.

10. COMMITTEE OF THE WHOLE

- 09-175 Lefebvre – Powell-Davidson
THAT Council resolves into the duly advertised July 6, 2009 Special Committee of the Whole meeting. CARRIED.

Time 6:32 p.m.

Council reconvened at 7:11 p.m.

11. NEW BUSINESS

a) **Councillor Chris Burger - Quality of Life Survey**

- 09-176 Burger - Patterson
WHEREAS there has been significant change in the city over the past several years and to date there has been minimal opportunity for Council to gauge the public's perceptions of these changes and/or views regarding the ongoing or proposed future policies Council has for the community;

THEREFORE BE IT RESOLVED that staff be directed to develop a plan for producing, distributing and tabulating a "Quality of Life" survey to be distributed in 2009 to all residents and property owners within the City. CARRIED.

12. NOTICE OF MOTION

- a) Mayor Mayne advised he will be bringing forward a motion at the next meeting of Council regarding access to the Englishman River Motel on the south side of Highway 19A immediately west of the Englishman River Bridge.
- b) Councillor Lefebvre advised he will be bringing forward a motion at the next meeting of Council regarding expanding the area affected by "Downtown Revitalization Tax Exemption Bylaw, 2007, No. 1433".

13. SPECIAL BUSINESS

- 09-177 Lefebvre - Patterson
THAT Pursuant to Sections 90 (1) (g) of the *Community Charter* Council proceed to a closed meeting to consider items relating to legal issues. CARRIED.

Time 7:28 p.m.

Council reconvened at 8:17 p.m.

14. ADJOURNMENT

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

The meeting adjourned at 8:17p.m.

Certified Correct.

Mayor

A / Corporate Officer