

City of Parksville

PO Box 1390, 100 Jensen Avenue East, Parksville, BC V9P 2H3
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www.parksville.ca

COMMITTEE OF THE WHOLE AGENDA

MONDAY, OCTOBER 5, 2009 - 6:00 P.M.

1. ADOPTION OF MINUTES

- a) of the September 21, 2009 minutes of the Committee of the Whole meeting - Pages 1 to 2

2. PUBLIC PRESENTATIONS

- a) Angela Quek, APYQ Architecture & Shirley Wright, Property Owner - Page 3
Review the project specifically in regards to revisions related to walkways, laneways, height and density as well as sustainability.

3. CORRESPONDENCE

4. DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE

5. STAFF PRESENTATIONS

- a) Director of Community Planning - Zoning Amendment Application [451, 461 and 465 Hirst Avenue West] - Pages 4 to 35
This is a follow up report for a rezoning application that, if approved, would facilitate a 41 unit multifamily development consisting of three duplexes and two apartment buildings.

Recommendation: THAT the report from the Director of Community Planning dated July 23, 2009 entitled "Follow-up Report – Zoning Amendment Application - 451, 461 and 465 Hirst Avenue West" be received; AND THAT the zoning amendment application for Lot 1, Plan 17579 and Lot A, Plan 17962 and Lot 4, Plan 18691, District Lot 106, Nanoose District [451, 461 and 465 Hirst Avenue West], be denied.

- b) Director of Community Planning - Consideration of a New Community Garden Site and Establishment of a Community Garden Program - Pages 36 to 65
Discussion of utilizing a portion of the existing Community Garden lot for its intended purpose of road right of way prompts an examination of the impact and how to address it. Overall, the Society's emphasis on urban food production is growing and the importance of community gardens is well understood. Other jurisdictions have comprehensive programs that offer a template to follow.

Recommendation: THAT the report from the Director of Community Planning dated September 29, 2009 for consideration of a new Community Garden site and how to establish a Community Garden program be received;

AND THAT the existing site at 205 McVickers be maintained to the extent possible after the road right of way has been taken;

And That Staff be directed to take the next steps of public consultation and technical due diligence to establish the suitability of Nicholls Park as a new permanent site;

AND FURTHER THAT Staff prepare a policy strategy on the model of the District of Saanich for the ongoing establishment of a Community Garden program, with the goal of facilitating multiple sites throughout the Community.

- c) Director of Community Planning - Update on Implementing an Accessibility Upgrade Incentive Program - Pages 66 to 72

Council requested a program to provide rebates for accessibility upgrades be developed for the owner's of existing or new buildings. The proposed incentive program was presented to Council and referred to the Measuring Up Parksville Committee. Comment has subsequently been received from Measuring Up Parksville.

Recommendation: THAT the report from the Director of Community Planning dated September 24, 2009 entitled "Up-Date on Implementing an Accessibility Upgrade Incentive Program" be received;

AND THAT the Staff be directed to implement the upgrade incentive program in accordance with Schedule "A" of this report.

- d) Deputy Corporate Administrator - Review of Corporate Policy Manual Section 9 - Computer Security Related Policies - Pages 73 to 87

The review of the City's Policy Manual is a project that has been identified by the Administration Department as one that needs to be carried out. We have found that many of the City's policies are outdated, have become redundant by more recent programs and bylaws or need to be replaced. The purpose of this report is to examine and make recommendations regarding the policies contained in the emergency section of the Corporate Policy Manual applicable to computer security and e-mail practices.

Recommendation: THAT the report from the Deputy Corporate Administrator dated September 1, 2009 entitled "Review of Corporate Policies Applicable to Computer Security", be received;

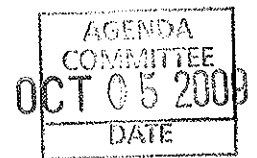
AND THAT the amended policies presented as Amended Computer Internet Security Policy No. 9.10, Amended Computer System Security Policy No. 9.11 and Amended Computer System Backup Procedures Policy No. 9.12, attached to the Deputy Corporate Administrator's report dated September 1, 2009, be approved;

AND FURTHER THAT the Draft E-Mail Management Policy No. 9.14 attached to the Deputy Corporate Administrator's report dated September 1, 2009, be approved.

6. NEW BUSINESS

7. ADJOURNMENT

TO BE ADOPTED



CITY OF PARKSVILLE

September 21, 2009

Minutes of the Committee of the Whole meeting held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Monday, September 21, 2009 at 6:00 p.m.

PRESENT: His Worship Mayor E. F. Mayne

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

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

1. **MINUTES**

Lefebvre - Patterson

THAT the minutes of the Committee of the Whole meeting held September 9, 2009 be adopted.

CARRIED.

2. **PUBLIC PRESENTATIONS**

a) Frank Frawley, a Chestnut Street Resident, requested to have a reduced speed limit on Chestnut Street from Hirst Avenue to Despard Avenue.

Patterson - Lefebvre

THAT the request to have a reduced speed limit on Chestnut Street from Hirst Avenue to Despard Avenue be referred to Staff for review and recommendation.

CARRIED.

b) Dave Johnston from the Oceanside Generals requested the City's support for the organization hosting the 2010 Cyclone Taylor Cup Provincial Junior BC Championship, April 1 - 4, 2010.

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 October 5, 2009 meeting.

RECOMMENDATIONS:

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

Lefebvre - Powell-Davidson

THAT the report from the Director of Community Planning dated July 23, 2009 entitled "Follow-up Report – Zoning Amendment Application – 451, 461 and 465 Hirst Avenue West" be tabled to the October 5, 2009 Committee of the Whole Meeting.

CARRIED.

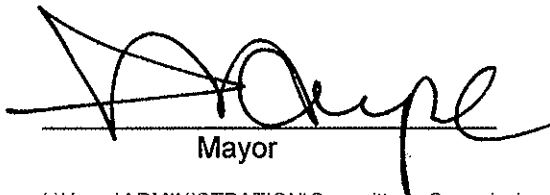
6. **NEW BUSINESS** - Nil

7. **ADJOURNMENT**

Lefebvre - Burger

Rise and Report to Council at their October 5, 2009 meeting.

The meeting ended at 6:38 p.m.



Mayor

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deferred SEP 21 2009
AGENDA COMMITTEE DATE



AGENDA COMMITTEE
OCT 05 2009
DATE

REQUEST TO APPEAR

TO BE HELD MONDAY - SEPTEMBER 21, 2009, 200 AT 6:00 P.M.
Day Date

NAME OF PERSON MAKING PRESENTATION: ANGELA QUEK, MAIBC & SHIRLEY WRIGHT, Owner
[Please print]

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

NAME OF ORGANIZATION [if applicable]: AYPO ARCHITECTURE & 0726963 BC

Mailing address: 13270 DOOLE ROAD, LADYSMITH, BC V9G 1G6

Phone: 250 245 7555 - _____ Fax: 250 245 7565
[Business] [Home]

DETAILS: [Please provide complete information on the nature of your presentation. If applicable, provide one set of submission documents in letter sized format for photocopying purposes. All requests and documentation must be received by the Administration Department by twelve noon on the Tuesday prior to the meeting date for consideration. Delegation requests that do not meet the criteria of *Delegations and/or Presentations to Council or Committee Policy 2.22* will not be processed.]

REVIEW THE PROJECT SPECIFICALLY IN REGARDS TO REVISIONS RELATED TO WALKWAYS, LANEWAYS, HEIGHT & DENSITY AS WELL AS SUSTAINABILITY.

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

SPECIAL COMMITTEE OF THE WHOLE REPORT

AGENDA
COMMITTEE
AUG 05 2009
DATE

July 23, 2009

AGENDA
COMMITTEE
SEP 21 2009
DATE

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

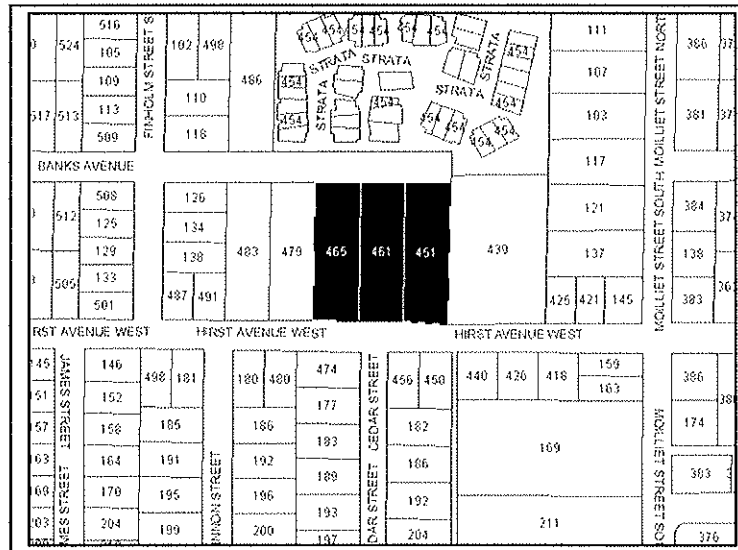
AGENDA
COMMITTEE
OCT 05 2009
DATE

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

**SUBJECT: FOLLOW-UP REPORT - CONSIDERATION OF A ZONING AMENDMENT APPLICATION FOR LOT 1, PLAN 17579 AND LOT A, PLAN 17962 AND LOT 4, PLAN 18691, DISTRICT LOT 106, NANOOSE DISTRICT (451, 461, AND 465 HIRST AVENUE WEST)
REGISTERED OWNERS: 0726963 B. C. LTD., INC. NO. 0726963
APPLICANT: ANGELA Y. P. QUEK ARCHITECTURE
PLANNING FILE: 3360-08-01**

Issue:

Consideration of zoning amendment application.



Executive Summary

This is a follow-up report for a rezoning application that if approved would facilitate a 41 unit multifamily development consisting of three duplexes and two apartment buildings in the 400 block of Hirst Avenue.

.../2

**CONSIDERATION OF A ZONING AMENDMENT APPLICATION
451, 461 AND 465 HIRST AVENUE WEST**

References:

Summary of Comments Observed by Staff at Public Information Meeting – Schedule "A"
Comments collected by applicant at Public Information Meeting – Schedule "B"
Anticipated Community Amenity Contribution - Schedule "C"
Correspondence date stamped received July 23, 2009 from Angela Queck Architecture.
Staff Report dated December 15, 2008
Covering sheet associated with signed petition
Form letter received with signed petitions

Background:

The application, if approved, would result in the subject properties being rezoned from Single Family Residential RS-1 to a Comprehensive Development (CD) zone. This zone would permit a 41 unit multifamily development consisting of three duplexes and two apartment buildings in accordance with a site specific layout, density and height. This would represent a density which is between Medium Density Residential RS-2 and High Density Residential RS-3 with a floor area ratio of approximately 0.72 and a parcel coverage of approximately 36%. Additional background information provided in the initial report dated December 15, 2008 is attached.

The zoning amendment application for the above noted properties was introduced to Council at their regular meeting held Monday, February 2, 2009. At the meeting the following resolution was passed:

"09-019 (1) *That the report of the Director of Community Planning dated December 15, 2008 for the zoning amendment application for 451, 461 and 465 Hirst Avenue West, be received;
And That Council refer the application for Lot 1, Plan 17579 and Lot A, Plan 17962 and Lot 4, Plan 18691, all of District Lot 106, Nanoose District (451, 461, And 465 Hirst Avenue West) for a 41 dwelling unit multifamily residential development to the APC;
And That Council refer the application to a Public Information Meeting;
And Further That Staff report back to Council the results of the Public Information Meeting. CARRIED"*

The application was subsequently referred to the Advisory Planning Commission at their regular meeting held on March 19, 2009. Discussion took place regarding the community benefit of the proposal and if it meets the City's needs with respect to housing. Consensus could not be reached and therefore no recommendation to Council was generated. Issues with the proposed density or height did not appear to be expressed.

An applicant hosted Public Information Meeting was held on May 21, 2009 at the Parksville Community and Conference Centre. The meeting consisted of two presentations, one at 4:30 PM and a second 7:00 PM. A total of approximately 41 persons were observed in attendance evenly split between the two presentations. Concerns were raised by some of the residents on the topics of building height and form, Banks Avenue works, pedestrian linkages, retention pond, and suitability for development for families. A detailed summary of the comments as compiled by Staff are provided in Schedule "A".

**CONSIDERATION OF A ZONING AMENDMENT APPLICATION
451, 461 AND 465 HIRST AVENUE WEST**

The site is designated 'multiple family' in the Official Community Plan. The multifamily policies state that multiple family applications are to be evaluated based on the merits of the specific proposal including its ability to minimize impact on adjacent properties. The Official Community Plan also contains an 'Amenity Policy' which indicates that Council may evaluate rezoning applications based on their demonstrable community benefit and amenities.

The initial technical review is complete however additional work is required to ensure that sufficient detail has been provided for preparation of the servicing agreement. Specific Items under detailed review are the water, sewer and fire flow analysis and a detailed review of the recent emergency access/walkway submission.

Options:

Council may:

- 1) Advance the application by directing Staff to prepare the bylaw and commence the statutory process.
- 2) Refer the application back to Staff to communicate with the applicant to determine whether additional changes to the proposal would be contemplated.
- 3) Deny the application.

Analysis:

The Official Community Plan designates a large amount of land for future multifamily use, a fact that has invited this application. It may be the case that the Official Community Plan has designated more lands for multifamily residential development than would be expected to come on stream within the 5 to 7 year lifetime of the plan. In some cases the designations are in single family blocks which appear generally stable. However, what is under consideration is the appropriate use of the land for the next 25 years taking into consideration its existing circumstances.

Options:

Option 1 - Advance the application as proposed

This option would result in advancing the application as currently proposed.

The subject properties form a good multifamily site in that they are of sufficient size to permit effective layout planning, are on a bus route, and are somewhat close to the downtown. The proposal offers some modest amenities and provides additional housing capacity; it does not address affordable or special needs housing and the development could impact the existing uses, but does comply with the future land use designation of the Official Community Plan.

While the project goes substantially farther than the previous application attempt, Staff believes that additional changes need to be made before it could gain sufficient neighbourhood acceptance. This may include further revisions to the height and massing of the proposed

**CONSIDERATION OF A ZONING AMENDMENT APPLICATION
451, 461 AND 465 HIRST AVENUE WEST**

buildings and a review of requirements for Banks Avenue. For this reason Staff believes it would be premature to advance the application further at this time.

The application is also attracting sufficient neighbourhood opposition to bring into question whether the proposal sufficiently addresses impact issues. In addition to the well attended public information meeting a petition containing 142 signatures has now been received. Six separate submissions containing greater detail have also been received.

Option 2 - Refer it back to Staff to communicate with the applicant to determine whether additional changes to the proposal would be contemplated.

This option would provide an opportunity for the applicant to make an attempt to address issues that have been raised by the neighbourhood or by Council ahead of further advancement of the application.

Option 3 - Deny the application.

The Official Community Plan acknowledges that abundant land for multifamily housing has been designated that is not yet zoned. If on its own merits the proposed development is incompatible with adjacent land uses or is of no benefit to the community, then denying the application would be a fitting recommendation and appropriate for Council to make. Other than providing additional housing stock, this application does not appear to address community housing needs with respect to affordability or rental accommodation to any great extent. Should market demand be declining for this type of housing, as may be evidenced by some unsold units in the area, a situation could be created where the site may remain undeveloped for some time creating uncertainty for neighbours. This is of concern because the uncertainty could result in destabilizing the neighbourhood.

Comments made at the well attended Public Information Meeting appear to suggest that there is still some lingering concerns by immediate neighbours with respect to the proposal. Main concerns appear to be related to the height of buildings and changes to the presently undeveloped section of Banks Avenue as well as concerns over general traffic in the area. Comments made by some residents appear to suggest that there would a higher lever of acceptance of a townhouse project on the properties if the applicant was willing. However, Staff believes that the developer either cannot do this and still have a viable project or does not wish to undertake this type of development.

Denial of the application may result in the discouragement of other multifamily applications being pursued within the surrounding area. Also, to be considered is that an under density development may never achieve a suitable density in the future when land is scarce.

This has been a challenging application for all groups. Despite the Official Community Plan application which "invites" multifamily, Staff, at this time, believes that this proposal doesn't adequately address integration issues and therefore is recommending denial. Other factors contributing to this recommendation include; the fact that the development proposal does not target a particular residential market niche where there is known demand; the entrenchment of a potentially undeveloped¹ Comprehensive Development zoned property would inevitably result in

¹ If market conditions do not permit timely development.

**CONSIDERATION OF A ZONING AMENDMENT APPLICATION
451, 461 AND 465 HIRST AVENUE WEST**

another future rezoning; and it is believed that significant amendment to the proposal is likely not possible at this time.

Sustainability:

The issue of sustainability was addressed in detail in the Staff report dated December 15, 2008. The developers have demonstrated that they are considering the inclusion of sustainable features and concepts in their proposal. Further consideration of sustainable development practices may be considered as the design work progresses towards the development permit application stage. The proposal does not adequately address the demand for affordable or special needs housing. If it did, it would go much further to address sustainability.

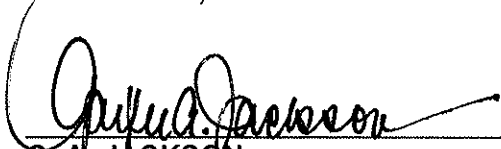
Financial Implications:

The financial implications are the costs of processing this application. No net financial impacts are anticipated. All associated works and services associated with this application are expected to be borne by the applicant, except where the City of Parksville has already budgeted for capital works where a portion of Development Cost Charges may be credited. Since a full technical servicing review identifying all such upgrades is not yet complete, it is not yet confirmed whether the applicant agrees to such costs.

Recommendation:

That the report of the Director of Community Planning titled "Follow-Up Report - Consideration off a Zoning Amendment Application For Lot 1, Plan 17579 and Lot A, Plan 17962 and Lot 4, Plan 18691, District Lot 106, Nanoose District (451, 461, And 465 Hirst Avenue West)" dated July 23, 2009 be received;

And That Council deny the Zoning Amendment Application for Lot 1, Plan 17579 and Lot A, Plan 17962 and Lot 4, Plan 18691, District Lot 106, Nanoose District (451, 461, And 465 Hirst Avenue West).


G. A. JACKSON

BR/sh
Attachments

I:\Users\Rezoning\2008\08-01\Report-2.

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:


F. MANSON, C.G.A.

**CONSIDERATION OF A ZONING AMENDMENT APPLICATION
451, 461 AND 465 HIRST AVENUE WEST**

Schedule "A"

Building Height

Issues with the height of the proposed three-story building appeared to be primarily the concern of those immediately adjacent to the subject property and those in units directly across the unconstructed section of Banks Avenue. This appears to be in regard to the potential loss of privacy and impact to views. Some residents indicated that they did not see any difference to the proposal from what was presented to Windsor Court by the applicants previously.

Some concerns were expressed by a broader segment of neighbours in regards to the apartment building format of the development rather than the specific density itself.

To address the building height concerns would require revisions to the proposed building or by way of the applicant actively working with effected neighbours to improve their screening. It is however acknowledged that the future road allowance provides for substantial separation of over 20 metres or more between the subject property and those at Windsor Court.

Traffic

Concerns that were raised appear to be primarily in regard to the current traffic volumes on Hirst Avenue and the perceptions that they are increasing (getting worse). Questions were asked how the proposed development will impact these volumes and affect surrounding intersections. Concerns were also raised on how the driveway may impact the Cedar Street intersection.

The Traffic Engineers report indicates that the development will result in minimal impact to the intersection of Hirst Avenue and Cedar Street. The report goes on further to indicate that all studied intersection (those of the surrounding block) will operate at a satisfactory level of service in the 'A' or 'B' grade level until 2019. It should be noted that a grade of 'D' is generally considered the minimum acceptable level in the field of traffic engineering.

Unconstructed Section of Bank Avenue

Changes to the unconstructed section of Banks Avenue appeared to be of concern primarily to those residents directly flanking the future road allowance. Particular concern was raised with the potential for mischief from pedestrian users of the access should it be developed. In addition, concerns were also raised over potential vehicle access.

The unconstructed section of Banks Avenue presents a dilemma. In its current unconstructed state it presents very little benefit to the greater community. It provides essentially subsidized screening for existing properties that are in the immediately vicinity. An increase in the intensity of land use, triggered by this application, has made it necessary to develop Banks Avenue as an emergency access. A gate is planned to be installed that would limit vehicle access to only that of emergency vehicles.

It is acknowledged that a walkway in isolation can potentially have some negative association however the reality is that once apartment buildings are constructed a substantial portion of the walkway would be highly visible from the new buildings. High visibility creates passive surveillance opportunities that are consistent with the principles of Crime Prevention Through

**CONSIDERATION OF A ZONING AMENDMENT APPLICATION
451, 461 AND 465 HIRST AVENUE WEST**

Environmental Designing (CPTED). However, in light of the likely timeline involved to construct the project, should it proceed, Staff believe it would be appropriate at this time to consider only securing a statutory right-of-way for a future walkway linkage along the eastern boundary of the project but not mandate its construction.

Open Ponds and Storm water

Some concerns were expressed regarding the proposed pond; that it may create a mosquito breeding ground or be hazardous to resident children. Additional concerns were expressed that drainage would be directed to an existing open channel potentially creating flooding issues.

The applicants Engineer reassured those present that the details of the on-site integrated storm water management are not finalized and that a dry detention system was also under consideration. This type of on-site detail would be addressed at the time of development permit. With respect to drainage, the City is committed to ensuring that storm water is handled in a safe and prudent manner, including avoiding direct discharge to open channels.

Concerns with Children

A couple of residents appeared to express concern over the potential noise should the property be marketed to families with children and the lack of play facilities on-site for them.

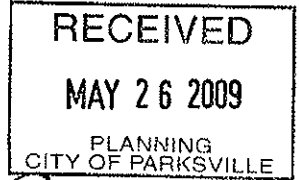
The applicant indicated that the project would not be actively catering to families with children but that would not expressly exclude them either. Staff believe that the proposed development will reflect the predominant demographic makeup of Parksville and be generally more appealing to those without children with the potential exception of the duplex units.

Concerns with site being only Apartments

A resident believed to be from across Hirst Avenue expressed concern that the entire site might end up being developed as all apartments.

The utilization a Comprehensive Development zone locks in place a specific site layout of the property including the location and height of various buildings making the aforementioned concern not possible.

Schedule "B"



Fairview Gardens on Hirst

Thank you for attending our Information Meeting.

Comments: _____

- ① I am concerned about the over view of window court *
- ② Amount of children? Noise etc.
- ③ Traffic?
- ④ Ponds - open water? Diseases, mosquitos
- ⑤ Water run-off.

Simply Put

Height? Noise? Water? Traffic?

Schedule "B"

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PLANNING
CITY OF PARKSVILLE

Fairview Gardens on Hirst

Thank you for attending our Information Meeting.

Comments: _____

There are already lots of multi-family
lots that have not been used. We do
not need this among single family residences
at this time. Part of Gerson is already
zoned this way. Use up this area first
before requiring another neighborhood.

These tall buildings are going to back out
back to the existing homes. This is single
family and should remain one story only!

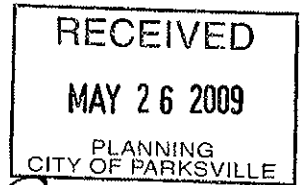
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Thank you

CONSIDERATION OF A ZONING AMENDMENT APPLICATION
451, 461 AND 465 HIRST AVENUE WEST

Schedule "B"



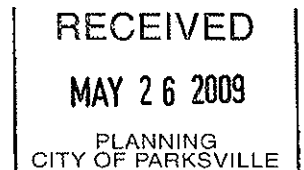
Fairview Gardens on Hirst

Thank you for attending our Information Meeting.

Comments: Its all about the
heights - 2 storeys
maximum, my only concern
is height - I have no
problem with density - just
- heights -

CONSIDERATION OF A ZONING AMENDMENT APPLICATION
451, 461 AND 465 HIRST AVENUE WEST

Schedule "B"

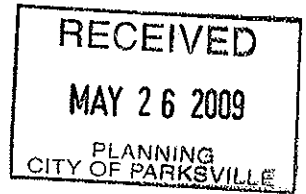


Fairview Gardens on Hirst

Thank you for attending our Information Meeting.

Comments: This need to stay as a single
family residence area - traffic increase **PAGE**
on Hirst / cedar streets is not appropriate 13

Schedule "B"



Fairview Gardens on Hirst

Thank you for attending our Information Meeting.

Comments:

- 1) Initial speaker very poor - sitting unable to hear that well - (I should stand) - her voice does not carry well
- 2) Project on a busy street Traffic problems all over
- * 3) Also drainage problems will occur.
- 4) It all looks good, however it won't fit into our area (single family residential) - don't need condos there in the development - cars cars - pollution - more noise all over - (Vandalism a target ^{multilevel})
- * 5) 3 stories high - too high - parking underneath as well
- 6) No light for MORRISON
- 7) Block Sun in that area -
- 8) Developer money making project (\$\$)

CONSIDERATION OF A ZONING AMENDMENT APPLICATION
451, 461 AND 465 HIRST AVENUE WEST

Schedule "B"

RECEIVED
MAY 26 2009
PLANNING
CITY OF PARKSVILLE

Fairview Gardens on Hirst

Thank you for attending our Information Meeting.

Comments: Windows South will be overlooked and
have no privacy, the building is too high:
I am not in favour of this project.

CONSIDERATION OF A ZONING AMENDMENT APPLICATION
451, 461 AND 465 HIRST AVENUE WEST

Schedule "B"

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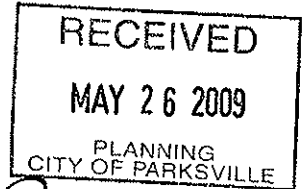
Fairview Gardens on Hirst

Thank you for attending our Information Meeting.

Comments: Very Nice project, it will make
the neighbour hood look way nicer
The design is amazing sounds like you
nailed it.

Best regards

Schedule "B"



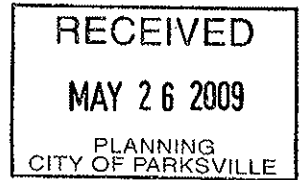
Fairview Gardens on Hirst

Thank you for attending our Information Meeting.

Comments: _____

- Guest Parking?
- Any consideration to the change to traffic down Cedar St? It would probably be used a main transit corridor out to the highway - not down Hirst to Millbrook
- Have to know age range - Multi-family is not ONLY retirement.
- what guarantee is there that the town home portion will be built and not just put in large ~~condo~~ back condo buildings.

Schedule "B"



Fairview Gardens on Hirst

Thank you for attending our Information Meeting.

Comments: Great looking Development

Looking Forward to Seemy If
built. City is lucky to have
developers like you.

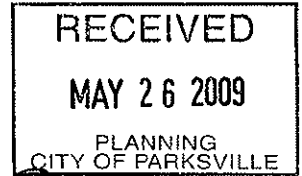
Great presentation

All The Best luck!!!

Andrew McNamee

CONSIDERATION OF A ZONING AMENDMENT APPLICATION
451, 461 AND 465 HIRST AVENUE WEST

Schedule "B"



Fairview Gardens on Hirst

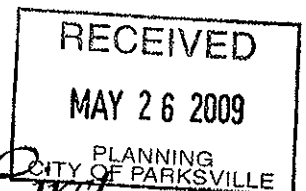
Thank you for attending our Information Meeting.

Comments:

- Great Presentation.
- Shows consideration taken to minimize impact on adjacent properties.
- Sustainability is quite evident & consideration has been given.

CONSIDERATION OF A ZONING AMENDMENT APPLICATION
451, 461 AND 465 HIRST AVENUE WEST

Schedule "B"



Fairview Gardens on Hirst

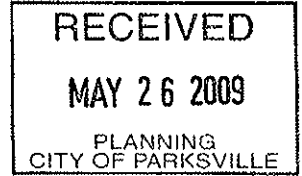
Thank you for attending our Information Meeting.

Comments:

*do not agree with 3 storey
does not fit in with neighborhood.*

CONSIDERATION OF A ZONING AMENDMENT APPLICATION
451, 461 AND 465 HIRST AVENUE WEST

Schedule "B"



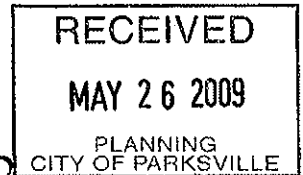
Fairview Gardens on Hirst

Thank you for attending our Information Meeting.

Comments: -11 ft 3 stories

CONSIDERATION OF A ZONING AMENDMENT APPLICATION
451, 461 AND 465 HIRST AVENUE WEST

Schedule "B"



Fairview Gardens on Hirst

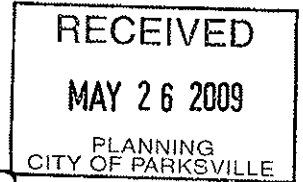
Thank you for attending our Information Meeting.

Comments: Utilization of the site has
been carefully utilized considered
in the design of the project.

A good mix of housing types,
contributes to the Hirst Avenue
streetscape and will be an
asset to the neighborhood
City of Parksville.

CONSIDERATION OF A ZONING AMENDMENT APPLICATION
451, 461 AND 465 HIRST AVENUE WEST

Schedule "B"



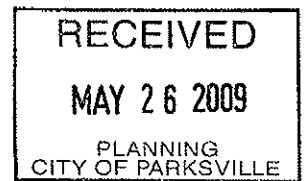
Fairview Gardens on Hirst

Thank you for attending our Information Meeting.

Comments: _____
_____ *A great opportunity to help solve* _____
_____ *the housing issues in parksville* _____

CONSIDERATION OF A ZONING AMENDMENT APPLICATION
451, 461 AND 465 HIRST AVENUE WEST

Schedule "B"



Fairview Gardens on Hirst

Thank you for attending our Information Meeting.

Comments: _____
_____ *THE UPDATING AND HOUSING THAT OCEANSIDE NEEDS* _____

**CONSIDERATION OF A ZONING AMENDMENT APPLICATION
451, 461 AND 465 HIRST AVENUE WEST**

Schedule "C"

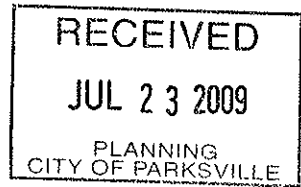
Anticipated Community Amenity Contribution

As part of this application the developer is agreeable to provide the following community amenities:

- Construction of a pedestrian/emergency access path to City standards along Banks Avenue;
- Granting of a 4 metre wide statutory right-of-way adjacent to the most eastern property line;
- Construction of a pedestrian trail to City standards within the aforementioned statutory right-of-way to link the Bank's Avenue pedestrian path to Hirst Avenue;
- Construction of a pedestrian trail to City standards within the statutory right-of-way;
- In addition, the applicant has indicated that they are willing to make a voluntary contribution of \$32,000 to the Parksville Volunteer Fire Department (PVFD).

AYPQ

Angela YP Quek Architecture



13270 DOOLE ROAD
LADYSMITH, BRITISH
COLUMBIA
CANADA V9G 1G6
TEL 250 245 7555 FAX 7565

July 22, 2009
Blaine Russell
Manager of Current Planning
City of Parksville
PO Box 1390, 100 E. Jensen Road
Parksville B.C. V9P 2H3

Re: Fairview on Hirst, RZ Amendment Application CoPFile# 3360-30-08-01

Dear Blaine,

We understand that you have received some comments and would like to provide some clarifications:

1. Overlook & shadowing [Arbutus Building] to Windsor court:

With respect to the concerns of the Windsor Court residents located along Banks r.o.w., the location of the Arbutus Building is approximately 100 feet from the Windsor Court buildings along Banks r.o.w. This distance is similar to that of a municipal 20m [60ft] street with sidewalks and an additional 20ft property setback on either side. In addition, the face of the Arbutus Building toward Windsor Court consists of 14 units and of these, 5 units are on the main level, leaving only 9 units on the second & third levels.

> Overlook & shadowing impact would be minimal to Windsor court.

2. Retention pond:

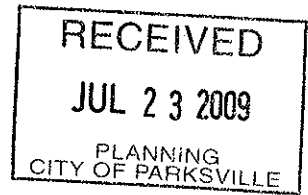
There has been some concerns expressed over mosquitoes and safety of the proposed retention pond. The intent of the retention pond is two fold. To control overflow to neighboring properties and to create a landscaped water feature designed not be a habitat for mosquitos as well as a safe element in our environment. Water features can be found in many existing projects and have been proven to be an esthetic and environmental asset. However, as pointed out by engineering, the retention pond can also be designed to be a dry pond with a controlled overflow and only temporarily retaining water when needed during heavy rainfall.

3. Traffic:

The traffic report has been completed. The impact of this project on the surrounding neighborhood is minimal. We have included a copy of this report with this correspondence for the reference.

PAGE

22

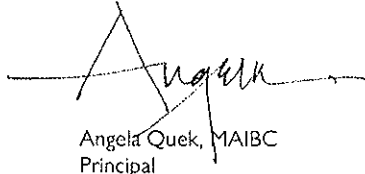


4. Public Walkway at the East property line:

Residents have expressed support for this project but have concerns over this "public" walkway regarding security and safety. It would also be in the interests of the project to eliminate this right-of-way as it would also be of concern for the potential and future residents of the project.

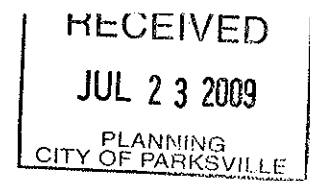
Thank you for your consideration of these clarifications and we look forward to moving this application forward.

Sincerely,
Angela Y.P. Quek ARCHITECTURE



Angela Quek, MAIBC
Principal

encl:



May 21, 2008
Our File: 2231 24501-3

McElhanney Consulting Services Ltd.
1 - 1351 Estevan Road
Nanaimo BC V9S 3Y3

Attention: Bob Hoffstrom, P.Eng.
Branch Manager

Dear Sir:

Hirst Avenue Residential Development Traffic Analysis Update

Further to the Hirst Avenue 84 Unit Residential Development Traffic Analysis prepared in April 2006, the development proposal has been updated with a new land-use breakdown and revised access to the site. The proposed development has eliminated 43 units, which has reduced the total number of trips in the AM and PM peak periods. This letter report addressed the new development characteristics and presents an update to the traffic analysis.

1.0 Revised Development and Access

The proposed development includes 35 residential/condominium units plus 3 duplex units. There will also be a Fairview House on site, which will serve only as an amenity building (ie., gym). The revised access to the site is from Hirst Avenue, opposite to Cedar Street.

The area is comprised of two-lane cross-section roadways. The existing roadways in the vicinity of the site area are as follows:

- Hirst Avenue running east-west
- Bank Avenue running east-west
- Finholm Street running north-south
- Moilliet Street running north-south

The analysis includes four intersections:

- Bank Avenue / Finholm Street
- Hirst Avenue / Finholm Street
- Hirst Avenue / Cedar Street

2231\JOB\24501-3\052108 Update

13160 - 68th Ave
Surrey BC
Canada V3W 3K3

Tel 604 596 0391
Fax 604 596 8853



- Hirst Avenue / Moilliet Street

The intersection of Hirst Avenue / Moilliet Street is four-way stop controlled, and the remaining three intersections are two-way stop controlled with priority given to Hirst Street and Finholm Street.

2.0 Traffic Volume

2.1 Traffic Count

In addition to traffic counts conducted at the intersections of Finholm Street / Banks Avenue and Finholm Street / Hirst Avenue on September 16, 2005, traffic counts were also more recently conducted for the intersection Hirst Avenue / Cedar street on May 8, 2008 and for the intersection Hirst Avenue / Moilliet Street on May 13, 2008 between 7-9 AM and 4-6 PM. An annual growth rate of 2% was applied to convert 2005 traffic volumes of the intersections of Bank Avenue / Finholm Street and Hirst Avenue / Finholm Street to match the 2008 traffic counts at the intersections of Hirst Avenue / Cedar Street and Hirst Avenue / Moilliet street.

The 2008 and 2019 horizons, representing summer background and combined conditions (with site generated traffic volumes) are analyzed for this update.

Traffic growth in the vicinity of the area is assumed to be 2.0% per annum (compounded) and is unchanged from the original assumption stated in the April 2006 traffic analysis.

2.2 Trip Generation

Trip generation rates for the development were obtained from the Institute of Transportation Engineers (ITE) Trip Generation Manual, 7th edition and the higher trip rates resulting from the equation method were used for the purposes of this study to acquire a conservative volume estimate. **Table 1** below summarizes the results of the trip generation for the weekday AM and PM peak hours.



TABLE 1 - TRIP GENERATION

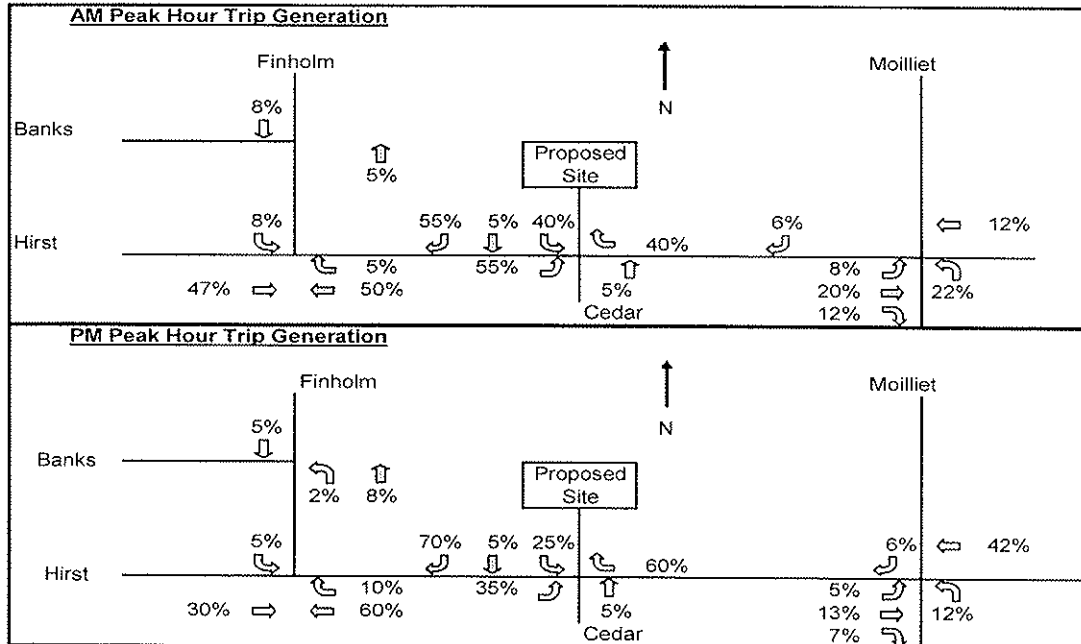
AM									
Use	DUs (Dwelling Units)	ITE				AM Trips	% Inbound	Site Trips	
		Code	Method	Trip Rate				In	Out
Residential Condominium/ Townhouse	35 Units	ITE 230	Equation	0.64	trips/DU	22	17%	4	18
Duplex	6 Units	ITE 210	Equation	2.3	trips/DU	14	25%	4	10
PM									
Use	DUs (Dwelling Units)	ITE				AM Trips	% Inbound	Site Trips	
		Code	Method	Trip Rate				In	Out
Residential Condominium/ Townhouse	35 Units	ITE 230	Equation	0.73	trips/DU	26	67%	17	9
Duplex	6 Units	ITE 210	Equation	1.4	trips/DU	9	63%	6	3

The proposed development is expected to generate in the order of 36 vph during the weekday AM peak hour and 35 vph during the PM peak hour. The updated development has reduced the total trips by 32% in the AM and 20% in the PM peak hours.

2.3 Traffic Distribution

Traffic distribution percentages were determined based on existing traffic patterns. **Figure 1** below summarizes the incoming and outgoing distribution of traffic volumes to / from the site via the Cedar Street / Hirst Avenue intersection.

Figure 1





3.0 TRAFFIC ANALYSIS

3.1 Analysis Method

To determine the performance of the intersections, the Level of Service (LOS) measure was used. The LOS is a commonly used measure of the quality of traffic conditions experienced along a roadway or at an intersection. The LOS is typically measured as a function of the delay and defined as indicated in **Table 2**. The critical LOS at unsignalized intersections is generally a function of the delay experienced by the movements from stop controlled approaches and the left-turn maneuvers from the major roads.

TABLE 2 - LEVEL OF SERVICE AND DELAY CRITERIA

LOS	Delay Criteria (sec/veh)	Description
A	<10	Excellent
B	>10 and <15	Very Good
C	>15 and <25	Good
D	>25 and <35	Acceptable
E	>35 and <50	Near Capacity
F	>50	Poor

The LOS ranges from A to F, with LOS 'D' generally considered as the minimum acceptable condition for urban areas.

3.2 Traffic Analysis

Synchro 6.0 software was used to analyze intersection performance. Capacity analysis for the AM and PM peak hour volume scenarios at the intersection Bank Avenue / Finholm Street, Hirst Avenue / Finholm Street, Hirst Avenue / Cedar Street, and Hirst Avenue / Moilliet Street was conducted for the background and combined traffic volumes for the 2008 and 2019 planning horizons. A summary of the capacity analysis for the critical movements is presented below.



Table 3 – Level of Service Summaries

	Finholm Street / Hirst Avenue			Finholm Street / Banks Avenue				Hirst Avenue / Cedar Street				Hirst Avenue / Moilliet Street			
	E B	WB	SB	EB	WB	NB	SB	EB	WB	NB	SB	EB	WB	NB	SB
2008 AM Existing	A	A	B	A	N/A	A	A	A	A	A	N/A	A	A	A	A
2008 PM Existing	A	A	B	A	N/A	A	A	A	A	A	N/A	A	A	A	A
2008 AM Combined	A	A	B	A	N/A	A	A	A	A	A	B	A	A	A	A
2008 PM Combined	A	A	B	A	N/A	A	A	A	A	A	B	A	A	A	A
2019 AM Combined	A	A	B	A	N/A	A	A	A	A	B	B	A	A	A	A
2019 PM Combined	A	A	B	A	N/A	A	A	A	A	B	B	A	A	A	A

The capacity analysis indicates that all intersections will operate at a very good LOS, as all individual movements will operate at LOS A or B until 2019.

The 95th percentile queues were also analyzed for all movements at the subject intersections. With the assumption of 7.8m for each vehicle in length, no queue is longer than 3 vehicles in length, as the maximum queue length is 17.6m.

Table 4 – 95th Percentile Queue Summaries (M)

	Finholm Street / Hirst Avenue			Finholm Street / Banks Avenue				Hirst Avenue / Cedar Street				Hirst Avenue / Moilliet Street			
	E B	WB	SB	EB	WB	NB	SB	EB	WB	NB	SB	EB	WB	NB	SB
2008 AM Existing	0.1	0.0	1.6	0.3	N/A	0.0	0.0	0	0	0.6	N/A	15.5	12.8	16.2	16.9
2008 PM Existing	0.0	0.0	0.8	0.1	N/A	0.1	0.0	0	0	0.1	N/A	9.6	14	16.7	14
2008 AM Combined	0.1	0.0	1.7	0.3	N/A	0.0	0.0	0.1	0	0.6	1	15	12.9	17	9.3
2008 PM Combined	0.0	0.0	0.9	0.1	N/A	0.1	0.0	0.1	0	0.1	0.4	15.1	9.4	9.6	9.2
2019 AM Combined	0.1	0.0	2.0	0.4	N/A	0.0	0.0	0.1	0	0.8	1.1	17.4	9.3	15.3	9.5
2019 PM Combined	0.1	0.0	1.3	0.1	N/A	0.1	0.0	0.2	0	0.1	0.5	17.6	9.6	9.3	9.8

*Hirst Avenue / Moilliet Street 95th Percentile Queue Summaries refer to SimTraffic



Page 8
Our File: 2231 24501-3

4.0 CONCLUSION

For both 2008 and 2019, all studied intersections operate at satisfactory LOS and produce acceptable queue lengths. The introduction of the development access at the intersection of Hirst Avenue / Cedar Street will result in minimal impacts from an operational standpoint.

We trust that this traffic impact study update will be acceptable. Should you have any questions, please call the undersigned.

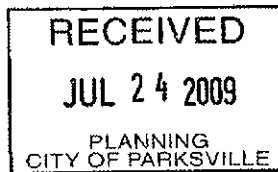
Yours very truly,

McELHANNEY CONSULTING SERVICES LTD.

José S. Pinto, P.Eng., PTOE
Senior Traffic Engineer
Vancouver Region Engineering

email: jpinto@mcelhanney.com
JSP:van

To: The Mayor and Council of Parksville



Dated: 15 June 2009

Major concerns regarding the re-zoning proposal of Fairview Gardens at 451, 461, 465 Hirst Street in Parksville BC

1. **Devaluation of existing properties:** Forcing present owners of surrounding properties (some have lived there for over 30 years) to sell to future developers or take a devastating loss in the value of their home.

2. **Traffic:**

Volume)	all of these concerns affect and endanger the lives
Safety)	of local residents and pedestrians, especially the children
Pollution)	playing outside or walking to and from School.
Speed)	

Extra street parking is also a big concern and would be inevitable due to the lack of visitors parking within the proposed boundaries of the complex. This would bring extra endangerment to pedestrians and vehicle traffic.

3. **Height:**

Invasion of privacy to surrounding homeowners.
Loss of sunlight.
Changes the character/ambiance of existing landscape

* The OCP states that the most important value is to maintain the integrity and identity of existing neighbourhoods.

4. **Ponds:**

A breeding ground for mosquitoes (health concerns)
Dangerous for small children
Stench in hot weather
Constant frog croaking

5. **Security:**

Proposed circumference walkway could attract/invite unsavoury activities.
Easy access to surrounding properties would increase their vulnerability to Vandalism/crime.
Would be used as a shortcut to surrounding areas through private properties

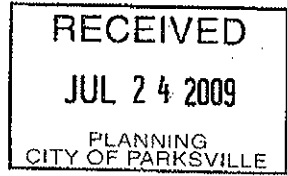
6. **Firelane**

Concerns re: width of proposed firelane...one lane only?? How would emergency vehicles turn around??
--

7. **Other Concerns**

Increase in domestic animals.
No playground for children
Home businesses further complicate the traffic and parking situation

146 signatures based on this covering sheet and the following sheet



June 2009

To the Parksville Mayor, Planning Department, and City Council,

I/We continue to disapprove to the revised proposal on lots 451, 461, and 465 Hirst Avenue. The main concerns and objections relate to the following:

1. Rezoning these properties from 3 single family properties to 41 multi-family units.
2. The inclusion of buildings with heights that are not conducive to the existing homes in the area.
3. The increased traffic that will be accompanied with congestion, as well as noise and light pollution.
4. The increased vulnerability the walkway would bring to the safety and security of the residents and properties of all surrounding areas.

Name

Address

Phone #

AYPQ

Angela YP Quek Architecture

13270 DOOLE ROAD
LADYSMITH, BRITISH
COLUMBIA
CANADA V9G 1G6
TEL 250 245 7555 FAX 7565

City of Parksville Mayor & Council
c/o Blaine Russell
Manager of Current Planning
City of Parksville
PO Box 1390, 100 E. Jensen Road
Parksville B.C. V9P 2H3

July 28, 2009

Re: Fairview on Hirst, RZ Amendment Application CoPFile# 3360-30-08-01
Comment submissions

Your Honors,

With the utmost respect for the residents that have submitted their comments, there must also be equal consideration given to the Owners of the proposed development who have not only listened to the community, but have acted with a commitment to making Parksville an attractive & livable community and a financial investment that has extended over the last four years.

My Clients have reduced their initial density 50% with a clear instruction to this office to give careful consideration to the adjacent properties and neighborhood.

Review of the comments from the residents indicates that this has indeed been accomplished. The items noted in these submissions have been addressed.

For the record, a review these comments:

- > Time has proven that property values increase with densification.
- > A Traffic study was completed showing minimal impact to the area.
- > The pedestrian walkway was a request by the City of Parksville Planning Department. My Clients has consistently supported the removal of the walkway. With this also being a concern of both Windsor Court Residents & adjacent property owners, my clients wish me to advise you that they are not prepared to construct a public walkway or to provide an easement for public access. All walkways will be internal only and will not link through to Windsor Court. This should satisfy the main objection of the Windsor Court residents to the project.
- > The Banks Avenue fire lane was a request from the City of Parksville Fire Department with a financial commitment by my Client for its engineering and construction. The removal of the fire lane would be supported by my clients. If Council wishes to retain the fire lane, this item should then not be given negative consideration in Council's approval deliberation.
- > Water features have been included in developments over the years & with proper design, they are valued for their visual and environmental contribution.
- > Overlook & shadowing from the second & third levels consists of 8 units (5+3) facing Windsor court with a setback of a 100ft and only 4 (2+2) units along the east property line adjacent to a forested buffer area on the adjacent property.

- > In regards to shadowing, the 100ft setback from Windsor Court is equal to that of a public roadway, sidewalks and front yards with two storey houses on each side. Any shadowing at the East property line would be into the forested buffer.
- > Finally, if security is a primary concern, it must be noted that the existing treed area along Banks have contributed to allowing vandalism to occur. In contrast, the proposed development follows the principals of crime prevention through self-surveillance by building residents, thus discouraging vandal activity.

A presentation was given to Windsor Court over a year ago on April 22, 2008. Presentation was made to the Advisory Planning Commission on January 06 of this year and a Public Information Meeting was held on May 21st. It is clear that my Clients have demonstrated that the items raised as a result of these public presentation, have been addressed, or have minimal impact on adjacent property owners and the neighborhood. In the case of the Banks Avenue lane way, the responsibility of its inclusion in this project lies with the City of Parksville. My Clients have been generous in their financial contribution to the engineering and construction of the full length of the lane way beyond their property frontage. However, they are more than agreeable to the removal of this requirement.

The OCP states that *"..... the City will focus its effort on providing and supporting the type of activities and facilities that make a growing community vibrant, rather than focus energy on preventing growth!"*

There are no outstanding issues.

Fairview on Hirst will contribute to making the City of Parksville a vibrant community and should be supported.

On behalf on my Clients,
Thank you in advance for the wisdom of clarity in your deliberation of these issues.

Sincerely,
Angela Y.P. Quek ARCHITECTURE



Angela Quek, MAIBC
Principal



September 29, 2009

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

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

SUBJECT: CONSIDERATION OF A NEW COMMUNITY GARDEN SITE AND ESTABLISHMENT OF A COMMUNITY GARDEN PROGRAM

Issue:

Consideration of a new Community Garden site and establishment of a Community Garden program

Executive Summary:

Discussion of utilizing a portion of the existing Community Garden lot for its intended purpose of road right of way prompts an examination of the impact and how to address it. Overall, the Society's emphasis on urban food production is growing and the importance of community gardens is well understood. Other jurisdictions have comprehensive programs that offer a template to follow.

References:

- April 20, 2009 Council Resolution #09-099
- Schedule 'A' - Table comparing City Parks;
- Schedule 'B' - Table comparing City Owned Lots;
- Schedule 'C' - Table comparing Small Parks;
- Schedule 'D' - Table comparing City Right of Ways;
- Schedule 'E' - Sketch Plan of Parksville Civic & Technology Centre Park;
- Schedule 'F' - Sketch Plan of Nicholls Park;

Attachments submitted August 14, 2009 by Annette Dexter, Parksville Garden and Parkland Society:

- Attachment 1 - Correspondence;
- Attachment 2 - Pros, Cons & other Thoughts - Parksville Civic and Technology Centre Park;
- Attachment 3 - Pros, Cons & Other Thoughts - Nicholls Park;
- Attachment 4 - Pros, Cons & Other Thoughts - Community Park;
- Attachment 5 - Community Garden Wish List;
- Attachment 6 - Community Garden Concept Sketch Plan.

- Drawing of McVickers Road Alignment;
- Vancouver Park Board Parks and Gardens Community Gardens Policy;
- Jensen Avenue Extension at McVickers Site Plan;
- Community Garden Policy, District of Saanich.

Background:

In 1999 the existing Community Garden was established at 205 McVickers. This was the only available site at that time and it was known that ultimately relocation could be required when the land was needed for its intended purpose as a road right of way. The garden has been a large success. The Parksville Garden and Parkland Society currently has 19 members with 10 additional people on a long term waiting list. In addition, another 20 people have recently expressed an interest in becoming members. Its establishment by the City and the Parksville Garden and Parkland Society was a forerunner to what has since become a growing movement with respect to urban food production as a key component of sustainability.¹ At that time the focus was on providing an opportunity for those without yard space to enjoy gardening as an activity. It was perceived to be the type of facility that would be needed in conjunction with the densification of the City and a change to a more land intensive form of development.

Since use of the land at 205 McVickers for roadway is now under discussion it is necessary to consider how to facilitate a timely relocation to another site and/or otherwise reduce the impact. It is also appropriate to consider how the demand for community gardens can be accommodated over time as the demand is growing.

Staff is responding to the following Resolution from Council:

"09-099 THAT staff be directed to identify a portion of land on City owned property suitable for a food garden to be operated and maintained by the Parksville Community Garden and Parkland Society;
AND THAT the City provide suitable soil and water availability only. CARRIED."

Staff has approached this topic by doing the following:

1. Reviewing the impact of road construction on the existing community garden.
2. Reviewing all City owned lands against established criteria for suitability as a new or additional community garden site.
3. Facilitating review of these same City owned lands by the Parksville Garden and Parkland Society in order to establish the group's perspective.
4. Considering the potential for lands not currently owned by the City to become Community Gardens.
5. Reviewing the approach being taken by other municipalities.

Options:

Council may:

1. Continue to utilize the existing site and adjacent remnant areas created to the extent possible after the right of way is removed.

¹ There are many resources on this topic including a very comprehensive document prepared by UBCM and entitled "A Practical Toolkit".

2. Choose one of three City owned sites identified for establishment as a permanent Community Garden Site.
3. Direct Staff to source out new lands to purchase for this purpose.
4. Accept that there may be a period of time when there is no Community Garden and set up a program for the establishment of Community Gardens based on the type of creative options utilized by the City of Vancouver, such as recruiting citizen involvement to identify land and utilize remnant or partial sites of land for the purpose. This option may also include reviewing the approach to land dedication and amenity contributions in new developments.
5. Do a combination of the above.

Analysis:

1. **Continue to utilize the existing site and adjacent remnant areas created to the extent possible after the right of way is removed.**

Presently the lot containing the Community Garden is 2541 square metres in size. About half (say 1270 square metres) of that area is utilized for garden plots. The arrangement is somewhat informal. Plots are not necessarily of an exactly uniform size. After the road right of way is taken from this lot the remaining residual land will be 808.5 square metres on this particular lot. There will also be some additional residual area nearby that could offer up another 800 sq. metres of land. With a more formally established plot configuration this area could still be efficiently utilized. Disruption to the existing garden could be minimized if road construction works occur outside of the active gardening season.

2. **Choose one of three City owned sites identified for establishment as a permanent Community Garden Site.**

Out of all City owned properties, including Parks the focus by the existing Society has been directed to three sites: a portion of the Parksville Civic and Technology Centre Park, the Nicholls Park and the Community Park. All three generally meet the criteria for community garden suitability but raise other issues. (It should be noted that one of the Society's criteria was that the site be 2000 square metres or greater. This put considerable limitation on lands available.) Other general considerations were:

- Proximity to denser [multifamily] areas;
- Potential for vandalism;
- Impact on neighbours;
- Land suitability with respect to soil quality, water availability, sun exposure;
- Ancillary facilities, such as tool storage sheds and/or washrooms;
- Availability of parking and transit.

The situation in finding land for this use is not unlike that recently experienced in a search for an affordable housing site, in that the City does not have a large land bank of land to draw from, and where there is land it is so strategically located that its highest and best use is a higher order one, such as commercial. Of the three it appears at this juncture that considering both the issues and needs of the Parksville Garden and Parkland Society and the City, the Nicholls Park raises the least issues. More consultation with the adjoining neighbourhood and Ballenas School would be appropriate should this site be pursued.

If one of the above noted sites is not chosen and the current site is decommissioned it can be expected that the City would be without such a facility until another site is made available.

3. Direct Staff to source out new lands to purchase for this purpose.

There are approximately 395 vacant lots [including all types] within the City. The average single family lot price presently based on Vancouver Island Real Estate Board data for 2009 is \$179,000.00 (It should be noted that there was only one recorded sale in 2009.). Despite the number of vacant lots the Multiple Listing Service shows very few listings. Most of the lots listed are in one newer subdivision.

The City has funds within 2 sources that could be utilized for a purchase:

1. Parks Development Cost Charge fund (with a present balance of about \$1,800,000.00) and,
2. 5% Parkland acquisition fund (present balance is about \$600,000.00).

The 'Community Garden' use is considered an acceptable use of park land under the *Local Government Act* and is supported by the Community Park Master Plan and associated Official Community Plan policies. Either fund is available for an acquisition.

There are other lands, such as Agricultural Land Reserve lands, and other remnant lands and land uses that may offer up potential for purchase or lease if some incentive (such as tax exemption) or compensation was made available. Since City land purchases are appropriately confidential [to keep the price uninfluenced] it would be inappropriate to provide the Community Garden group with a list of land for potential purchase. It is assumed that the group would be open to this approach provided that the land met their other identified criteria.

In future, when an opportunity to acquire 5% parkland through subdivision presents itself it should be considered in the context of demand for community garden sites.

4. Accept that there may be a period of time when there is no Community Garden and set up a program to facilitate the ongoing acquisition of land for community gardening.

Our situation is not unlike that faced in other jurisdictions. Based on research from other jurisdictions there is an increasing trend towards creativity and placing the initiative on citizen groups to come up with sites for community gardening based on City guidelines and parameters. The City of Vancouver relies on a variety of land types (as an example

"backyard sharing") for their existing 2750 gardens and has specific guidelines for private individuals to follow when finding a site. Richmond has 4 community gardens. The District of Saanich has a Council policy not unlike that of Vancouver. Pitt Meadows utilizes a large parcel of City owned Agricultural Land Reserve land as a Community Garden. All jurisdictions appear to offer up City owned land where suitable and available, but don't solely rely on it to meet the growing demands.

It is also apparent that the demand for Community Gardens is growing to the point that one site alone, regardless of its size, will ultimately not be sufficient. A better approach would be to have multiple sites strategically located throughout the Community.

Flexible and creative thinking is required in order to meet the demand in situations where land is both scarce and expensive.

5. Do a combination of the above.

This overall exercise which was prompted by the potential loss of the current site has been valuable in highlighting the growing importance of urban food production.

The combination of options that would serve the City now and into the future would be to:

Maintain the existing site to the extent possible (after right of way taking);

Add any other adjacent land suitable that is created from the right of way;

Take the next steps to explore the use of Nicholls Park, and

Set up an enduring program for the addition of future sites.

Sustainability:

The Community Garden contributes to local food production and provides a positive setting for social interaction and community involvement. It provides an opportunity for hands-on participation in the creation of sustenance and is inherently sustainable.

Financial Implications

Financial implications will vary based on the option chosen and range with the cost of required land acquisitions. It should be noted that the Society has applied for a Grant-in-Aid and recently held a plant sale to help assist some of the relocation expenses. City assistance will be required for the relocation.

Recommendation:

That the report from the Director of Community Planning dated September 29, 2009 for consideration of a new Community Garden site and how to establish a Community Garden program be received;

And That the existing site at 205 McVickers be maintained to the extent possible after the road right of way has been taken;

**CONSIDERATION OF A NEW COMMUNITY
GARDEN SITE AND ESTABLISHMENT OF A
COMMUNITY GARDEN PROGRAM**

Page 6

And That Staff be directed to take the next steps of public consultation and technical due diligence to establish the suitability of Nicholls Park as a new permanent site;

And Further That Staff prepare a policy strategy on the model of the District of Saanich for the ongoing establishment of a Community Garden program, with the goal of facilitating multiple sites throughout the Community.

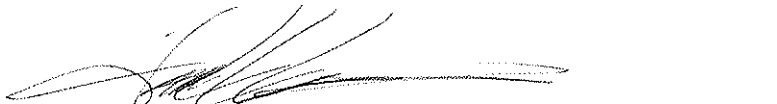


GAYLE A. JACKSON

GAJ/sh
Attachments

I/Users/Planning/0890-20-CG/2009/Agenda/Report-2.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:



F. MANSON, C.G.A.

CONSIDERATION OF A NEW COMMUNITY GARDEN SITE AND ESTABLISHMENT OF A COMMUNITY GARDEN PROGRAM

Schedule 'A'

**PROPERTY COMPARISON TABLE
PARKS**

<u>SITE</u>	<u>AREA M²</u>	<u>IMPACT ON NEIGHBOURHOOD / VANDALISM</u>	<u>ADVANTAGES</u>	<u>DISADVANTAGES</u>	<u>WATER</u>	<u>OFF-STREET PARKING</u>	<u>PARKING BREAKDOWN</u>
Aberdeen Park	5986	Medium impact, low vandalism	Adequate size, good sun	Historic neighbourhood opposition, limited parking, more remote, well used by neighbourhood, limited transit, not near multifamily	Water Main	No	5 street 500m from bus stop
Foster Park	27000	Low impact, low vandalism	Good size, near transit	Probable conflict with existing park users, Site is somewhat treed and would likely require clearing, not near multifamily	Yes	Yes	50 street, some off-street across street from bus stop
Humphrey Park	6000	Medium to High impact, low vandalism	Adequate size, good sun,	Historic neighbourhood opposition, limited parking	Water Main across street	No	7 street, 250m from bus stop
Nicholls Park	2859	Low to moderate impact, medium vandalism	Adequate size good sun, central location, very near transit, moderately central	May be prone to vandalism, highly visible, unknown if neighbourhood will support, memorial park	Water Main	No	6 to 8 street, 120m from bus stop
Marks Nature Park	11000	Low impact, moderate vandalism	good size, central location, near transit	Fully forested as a nature park, not suitable	Water Main	No	28 street 100m from bus stop
Woodland Park	3374	High impact due to small area and location, low vandalism	Adequate size, moderately central location, sun	Likely too visible, possible neighbourhood reaction	Water Main	No	32 street 440m from bus stop
Springwood Park	9065	Low impact, moderate to high vandalism	Great size	Moderately remote, conflict with sport users and city water supply	Limited Water Main access	Yes	Over 20 off-street 650m to bus stop
Springwood Park (south)	93981	Low impact, moderate to high vandalism	Great size	Moderately remote, may conflict with sport users	Far from Water Main	Yes	Over 20 off-street 650m to bus stop
Ermineskin Park (Coldwater Rd)	130456	Low impact, moderate vandalism concerns	Great size	Forested, natural setting, very remote, potential safety issues due to isolation, poor access to site	No	No	23 street 1.2km from bus stop
Ermineskin Avenue Park	2476	Moderate to high Impact, low vandalism concerns	Adequate size	Likely neighbourhood opposition, limited opportunities for landscape screening	Water Main	No	9 street 440m to bus stop
Community Park	175012	Low impact, low to moderate vandalism concerns depending on location	Good size, good sun, central location	Lacks visibility from street, other competing uses, not a beach use	Water lines and Water Main	Yes	Over 20 off-street Bus stop across street

Schedule 'A'

PROPERTY COMPARISON TABLE
PARKS (continued)

Parksville Civic and Technology Centre Park	10363	Low impact, low vandalism,	Adequate size, demonstrates City support, few neighbours, good sun, central location	Anticipated impact on neighbourhood from parking.	Yes	Yes	Over 20 off- street
							150m from bus stop
Despard Park	2779	Not suitable	Moderately central location	Forested, contains eagle nest tree	No	No	No access to site
							140m from bus stop
Bridgewater Park	7211	High impact due to required tree clearing and property dimensions	Good size	Forested, triangle shaped property	Water Main	No	18 street
							230m from bus stop
Shelly Creek Park	26571	High impact due to required tree clearing, low vandalism	Good size	Forested, riparian area , far from multifamily area	No	No	25 street
							600m from bus stop
Wisteria Park	2408	Moderate to high impact, low vandalism	Sun, moderately central location, over 2000m2	Odd shape makes buffering more difficult, mostly treed, may be neighbourhood reaction	Water Main close	No	7 Street
							280m from bus stop
Wedgewood Park	2033	Medium to high impact, low vandalism	Sun, moderately central, near transit, over 2000m2	Odd shape makes buffering more difficult, may be neighbourhood reaction	Water main nearby	No	3 street
							250m from bus stop
Renz Park	7663	High impact due to tree clearing, low vandalism	Great size, sunny if cleared	Mostly forested, likely neighbourhood opposition if trees removed.	Water main	No, but room for on-site parking	12 street
							300m from bus stop
Top Bridge Park	22.5 Ha	Low impact due size, Low impact due to isolation	Great size, sun if cleared	Forested, isolated, not near multifamily	No	No, but lots of room	10 street
							2km from bus stop
Craig Heritage Park	1.6 ha	High impact due to visibility	none	Gateway, forested, isolated, not near multifamily	Water main	No	10 street
							600m from bus stop
Rotary Peace Park	1.5 ha	High impact due to visibly	none	Gateway ,treed, isolated, not near multifamily, other uses on property	Water meter	20 off street	No
							50m from bus stop

CONSIDERATION OF A NEW COMMUNITY GARDEN SITE AND ESTABLISHMENT OF A COMMUNITY GARDEN PROGRAM

Schedule 'B'

**PROPERTY COMPARISON TABLE
CITY OWNED LOTS**

<u>SITE</u>	<u>AREA M²</u>	<u>IMPACT ON NEIGHBOUR- HOOD / VANDALISM</u>	<u>ADVANTAGES</u>	<u>DISADVANTAGES</u>	<u>WATER</u>	<u>OFF- STREET PARKING</u>	<u>PARKING BREAK- DOWN</u>
Lawn Bowling Site	7035	Low impact, low vandalism	Good sun, central location, near transit	Not suitable, Used for overflow parking, potential land use conflict with existing lawn bowling	Water main	Yes	Over 10 off-street Across street from bus stop
Old City Public Works Yard	2554	Low impact, low vandalism	Adequate size	Previous on-site diesel storage. Could be an issue	Yes	Yes	7 street, 10 off-street 400m from bus stop
Railway Station	30696	Low impact, low vandalism	Good size, adequate sun, available water	Danger of water supply contamination, distant to multifamily, somewhat isolated	Water Main-distance varies	Yes	No Street, over 20 off-street 950m from bus stop
Old City Landfill Properties	52595	Low impact, low vandalism	Good size, away from residents	Very secluded, potential soil contamination, covenant may prohibit use, far from multifamily	No	Yes	Plenty of space to develop off-street 410m from bus stop
Lot beside Marks Nature Park	2552	High impact, perceived to be part of Mark's nature park	None	Limited access, fully treed, designated for watercourse re-routing	No close by	No	No 260m from bus stop
146 Memorial Avenue – Paved Parking lot	1360	Low impact Moderate vandalism	None	Fully paved and used for parking	Water main in street	Yes, 40 off street	4 street 170m from bus stop
171 Memorial Avenue Parking Lot	1360	Low impact Moderate vandalism	None	Fully paved and used for parking	Water main in street	Yes, 40 off street	4 street 120m from bus stop
Jensen / Lee Avenue	6000	High visibility, moderate impact, Low to moderate vandalism	Sun, near city core, close to amenities, similar to PCTC park	Some of area used for parking, highest and best use	Water metres	Yes, 20-30 off street	30 off street 100 m from bus stop
Lots beside Fire Hall	2200	High visibility, Low to moderate vandalism	Sun, near city core, close to amenities, similar to PCTC park	Likely required for fire hall expansion	Water metres	No	No 50m from bus stop
City owned fragment lots on McMillan	4 X 500m	High visibility, moderate vandalism	Sun	Fragmented, may be too visible, possible safety issues with traffic	Water main in street	No	No Adjacent bus stop
198 Martindale Road	2400	Low visibility, low vandalism,	None	Isolated, far from multifamily	Water main in street	6 off street	No 1000m from bus stop

Schedule 'C'

PROPERTY COMPARISON TABLE
SMALL PARKS

<u>SITE</u>	<u>AREA M²</u>	<u>IMPACT ON NEIGHBOUR- HOOD / VANDALISM</u>	<u>ADVANTAGES</u>	<u>DISADVANTAGES</u>	<u>WATER</u>	<u>OFF- STREET PARKING</u>	<u>PARKING BREAK- DOWN</u>
700 Block of Temple	495	Moderate impact, low vandalism	Nothing of merit	Some trees, very small site, not close to multifamily area	Water main	No	3 street 250 m from bus stop
Temple Park	1173	Moderate impact, low vandalism	None	Half treed, Not close to multifamily area	Water main across street	No	3 street Across from bus stop
Soriel Park	1190	Moderate impact, Low vandalism	Sun, mostly lawn	In middle of single family neighbourhood, not close to multifamily area	Water main across street	No	4 street, 200 m from bus stop
Bradbury Park	960	Medium impact, low vandalism	None	Treed	Water Main	No	3-4 street 300m from bus stop
Vicken Park	767	High impact, medium vandalism	None	Too small, 8m wide adjacent roadway	Water main in street	No	2 street 80m from bus stop
Young Park	560	High impact, low vandalism	None	Too small, very narrow 11m wide, adjacent road way	Water main in street	No	No 240m from bus stop
Sutherland Park		High impact, High vandalism	None	Not appropriate. Fully forested ravine, beach access trail	Water main	No	1 – 2 street 160m from bus stop
Brice Park	1325	Moderate impact, Low vandalism	Sun, mostly lawn, close to townhouses	Dimensions of park	Water main across street	No	2-3 street 170m from bus stop
Blenkin Park	379	Moderate impact, low vandalism	Sun, mostly lawn	Too small, 13m wide, in middle of residential block	Water main across street	No	2 street 80 m from bus stop
Orchid Park	452	N/A	None	Has utility building occupying most of park	Water main across property	No	No 40m from bus stop

Schedule 'C'

PROPERTY COMPARISON TABLE
SMALL PARKS (continued)

<u>SITE</u>	<u>AREA M²</u>	<u>IMPACT ON NEIGHBOUR- HOOD / VANDALISM</u>	<u>ADVANTAGES</u>	<u>DISADVANTAGES</u>	<u>WATER</u>	<u>OFF- STREET PARKING</u>	<u>PARKING BREAK- DOWN</u>
Sylvan Park	1212	Medium visibility Low vandalism	Sun, mostly clear,	Limited size, used as shortcut, in middle of single family neighbourhood, some trees	Water main across street	No	5 street 260m from bus stop
600 Block - Ermineskin Park	940	High visibility, moderate vandalism	Sun, cleared	Highly visible, in middle of single family neighbourhood	Water Main	No	6-8 street 310 m from bus stop
Maple Glen Park at Hirst	1700	High visibility, low vandalism	Sun, cleared	in middle of single family neighbourhood, trail linkage	Water main	No	4 street 280m from bus stop
Maple Glen Park at Chestnut	1100	High visibility, low vandalism	Sun, cleared	in middle of single family neighbourhood, trail linkage	Water main on property	No	4 street 700m from bus stop
Maple Glen Park at Despard	1000	Moderate visibility, low vandalism	Sun, cleared, may be room for expansion	in middle of single family neighbourhood, trial linkage	Water main on street	No	6 – 8 street 710 m from bus stop
Magnolia Park	1400	Moderate visibility, low to moderate vandalism	Good sun, good soil, good size, good screening on sides, underutilized park	in middle of single family neighbourhood, used as a pedestrian shortcut number of existing mature trees	Water main on property	No	5 street 460m from bus stop
Pheasant Park	1449	Low visibility, low vandalism	Sun, mostly cleared with trees around periphery	In middle of single family neighbourhood	Water Main in street	No	2 street 300m from bus stop
Meadowview Park	186	Not suitable	Not suitable	Far too small, used as a pedestrian trail	Water main	No	1 street 20m from bus stop
Sunset Park	964	Moderate visibility, low vandalism	None	Fully treed, narrow at 15m wide	Water main across property	No	1-2 street 500m from bus stop
Resort Drive	1245	Moderate visibility, low vandalism	None	Fully treed, limited sun in area	Water main across street	No	1-2 street 600m from bus stop
RDN Industrial Way Park	6232	Highly visible, low vandalism	None	Functions as tree buffer, not owned by City, most of park less then 20m wide	No Water	No	15 street 500m from bus stop

CONSIDERATION OF A NEW COMMUNITY GARDEN SITE AND ESTABLISHMENT OF A COMMUNITY GARDEN PROGRAM

Schedule 'D'

PROPERTY COMPARISON TABLE
RIGHT OF WAYS

<u>SITE</u>	<u>AREA M²</u>	<u>IMPACT ON NEIGHBOURHOOD / VANDALISM</u>	<u>ADVANTAGES</u>	<u>DISADVANTAGES</u>	<u>WATER</u>	<u>OFF-STREET PARKING</u>	<u>PARKING BREAK-DOWN / TRANSIT</u>
Sunray Road – Beach Access	716	Low impact, low to moderate vandalism concerns	Good sun, fair soil conditions, good screening, currently undeveloped, fencing on both sides.	Intended for beach access, small lot size, distant from multifamily and bus route	Water main across street	No	5 street
							660m from bus stop
810 Gaetjen Street	542	High impact, low vandalism	None	Very small, used for driveway access by adjacent property	Water main across street	No	1-2 street.
							410m from bus stop
Fairwind Avenue-future beach access	908	Low impact, low vandalism concerns	None	No sun, treed area, no parking, small useable area, distant form multifamily and bus stop, Used as beach assess	Water main across street	No	2 street, 410m from bus stop
							420m from bus stop
700 Gaetjen Street	1051	Low impact, low vandalism concerns	Underutilized land, beautiful beachfront lot, good sun, well screened	Poor to fair soil, skinny lot, no sun access due to high screening	Water main	No	2 in front , up to
							360m from bus stop
Digby Avenue	1020	High impact, low vandalism	None	Heavily treed, small potential area, sun screened by trees	Water main	No	Up to 10 along street in front of residences,
							230m from bus stop
Sanderson Avenue-future beach access	1765	High impact, low to moderate vandalism	None	Heavily treed, narrow ROW this little potential, large storm swale, sun blocked, distant from multifamily	Water main	No	4 spaces a round cul de sac, up to 20 spaces along road
							350m from bus stop
Willow Street	897	Medium impact, low vandalism concerns	Good soils	Half of area is paved, very small parcel, poor screening to adjacent properties, hydro box in middle, distant from multifamily	Water main	No	6 spaces on cul de sac
							260m from bus stop
Duggan Lane	986	Medium impact, low vandalism concerns	None	Heavily treed, no parking, adjacent to a rural residence, no sun, undeveloped road way, distant from multifamily	Water main	No	0 spaces
							330m from bus stop

Schedule 'D'

**PROPERTY COMPARISON TABLE
RIGHT OF WAYS (continued)**

Soriel Road future beach access	1401	Medium impact, high vandalism potential due to isolation.	Good screening from adjacent residents	Poor soils, very small potential area, appears to be maintained by locals as pocket park	No	No	3 spots at end of cul de sac, up to 6 spots along street
							380m from bus stop
Doehle Rd.	973	High impact, high potential for vandalism	None	No area for garden, already developed with stairs and bench access	Water main	No	Up to 10 spots along street
							420m from bus stop
Rushton Avenue	1238	Low impact, medium to high potential vandalism concerns	None	Open swale outfall, undeveloped beach access, very small potential area, fairly heavy vegetation, poor soil conditions, poor screening	Water main	No	Up to 6 street in front of residences
							600m from bus stop
Bay Avenue	537	High impact, high potential for vandalism	None	No area for garden, stairs and retaining wall already developed	Water main	No	2 spots in front of residences
							360m from bus stop
Sutherland Crescent	2527	Low to medium impact, low to medium potential for vandalism	Good soils, large lot potential, underutilized land, decent sun, mature tree buffer in between houses	Skinny road allowance for parking, noisy parcel, tree limbs hang low	Water main	No	Up to 8 spots along Sutherland
							120m from bus stop
Pym Street North	974	Low impact, low potential for vandalism	Good sun and soils, good screening from Pym	Overgrown with vegetation, parking within bike lane, future adjacent developable lands	Water main	No	Up to 10 spots down the road, but within dedicated bike lane
							80m from bus stop
Soriel Road R.O.W.	4011	Low impact, medium potential for vandalism	Large property, vegetative screen on adjacent properties	Heavily treed and covered with vegetation, would get poor sun, high costs to develop, partially paved at road	Water main 50 metres away	No	Up to 6 spots on paved portion
							380m from bus stop
Forsyth 1	838	High impact, medium potential for vandalism	None	Small parcel, both sides currently used as access to rear portions of adjacent residential properties	Water main	No	Up to 10 spots along street ROW
							250m from bus stop

Schedule 'D'

**PROPERTY COMPARISON TABLE
RIGHT OF WAYS (continued)**

Forsyth 2	782	Medium impact, low potential for vandalism	Decent size, good sun, good soil	Center portion paved, Canada Post mailbox in ROW, require fencing on sides	Water main	Yes	Could include on site parking, up to 10 spots along street ROW
							390m from bus stop
Forsyth 3	850	High impact, high potential for vandalism	Decent size, good screening, good sun	Poor soil, parcel used as access to garages for adjacent residences, storm swale, minimal developable area	Water main	Yes	Could have some on site parking, up to 10 spots along street ROW
							300m from bus stop
Foxtail Avenue.	922	Medium impact, medium to high potential for vandalism	Decent size, good soil, good sun, both park and linear path could offer opportunity	Visible to adjacent properties, if developed along path, could stretch the area and requirements for accessing areas	Water main	No	Up to 6 spots on dead end, up to 6 spots on other adjacent street
							440m from bus stop
Banks Avenue	3980	Moderate to high impact, moderate vandalism due to poor visibility	Adequate size, central location, near transit	Narrow dimensions may make buffering a challenge, sun exposure seems limited. Very limited opportunity for parking	Water Main	No	2 street
							60m from bus stop

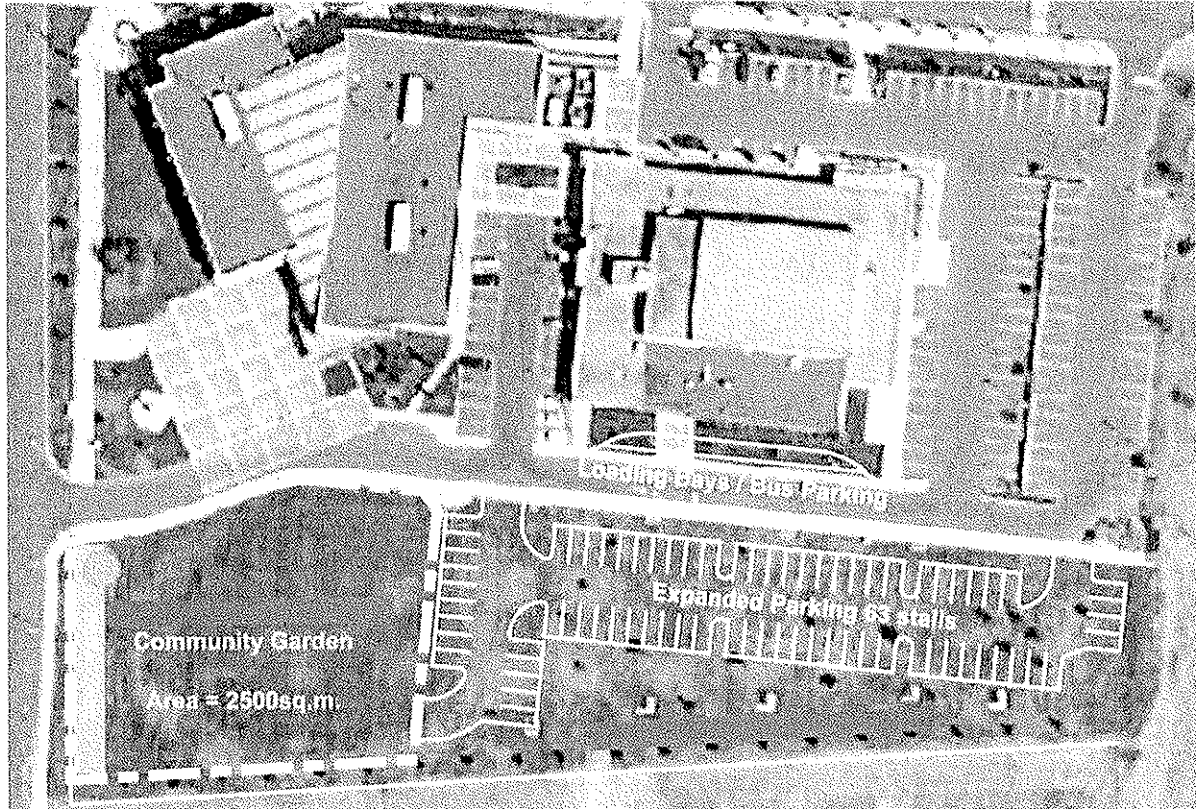
Schedule 'D'

**PROPERTY COMPARISON TABLE
RIGHT OF WAYS (continued)**

Alberni/ Despard	2559	Low impact, low to medium potential for vandalism	Good soils, good sun	Noisy, busy intersection, hilly land, much of parcel covered with dense vegetation, storm swale to rear of parcel, some mature trees	Water main	No	No adjacent parking possibilities
							440m from bus stop
Cypress St.	0	Low impact, low potential for vandalism	None	No area to develop garden	Water main	No	Up to 6 spots along street
							450m from bus stop
Martindale/ Turner	3223	Low impact, medium potential for vandalism	Good soils, well screened	Gated access, tall mature trees, poor sun, too small area to develop	Water main	No	Up to 6 spots on street ROW
							370m from bus stop
Tulip Ave.	2268	High impact, low potential for vandalism	None	Too small to develop, heavily treed and covered in vegetation	Water main	No	Up to 10 spots on street ROW
							670m from bus stop
Shelly Rd.	7075	Low impact, high potential for vandalism	Large land base, well screened	Developable area too small, heavily treed and covered in vegetation, in ravine/valley area, poor sun	No	Yes	10 spots for estuary parking already heavily used
							700m from bus stop
Despard Ave.	2404	Low impact, low potential for vandalism	Good sun	Gravel lot, poor soil, not easily accessible	No	No	Up to 6 spots on street ROW
							Across street from bus stop

Schedule 'E'

Sketch Plan of Parksville Civic & Technology Centre Park



Schedule 'F'

Sketch Plan of Nicholls Park



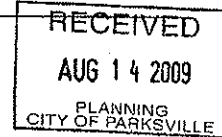
Attachment '1'

Correspondence

Page 1 of 1

Annette Dexter

From: "Annette Dexter" [REDACTED]
To: [REDACTED]
Sent: August-14-09 2:40 AM
Subject: PARKSVILLE NEW COMMUNITY GARDEN - NOTES TO BLAINE RUSSELL



Good afternoon Blaine,
As I told you by phone the Parksville Garden and Parkland Society held a meeting on August 11 th,2009 at which the entire Board of Directors with the exception of Stan Gauthier and Olga Richardson were in attendance along with (I believe) eight other plot holders to select sites for a new community garden and two possible future community gardens - this we did - our choice for the site of our new community garden, with a resounding majority, is the South end of Parksville Civic and Technology Centre Park. As requested by the City we selected sites two and three for possible second and third gardens at some future date and these are Nicholls Park and Parksville Community Park (the Beach) respectively.

The garden has always had a waiting list which is why we are requesting 30 plots, two which will be raised and wheel chair accessible.

Along with our choices we are giving you lists of PROS and CONS for each choice.

We also are submitting a "wish list" along with drawings by two separate Artists of what our new show case garden may look like. The artists have taken artistic liberties to show case the garden at its best and added a green house, several extra pergolas and a washroom (this expense will be saved by our choice of location and use of PCTC washrooms) - any or all of which we would be delighted to have in the garden, we submit these three items for your consideration.

It was not an easy task to choose from the list we were given by the City - many sites were entirely not suitable for gardening without tremendous expense to our City and we could not in good conscience see taking a community park away from the residents and children who use them - as for our City purchasing land for a new community garden we again, in good conscience, cannot expect nor ask our City and it's citizens to spend hard earned tax dollars, in this time of border line recession, so that a few may grow vegetables and garden - the same may be said for leasing land plus this time we have been told our site will be a permanent one. Plus we do not have the luxury of the time needed to negotiate a purchase and sale, the same holds true should the City offer a Park site in a residential area, the time needed to get permissions and negotiate agreements will not allow enough time left to have the garden ready for Spring planting of which the loss would not be acceptable.

We request that the City give us, in writing, the reasons for accepting or declining our choices of all three sites. We also request that the City, once it has had time to peruse our "wish list" and the drawings, give us, in writing, a statement of their intent to help with the closing and moving of the old garden and the set up of the new garden both in manual and financial aid.

We have no desire to get on the bad side of our fellow citizens and think the City and Council probably feel the same way - there has been enough bad publicity surrounding our garden and we now hope for a good news feature telling our gardeners and the citizens of Parksville that the City has quickly moved to give us a permanent site for a new community garden along with the help, both manual and financial, needed to set it up and have it ready for Spring planting and a larger one so that more people may garden - and the new Parksville community garden will be located at the South end of PCTC Park away from the Cenotath Plaza so as to allow lots of room for over flow at Memorial Day activities, etc.

We, the gardeners, have quickly done as asked by the City and chosen a site for a new Parksville community garden and also we have, as requested, shown that we are serious about creating a new community garden for Parksville and now it is time for the City to as quickly tell us we may have our chosen site.

Respectfully submitted by

Annette Dexter, Director
On behalf of
Parksville Garden and Parkland Society

Attachment '2'

Pros, Cons & Other Thoughts - Parkville Civic and Technology Centre Park
(Modified to fit page)

SITE SELECTED AND REQUESTED FOR NEW COMMUNITY GARDEN - SOUTH END

PCTC - PARKSVILLE CIVIC AND TECHNOLOGY CENTRE PARK

PROS

1. Bathrooms at PCTC
2. Central Location middle of City
3. Perfect place to show case
4. Safe enviroment
5. No large trees to be cut down
6. Bus route
7. Parking
8. No permission required from neighbors
9. Water
10. Irrigation in ground
11. Ample room to handle requested expansion to 28 plots plus 2 wheel chair accessable plots
12. Sun exposure from all sides

CONS

1. Needs to be made level
2. Winter garden not pretty - It is if Winter vegetables are planted as well as grasses and evergreen shrubs
3. Sun blocked by Stanford Place - Checked on a sunny day and this is not the case.

PCTC

OTHER THOUGHTS

1. BY PLACING THE COMMUNITY GARDEN AT THE SOUTH END OF PCTC IT IS WELL AWAY FROM THE CENATAPH PLAZA AND ALLOWS LOTS OF ROOM FOR OVER FLOW DURING MEMORIAL DAY ACTIVITIES AND OTHER EVENTS. WE FEEL THE COMMUNITY GARDEN WOULD COMPLIMENT CENATAPH PLAZA.

Attachment '3'

Pros, Cons & Other Thoughts – Nicholls Park

(Modified to fit page)

SITE SELECTED AND REQUESTED FOR COMMUNITY GARDEN NUMBER TWO

NICHOLLS PARK

PROS

- 1 Size - Is site large enough to handle additional plots being requested and on site parking.
2. Ready to go needs to have fence moved - posts set in concrete will not move - needs complete new fence
3. Bus
4. Power,water
5. No trees to cut down - a few trees but may be able to work around if site big enough
6. Sidewalk
7. Doesn.t interfere with neighbors - would have to get permission from neighbors and Nicholls family
8. Community profile reduced speed zone
9. Parking - No safe parking,street only in very busy area-school zone-would require on site parking
- 10 Safe - Possible vandalism from school kids from whom we will be taking away their hang out and smoking place

CONS

1. No Wash rooms
2. School Kids - Use now to smoke -need garbage pails, etc.
3. City may need to ask daughter of Mr.Nicholls re her wishes -
4. Get school buy in

OTHER THOUGHTS

1. THIS IS A VERY NOISY AND HECTIC AREA AT RECESSES - LUNCH TIMES - LETTING OUT OF SCHOOL TIME
2. IT IS EXTREMELY BUSY WITH VEHICLVLE TRAFFIC AT DROP OFF AND PICK UP TIMES AND WHEN SCHOOL FUNCTIONS ARE BEING HELD AND AT THIS TIME THERE ARE NO PARKING PLACES
3. AT PRESENT WE SEE NO SAFE PARKING AREA - SIDE OF STREET ONLY - IS SITE LARGE ENOUGH TO PROVIDE FOR ON SITE PARKING AREA TO BE MADE AND TO ACCOMADATE ADDITIONAL PLOTS THAT HAVE BEEN REQUESTED ?
4. POSSIBLE VANDALISM - HOW ARE SCHOOL KIDS GOING TO RE ACT WHEN WE TAKE AWAY THEIR HANG OUT
5. SCHOOL BUY IN WILL TAKE TIME THAT WE DO NOT HAVE
6. PERMISSION FROM NICHOLLS FAMILY WILL TAKE TIME WE DO NOT HAVE
7. PERMISSION FROM NEIGHBORS WILL TAKE TIME WE DO NOT HAVE
8. POSSIBLE FLACK FROM CITIZENS RE; TWO THOUSAND [2000.00] GIVEN BY CITY TO THE NICHOLLS FAMILY TO START A CHILDRENS PARK THERE APPX. FIVE YEARS AGO (WHAT HAPPENED TO THAT MONEY) - BAD PRESS

CAN WE AFFORD TO POSSIBLY WASTE THIS TIME AND STILL HAVE GARDEN READY FOR SPRING PLANTING ?

Attachment '4'

Pros, Cons & Other Thoughts – Community Park
(modified to fit page)

SITE SELECTED AND REQUESTED FOR COMMUNITY GARDEN NUMBER THREE

PARKSVILLE COMMUNITY PARK - THE BEACH

PROS

1. Bathrooms
2. Show case Community profile
3. Space available
4. No neighbors
5. Parking

CONS

1. Too busy in Summer
2. Wind
3. Parking - None during events
4. Presently open land for the entire community to use - garden would need to be fenced in. Request to fence in an area was turned down before

OTHER THOUGHTS

1. Geese - poop plus they will eat lettuce, etc. in the garden plots.
2. No parking when events take place in the Park and that is a lot in Summer

Attachment '5'

Community Garden Wish List

Wishlist for the new showpiece garden:

- A 8 ft fence* around entire garden with one large and one small gate (we can reuse existing gates and use same padlocks and keys we have for current garden, just may have to have additional keys made)
- 28 12x24 ft plots, plus two 4x24 ft raised beds for wheelchair persons
- Concrete blocks for plots (reuse ones we already have, need additional blocks)
- Paths between plots wide enough for a wheelbarrow and wheelchair
- Woodchips, fine gravel, or sand (must be easy on wheelchairs) for pathways, placed over landscape cloth or (free) lumberwrap to keep paths weedfree
- Space for small orchard, berries (transplant what we have)
- A new shed (old one is not in good shape), either cedar or metal, large enough for at least two or three wheelbarrows, tools, storing hoses in winter, large bulletin board for notices, garden rules etc.
- Compost bins (move and install ones we have)
- Water outlets (taps) with hose holders and hoses each long enough to reach half a dozen plots (reuse hoses we have, will need additional hoses)
- Mixture of topsoil, compost and peat moss for all plots
- Some benches on perimeters with pergolas over benches for shade (could cover with kiwi, grape or flowering vines)
- Paved holding area for soil and other deliveries
- A gazebo and seating area for events, demonstrations, etc.
- A new sign (current 10 yr old sign is toast) showing *PARKSVILLE COMMUNITY GARDEN* and below that *Parksville Garden & Parkland Society*

- A washroom on site or nearby is considered important.
- At the McVickers garden, ploholders can use the washroom at the Shell station, so a washroom on or near the new site would be desirable.

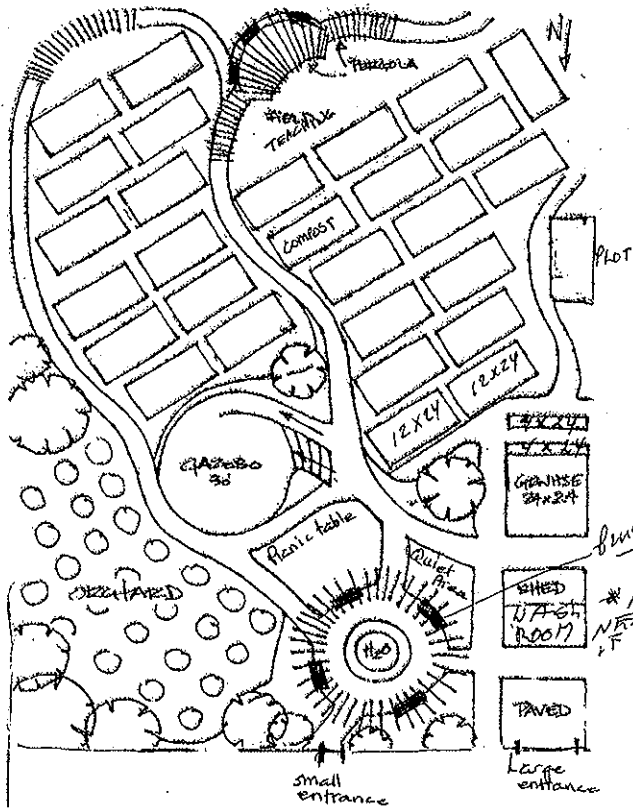
NOTE: No lawn areas – ploholders do not want to have to cut grass

*If fence is chainlink, which means garden will be visible to the public, then a 3 ft wide bed around the perimeter of the garden for some ornamental grasses and low-maintenance small shrubs, large rocks and driftwood would set off the garden nicely if an irrigation system could be installed along the perimeter.
A cedar fence would be nice but public won't be able to see the garden if it is a solid wooden fence.

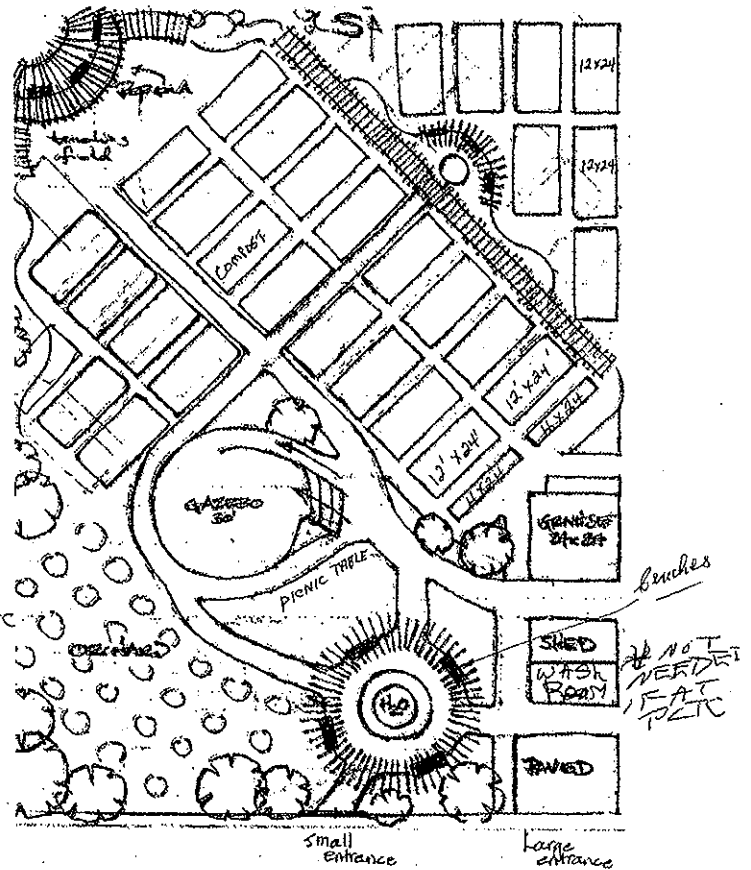
Dated: August, 2009

Attachment '6'

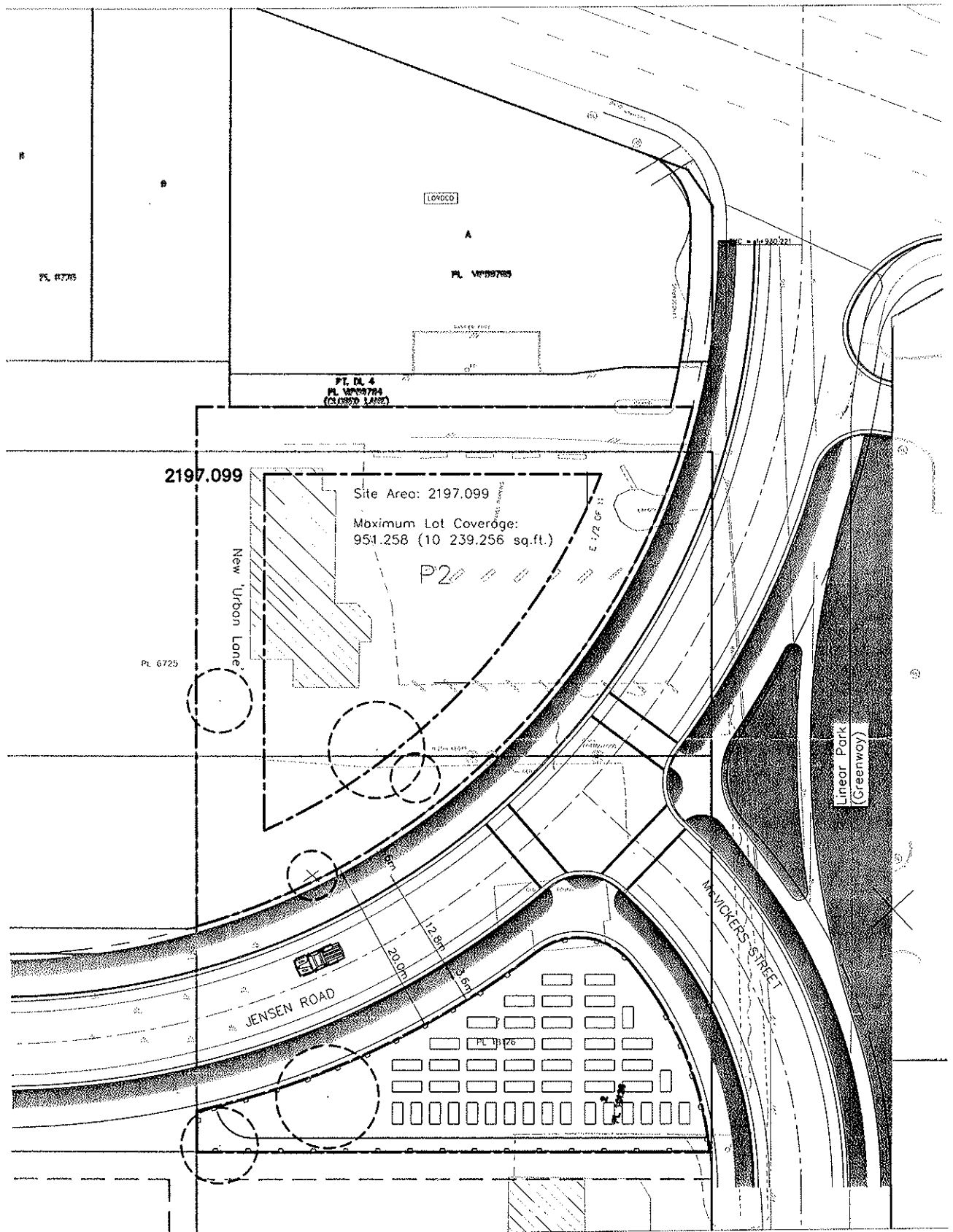
Community Garden Concept Sketch Plans



Totally fenced w/irrigation of perimeter.



Totally fenced w/irrigation of perimeter.



- P2 - No Change
- P1 - Community Garden
- P1 - Linear Park/Greenway



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Parks & Gardens

- Bloedel Conservatory
- Hastings Park
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- Queen Elizabeth Park
- VanDusen Garden
- Alphabetical List of Parks
- Celebration Pavilion
- Community Gardens
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- Dog Off-Leash Areas
- Donations
- Fire Safety
- ParkFinder
- Trees in Vancouver
- Weddings
- Wildlife

COMMUNITY GARDENS POLICY

REVISED SEPTEMBER 19, 2005

Definition

The Board recognizes community gardening as a valuable recreation activity that can contribute to community development, environmental awareness, positive social interaction and community education. The Board will collaborate with interested groups in assisting the development of community gardens.

For the purposes of this policy, a community garden is defined as a community development program operated by a non-profit society. The program has one or more of the following features:

- A piece of land is utilized by the society to produce food and flowers for the personal use of society members.
- A community development program is in place which encourages the involvement of schools, youth groups and citizens who do not have an assigned plot in gardening activities.
- An organic community garden is maintained, that will increase the ecological biodiversity of Vancouver and provide increased understanding of local food production

Clause One

The Board will support the development of community gardens in Vancouver through the following means:

- Providing access to information on the development and operation of community gardens.
- Assisting interested groups in searching for suitable land for the development of community gardens. This inventory must include City-owned land, land controlled by other government agencies, and privately owned land.
- Assisting in the development of user agreements with the owners of sites chosen.
- Assisting with the development of a community led environmental education program.

Clause Two

If it is determined that park land is the most suitable site for community gardens, the following conditions will apply: • The garden is developed at no cost to the Board, except that prior to the first season, the Board will, at its cost, prepare the site for planting by removing grass, ploughing the soil and adding compost.

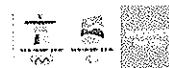
- A community consultation process indicates neighbourhood support for the garden.
- A garden site plan must be drawn up and approved by the General Manager. The plan must include the layout of the plots and indicate any proposed structures or fences.
- A non-profit society agrees to develop and operate the gardens according to a users agreement which will specify the term of use, management responsibilities, user fees and access procedures including the following specific terms:
 - a. "The standard term of the user agreement will be five years. The Board may consider the granting of multiple terms in exceptional circumstances. The issuance of such longer terms is warranted in circumstances where the Society can demonstrate that the standard five year term would significantly restrict the Society's ability to:
 1. comply with Park Board policies and direction
 2. conduct community outreach programming beyond the Societies members
 3. Implement a long term plan
 4. execute significant approved site improvements
 5. such other circumstances that the Board deems relevant
 6. For terms longer than five years, a review and formal reporting to the Board will be required at each 5 year period and the agreement will incorporate a strengthened termination clause to allow both the Society and the Park Board the option to terminate the agreement with adequate notice."
 - b. Allotments of space must be made from a waiting list on a first come first served basis.
 - c. While community gardens are a neighbourhood initiative, membership in the Society, and the opportunity to be allotted a plot, must be open to any resident of Vancouver.
 - d. Organic gardening methods and integrated pest management principles are to be followed.
 - e. Allotment fees charged by the society must be reported to the General Manager.
 - f. The Society must adhere to maintenance standards set by the Board.
 - g. No barriers to general public access to the site can be erected.
 - h. Garden practices shall comply with all Park Board and City Policies and Bylaws.

Although located on Parks with the prior approval of the Park Board, Community Gardens are operated by volunteers from the community.

[▲ Top](#)



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COUNCIL POLICY

SUBJECT: COMMUNITY GARDENS	
DATE: MARCH 31, 2003	REFERENCE: 03/CW

Background

Saanich has recognized the value of community gardens since the mid-1970's when the first allotment gardens in the district were started. There are currently two allotment garden sites on publically-owned land, supporting over 200 garden plots in Saanich.

Policy Definition

The District of Saanich recognizes community gardening as a valuable community recreation activity that contributes to health and well-being, positive social interaction, community development, cultural expression, connection to nature, protection and use of open space, and economical food production. Saanich encourages community gardening by supporting the development of new sites, and the retention of existing ones.

A community garden® is defined as a site operated by volunteers where:

- \$ a parcel of land is used for the production of produce for the personal use of its members through allotments or shared plots
- \$ demonstration gardening or other instructional programming may be offered
- \$ plots and services such as water, tilling and shared tools are usually provided to members in exchange for a fee.

Goals

Existing community gardens in Saanich have waiting lists, as do other gardens throughout the region. Population projections for Saanich suggest population growth, particularly in the older age cohorts. More households will be living in multi-family housing which is the type of living arrangement that generates demand for community gardens. In order to meet existing and future demand for community gardens, Saanich endorses the following goals:

- \$ support the establishment of one community garden for each neighbourhood (local area)
- \$ recognize the need for community gardens as parks are being acquired or redeveloped.

Support for Community Gardens

Saanich supports community gardening by working with community partners, helping to identify/secure/retain suitable sites, and contributing to site development activities. Assistance will be provided in the following ways:

- \$ promoting and raising awareness of community gardening
- \$ providing contact information to the public for existing community garden organizations
- \$ providing information to the public on how to develop and operate community gardens
- \$ assisting interested groups in searching for suitable land for the development of community gardens from an inventory of municipal land, land owned by other government agencies, and privately-owned land
- \$ assisting in securing land for community gardens through the use of zoning, lease agreements, and partnerships with private and public sector organizations
- \$ where appropriate, offering Saanich-owned land such as undeveloped parcels, closed road rights of way, or parks for garden sites
- \$ assisting with site development activities such as site planning and design, surveying, clearing, and irrigation improvements
- \$ providing municipal water at a special rate
- \$ providing recreation programming for various groups at community garden sites
- \$ using the Saanich Recreation Guide to promote community gardening
- \$ offering one-time matching grants to help with start up.

Conditions of Use

The following conditions apply to community gardens sited on Saanich-owned land, and should act as a guideline for other sites in Saanich:

- \$ the garden is developed at minimal cost to Saanich
- \$ a community planning process is undertaken to determine how the garden and neighbourhood can benefit and support each other
- \$ for new or expanded community gardens, Saanich Parks will offer assistance with clearing the site, surveying and layout planning, irrigation management, water hookup and other site development activities
- \$ expressions of public art are welcomed and encouraged
- \$ environmental innovation and demonstration, such as composting toilets, are encouraged
- \$ the non-profit organization agrees to develop, manage and operate the community garden according to a user agreement which specifies the terms of use, management responsibilities, user fees, and access procedures which include the following:
 - a) user agreement of at least five years
 - b) membership to the gardening organization and the opportunity to garden must be open to any resident of the District of Saanich
 - c) a list of regulations are developed for use of the site by members, and members are required to sign a contract indicating their compliance
 - d) membership and use of the site can be revoked for non-compliance with the organization's bylaws and regulations
 - e) participation must be made from a waiting list on a first-come, first-serve basis
 - f) no pesticides are to be used; produce is to be organically grown
 - g) produce grown on the site is not to be sold
 - h) access to the site for enjoyment by the general public is permitted and facilitated.

Guidelines for Selecting New Sites

Saanich supports the development of community gardens, particularly in urban areas of the municipality. Saanich will assist in locating new garden sites where available land exists, where neighbours are supportive, and where a gardening group demonstrates an interest and commitment. In identifying new sites for community gardens, the following **guidelines** should be considered:

- \$ interest and commitment of a gardening group
- \$ supportive neighbours
- \$ availability of the site
- \$ proximity to urban neighbourhoods and areas of population density
- \$ volunteers willing to operate and manage the site
- \$ site accessibility year-round
- \$ soil quality and drainage
- \$ sun exposure
- \$ accessibility by public transit
- \$ availability of parking
- \$ access to municipal water
- \$ an area to support at least 20 plots (or approximately 300m²)
- \$ a minimum five-year use agreement
- \$ consideration of the impact of the flood plain on suitability
- \$ the parcel is outside areas of environmental hazard (steep slope, erosion)
- \$ riparian areas and Environmentally Sensitive Areas are protected.

Retaining Existing Sites

Considering the challenge of establishing new community garden sites, protection of existing sites is an essential part of this policy. Saanich endeavours to do the following to retain existing community garden sites as a valuable use of public open space:

- a) provide assistance to community gardening organizations in securing lease agreements from public and private property owners
- b) pursue or assist in long-term lease arrangements or ownership of sites by the municipality, land trusts, or other non-profit organization
- c) rezone established sites to a P-4 (Recreation and Open Space) zone
- d) partner with non-profit organizations to support the promotion, retention, expansion, or acquisition of community gardening sites.

Saanich Community Gardens and Contacts (May, 2006)**Capital City Allotment Association**

641 Kent Road

Number of plots (2006): 140
(some half plots available – contact Association for current information)

Size of plots: plot sizes vary

Fees: \$10 one-time fee, and \$50 rental fee/\$25 for half plots

Services provided: water, toilet, wheelbarrows, lawnmowers, parking

Waiting list: Contact Association for current information

Contacts:

Yvonne McLean 361-4605 (ymclean@shaw.ca)
Terry Williams 360-1613 (rental/waiting list enquiries)
Micki Lingenfelter 381-5299
David Bird 598-7133 (docbird@shaw.ca)

Agnes Street Gardeners=Association

649 Agnes Street

Number of plots (2006): 78 full and 3 half/triangle plots
(half plots available – contact Association for current information)

Size of plots: 20' by 50'

Fees: \$10 one-time fee, and \$55 rental fee/\$27.50 for half plots

Services provided: parking, water, toilet, wheelbarrows, lawnmower

Waiting list: Contact Association for current information

Contacts:

Jack Dakus 385-2347
Cathy Wetton 384-2956
Dorothy Fitzsimmons 474-6215 (membership/rental enquiries)
Domenico Frattaroli 472-2649
Fuzz Alexander 479-3447

COMMITTEE OF THE WHOLE REPORT



September 24, 2009

REPORT TO: F. C. MANSON, C.G.A., CHIEF ADMINISTRATIVE OFFICER
FROM: G. A. JACKSON, DIRECTOR OF COMMUNITY PLANNING
SUBJECT: UPDATE ON IMPLEMENTING AN ACCESSIBILITY UPGRADE
INCENTIVE PROGRAM – FILE NO. 6440-01-ACC

Issue:

Update on implementing an accessibility upgrade incentive program.

Executive Summary:

Council requested a program to provide rebates for accessibility upgrades be developed for the owner's of existing or new buildings. The proposed incentive program was presented to Council and referred to the Measuring Up Parksville Committee. Comment has subsequently been received from Measuring Up Parksville.

References:

Schedule "A" – Draft Accessibility Upgrade Rebate Policy;
Schedule "B" – Measuring Up Parksville Committee comments, received September 11, 2009.

Background:

Funds in the amount of \$20,000 were put aside for an accessibility grant program by Council at the April 1st, 2009 budget meeting.

At the regular meeting of Council held on July 6, 2009 the following resolution was passed:

09-165(6) *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.

This report provides follow-up. The accessibility rebate program was referred to the Measure Up Parksville Committee and their subsequent comment are provided in Schedule "B" that is attached to and forms part of this report.

UPDATE ON IMPLEMENTING AN ACCESSIBILITY UPGRADE INCENTIVE PROGRAM

Options:

Council may:

1. Direct Staff to implement a rebate as proposed;
2. Refer topic back to Staff for additional changes;
3. Maintain the status quo.

Analysis:

1. The rebate program that has been proposed is intended to assist disabled residents to cover 50% of the cost of an accessibility upgrade to a maximum rebate of \$1000. Allocation priority is proposed to be given to persons who receive disability assistance, hardship assistance or a supplement under the ***Employment and Assistance for Persons with Disabilities Act*** followed by other persons with disabilities. Further details of the proposed program are provided in Schedule "A" attached to and forming part of this report.

In recognizing the legislative prohibition on local governments assisting businesses, the Measuring Up Parksville Committee has indicated their support and that they will leave the details of the program up to the City to implement. The Measuring Up Parksville Committee asks that the City recognize and communicate their efforts to perspective recipients of the grant. As this option appears to be accepted by the Measuring Up Parksville Committee Staff would recommend proceeding with implementing the rebate program.

2. Referring the topic back to Staff is appropriate if Council believes that the proposed incentive program requires substantive changes in order to achieve satisfaction or that additional information is required in order to make an informed decision. In this case it would be appropriate for Council to provide general direction to Staff on what changes it would like to see made to the program or what additional information is required.
3. Not implementing an accessibility incentive program is entirely at Council's discretion. This option is appropriate if Council believes that incentives, in the form of a rebate or grant, are the wrong approach to take at this time.

Sustainability:

This program contributes to social sustainability by fostering access opportunities for persons with disabilities.

Financial Implications:

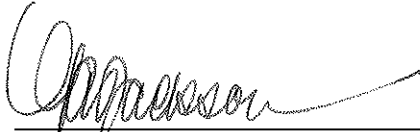
The financial implications associated with an accessibility incentive program were considered as part of the 2009 Budget process where \$20,000 was allocated for this purpose. Secondary implications are Staff time involved in the processing and verification of applications.

**UPDATE ON IMPLEMENTING AN ACCESSIBILITY
UPGRADE INCENTIVE PROGRAM**

Recommendation:

That the report from the Director of Community Planning dated September 24, 2009 entitled "Up-Date on Implementing an Accessibility Upgrade Incentive Program" be received;

And That the Staff be directed to implement the upgrade incentive program in accordance with Schedule "A" of this report.

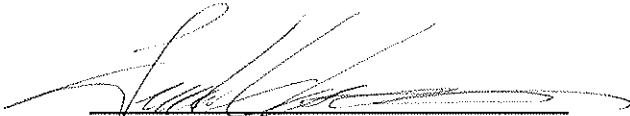


G. A. JACKSON

BR/sh
Attachments

Planning/6440-01-ACC/2009/Agenda/Report-AUIP-2.

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:



F. MANSON, C.G.A.

UPDATE ON IMPLEMENTING AN ACCESSIBILITY
UPGRADE INCENTIVE PROGRAM

Schedule "A"

CITY OF PARKSVILLE

POLICY

SUBJECT: Accessibility Upgrade Rebate	POLICY NO: 4.30 RESO. NO: ____-____ CROSS REF:
EFFECTIVE DATE: _____, 2009	APPROVED BY: _____
REVISION DATE:	RESO. NO: CROSS REF: PAGE 1 OF 3

PURPOSE

To guide the issuance of rebates for accessibility related upgrades to existing residential buildings or buildings under construction for persons with disability.

POLICY

1. Eligibility To be eligible for a rebate:

- i. The applicant must be a Canadian citizen or landed immigrant who is a permanent resident of Parksville, British Columbia;
- ii. Rebate is limited to persons with a disability or works undertaken on their behalf by a family member or other legally designated person;
- iii. Priority will be given to persons who receive disability assistance, hardship assistance or a supplement under the **Employment and Assistance for Persons with Disabilities Act** followed by other disabled persons who, under the same act, have been designated as a person with disabilities;
- iv. Upgrades must be in relation to the disability of the person with disability;

UPDATE ON IMPLEMENTING AN ACCESSIBILITY UPGRADE INCENTIVE PROGRAM

- v. Accessibility upgrades may include improvement as recommended in the 2009 Parksville Accessibility Booklet published by Parksville's Measuring Up Committee, such as but not limited to the following:
 - o Building entrance improvements – such as doorway widening, installation of automated opening device or installation of entry ramp;
 - o Building access improvements – widening of interior doorways, hallways or bathroom stalls;
 - o Bathroom / washroom improvement – installation for grip rails, lift equipped or easy entry bathtub or accessible toilet;
 - o Parking stall widening for lift equipped vehicle or wheelchair access.
 - o Exterior path improvements;
- vi. Upgrades must provide access to persons with disabilities equivalent to those required for new buildings under the **BC Building Code** and must be constructed to meet or exceed the **BC Building Code** requirements;
- vii. A valid building permit must be obtained prior to construction where required by law.

2. Procedure

- i. Application form to be completed, including name of applicant, civic address and legal description of property;
- ii. A general description of the nature of the disability and the proposed residential accessibility upgrade works shall be provided;
- iii. Photographs and / or plans are to be submitted showing the portion of the building that is to be upgraded;
- iv. A clear description of the nature of the upgrade must be provided;
- v. All applications must pre-qualify prior to proceeding with upgrades;
- vi. All applications must be reviewed by the Committee of the Whole for pre-qualification;
- vii. Upon completion, photographs shall be submitted showing the portion of the building that was upgraded;
- viii. Original receipts must be submitted;
- ix. The City reserves the right to inspect or verify that accessibility upgrades have been installed.

**UPDATE ON IMPLEMENTING AN ACCESSIBILITY
UPGRADE INCENTIVE PROGRAM**

3. Rebate

- i. Eligible works must have a minimum pre-tax cost of \$500;
- ii. Rebates will be 50% of the pre-tax cost of eligible accessibility upgrade works to a maximum rebate of \$1000.00 will be rebated, subject to funding availability and application approval;
- iii. Limited to one rebate per residence.

4. Disclaimer

- i. Program may be modified or terminated at any time and is subject to available funding;
- ii. No prior notice may be given of changes or cancellation;
- iii. Submission of an eligible application does not guarantee a rebate will be issued;
- iv. The City does not warrant the workmanship of any upgrade and in no way is responsible for the installation or functioning of works.

ooOOoo

**UPDATE ON IMPLEMENTING AN ACCESSIBILITY
UPGRADE INCENTIVE PROGRAM**

Schedule "B"

MEASURING UP PARKVILLE COMMITTEE COMMENTS

From: Denyse Morrow [mailto:]
Sent: September 11, 2009 08:44
To: Gayle Jackson
Cc: Councillor Marc Lefebvre
Subject: Upgrades

Gayle Jackson
Director, Community Planning
City of Parksville

Madam:

In reference to your communication last June regarding the implementation of an accessibility upgrade incentive, may I commend you and your colleagues for your extensive effort on the part of our disabled and elderly citizens. On behalf of the Measuring Up Parksville Committee, please advise the Council that the M U P Committee has decided to leave the matter in your care. Although we would have preferred to see the sum allotted benefit the businesses who took part in our survey, we recognize that this is impossible.

Our alternative choice would have been to contribute to the establishment of a downtown restroom. This project we will continue to support in whatever ways we can.

Would it be possible for the City to recognize the input of our committee (citizens representing their interests) in some form to those citizens benefitting from the City's contribution to their upgrades?
respectfully,

Denyse Morrow, chair,
Measuring Up Parksville Committee

Denyse Morrow
204 Marks Ave
Parksville V9P 1L8
250/951-0320

Report to Committee of the Whole

September 1, 2009

MEMO TO: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER
FROM: L. KITCHEN, DEPUTY CORPORATE ADMINISTRATOR
SUBJECT: REVIEW OF CORPORATE POLICY MANUAL SECTION 9 – COMPUTER SECURITY RELATED POLICIES

ISSUE:

Review of computer security related policies.

EXECUTIVE SUMMARY:

The review of the City's Policy Manual is a project that has been identified by the Administration Department as one that needs to be carried out. We have found that many of the City's policies are outdated, have become redundant by more recent programs and bylaws or need to be replaced. The purpose of this report is to examine and make recommendations regarding the policies contained in the emergency section of the Corporate Policy Manual applicable to computer security and e-mail practices.

REFERENCES:

Corporate Policy Manual
Review of Security Related Policies Applicable To Computer Systems - Attached Schedule
2006 Email Business Review conducted by student researcher

BACKGROUND:

The Corporate Policy Manual contains all approved Policies for the City, however over time a number of the policies are no longer applicable or have been made redundant by more recent programs and bylaws.

Schedule A, attached, outlines the security related policies applicable to the municipality's computer systems and recommended action to be taken. As the original policies were approved in 1995 or earlier, it is appropriate that they be reviewed and amended to indicate current technological advances and procedures.

The new policy regarding e-mail management is being introduced as e-mail addresses are widely publicized and have provided an additional method to communicate with the City. The widespread use of email took hold quickly and managed to bypass the traditional and well established methods of handling and controlling municipal correspondence. The formality of tracking, recording and following up on City business has to some degree been eroded by the use of e-mail. Standards of protocol and priority are also more easily ignored through e-mail. Some specifically identified issues and problems are:

.../2

- a requirement to file email has not been formally established, therefore there may not be a consolidated and accessible record of business communication
- e-mail communication from residents does not have a tracking or follow up system to ensure a response
- there is no procedure or protocol to forward incorrectly directed e-mail to the correct person for response
- in Development matters, the willingness to entertain e-mail enables "immediate, one topic issues" to gain instant attention
- there is an expectation of instant response to some very complex questions and some that would be subject to a fee if presented in another way
- e-mails can foster a level of informality on topics such as zoning or subdivisions, which, if not answered formally and properly could attract legal challenge, yet it is not always recognized that e-mail communication can be subpoenaed and otherwise used in legal matters
- a person using e-mail may access a staff member who is not charged with the duty of answering that particular type of inquiry, yet may feel obliged to do so
- strategic e-mail management reduces liability, e.g. use of standard email tags that include contact information, privacy disclaimers, no confidential information should be sent out by e-mail, no electronic signatures should be used (can be copied by the receiver and putting a signature on an e-mail has the potential to change the intent of the e-mail). All records have the potential to become public records and we need to operate from the premise that any message may be viewed by the public.

Many of the above situations depend on routine office practices knowledge of those involved to file, follow up, or otherwise manage the communication.

Further, the older policies such as Computer Internet Security, Computer System Security and Computer System Backup Procedures were not approved by Council, nor do they take into account technological advances that have taken place over the past 14+ years.

OPTIONS:

1. Amend Computer Internet Security Policy No. 9.10, Computer System Security Policy No. 9.11, Computer System Backup Procedures Policy No. 9.12 to reflect current practices and establish systems and protocols for e-mail by approving a new e-mail management policy.
2. Maintain the status quo.

ANALYSIS OF OPTIONS:

1. As stated, the original policies were approved in 1995 or earlier, therefore it is appropriate that they be reviewed and amended to indicate current technological advances and procedures. Further, the three policies being recommended for amendment were originally approved by the City's Administrator and not by Council.

Establishing an e-mail management policy would permit a tailor-made approach to specific issues and would provide a guideline for Council and staff to follow.

2. Maintaining the status quo does not recognize that the older policies were not approved by Council, nor do they take into account technological advances that have taken place over the past 14+ years.

Maintaining the status quo and relying on general "office practices" of staff involved can present challenges; the risk of overlooking important communication, the risk of having inadequate material on file for future use (or prevention of liability in some cases) and of having inappropriate communication put out to the public.

SUSTAINABILITY/ENVIRONMENTAL IMPLICATIONS:

N/A

FINANCIAL IMPACT:

Time and data loss in the event of a computer system failure or loss of data through erasure, error or malicious intent could prove very costly to the municipality.

STAFF RECOMMENDATION:

THAT the report from the Deputy Corporate Administrator dated September 1, 2009 entitled "Review of Corporate Policies Applicable to Computer Security", be received;

AND THAT the amended policies presented as Amended Computer Internet Security Policy No. 9.10, Amended Computer System Security Policy No. 9.11 and Amended Computer System Backup Procedures Policy No. 9.12, attached to the Deputy Corporate Administrator's report dated September 1, 2009, be approved;

AND FURTHER THAT the Draft E-Mail Management Policy No. 9.14 attached to the Deputy Corporate Administrator's report dated September 1, 2009, be approved.

Respectfully submitted,



LYNN KITCHEN

Deputy Corporate Administrator

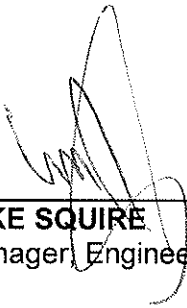
- Attachments – Schedule A
- Amendments to Policy No. 9.10, 9.11 and 9.12
 - New Draft E-Mail Management Policy No. 9.14

COMMUNICATIONS OFFICER



Debbie Tardiff

ENGINEERING & OPERATIONS



MIKE SQUIRE
Manager, Engineering

DIRECTOR OF COMMUNITY PLANNING



GAYLE JACKSON
Director

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:



FRED C. MANSON, CGA
Chief Administrative Officer

Schedule A

A review of Section 9, Computer Security Related Policies, of the Policy Manual has resulted in the following:

1. Policy 9.10 – Computer Internet Security - Administrator Approved Dec. 12, 1995 - This policy is **outdated - TO BE AMEND**
2. Policy 9.11 – Computer System Security – Administrator Approved Dec. 21, 1998, This policy is **outdated - TO BE AMENDED**
3. Policy 9.12 – Computer System Backup Procedures – Administrator approved April 24, 1995 and amended December 21, 1998 – **outdated TO BE AMENDED.**
4. Policy 9.14 - E-Mail Management Policy – **NEW**

CITY OF PARKSVILLE

AMENDED POLICY

SUBJECT: Computer Internet Security	POLICY NO: 9-10
	RESO. NO:
	CROSS REF:
EFFECTIVE DATE: December 12, 1995	APPROVED BY: Administrator
REVISION DATE:	RESO. NO:
	CROSS REF:
	PAGE 1 OF 3

PURPOSE

To ensure that access to and use of the Internet by City employees serves the business interests of the City and its residents and to set standards for appropriate behaviour of City employees when accessing the Internet.

POLICY

To provide guidance as to what does and does not constitute acceptable usage of the Internet by City employees. The Internet is defined in the context of this policy as any or all portions of the global interconnection of public data networks or bulletin board systems that commonly use (but are not limited to) the Internet Protocol. It does not refer to private data networks owned or operated by the City.

1. Access to the internet is provided to employees to assist them in the performance of their work and staff may access Internet services for business related purposes at any time.
2. The City acknowledges that employees may access information or services available via the Internet for their own personal purposes where such use does not involve incremental cost to the City or result in service degradation. All employees will conduct themselves in a professional and business like manner when using the Internet including the avoidance of angry messages or harassing language. Further:
 - a) Accessing Internet services for personal purposes using City resources will occur only on the employee's own personal time and with the documented approval of their supervisor. Employees who are unclear if internet service use is unacceptable shall contact their supervisor.
 - b) All personal usage must be able to survive public scrutiny and/or disclosure without causing embarrassment or concern to the City.

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- c) It is not acceptable to use the Internet for non-business purposes when such use results in the posting to Internet news groups of non-business related material; incurs additional cost to the City whether through the consumption of computer cycles, labour costs or other resources, or leads or has the potential to lead to personal financial gain.
 - d) All employees posting messages on various Internet news groups or to write responses to such postings must do so using a user identification and network facilities not related to the City.
3. Employees shall comply with all applicable laws and regulations and will respect the legal protection provided by copyright and licensing issues with respect to both programs and data.
4. Information that is of a sensitive nature such as personal, confidential or protected, must not be exchanged via e-mail unless appropriate end to end security methods are applied and strong encryption methods are used. The Internet is an open, non-secure data carrier; it can be assumed that your information is being read by one or several people external to the City if it is not properly secured. Reasonable methods should be encouraged to ensure the privacy and integrity is maintained. A standard privacy disclaimer should be utilized. e.g. *The information contained in this email message, including any attached documents, is confidential and may be privileged. It is intended for the sole use of the recipient to whom it is addressed. If you are not the intended recipient, any review, use, copying, distribution or disclosure is strictly prohibited. If you have received this message in error, please immediately notify the sender, and delete and destroy all copies of this email message. Thank you.* (wording may differ slightly from Department to Department).
5. Employees will restrict their business-related Internet communications and usage to the following:
 - a) related to City and customer business requirements;
 - b) related to their professional development to maintain skills currency;
 - c) in which they seek information and discuss issues in a field of knowledge related to their duties;
 - d) where the employee is explicitly authorized to state municipal or customer position.
6. All employees shall ensure that any use they make of the City's network and processing platforms for Internet access shall not contribute to any denial or degradation of services provided to customers and other staff. To help ensure high service levels for others, staff shall always take all reasonable and necessary steps, including working off-peak traffic times and the discretionary

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suppression of unneeded transmission of graphics files to minimize any possible deterioration in the accessibility or performance of network computing resources and levels of service.

7. It is not acceptable to interfere or disrupt other City networked or shared-system users, services or equipment. Interference or disruption includes but is not limited to:
 - a) distribution of unsolicited advertising (a.k.a. spam);
 - b) distribution of electronic chain letters, pyramid schemes or such;
 - c) propagation of any form of malicious software (viruses, worms, etc.);
 - d) using the network to make unauthorized entry to other information systems, communication devices or resources (a.k.a. hacking or cracking).
8. Employees wishing to access their City userids from remote locations via the Internet are warned that the Internet is not secure and that their passwords and userids are transmitted in clear text and could be compromised. Should this occur, data access could be obtained to any and all data protected by the userid and password combination.
9. Employees will refrain from malicious use or the distribution of rude, obscene or harassing material or comments.
10. All supervisors shall endeavour their staff are aware and comply with this policy.
11. All employees shall ensure their access to the Internet and the use of Internet services is in accordance with this policy.
12. Any files an employee downloads will be scanned immediately to check for viruses.
13. All employees will express their views or comments on business matters to only those which they are explicitly authorized.
14. All employees shall seek clarification of "acceptable Internet usage" when required or when unsure. This issue must be resolved before usage.
15. All employees are expected to cooperate in a security investigation if required.

CONSEQUENCE OF NON-COMPLIANCE

Policy violations may result in disciplinary action being taken such as letters of reprimand, loss of Internet privileges or in very severe cases job dismissal.

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CITY OF PARKSVILLE

AMENDED POLICY

SUBJECT: Computer System Security	POLICY NO: 9.11
	RESO. NO:
	CROSS REF:
EFFECTIVE DATE: December 6, 1994	APPROVED BY: Administrator
REVISION DATE: December 21, 1998	RESO. NO: 98-487
	CROSS REF:
	PAGE 1 OF 1
(PREVIOUSLY POLICY 3.20)	

PURPOSE

To establish procedures to reduce the risk of virus, malware and other types of malicious software intrusions into the City's internal network and computer system.

POLICY

1. All electronically stored information that is to be provided to the public must be transferred off the City's computer system onto media such as CD/DVD/HD DVD-R, BlueRay) or as an e-mail attachment. There will be a \$5.00 charge for each disc provided by the City.
2. The City will not copy files onto media provided by the public nor exchange any outside media.
3. Any media, be it optical disk, memory stick or portable memory device that has not been originated by the City must be scanned for viruses. This includes new program media as well as previously used media.
4. Any software that is received over the Internet must be checked for malicious software, virus's and intrusion software.
5. Virus software is required to be installed on any computer that will be connected to the internal City network. This includes but is not limited to workstations, notebooks and servers.

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6. If a computer is brought into the network, be it by an external contractor, Councillor or member of staff, the computer must have a respectable anti-virus program installed and working and must have virus definitions that are up to date.
7. Any computer that connects remotely to the City's network via Virtual Private Networking (VPN), Remote Desktop (RDP), Web based remote control (ie. LogMeIn) or other remote control, must have appropriate virus protection and firewall protection in place to prevent information loss or breach of security.
8. All emails entering and leaving the system must be scanned for malicious software.
9. Each user is required to have a password to access the Internal Computer system. This password should not be given out to anyone. Staff should not, for any reason, share their password with their colleagues except, as may be necessary, to permit another employee to act on the employee's behalf in their absence. If an employee shares his/her password with another staff member, that employee will be solely responsible for any misuse of that password by that staff member.

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CITY OF PARKSVILLE

AMENDED POLICY

SUBJECT: Computer System Backup Procedures	POLICY NO: 9.12
	RESO. NO:
	CROSS REF:
EFFECTIVE DATE: April 24, 1995	APPROVED BY: Administrator
REVISION DATE: December 21, 1998	RESO. NO: 98-487
	CROSS REF:
	PAGE 1 OF 1
(PREVIOUSLY POLICY 6.9)	

PURPOSE

To ensure minimum time and data loss is incurred in the event of a computer system failure or physical disaster, or loss of data through erasure, error, or malicious intent.

POLICY

1. SOFTWARE PROGRAMS

A copy of all mission critical software programs in current use shall be available stored off-site in safekeeping at the City's financial institution.

2. NETWORK DATA

The backup will follow the "Son-Father-Grandfather" methodology.

- a) Backup of network data is to be performed daily. The tapes are to be labeled with the date of the data and stored off-site at the Public Works office. Tapes have been set up for this purpose and labeled 1 to 30 for use on the appropriate day of the month.
- b) On the first day of each month a monthly media backup is to be used in place of the daily media backup, to backup the previous month. This backup is to be labeled with the date of the data and stored off-site. If it is City Hall backup, it is stored at Public Works, and Public Works is stored at City Hall. Monthly backups can be reused yearly.
- c) On completion of year end procedures a yearly backup is to be made. This media is to be labeled with the appropriate date and specified as "20 __ Year End Backup". It is to be stored off-site at either the Public Works Building or City Hall, as outlined in (b) above.

Year end backup devices may be reused after seven years.

3. The area for storage of data backup devices and software programs must be an area that is not accessible to the public and is free of exposure to any magnetic device or static discharge. It should also be fireproof, away from water, and have limited access.

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CITY OF PARKSVILLE

DRAFT POLICY

SUBJECT: <i>E-mail Management Policy</i>	POLICY NO: 9-14
	RESO. NO:
	CROSS REF:
EFFECTIVE DATE:	APPROVED BY:
REVISION DATE:	RESO. NO:
	CROSS REF:
	PAGE 1 OF

PURPOSE

To ensure that access to and use of e-mail by City employees serves the business interests of the City and its residents and to set out best practices guidelines.

POLICY

E-mail is a communication tool and shall be managed as follows:

1. Communication from the public, the purpose of which is to express an opinion or view, shall be directed to the Corporate Administrator's office to be handled in the same manner as a formal letter. The recipient of the e-mail shall forward the e-mail to the Corporate Administrator's office for acknowledgement and referral.
2. Communication from the public [to either staff or Member of Council], the purpose of which is to seek factual information, shall be managed by the receiving Department and shall be subject to a fee and the same timelines as would be the case if the request was received by conventional letter.
3. Staff and Council shall create e-mails and respond to external e-mails in a polite, businesslike manner that would meet the same level of formality as a conventional letter, including senders' full name and contact information. Confidential information should not be sent by e-mail.
4. E-mails created by Staff and Council are to include a standard e-mail tag that includes contact information as well as a standard privacy disclaimer and should not contain an electronic signature. e.g. *The information contained in this email message, including any attached documents, is confidential and may be privileged. It is intended for the sole use of the recipient to whom it is addressed. If you are not the intended recipient, any review, use, copying, distribution or disclosure is strictly prohibited. If you have received this*

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message in error, please immediately notify the sender, and delete and destroy all copies of this email message. Thank you. (wording may differ slightly from Department to Department).

4. Staff and Council will make every effort to acknowledge receipt of an external e-mail within 3 business days. If a planned absence from the office occurs, an "Out of Office" message should be placed for receipt of emails that indicates an alternate staff member who can be contacted if required.
5. Any e-mail messages with attachments or file downloads have the potential to spread computer viruses, therefore staff are responsible to ensure that the emails they are receiving do not link to or contain any viruses or malicious software. Any violations should be immediately reported to the IT Department so that they can be dealt with properly.
6. Material received from development process applicants which is intended to fulfill or supplement submission requirements is required to be submitted in a conventional letter and drawing format.
7. Communication regarding a development may be handled by e-mail, at the discretion of the Director of the Department involved, provided that all e-mail information exchanges which are pertinent to the file content are filed (ie. E-mail communication that simply replaces a telephone call requesting the status of the application need not be filed).
8. Where aspects of a development process file are to be handled by e-mail, the response time shall not be required to be the same day and several topics may be accumulated by Staff prior to response to the applicant, however, if possible, within 3 business days an acknowledgement of receipt of an external e-mail shall be sent (see preceding Point #4).
9. Occasionally personal use of the organization's e-mail system is permitted, but personal messages will be treated no differently than business messages. E-mail must meet standards as if they were tangible documents and can be traced back to the City of Parkville. This communication must comply with other sections of this policy and must not result in a reduction of work hours or distraction on the job.
10. The City of Parkville e-mail system is not to be made available for use by third parties (including suppliers, customers or the general public) without prior authorization from Management.
11. Staff should not, for any reason, share their e-mail password with their colleagues except, as may be necessary, to permit another employee to act on the employee's behalf in their absence. If an employee shares his/her e-mail password with another staff member, that employee will be solely responsible for any misuse of that password by that staff member.

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12. E-mail which is not about professional activities in the workplace or has no permanent value as a record of the City's activities should be regularly deleted from in boxes, and folders.
13. E-mail that makes policy or strategy statements, or records City decisions or activities must be regularly printed from in boxes, logs and folders and filed and disposed of according to the City of Parksville's Records Retention and Scheduling Bylaw.
14. Using the system to manually send out large amounts of email, or using a mailer system (i.e. a mail bomber) that accomplishes this, is not allowed unless permission has been received by Management.

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