



COUNCIL MEETING AGENDA

**TAKING PLACE AT BALLENAS SECONDARY SCHOOL
LOCATED AT 135 N. PYM STREET, PARKSVILLE BC**

MONDAY, MAY 17, 2010

Immediately following the adjournment of the Committee of the Whole Meeting

1. ADOPTION OF MINUTES

- a) of the Council meeting held May 3, 2010 - Pages 1 to 7

Recommendation: THAT the minutes of the Council meeting held May 3, 2010 be adopted.

- b) of the Special Council meeting held May 10, 2010 – Pages 8 to 9

Recommendation: THAT the minutes of the special meeting of Council held May 10, 2010 be adopted.

- c) of the Special Council meeting held May 12, 2010 – Page 10

Recommendation: THAT the minutes of the special meeting of Council held May 12, 2010 be adopted.

2. APPROVAL OF AGENDA

3. PRESENTATIONS

4. DELEGATIONS

5. UNFINISHED BUSINESS

6. CORRESPONDENCE

- a) Regional District of Nanaimo - Northern Community Sewer Service Area Boundary Amendment Bylaw No. 889.56- Pages 11 to 13

This bylaw proposes to include one property within the French Creek Sewer LSA into the Northern Community Sewer Local Service Area.

Recommendation: THAT the Council of the City of Parkville consents to the adoption of "Northern Community Sewer Service Area Boundary Amendment Bylaw No. 889.56, 2010", and the Regional District be notified accordingly.

7. DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE

8. REPORTS

a) Committee of the Whole – May 3, 2010 - Page 14

- (1) Director of Community Planning – Consideration of an Official Community Plan and Zoning Bylaw Amendment Application to Facilitate the Conversion of the Post and Lantern Motel into a 25 Unit Rental Apartment Building (272 Island Highway West)

**Recommendation: THAT the report from the Director of Community Planning dated April 22, 2010 titled "Consideration of an Official Community Plan and Zoning Bylaw Amendment Application to Facilitate the Conversion of a Motel Into a 25 Unit Rental Apartment Building on Lot 1, District Lot 89, Nanoose District, Plan 5722, Expect Parts in Plans 10153 and VIP52582 and Lot 1, District Lot 89, Nanoose District, Plan 10153 (272 Island Highway West)" dated April 22, 2010 be received;
AND THAT Council advise the applicant to meet the customary submission requirements and any need for additional information in order to continue processing the application for the properties legally described as on Lot 1, District Lot 89, Nanoose District, Plan 5722, Expect Parts in Plans 10153 and VIP52582 and Lot 1, District Lot 89, Nanoose District, Plan 10153 (272 Island Highway West) to permit the conversion of the Post and Lantern motel to a 25 unit apartment building;
AND THAT Staff be directed to process the application on the highest priority basis;
AND FURTHER THAT Councillor Patterson be designated to participate in discussions and audit the conversion of the Post and Lantern motel project.**

- (2) A/Director of Engineering – Chestnut Street Speed and Safety Review

**Recommendation: THAT the report from the A/Director of Engineering dated April 28, 2010 titled "Chestnut Street Speed & Safety Review" be received;
AND THAT staff be directed to install signage on Chestnut Street to reduce the posted speed limit to 40 km/h.**

- b) Chief Administrative Officer – Parkville Lions Housing Society Works and Services Requirement Letter of Credit - Pages 15 to 16

The Parkville Lions Senior Citizens Housing Society has requested that Council waive the letter of credit securing the Works and Services requirement for their development at 205 Jensen Avenue East.

Recommendation: THAT the report from the Chief Administrative Officer dated May 11, 2010 regarding the Parkville Lions Housing Society request to waive the letter of credit securing the Works & Services Bylaw requirements be received;

AND THAT Council deny the request by the Parksville Lions Housing Society to waive the Letter of Credit securing the Works & Services Bylaw requirements for their development at 205 Jensen Avenue East.

9. **BYLAWS**

- a) "Housing Agreement Authorization Bylaw, 2010, No. 1462"
Council Resolution No. 10-104 directs that staff bring forward a housing agreement bylaw to allow the City to enter into an affordable housing agreement with the Parksville Lions Senior Citizens Housing Society for 33 senior oriented affordable housing rental units at 205 Jensen Avenue East.
- (i) **Recommendation: THAT "Housing Agreement Authorization Bylaw, 2010, No. 1462" be adopted.**

10. **NOTICE OF MOTION**

- a) Councillor Lefebvre – Mid Vancouver Island Habitat Enhancement Society Communication Program – Page 17 - *From the May , 2010 Regular Meeting of Council.*
- Recommendation: THAT the City of Parksville provide funding in the amount of \$2,000.00 to the Mid Vancouver Island Habitat Enhancement Society to enable the society to launch its communication program through presentations, public workshops, brochures, displays and walking tours to increase the capacity for a better understanding and provide a wider range of options for the future use of the nearshore in our community;
AND THAT the funding be provided from Council contingency.**
- b) Councillor Lefebvre – Parksville Downtown Business Association Downtown Washroom – Page 18 - - *From the May 3, 2010 Regular Meeting of Council.*
- Recommendation: THAT the City of Parksville provide funding in the amount of \$5,000.00 to the Parksville Downtown Business Association for the construction of a public washroom in the downtown area.**

11. **NEW BUSINESS**

12. **SPECIAL BUSINESS (Closed/In Camera)**

13. **ADJOURNMENT**

TO BE ADOPTED

4724.

May 3, 2010

CITY OF PARKSVILLE

Minutes of the meeting of Council held in the Civic and Technology Centre, 100 Jensen Avenue East, Parksville, BC, on Monday, May 3, 2010 at 8:11 p.m.

PRESENT: His Worship Mayor E. F. Mayne

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

Staff: F. Manson, Chief Administrative Officer
G. Jackson, Director of Community Planning
L. Butterworth, Director of Finance
D. Banks, Fire Chief
D. Tardiff, Communications Officer
A. Haywood, Executive Assistant

1. ADOPTION OF MINUTES

10-112 Lefebvre - Greir
THAT the minutes of the Public Hearing held April 19, 2010 be adopted.
CARRIED.

10-113 Powell - Powell-Davidson
THAT the minutes of the meeting of Council held April 19, 2010 be adopted.
CARRIED.

2. APPROVAL OF AGENDA

10-114 Lefebvre - Powell
THAT the May 3, 2010 Council meeting agenda be approved. CARRIED.

3. PRESENTATIONS

a) Mayor Ed Mayne - World Water Day Contest Awards and Prizes

4. DELEGATIONS

a) Paul Drummond and Blain Sepos from Oceanside Tourism Association presented their Annual Report and Financial Statements to Council.

5. UNFINISHED BUSINESS - Nil

6. CORRESPONDENCE

a) **Regional District of Nanaimo - Not-for-Profit-Rental Housing Sewer Development Cost Charge Reduction Bylaw No. 1577**

Lefebvre - Burger
10-115 THAT the Council of the City of Parksville waive the consent requirements under Section 801.4 of the Local Government Act by consenting to the adoption of "Regional District of Nanaimo Not-for-Profit-Rental Housing Sewer Development Cost Charge Reduction Bylaw No. 1577, 2010", and the Regional District be notified accordingly. CARRIED.

b) **Regional District of Nanaimo - Northern Community Sewer Service Area Boundary Amendment**

Lefebvre - Powell
10-116 THAT the Council of the City of Parksville consents to the adoption of "Northern Community Sewer Service Area Boundary Amendment Bylaw No. 889.55, 2010", and the Regional District be notified accordingly. CARRIED.

7. DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE - Nil

8. REPORTS

a) **Special Committee of the Whole - April 19, 2010**

10-117 THAT the report of the special Committee of the Whole meeting held April 19, 2010 be received and the following recommendations considered:

(1) **Director of Community Planning - Consideration of Permanent Change to the Liquor Licence for the Parksville Curling Club [193 Island Highway East]**

Powell-Davidson - Burger

THAT the report from the Director of Community Planning dated April 13, 2010 for consideration of permanent change to the liquor licence for the Parksville Curling Club – the arena building on Parcel B, except Plan 29279 and VIP52582 Parcel B DD349031 (193 Island Highway East) be received;

AND THAT staff be directed to advertise an opportunity for receiving written comment regarding the permanent change in occupancy for the liquor-primary club licence of the Parksville Curling Club at the arena building on Parcel B, except Plan 29279 and VIP52582 Parcel B DD349031 (193 Island Highway East) be received;

AND FURTHER THAT the written comment be received prior to deliberation on the application. CARRIED.

b) **Special Committee of the Whole - April 26, 2010**

10-118 THAT the report of the special Committee of the Whole meeting held April 26, 2010 be received and the following recommendations considered:

(1) **Five Year Capital Plan Amendments**

Main Motion:

Burger - Powell

THAT capital projects included in the 2010 budget that are not currently underway, with the exception of the McMillan Street upgrade, be moved to the 2011 budget;

AND THAT the Corfield Street capital works in the 2011 budget be moved to the 2012 budget;

AND FURTHER THAT the Jensen Avenue Extension capital project be completely removed from the Financial Plan.

Amendment:

Powell-Davidson - Greir

THAT capital projects included in the 2010 budget that are not currently underway, with the exception of the McMillan Street upgrade, be moved to the 2011 budget;

AND THAT the Corfield Street capital works in the 2011 budget be moved to the 2012 budget;

AND FURTHER THAT the Jensen Avenue Extension be brought back into the capital project budget in 2012 or 2013. DEFEATED.

Main Motion:

Burger - Powell

THAT capital projects included in the 2010 budget that are not currently underway, with the exception of the McMillan Street upgrade, be moved to the 2011 budget;

AND THAT the Corfield Street capital works in the 2011 budget be moved to the 2012 budget;

AND FURTHER THAT the Jensen Avenue Extension capital project be completely removed from the Financial Plan. CARRIED.

Mayor Mayne, and Councillors Powell-Davidson and Greir opposed this motion.

c) **Committee of the Whole - May 3, 2010**

10-119 THAT the report of the special Committee of the Whole meeting held May 3, 2010 be received and the following recommendations considered:

(1) **Director of Finance - 2010-2014 Financial Plan**

Greir - Powell

THAT the tax rates for residential property taxes be set at 2% for 2010, 3% for 2011 to 2014 and the tax rate for commercial and light industrial properties be set at 3% for 2010, 4% for 2011 to 2013, 3% for 2014;

AND THAT staff be directed to prepare the required bylaws for the 2010-2014 Financial Plan and 2010 Property Tax for Council's consideration.

CARRIED.

Councillors Patterson and Lefebvre opposed this motion.

d) **Chief Administrative Officer - Parksville Downtown Business Association 2010 Budget**

10-120 Lefebvre - Burger
THAT Michelle Jones, representing the Parksville Downtown Business Association be permitted to address Council. CARRIED.

10-121 Powell - Lefebvre
THAT the Parksville Downtown Business Association 2010 Budget attached to the report from the Chief Administrative Officer dated April 19, 2010 entitled "Parksville Downtown Business Association 2010 Budget", be approved. CARRIED.

e) **Executive Assistant - 2010 Special Events Applications**

10-122 Greir - Powell
THAT the report from the Executive Assistant dated April 21, 2010 entitled "2010 Special Events Applications" be received;
AND THAT the following individuals/organizations be permitted use of the identified areas of the Community Park for a special event during the specified times and in the areas outlined in the list of applications attached to the report from the Executive Assistant dated April 21, 2010 entitled "2010 Special Events Applications":

Canadian Cancer Society "Cops for Cancer - Tour de Rock Kick Off" on May 15, 2010

Nanoose Bay Elementary "School Play and Picnic" on May 21, 2010;

AND THAT the following individuals/organizations be permitted use of the identified areas of Foster Park for a special event during the specified times and in the areas outlined in the list of applications attached to the report from the Executive Assistant dated April 21, 2010 entitled "2010 Special Events Applications":

Sunrise Preschool Association "End of Year Picnic" on June 13, 2010;

AND THAT the following organizations be permitted use of City property and roads for a special event at the specified times and on the roads outlined in the list of applications attached to the report from the Executive Assistant dated April 21, 2010 entitled "2010 Special Events Applications":

Oceanside Running Club "Oceanside 10K" on June 27, 2010;

Arrowsmith Potters Guild "100th Birthday" on July 10, 2010;

AND FURTHER THAT the approval for each event be granted on condition that the organizers adhere to their signed Terms and Conditions forms. CARRIED.

f) **Deputy Corporate Administrator - Request for Financial Assistant - Rotary Club of Parksville - 2010 Canada Day Celebrations**

10-123 Greir - Lefebvre
THAT the report from the Deputy Corporate Administrator dated April 26, 2010 entitled "Request for Financial Assistance Towards the 2010 Canada Day Celebrations by the Parksville Rotary Club", be received;
AND THAT the City provide the Parksville Rotary Club with a grant in the amount of \$2,500.00 for traffic and crowd control during the 2010 Canada Day celebrations;
AND FURTHER THAT the funding be provided from Council contingency. CARRIED.

9. BYLAWS

a) **"Zoning and Development Amendment Bylaw, 2010, No 2000.77"**

Lefebvre - Burger
10-124 THAT "Zoning and Development Amendment Bylaw, 2010, No 2000.77" be adopted. CARRIED.

b) **"Zoning and Development Amendment Bylaw, 2010, No. 2000.78"**

Powell - Greir
10-125 THAT "Zoning and Development Amendment Bylaw, 2010, No 2000.78" be read a third time. CARRIED.

c) **"Housing Agreement Authorization Bylaw, 2010, No. 1462"**

Lefebvre - Powell-Davidson
10-126 THAT "Housing Agreement Authorization Bylaw, 2010, No. 1462" be read a first time. CARRIED.

Lefebvre - Powell
10-127 THAT "Housing Agreement Authorization Bylaw, 2010, No. 1462" be read a second and third time. CARRIED.

10. NOTICE OF MOTION

a) **Councillor Lefebvre - Parksville Train Station 100th Anniversary** - *From the April 19, 2010 Regular Meeting of Council.*

Lefebvre - Powell
10-128 THAT the City of Parksville contribute \$800.00 to the Arrowsmith Potters' Guild to assist them in organizing the 100th anniversary party for the Parksville Train Station taking place on July 10, 2010;
AND THAT the funding be provided from Council contingency. CARRIED.

b) **Councillor Burger - Proposed Official Community Plan Resolution** - *From the April 19, 2010 Regular Meeting of Council.*

Burger - Powell
10-129 THAT the Terms of Reference for the review of the Official Community Plan review received at the February 1, 2010 meeting of Council be accepted and staff be directed to begin the tendering process to generate a short list of consultants for Council's selection;
AND THAT the Terms of Reference for the Official Community Plan Advisory Committee be accepted and that staff be directed to begin advertising for members. CARRIED.

c) **Councillor Lefebvre - Mid Vancouver Island Habitat Enhancement Society Communication Program**

Councillor Lefebvre advised that he will be bringing forward the following motion for Council's consideration at the May 17, 2010 meeting:

THAT the City of Parksville provide funding in the amount of \$2,000.00 to the Mid Vancouver Island Habitat Enhancement Society to enable the society to launch its communication program through presentations, public workshops, brochures, displays and walking tours to increase the capacity for a better understanding and provide a wider range of options for the future use of the nearshore in our community;
AND THAT the funding be provided from Council contingency.

d) **Councillor Lefebvre - Parksville Downtown Business Association Downtown Washroom**

Councillor Lefebvre advised that he will be bringing forward the following motion for Council's consideration at the May 17, 2010 meeting:

THAT the City of Parksville provide funding in the amount of \$5,000.00 to the Parksville Downtown Business Association for the construction of a public washroom in the downtown area.

11. **NEW BUSINESS**

a) **Hiring of Consultant for Preparation of Draft Strategic Plan** - Was postponed at the April 19, 2010 regular meeting of Council.

10-130 Lefebvre - Powell
WHEREAS Council is in the process of determining its long term vision and goals for the City and is in the process of developing an action plan for achieving those goals including the establishment of measurements for determining progress towards its goals;
AND WHEREAS Council has reviewed the City's current strategic plan, has had a number of meetings on the matter, and has sought public input through discussion with the Blue Ribbon Panel;
AND WHEREAS Council has now determined that it would be appropriate to disseminate this information into a draft strategic plan for Council's and ultimately the public's consideration;
BE IT RESOLVED that consideration for obtaining the services of Mark Holland of Holland Bars Planning Group Inc. to facilitate the preparation of a draft strategic plan from information received through discussions with Council, the Blue Ribbon Panel and the existing City of Parksville Strategic Plan for Council's consideration, at a cost not to exceed \$3,500.00 (plus HST). CARRIED.

b) **Waterfront Walk Official Opening**

10-131 Powell - Lefebvre
THAT the official opening of the waterfront walkway be held on Saturday, May 15, 2010 at 11:00 am;
AND THAT costs for the ceremony, not to exceed \$1300.00 be provided from Council contingency. CARRIED.

12. SPECIAL BUSINESS

10-132 Lefebvre - Powell
Pursuant to Section 90 (1) (k) of the *Community Charter* Council proceed to a closed meeting to consider an item relating to proposed provisions of a municipal service. CARRIED.

Time 10:02 p.m.

Council reconvened at 10:10 p.m.

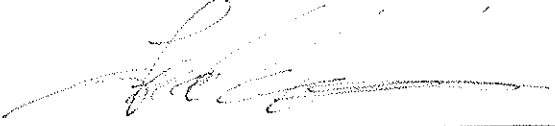
13. ADJOURNMENT

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

The meeting adjourned at 10:10 p.m.

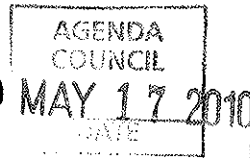
Certified Correct.

Mayor



Corporate Officer

TO BE ADOPTED



4731.

May 10, 2010

CITY OF PARKSVILLE

Minutes of the special meeting of Council held in the Civic and Technology Centre, 100 Jensen Avenue East, Parksville, BC, on Monday, May 10, 2010 at 6:00 p.m.

PRESENT: His Worship Mayor E. F. Mayne

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

Staff: F. Manson, Chief Administrative Officer
L. Butterworth, Director of Finance

1. REPORTS

a) **Director of Finance - 2010-2014 Final Financial Plan**

Powell - Burger
10-133 THAT the report dated May 7, 2010 from the Director of Finance entitled "2010-2014 Final Financial Plan", be received for information;
AND THAT "Five Year Financial Plan, 2010-2014, No. 1463" be advanced for reading consideration by Council. CARRIED.

Councillors Lefebvre and Patterson voted against the motion.

b) **Director of Finance - 2010 Municipal Property Tax Rates**

Powell - Greir
10-134 THAT the report dated May 4, 2010 from the Director of Finance entitled "2010 Municipal Property Tax Rates" be received for information;
AND THAT "Tax Rates Bylaw, 2010 No. 1464" be advanced for reading consideration by Council. CARRIED.

Councillors Lefebvre and Patterson voted against the motion.

2. BYLAWS

a) **"Five Year Financial Plan Bylaw, 2010-2014, No. 1463"**

Burger - Powell
10-135 THAT "Five Year Financial Plan Bylaw, 2010-2014, No. 1463" be read a first time. CARRIED.

Powell - Powell-Davidson
10-136 THAT "Five Year Financial Plan Bylaw, 2010-2014, No. 1463" be read a second and third time. CARRIED.

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b) **"Tax Rates Bylaw, 2010, No. 1464"**

10-137 Greir – Powell-Davidson
THAT "Tax Rates Bylaw, 2010, No. 1464" be read a first time. CARRIED.

10-138 Powell – Powell-Davidson
THAT "Tax Rates Bylaw, 2010, No. 1464" be read a second and third time.
CARRIED.


3. ADJOURNMENT

It was moved by Councillor Lefebvre and seconded by Councillor Powell that the meeting adjourn. CARRIED.

The meeting adjourned at 6:06 p.m.

Certified Correct.

Mayor



Corporate Officer



TO BE ADOPTED

4733.

May 12, 2010

CITY OF PARKSVILLE

Minutes of the special meeting of Council held in the Civic and Technology Centre, 100 Jensen Avenue East, Parksville, BC, on Wednesday, May 12, 2010 at 6:00 p.m.

PRESENT: His Worship Mayor E. F. Mayne

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

Staff: F. Manson, Chief Administrative Officer
L. Butterworth, Director of Finance
D. Banks, Fire Chief

1. **BYLAWS**

a) **“Five Year Financial Plan Bylaw, 2010-2014, No. 1463”**

Greir - Burger
10-139 THAT “Five Year Financial Plan Bylaw, 2010-2014, No. 1463” be adopted.
CARRIED.

b) **“Tax Rates Bylaw, 2010, No. 1464”**

Greir - Burger
10-140 THAT “Tax Rates Bylaw, 2010, No. 1464” be adopted. CARRIED.

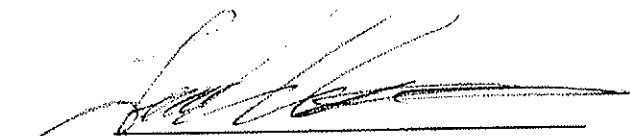
2. **ADJOURNMENT**

It was moved by Councillor Lefebvre and seconded by Councillor Burger that the meeting adjourn. CARRIED.

The meeting adjourned at 6:01 p.m.

Certified Correct.

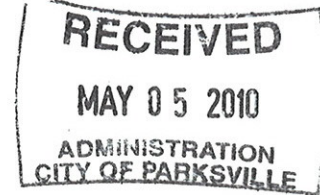
Mayor



Corporate Officer



April 30, 2010



Mr. Fred Manson
Administrator
City of Parksville
PO Box 1390
Parksville, BC
V9P 2H3

Dear Mr. Manson:

**Re: Northern Community Sewer Service Area Boundary Amendment Bylaw
No. 889.56**

The Board at its regular meeting of April 27, 2010 introduced and read three times the above noted amendment bylaw (copy attached). This bylaw proposes to include one property within the French Creek Sewer LSA and into the Northern Community Sewer LSA. As part of the approval process the District requires the City's consent to this bylaw.

It would be appreciated if your Council would endorse the following resolution:

MOVED _____, SECONDED _____, that the Council of the City of Parksville consents to the adoption of "Northern Community Sewer Service Area Boundary Amendment Bylaw No. 889.56, 2010" and FURTHER that the Regional District be notified accordingly.

Would you please return your consent to us following your next Council meeting.

If you have any questions, please do not hesitate to contact this office.

Sincerely,

Maureen Pearse
Senior Manager, Corporate Administration

MMP:nh

Attachments

6300 Hammond Bay Rd.
Nanaimo, B.C.
V9T 6N2

Ph: (250)390-4111
Toll Free: 1-877-607-4111
Fax: (250)390-4163

RDN Website: www.rdn.bc.ca

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 889.56

**A BYLAW TO AMEND THE BOUNDARIES
OF THE NORTHERN COMMUNITY
SEWER LOCAL SERVICE AREA**

WHEREAS the Board has enacted the "Regional District of Nanaimo Northern Community Sewer Local Service Conversion Bylaw No. 889, 1993", as amended, which establishes the Northern Community Sewer Local Service Area;

AND WHEREAS the Board wishes to extend the boundaries of the Northern Community Sewer Local Service Area to include the property legally described as follows:

Lot 24, District Lot 29, Nanoose Land District, Plan 13406;

AND WHEREAS the Board has obtained the consent of at least two thirds of the participants;

NOW THEREFORE the Board of the Regional District of Nanaimo, in open meeting assembled, enacts as follows:

1. Schedules 'C' and 'E' attached to and forming a part of Bylaw No. 889 are hereby deleted and replaced with Schedules 'C' and 'E' attached to and forming part of this bylaw.
2. This bylaw may be cited as "Northern Community Sewer Service Area Boundary Amendment Bylaw No. 889.56, 2010".

Introduced and read three times this 27th day of April, 2010.

Adopted this _____ day of _____, 2010.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

May 4, 2010

REPORT TO: MAYOR AND COUNCIL
FROM: COMMITTEE OF THE WHOLE
SUBJECT: MAY 3, 2010 MEETING RECOMMENDATION

The following item was considered by the Committee of the Whole at its special meeting held Monday, May 3, 2010:

RECOMMENDATION

(1) **Director of Community Planning - Consideration of an Official Community Plan and Zoning Bylaw Amendment Application to Facilitate the Conversion of the Post and Lantern Motel into a 25 Unit Rental Apartment Building (272 Island Highway West)**

THAT the report from the Director of Community Planning dated April 22, 2010 titled "Consideration of an Official Community Plan and Zoning Bylaw Amendment Application to Facilitate the Conversion of a Motel Into a 25 Unit Rental Apartment Building on Lot 1, District Lot 89, Nanoose District, Plan 5722, Expect Parts in Plans 10153 and VIP52582 and Lot 1, District Lot 89, Nanoose District, Plan 10153 (272 Island Highway West)" dated April 22, 2010 be received;

AND THAT Council advise the applicant to meet the customary submission requirements and any need for additional information in order to continue processing the application for the properties legally described as on Lot 1, District Lot 89, Nanoose District, Plan 5722, Expect Parts in Plans 10153 and VIP52582 and Lot 1, District Lot 89, Nanoose District, Plan 10153 (272 Island Highway West) to permit the conversion of the Post and Lantern motel to a 25 unit apartment building;

AND THAT Staff be directed to process the application on the highest priority basis;

AND FURTHER THAT Councillor Patterson be designated to participate in discussions and audit the conversion of the Post and Lantern motel project.

(2) **A/ Director of Engineering - Chestnut Street Speed & Safety Review**

THAT the report from the A/Director of Engineering dated April 28, 2010 titled "Chestnut Street Speed & Safety Review" be received;

AND THAT staff be directed to install signage on Chestnut Street to reduce the posted speed limit to 40 km/h.



ED MAYNE, Chair
COMMITTEE OF THE WHOLE

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May 11, 2010

TO: HIS WORSHIP THE MAYOR AND MEMBERS OF COUNCIL

FROM: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER

**SUBJECT: PARKSVILLE LIONS HOUSING SOCIETY WORKS AND SERVICES
REQUIREMENT LETTER OF CREDIT**

ISSUE:

The Parksville Lions Senior Citizens Housing Society has requested that Council waive the letter of credit securing the Works and Service requirement for their development at 205 Jensen Avenue East.

EXECUTIVE SUMMARY:

The Building Permit process triggers the City's Works and Services Bylaw, a component of which is the necessity of a Letter of Credit to secure completion of the required works and services. The Parksville Lions Senior Citizens Housing Society has agreed to the works and services but is requesting that Council waive the letter of credit requirement.

REFERENCE:

- April 21, 2008
Council resolution (08-093) to prepare bylaw to waive 100% of residential DCC's
- April 20, 2009
Council resolution (09-088) to waive "all development fees including the Development Permit Application Fee and the Building Permit Fee".
- December 21, 2009
Council resolution (09-317) "that the motion regarding consideration of issuance of a development permit to Parksville Lions Senior Citizens Housing Society be amended to remove the requirement that a landscaping letter of credit in the amount of \$77,151 be received prior to the issuance of the development permit".
- April 19, 2010
Council resolution (10-104) "that the City Provide a grant-in-aid to the Parksville Lions Housing Society in the amount equal to the commercial component DCC's applicable to the development at 205 Jensen Avenue East".

BACKGROUND:

The Parksville Lions Senior Citizens Housing Society has applied for the Building Permit for their proposed affordable rental housing development at 205 Jensen Avenue East. Council has previously waived or has provided grants-in-aid for all applicable fees,

charges, and letter of credit requirements required for the project up to this point. The building permit process triggers the City's Works and Services Bylaw, a component of which is the necessity of a Letter of Credit (LOC) to secure completion of the required works and services which have been estimated by the Society's engineer to be \$130,460. The Parkville Lions Senior Citizens Housing Society has agreed to the works and services but is requesting that Council waive the letter of credit requirement.

It is our understanding the works will be completed by a third party contractor. The LOC also provides for a holdback for a warranty period in case there is a problem with the works.

OPTIONS:

1. Direct staff to waive the necessity of a letter of credit to securing completion the required works and services.
2. Deny the request.
3. Provide staff with further direction.

ANALYSIS & FINANCIAL IMPLICATIONS:

The letter of credit requirement provides security to the City for completion of the required works in the event that a developer defaults on their obligations. By waiving the requirement, the City is accepting the possibility of having to do the required works at the City's expense in the event that the Parkville Lions Senior Citizens Housing Society is unable to fulfill their obligation.

RECOMMENDATION:

THAT the report from the Chief Administrative Officer dated May 11, 2010 regarding the Parkville Lions Housing Society request to waive the letter of credit securing the Works & Services Bylaw requirements be received;

AND THAT Council denies the request by the Parkville Lions Senior Citizens Housing Society to waive the Letter of Credit securing the Works & Services Bylaw requirements for their development at 205 Jensen Avenue East.



Fred C. Manson, C.G.A.
Chief Administrative Officer

10. NOTICE OF MOTION

c) **Councillor Lefebvre - Mid Vancouver Island Habitat Enhancement Society Communication Program**

Councillor Lefebvre advised that he will be bringing forward the following motion for Council's consideration at the May 17, 2010 meeting:

THAT the City of Parksville provide funding in the amount of \$2,000.00 to the Mid Vancouver Island Habitat Enhancement Society to enable the society to launch its communication program through presentations, public workshops, brochures, displays and walking tours to increase the capacity for a better understanding and provide a wider range of options for the future use of the nearshore in our community;

AND THAT the funding be provided from Council contingency.



10. NOTICE OF MOTION

- d) Councillor Lefebvre - Parkville Downtown Business Association
Downtown Washroom

Councillor Lefebvre advised that he will be bringing forward the following motion for Council's consideration at the May 17, 2010 meeting:

THAT the City of Parkville provide funding in the amount of \$5,000.00 to the Parkville Downtown Business Association for the construction of a public washroom in the downtown area.