



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

COMMITTEE OF THE WHOLE AGENDA

MONDAY, JANUARY 18, 2010 - 6:00 P.M.

1. ADOPTION OF MINUTES

- a) of the December 7, 2009 minutes of the Committee of the Whole meeting - Pages 1 to 3

2. PUBLIC PRESENTATIONS

- a) Ronda Murdock - Wilderness Committee, Mid-Island Chapter - Page 4
To address Council on behalf of the Mid-Island Chapter of the Wilderness Committee in appreciation for the work that Council did last year.

3. CORRESPONDENCE

4. DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE

5. STAFF PRESENTATIONS

- a) Director of Community Planning - Comments Submitted by the Parksville Community Garden and Parkland Society with Respect to the Proposed Relocation of the Community Garden to Parksville Civic and Technology Centre Park - Pages 5 to 11
Staff met with members of the Parksville Community Garden and Parkland Society to go over the technical aspects of relocating the Community Garden to the Parksville Civic and Technology Centre Park site. In response, the Garden Society has put together an alternative materials list and cost estimate.

Recommendation: THAT the report from the Director of Community Planning dated January 4, 2010 entitled "Consideration of Comments Submitted by the Parksville Community Garden and Parkland Society with Respect to the Proposed Relocation of the Community Garden to the Parksville Civic and Technology Centre Park" be received for additional information.

- b) Director of Community Planning - Technical Information for Locating the Community Garden at Parksville Civic and Technology Centre Park - Pages 12 to 22
Staff has been directed to review the technical aspects of relocating the Community Garden to the Parksville Civic and Technology Centre Park site.

Recommendation: THAT the report from the Director of Community Planning dated November 26, 2009 entitled "Consideration of Technical Information for Locating the Community Garden at the Parksville Civic and Technology Centre Park" be received;

AND THAT Option 2 (preparing the site to a level that is 'ready to use') contained in the report from the Director of Community Planning dated November 26, 2009 is accepted in principle, subject to review of screening requirements by the Advisory Design Panel;

AND FURTHER THAT staff be directed to prepare a policy to administer the operations of the Community Garden program at the Parksville Civic and Technology Centre Park.

- c) Director of Community Planning - Zoning Bylaw Amendment to the P-1 Zone to permit Food and Beverage Sales at the Visitor Centre [1275 Island Highway East] - Pages 23 to 31

The City received a request from the Parksville and District Chamber of Commerce for an amendment to the current zoning to permit an outdoor food vendor at the Visitor Centre located in the Rotary Peace Park.

Recommendation: THAT the report from the Director of Community Planning dated January 7, 2010 entitled "Consideration of a Zoning Bylaw Amendment to the P-1 Zone to permit Food And Beverage Sales at the Rotary Peace Park Visitor Centre on Park, Block 564, Nanoose District, Plan VIP60816 (1275 Island Highway East)" be received;

AND THAT the application fee to cover the cost of the amendment process be submitted by the Parksville and District Chamber of Commerce;

AND FURTHER THAT staff be directed to draft a zoning amendment bylaw and commence the statutory process for the property legally described as Park, Block 564, Nanoose District, Plan VIP60816 to permit the use of 'food and beverage sales'.

- d) Director of Community Planning - Proposed Terms of Reference for an Official Community Plan Review and Official Community Plan Advisory Committee - Pages 32 to 51

The purpose of this report is to outline the proposed Terms of Reference for the hiring of a Consultant; a suggested approach; and, Terms of Reference for an Advisory Committee, for an Official Community Plan review.

Recommendation: THAT the report from the Director of Community Planning dated December 21, 2009 entitled, "Proposed Terms of Reference for an Official Community Plan" be received;

AND THAT the Terms of Reference for the review of the Official Community Plan review be approved and staff be directed to begin the tendering process to generate a short list of Consultants for Council's selection;

AND FURTHER THAT the Terms of Reference for the Official Community Plan Advisory Committee be approved and that staff be directed to begin advertising for members.

- e) Director of Engineering & Operations - Water and Sewer Connections on Properties with Carriage Houses - Pages 52 to 54

Staff have been directed by Council to review the option of a bylaw amendment to permit two water and sewer connections on properties with carriage houses.

Recommendation: THAT the report from the Director of Engineering & Operations dated January 12, 2010 entitled "Water and Sewer Connections on Properties with Carriage Houses", be received;

AND THAT staff be directed to maintain the status quo regarding current practices for requests received for additional water and sewer service connections to residential parcels.

6. ADJOURNMENT

TO BE ADOPTED



CITY OF PARKSVILLE

December 7, 2009

Minutes of the Committee of the Whole meeting held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Monday, December 7, 2009 at 6:00 p.m.

PRESENT: His Worship Mayor E. F. Mayne

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

Staff: F. Manson, Chief Administrative Officer
L. Kitchen, Deputy Corporate Administrator
G. Jackson, Director of Community Planning
N. Gray, Planner
A. Metcalf, Manager of Operations
B. Russell, Manager, Current Planning

1. MINUTES

Powell-Davidson - Lefebvre

THAT the minutes of the Committee of the Whole meeting held November 16, 2009 be adopted.

CARRIED.

Lefebvre - Burger

THAT the minutes of the Special Committee of the Whole meeting held November 25, 2009 be adopted.

CARRIED.

Powell-Davidson - Burger

THAT the minutes of the Special Committee of the Whole meeting held November 30, 2009 be adopted.

CARRIED.

2. PUBLIC PRESENTATIONS

- a) Marianne McLennan from the Vancouver Island Health Authority (VIHA) gave a presentation regarding the Union of BC Municipalities funded Oceanside Falls Prevention Project undertaken in partnership with VIHA and acknowledged the contribution of funding and volunteers towards the success of the project.
- b) Charna Macfie outlined details of the economic, social and environmental reasons for her opposition to the proposed Master Transportation Plan.
- c) Harald Moeller presented to Council a petition, representing signatures from approximately 200 residents in the Pioneer Crescent, Shelly Road, Turner Road and Martindale Road area that were directly affected with the traffic pattern change at the Martindale Road and Highway 19A intersection, requesting immediate construction of traffic control lights at the Martindale Road and Highway 19A intersection.

- d) Deborah Gogela from CitySpaces Consulting and Joe Newell from Joe Newell Architect spoke on behalf of the Lions Senior Citizens Housing Society regarding the Development Permit Application for 205 Jensen Avenue East. A brief summary of the project, which included proposed use, target population, design and rationale for the requested variances, were presented.

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 December 21, 2009 meeting.

RECOMMENDATIONS:

a) **Director of Community Planning - Development Permit Application [205 Jensen Avenue East]**

Burger - Greir

THAT the report from the Director of Community Planning dated November 18, 2009 for the issuance of a development permit at 205 Jensen Avenue East be received;

AND THAT a development permit be issued to Parksville Lions Senior Citizens Housing Society, (Inc. No. S11231) to permit a four storey wood frame building of 33 one-bedroom units on the upper three floors and commercial retail units and common amenity/office space for the Lions Senior Citizens Housing Society and tenants on the main floor and overall site plan with a requested variance to relax the C-3 zone maximum height of the principal building from 11 metres to 12.9 metres on Lots 29 and 30, District Lot 13, Nanoose District, Plan 1565 (205 Jensen Avenue East);

AND THAT a landscaping letter of credit in the amount of \$77,151.00 be received prior to the issuance of the permit, for the purpose of assuring the completion of site landscaping;

AND FURTHER THAT proof of lot consolidation be received prior to the issuance of the permit.

CARRIED.

b) **Director of Community Planning - Development Permit Application [100 Resort Drive]**

Lefebvre – Powell-Davidson

THAT the report from the Director of Community Planning dated November 19, 2009 for the issuance of a development permit at 1000 Resort Drive be received;

AND THAT a development permit be issued to Riptide Lagoon Adventure Golf Ltd., (Inc. No. 438383) to permit construction of a building and track for electric bumper cars on Lot A, District Lot 123, Nanoose District, Plan VIP75416 (1000 Resort Drive).

CARRIED.

c) **Director of Community Planning - Technical Information for Locating the Community Garden at Parkville Civic and Technology Centre Park**

Burger - Powell

THAT the report from the Director of Community Planning dated November 26, 2009 titled "Consideration of Technical Information for Locating the Community Garden at the Parkville Civic and Technology Centre Park" be received;

AND THAT consideration of technical information for locating the Community Garden at the Parkville Civic and Technology Centre Park be postponed until the Parkville Garden and Parkland Society have had an opportunity to discuss the technical review with representatives from the Department of Community Planning.

CARRIED.

d) **Director of Community Planning - Official Community Plan Review**

Burger - Powell

THAT the report from the Director of Community Planning dated November 26, 2009 entitled "Consideration of an Official Community Plan Review" be received;

AND THAT Council accept the general approach to a work program for the Official Community Plan Review as outlined in the report from the Director of Community Planning dated November 26, 2009;

AND THAT Staff be directed to prepare formal Terms of Reference for the Official Community Plan review;

AND THAT Staff be directed to prepare draft Terms of Reference for an Official Community Plan Advisory Committee for Council approval;

AND FURTHER THAT upon approval of the draft Terms of Reference, staff be authorized to establish an Official Community Plan Advisory Committee.

CARRIED.

e) **Manager of Operations - Access to Businesses on the South Side of Highway 19A Immediately West of the Englishman River Bridge**

Greir - Lefebvre

THAT the report from the Manager of Operations dated December 1, 2009 entitled "Access to Businesses on the South Side of the Highway 19A Immediately West of the Englishman River Bridge" be received;

AND THAT Staff be directed to remove the existing right turn only signage at the driveways accessing 762 Island Highway East prohibiting the left turn out movement.


CARRIED.

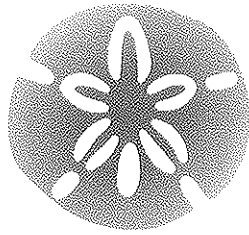
6. **ADJOURNMENT**

Greir - Lefebvre

Rise and Report to Council at their December 21, 2009 meeting.

The meeting ended at 7:44 p.m.


Mayor



City of Parksville

AGENDA
COMMITTEE
JAN 18 2010
DATE

REQUEST TO APPEAR AS A DELEGATION

TO BE HELD Monday - January 18 2010 AT 6 P.M.

NAME OF PERSON MAKING PRESENTATION:
Ronda Murdock [Please print]

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

NAME OF ORGANIZATION [if applicable]: Wilderness Committee, Mid-Island Chapter

Mailing address: 215 Chestnut Street, Parksville, BC V9P 2P7

Phone: 250-248-3667 - _____ Fax: _____
[Business] [Home]

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

To address Parksville City Council on behalf of the Mid Island Chapter of The Wilderness Committee in appreciation for the work that council did last year, we would like to present them with the 2010 Wilderness Calendars....

COMMITTEE OF THE WHOLE REPORT



January 5, 2010

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

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

SUBJECT: CONSIDERATION OF COMMENTS SUBMITTED BY THE PARKSVILLE COMMUNITY GARDEN AND PARKLAND SOCIETY WITH RESPECT TO THE PROPOSED RELOCATION OF THE COMMUNITY GARDEN TO THE PARKSVILLE CIVIC AND TECHNOLOGY CENTRE PARK

Issue:

Consideration of comments provided by the Parksville Community Garden and Parkland Society in response to the technical information presented in the November 26, 2009 Staff report to the Committee of the Whole.

Executive Summary:

Staff met with members of the Parksville Community Garden and Parkland Society to go over the technical aspects of relocating the Community Garden to the Parksville Civic and Technology Centre Park site. In response, the Garden Society has put together an alternative materials list and cost estimate.

References:

Attachment "1" – Alternative cost estimates and comments, submitted December 31, 2009 by Bryan Smith on behalf of the Parksville Garden and Parkland Society;
Attachment "2" – Ready to Use Cost Estimate, revised to show alternative fence costs;
November 26, 2008 Staff report titled "Consideration of Technical Information for Locating the Community Garden at the Parksville Civic and Technology Centre Park".

Background:

On December 14, 2009 the Manager of Current Planning, the Director of Engineering and Operations and Councillors Chris Burger met with four representatives of the Parksville Garden and Parkland Society to discuss the information contained within the November 26, 2009 Staff report to the Committee of the Whole, copies of which were provided to the members that were present.

The Garden Society members had questions regarding how various costs were arrived at. It was explained that the costs of material in preparing the technical review were based upon new materials being used and the associated cost of contract labour. Should the City have sufficient resources available at its disposal to undertake all or a portion of the work, labour and equipment costs would similarly be required to be accounted for, albeit with the potential for some overall

CONSIDERATION OF COMMENTS BY THE PARKSVILLE COMMUNITY GARDEN AND PARKLAND SOCIETY

budgetary savings. It was also explained that the dismantling, collection and recovery of existing materials by the City or a City hired contractor would be labour intensive and too cost prohibitive. In addition, use of the existing materials could prove problematic as they may not be of an appropriate quality for a high profile site, particularly with respect to fencing. It was explained that the type of fencing used for public and commercial spaces is required to be vandal and graffiti resistant and is constructed to a more durable standard than what is typically used for residential purposes.

Subsequently, representatives of the Parksville Garden and Parkland Society having reviewed the options and cost estimates put forward in the November 26, 2009 Staff report have proposed some material changes to the site preparations, refer to Attachment '1'.

Options:

Council may consider this additional information.

Analysis:

The alternative site preparations put forward by the Society are summarized as follows:

- Retention of existing concrete pads
- Elimination of the proposed drainage swale
- Increase in number of water spigots from 4 to 8
- Use of concrete building blocks instead of timber planter beds
- Use of wood chips rather than gravel
- The inclusion of a paved staging area
- The inclusion of a garden shed
- Use of chain-link instead of commercial grade cedar lattice fencing

The suggested changes are essentially equivalent in magnitude to the 'ready to use' option as recommended in the November 26, 2009 Staff report with the notable exception of the proposed use of less expensive chain-link fencing. Some of the suggested materials may ultimately need to be reconsidered as detailed construction plans are prepared.

As noted in the previous report, fencing is needed for the purpose of providing general security (i.e. limiting unwanted access to the site), dissuading potential vandals, as well as keeping unwanted animals out of the garden and providing some level of screening.

Staff believes that the prominence of the location suggests that the fence needs to be of a high visual quality. The existing wire livestock fence from the current Community Garden for this reason is unsuitable and in addition would be difficult to relocate. It is also unclear if chain-link fencing as proposed by the Garden Society would provide a suitable level of screening.

Staff recognize that fencing for the purpose of screening adds a significant cost to the project (approximately \$31,750.00 for commercial lattice fence versus the approximately \$10,000.00 for chain-link). The necessity for a fence that is capable of providing screening is ultimately one of 'form and character'. Therefore the recommendation that the appropriate level screening be referred to the Advisory Design Panel for review and comment appears to remain appropriate.

CONSIDERATION OF COMMENTS BY THE PARKSVILLE COMMUNITY GARDEN AND PARKLAND SOCIETY

It should also be noted that quality fencing would also be needed at other highly visible sites near existing residential neighbourhoods, such as Nichols Park, and therefore the costs of these alternate sites may be of similar magnitude.

The relocation of orchard trees from the exiting Community Garden site has not been proposed for inclusion to date due to the estimated relocation cost of \$1000.00 per tree.

Sustainability:

There are no sustainability implications associated with this additional information.

Financial Implications:

The estimate provided by the Parksville Garden and Parkland Society for a 'ready to use' site with chain-link fencing is approximately \$57,558.00 ~ \$64,758.00¹.

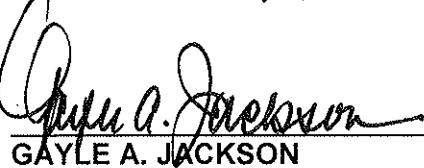
The City's 'ready to use' option would similarly be approximately \$63,090.00 ~ \$70,000.00² if chain-link fencing is found to be sufficient and \$ 87,990.00 ~ \$95,190.00³ if cedar lattice fencing is required.

With the exception of the difference in the quality of fencing, the proposed alternative site preparations put forward by the Garden Society appear to be within approximately \$5,500.00 of City estimates and of relatively equivalent magnitude to the 'ready to use' option.

It should be noted that preliminary estimates for Nichols Park are similarly between \$66,790.00 and \$86,790.00.

Recommendation:

That the report from the Director of Community Planning titled "Consideration of Comments Submitted by the Parksville Community Garden and Parkland Society with Respect to the Proposed Relocation of the Community Garden to the Parksville Civic and Technology Centre Park" dated January 4, 2010 be received for additional information.


GAYLE A. JACKSON

BR/sh
Attachments

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¹ = Higher amount reflects the costs to relocate 6 park specimen trees.

² = Higher amount reflects the costs to relocate 6 park specimen trees.

³ = Higher amount reflects the costs to relocate 6 park specimen trees.

CONSIDERATION OF COMMENTS BY THE
PARKSVILLE COMMUNITY GARDEN AND
PARKLAND SOCIETY

CHIEF ADMINISTRATIVE OFFICER COMMENTS:


F. MANSON, C.G.A.

**CONSIDERATION OF COMMENTS BY THE
PARKVILLE COMMUNITY GARDEN AND
PARKLAND SOCIETY**

Attachment '1'

Parkville Garden and Parkland Society alternative estimates and comments

Notes	PCTC - Ready to Use & Parking					Garden Committee
Att'd	ITEM	UNIT	QUANTITY	UNIT-COST	TOTALS	Proposal
	Removals					
	Excavation Off-Haul	cu.m.	140	\$30.00	\$4,200.00	\$4,200.00
1	Concrete Pads c/w Picnic Tables	each	4	\$100.00	\$400.00	\$400.00
	Memorial Concrete Pads c/w Benches - Relocate	each	2	\$500.00	\$1,000.00	\$1,000.00
	Concrete Pads c/w Benches (Some Memorial)	each	2	\$100.00	\$200.00	\$200.00
	Existing Trees	each	14	\$150.00	\$2,100.00	\$2,100.00
	Irrigation	sq.m.	2500	\$1.00	\$2,500.00	\$2,500.00
	SUBTOTAL, Utilities				\$10,400.00	\$10,400.00
	Utilities					
	Drainage Swale	f.m.	25	\$25.00	\$625.00	\$ 625.00
2	Catch Basin	allow	1	\$800.00	\$800.00	\$ -
3	200mm PVC Drain Pipe	f.m.	25	\$30.00	\$750.00	\$ -
4	Irrigation Hose Bibs (Spigots)	each	4	\$500.00	\$2,000.00	\$ 4,000.00
	Electrical Service Connection (to Gazebo)	allow	0	\$1,800.00	\$0.00	\$ -
	SUBTOTAL, Utilities				\$4,175.00	\$4,625.00
	SOFT LANDSCAPE					
5	Growing Medium @ 300mm Depth	cu.m.	300	\$56.00	\$16,800.00	\$ 16,800.00
6	Blue Pathway Chip w/ fines - Accessible	cu.m.	90	\$54.00	\$4,860.00	\$ 1,000.00
	Demonstration Rain Garden	sq.m.	0	\$140.00	\$0.00	\$ -
	SUB-TOTAL, SOFT LANDSCAPE				\$21,660.00	\$17,800.00
	HARD LANDSCAPE					
7	Paved Staging Area	sq.m.	40	\$55.00	\$2,200.00	\$ 2,200.00
8	Concrete Paving - Parking Area/Ramp/Walk	sq.m.	341	\$100.00	\$34,100.00	\$ -
9	Pavement Marking - Parking Area	allow	1	\$500.00	\$500.00	\$ -
10	Retaining Wall - 150 x 150mm(6x6") timber	f.m.	45	\$225.00	\$10,125.00	\$ -
	SUB-TOTAL, HARD LANDSCAPE				\$46,926.00	\$2,200.00
	SITE FURNISHINGS					
	Park Sign	Allow	0	\$3,000.00	\$0.00	\$ -
11	Cedar Entry Gate (pedestrian / vehicle)	Allow	1	\$500.00	\$500.00	\$ 500.00
12	2.4m(8") Cedar Screen Fence	f.m.	205	\$150.00	\$30,750.00	\$ 10,000.00
13	12"x24" Raised Cedar Timber Beds	each	28	\$200.00	\$5,600.00	\$ 1,200.00
14	4"x24" Accessible Raised Cedar Timber Beds	each	2	\$120.00	\$240.00	\$ 240.00
	Gazebo 20'x20'	Allow	0	\$12,000.00	\$0.00	\$ -
15	Garden shed	1	1	\$ 1,000.00	1000	\$ 1,000.00
	Greenhouse 25'x25'	Allow	0	\$25,000.00	\$0.00	\$ -
	SUB-TOTAL, SITE FURNISHINGS				\$38,090.00	\$12,940.00
	SUB-TOTAL				\$121,260.00	\$47,965.00
	Contingency 20%				\$24,250.00	\$9,593.00
	ORDER of MAGNITUDE ESTIMATE (Note: Accuracy is +/-20%)*				\$145,500.00	\$67,558.00
	* Estimates are dependant on current market conditions					
	** Relocation of 6 specimen trees [(6 x\$1000)+20%] would bring total cost to approximately:				\$152,700.00	\$ 64,758.00

CONSIDERATION OF COMMENTS BY THE PARKSVILLE COMMUNITY GARDEN AND PARKLAND SOCIETY

Attachment '1' (continued)

At a meeting of the community garden volunteers on December 30, 2009, we reviewed the "Ready to Use & Parking" proposal submitted by the city.

From the meeting with the city on December 14th, it was very obvious there was a great concern with regard to the overall proposed costs of the garden. The majority of these costs have resulted from the city's efforts to make this a "show garden" and therefore making the garden prohibitive due to overall costs.

In our discussions to address needs to get the garden up and running and pare costs, we have revised or removed a number of the aesthetic items which do not impact the initial set up or needs of the garden.

NOTE: Our initial discussions included the need for costs to move the existing tree orchard. This has not been addressed in either the city's or our cost proposals.

NOTE: The community garden members would be available for the moving and shoveling of soil to plots and moving and spreading woodchips into the pathways.

Notes re Proposed Budget

- | | |
|---|---|
| 1 Concrete Pads c/w Picnic Tables | 4 cement pads to be left for use as bases for shed, compost, circular orchard bench, picnic table |
| 2 Catch Basin | A catch basin for the purpose of a rain garden is not a requirement. |
| 3 200mm PVC Drain Pipe | Assume relative to catch basin and therefore not needed. |
| 4 Irrigation Hose Bibs (Spigots) | Need to increase to 8. With 30 plots 4 is inadequate. |
| 5 Growing Medium @ 300mm Depth | We have accepted this value based on "our quotes" for quality amended soil mix |
| 6 Blue Pathway Chip w/ fines - Accessible | Proposed blue chips will eventually attract weeds and require much maintenance. Will lose it's attractiveness with movement of soils etc. Woodchips are more practical and require minimum care. Need landscape fabric as base. |
| 7 Paved Staging Area | A must for maintenance. 40 square meters might be a bit large. |
| 8 Concrete Paving - Parking Area/Ramp/Walk | not a necessity for the start of the garden |
| 9 Pavement Marking - Parking Area | not a necessity for the start of the garden |
| 10 Retaining Wall - 150 x 150mm(6x6") timber | not a necessity for the start of the garden - NOTE: timber will rot and require future maintenance |
| 11 Cedar Entry Gate (pedestrian / vehicle) | A vehicle entry gate is necessary but also need a pedestrian gate. |
| 12 2.4m(8') Cedar Screen Fence | Cedar fence hides the garden and is extremely expensive. Chain link would be as functional and softened with plantings. |
| 13 12'x24' Raised Cedar Timber Beds | Cedar leaches resins into the soil. Not good for growing. Would have to be replaced every 5 years. Cinder blocks to a height of 12 inches. Less expensive and functional. Maintenance free |
| 14 4'x24' Accessible Raised Cedar Timber Beds | 3 ft high cinder blocks. Less expensive and functional. Maintenance free |
| 15 Garden shed | A must for storage of tools and wheel barrows etc. Proposed size being 10' by 10' |

Note: We have some existing cinder blocks and gates for a chain link fence.

**CONSIDERATION OF COMMENTS BY THE
PARKSVILLE COMMUNITY GARDEN AND
PARKLAND SOCIETY**

Attachment "2"

'Ready to Use' cost estimate showing both cedar lattice and chain-link fencing types

PCTC - Ready to Use

ITEM	UNIT	QUANTITY	UNIT-COST	Cedar lattice fencing TOTALS	Chain-link fencing TOTALS
Removals					
Excavation Off-Haul	cu.m	140	\$30.00	\$4,200.00	\$4,200.00
Concrete Pads c/w Picnic Tables	each	4	\$100.00	\$400.00	\$400.00
Memorial Concrete Pads c/w Benches - Relocate	each	2	\$500.00	\$1,000.00	\$1,000.00
Concrete Pads c/w Benches (Some Memorial)	each	2	\$100.00	\$200.00	\$200.00
Existing Trees	each	14	\$150.00	\$2,100.00	\$2,100.00
Irrigation	sq.m	2500	\$1.00	\$2,500.00	\$2,500.00
SUBTOTAL, Utilities				\$10,400.00	\$10,400.00
Utilities					
Drainage Swale	l.m	25	\$25.00	\$625.00	\$625.00
Catch Basin	allow	1	\$800.00	\$800.00	\$800.00
200mm PVC Drain Pipe	l.m	25	\$30.00	\$750.00	\$750.00
Irrigation Hose Bibs (Spigots)	each	4	\$500.00	\$2,000.00	\$2,000.00
Electrical Service Connection (to Gazebo)	allow	0	\$1,600.00	\$0.00	\$0.00
SUBTOTAL, Utilities				\$4,175.00	\$4,175.00
SOFT LANDSCAPE					
Growing Medium @ 300mm Depth	cu.m	300	\$56.00	\$16,800.00	\$16,800.00
Blue Pathway Chip w/ fines - Accessible	cu.m	90	\$54.00	\$4,860.00	\$4,860.00
Demonstration Rain Garden	sq.m	0	\$140.00	\$0.00	\$0.00
SUB-TOTAL, SOFT LANDSCAPE				\$21,660.00	\$21,660.00
HARD LANDSCAPE					
Paved Staging Area	sq.m	0	\$56.00	\$0.00	\$0.00
Concrete Paving - Parking Area/Ramp/Walk	sq.m	0	\$56.00	\$0.00	\$0.00
Pavement Marking - Parking Area	allow	0	\$500.00	\$0.00	\$0.00
Retaining Wall - 150 x 150mm (6x6") timber	l.m	0	\$226.00	\$0.00	\$0.00
SUB-TOTAL, HARD LANDSCAPE				\$0.00	\$0.00
SITE FURNISHINGS					
Park Sign	Allow	0	\$3,000.00	\$0.00	\$0.00
Cedar Entry Gate (pedestrian / vehicle)	Allow	1	\$500.00	\$500.00	\$500.00
2.4m(8') Cedar Screen Fence	l.m	205	\$150.00	\$30,750.00	\$10,000.00 Chain-link Fe
12'x24' Raised Cedar Timber Beds	each	28	\$200.00	\$5,600.00	\$5,600.00
4'x24' Accessible Raised Cedar Timber Beds	each	2	\$120.00	\$240.00	\$240.00
Gazebo 20'x20'	Allow	0	\$12,000.00	\$0.00	\$0.00
Garden Shed 10'x10'	Allow	0	\$2,000.00	\$0.00	\$0.00
Greenhouse 25'x25'	Allow	0	\$25,000.00	\$0.00	\$0.00
SUB-TOTAL, SITE FURNISHINGS				\$37,090.00	\$16,340.00
SUB-TOTAL				\$73,325.00	\$52,575.00
Contingency 20%				\$14,665.00	\$10,515.00
				w / Cedar lattice fencing	w / Chain-link fencing
ORDER of MAGNITUDE ESTIMATE (Note: Accuracy is +/-20%)*				\$87,990.00	\$63,090.00

* Estimates are dependant on current market conditions

** Relocation of 6 specimen trees [(6 x \$1000)+20%] would bring total cost to approximately:

\$95,190.00 \$70,290.00

*** Cost estimate provide by Parksville Garden and Parkland Society

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COMMITTEE OF THE WHOLE REPORT

AGENDA
COMMITTEE
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November 26, 2009

AGENDA
COMMITTEE
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DATE

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

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

SUBJECT: CONSIDERATION OF TECHNICAL INFORMATION FOR LOCATING THE
COMMUNITY GARDEN AT THE PARKSVILLE CIVIC AND TECHNOLOGY
CENTRE PARK

Issue:

Consideration of technical information with respect to relocating the Community Garden to the Parksville Civic and Technology Centre site.

Executive Summary:

Staff has been directed to review the technical aspects of relocating the Community Garden to the Parksville Civic and Technology Centre Park site.

References:

Schedule "A" – Prototype rudimentary community garden site plan
Schedule "B" – Prototype fully equipped community garden site plan
Schedule "C" - Option # 1 - Rudimentary Site Preparation Cost Estimate
Schedule "D" - Option # 2 – Ready to Use Cost Estimate
Schedule "E" - Option # 3 – Ready to Use with Parking Cost Estimate
Attachment "1" - Community Garden Wish List, submitted August 14, 2009 by Annette Dexter, Parksville Garden and Parkland Society:

Background:

With the increasing densification of residential development within the City there has been a perception that there is a need to provide an opportunity for participation in local food production for those without access to land. The Community Garden, in its current form, was envisioned to provide this opportunity.

The task is subject to the following Council resolutions:

"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."

**CONSIDERATION OF TECHNICAL INFORMATION FOR
LOCATING THE COMMUNITY GARDEN AT THE
PARKSVILLE CIVIC AND TECHNOLOGY CENTRE PARK**

"09-255 THAT Council support in principle the request to relocate the Community Garden to a portion of the Parksville Civic and Technology Park subject to the submission of a detailed development plan that outlines specific requirements for the Community Garden and potential obligations and costs to the city;
AND THAT a technical review of the development plan be completed prior to Council's final acceptance of the relocation;
AND THAT Council direct staff to report back the findings of the technical review;
AND FURTHER THAT Staff prepare a policy strategy for the ongoing establishment of a Community Garden program, with the longer term goal of facilitating multiple sites throughout the Community. CARRIED."

In reviewing the location a number of items were considered; these include but are not limited to the following: Topography and grade, existing site conditions, suitability of soil, solar orientation, site drainage, available servicing and utilities, accessibility, site security and visual impact. The technical review involved establishing the existing grade and identifying infrastructure through survey and preparing a prototype community garden layout design. Required site modifications and materials were then established based on the prototype.

In preparing the technical review it is assumed that new materials will be used. While an attempt could be made to reuse material from the existing Community Garden, the dismantling, collection and recovery of existing materials by the City would be labour intensive and too cost prohibitive and the materials may not be of appropriate quality for a high profile site. In preparing the technical review it is assumed that most of the work will be undertaken by private contractor due to the type of work involved and available resources.

For the purposes of the technical review the east end of the park located near the Parksville Community and Conference Centre parking lot was selected. This portion of the park coincides with the preference of the Garden Society, does not interfere with activities surrounding the cenotaph, requires less removal of earth, and is significantly less visible from the street. The east end of the park rises approximately 2.0 metres above the grade of the adjacent parking lot. The top of the grade forms a plateau with a number of berm formations that will require removal for the area to be suitable for a Community Garden space. In addition, as the land has been developed as park the site features a number of landscaping improvements that will require removal and or relocation. The site can provide a community garden space of 2200m² that will facilitate the creation of 28 planting beds with some room for future amenities or garden.

Options:

Council may:

1. Indicate that it is prepared to authorize proceeding with preparing the site to a rudimentary level;
2. Indicate that it is prepared to authorize proceeding with preparing the site to a level that is 'ready to use';
3. Indicate that it is prepared to authorize proceeding with preparing the site to a level that is ready to use and includes the provisioning of additional parking;
4. Refer the topic back to Staff for further changes or additional information.

CONSIDERATION OF TECHNICAL INFORMATION FOR LOCATING THE COMMUNITY GARDEN AT THE PARKSVILLE CIVIC AND TECHNOLOGY CENTRE PARK

Analysis:

This site, like all sites presents conditions that must be addressed in order to make it suitable as a location for a Community Garden. In this case the site conditions that need to be addressed are the grading of the land, provisioning of suitable soil, access to water and necessary changes to the existing park infrastructure. The present conditions of the site are not so extreme as to physically prohibit locating a Community Garden at the park, but there are upfront costs associated with its preparation that require Council consideration. Beyond the basic site preparations, it comes down to desired outcome and cost of implementation. It should be noted that there are no appreciable cost differences between using one end of the park versus the other.

1. Rudimentary site preparation

This option is the absolute minimum site preparation works that must be undertaken to ready the site for use as a Community Garden. This involves the removal of earth and regrading the site. It also requires the relocation of two memorial trees and benches as well as the removal of existing irrigation lines, 6 concrete pads and 14 trees. In addition, site preparation involves providing suitable soil for a growth medium and installation of water spigots. The minimum cost to undertake this option is estimated to be approximately \$38,250.00. The true cost considering the removal and relocation of existing assets (i.e. existing trees and irrigation lines) may be closer to \$45,450.00.

The base site preparations appear to be consistent with Council resolution #09-099.

This provides the bare minimum foundation necessary to locate a Community Garden at the site and will require the Parksville Garden and Parkland Society members to construct their own planter beds and provide fencing. This will likely involve the relocation of existing garden materials, including existing fencing and approximately 500 cinder blocks used for planting beds. It is anticipated that it will be an extremely difficult labour intensive effort for the society members to relocate the existing materials. It may also be questionable if the existing fencing will be suitable, given the site's highly visible nature. This option may be insufficient for a successful outcome to be achieved.

2. Ready to use level of site preparation

This option involves the City preparing the site to a level that is 'ready to use'. The option builds upon the basic site preparation requirements with the additional installation of planter beds, access paths and fencing. This option would appear to require Council to amend resolution #09-099 (which only prescribes soil and water as a contribution) and accept the provisioning of additional site works.

The Society has expressed a desire for the inclusion of fencing for the purposes of general security (i.e. limiting unwanted access to the site). Fencing is also necessary to keep unwanted animals out of the garden. In addition, fencing may dissuade some would be vandals from doing damage. For purely visual and aesthetic reasons the prominence of the site suggests that a screening type fence is needed. The existing Community Garden fence is of wire livestock type that is unsuitable for providing screening. This option represents an additional \$49,740.00 to the rudimentary site preparation costs with the screening fence contributing approximately \$31,750.00 to this value.

CONSIDERATION OF TECHNICAL INFORMATION FOR LOCATING THE COMMUNITY GARDEN AT THE PARKSVILLE CIVIC AND TECHNOLOGY CENTRE PARK

Staff believes that the additional provisioning of planting beds, access paths and fences are minimum requirements for the Community Garden to be successful at this site.

Staff recognize that fencing for the purpose of screening is a significant cost to the project and is ultimately a form and character consideration. It is therefore recommended that the matter of screening be referred to the Advisory Design Panel for review and recommendation on its necessity.

3. Inclusion of additional parking as part of a ready to use site

In order to not place increasing demands on the existing parking at the Parkville Community and Conference Centre the inclusion of 8 additional parking spaces adjacent to the proposed Community Garden site was investigated. The topography of the land is such that provision of 8 additional parking spaces is feasible with the inclusion of a 1.2 m (4') retaining wall. The costs of providing parking with pervious paving is \$56,310.00. It should be noted that the additional parking spaces are expected to be available to all as it is not practical to enforce exclusivity by any one group.

Should the screening fence be determined to be unnecessary it would then appear reasonable to consider including additional parking.

As an alternative (assuming they are willing) it may be possible for the Parkville Community and Conference Centre to coordinate via e-mail with the Community Garden membership so as to avoid use of the garden site during large gatherings. It is likely that the Society members would generally rather use the garden when it offers the greatest tranquility.

4. Refer topic back to Staff

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

Sustainability:

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 selected by Council. The costs required to facilitate the Community Garden are estimated to range anywhere from \$38,250.00 (rudimentary site) to an estimated maximum of \$144,300.00 ('ready to use' site with parking). If wish list items, as outlined in Attachment '1', were added it is estimated that the total cost would approach \$217,702.00. No existing budget item has been specifically allocated for this purpose.

**CONSIDERATION OF TECHNICAL INFORMATION FOR
LOCATING THE COMMUNITY GARDEN AT THE
PARKSVILLE CIVIC AND TECHNOLOGY CENTRE PARK**


In addition, it is anticipated that given the 25 year life expectancy of waterlines, drainage pipes, planter bed hardware and fencing, annual maintenance costs should be anticipated. Given the current cost of construction and the anticipated life expectancy, a minimum of approximately \$2000.00 per annum would likely need to be allocated to off-set eventual replacement costs. The Society has received a Grant-in-Aid in the amount of \$325.00 and raised \$1010.28 at their September plant sale to help assist with some of the relocation expenses.

Recommendation:

That the report from the Director of Community Planning titled "Consideration of Technical Information for Locating the Community Garden at the Parksville Civic and Technology Centre Park" dated November 26, 2009 be received;

And that Option 2 (preparing the site to a level that is 'ready to use') is accepted in principle, subject to review of screening requirements by the Advisory Design Panel.

And Further That Staff prepare a policy to administer the operations of the Community Garden program at the Parksville Civic and Technology Centre Park.



GAYLE A. JACKSON

BR/sh
Attachments

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CHIEF ADMINISTRATIVE OFFICER COMMENTS:

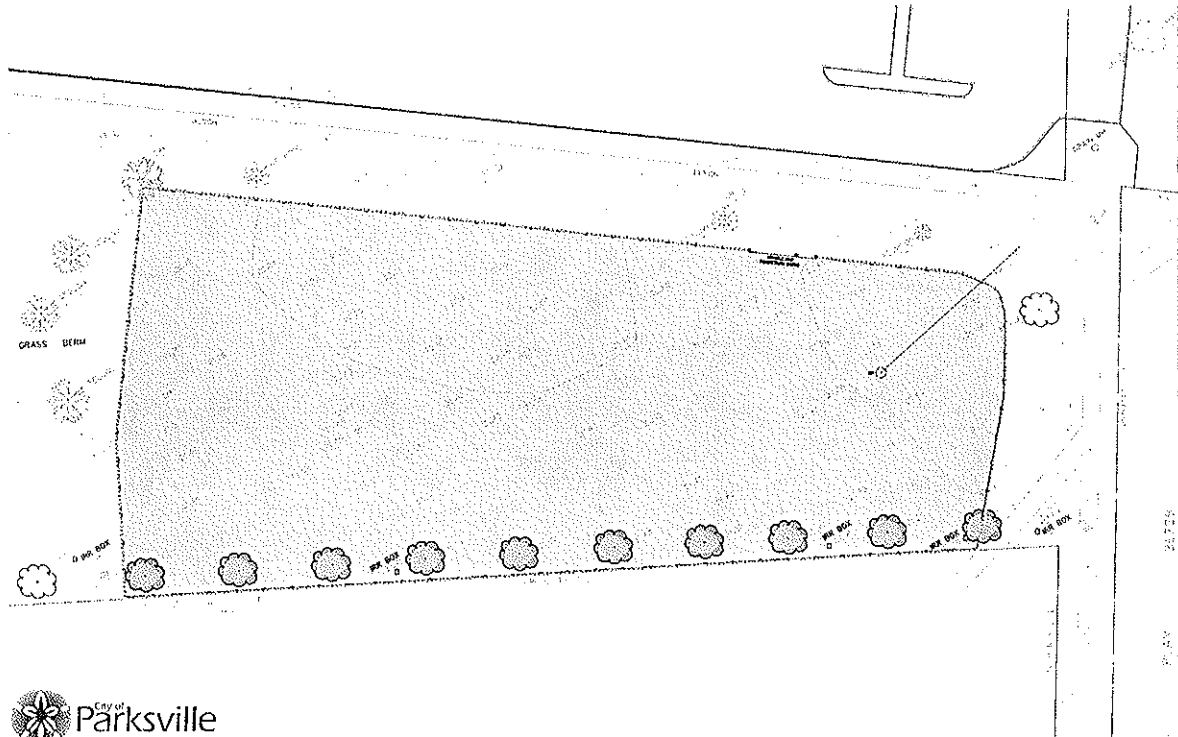


F. MANSON, C.G.A.

CONSIDERATION OF TECHNICAL INFORMATION FOR
LOCATING THE COMMUNITY GARDEN AT THE
PARKSVILLE CIVIC AND TECHNOLOGY CENTRE PARK

Schedule "A"

Prototype rudimentary community garden site plan



**CONSIDERATION OF TECHNICAL INFORMATION FOR
LOCATING THE COMMUNITY GARDEN AT THE
PARKSVILLE CIVIC AND TECHNOLOGY CENTRE PARK**

Schedule "C"

Option # 1 - Rudimentary Site Preparation Cost Estimate

ITEM	UNIT	QUANTITY	UNIT-COST	TOTALS
Removals				
Memorial Concrete Pads c/w Benches - Relocate	each	2	\$500.00	\$1,000.00
Concrete Pads c/w Benches (Some Memorial)	each	2	\$100.00	\$200.00
Excavation Off-Haul	cu.m.	140	\$30.00	\$4,200.00
Concrete Pads c/w Picnic Tables	each	4	\$150.00	\$600.00
Concrete Pads c/w Benches (Some Memorial)	each	2	\$150.00	\$300.00
Existing Trees **	each	14	\$150.00	\$2,100.00
Irrigation	sq.m.	2500	\$1.00	\$2,500.00
SUBTOTAL, Utilities				\$10,900.00
Utilities				
Drainage Swale	l.m.	25	\$25.00	\$625.00
Catch Basin - Rain Garden	allow	1	\$800.00	\$800.00
200mm PVC Drain Pipe - Rain Garden	l.m.	25	\$30.00	\$750.00
Irrigation Hose Bibs (Spigots)	each	4	\$500.00	\$2,000.00
Electrical Service Connection (to Gazebo)	allow	0	\$1,600.00	\$0.00
SUBTOTAL, Utilities				\$4,175.00
SOFT LANDSCAPE				
Growing Medium @ 300mm Depth	cu.m.	300	\$56.00	\$16,800.00
Blue Pathway Chip w/ fines - Accessible	cu.m.	0	\$54.00	\$0.00
Demonstration Rain Garden	sq.m.	0	\$140.00	\$0.00
SUB-TOTAL, SOFT LANDSCAPE				\$16,800.00
HARD LANDSCAPE				
Paved Staging Area	sq.m.	0	\$55.00	\$0.00
Pervious Paving - Parking Area/Ramp/Walk	sq.m.	0	\$100.00	\$0.00
Pavement Marking - Parking Area	allow	0	\$500.00	\$0.00
Retaining Wall - 150 x 150mm (6x6") timber	l.m.	0	\$225.00	\$0.00
SUB-TOTAL, HARD LANDSCAPE				\$0.00
SITE FURNISHINGS				
Cedar Entry Gate (pedestrian / vehicle)	Allow	0	500	\$0.00
2.4m(8') Cedar Screen Fence	l.m.	0	150	\$0.00
12'x24' Raised Cedar Timber Beds	each	0	\$200.00	\$0.00
4'x24' Accessible Raised Cedar Timber Beds	each	0	\$120.00	\$0.00
Gazebo 20 x 20'	Allow	0	\$12,000.00	\$0.00
Garden Shed 10 x 10'	Allow	0	\$2,000.00	\$0.00
Greenhouse 25 x 25'	Allow	0	\$25,000.00	\$0.00
SUB-TOTAL, SITE FURNISHINGS				\$0.00
SUB-TOTAL				\$31,875.00
Contingency 20%				\$6,375.00

ORDER of MAGNITUDE ESTIMATE (Note: Accuracy is +/-20%)*

\$38,250.00

* Estimates are dependant on current market conditions

** Relocation of specimen trees will bring total coast to **\$45,450.00**

**CONSIDERATION OF TECHNICAL INFORMATION FOR
LOCATING THE COMMUNITY GARDEN AT THE
PARKSVILLE CIVIC AND TECHNOLOGY CENTRE PARK**

Schedule "D"

Option # 2 – Ready to Use Cost Estimate

ITEM	UNIT	QUANTITY	UNIT-COST	TOTALS
Removals				
Excavation Off-Haul	cu.m.	140	\$30.00	\$4,200.00
Concrete Pads c/w Picnic Tables	each	4	\$100.00	\$400.00
Memorial Concrete Pads c/w Benches - Relocate	each	2	\$500.00	\$1,000.00
Concrete Pads c/w Benches (Some Memorial)	each	2	\$100.00	\$200.00
Existing Trees	each	14	\$150.00	\$2,100.00
Irrigation	sq.m.	2500	\$1.00	\$2,500.00
SUBTOTAL, Utilities				\$10,400.00
Utilities				
Drainage Swale	l.m.	25	\$25.00	\$625.00
Catch Basin - Rain Garden	allow	1	\$800.00	\$800.00
200mm PVC Drain Pipe - Rain Garden	l.m.	25	\$30.00	\$750.00
Irrigation Hose Bibs (Spigots)	each	4	\$500.00	\$2,000.00
Electrical Service Connection (to Gazebo)	allow	0	\$1,600.00	\$0.00
SUBTOTAL, Utilities				\$4,175.00
SOFT LANDSCAPE				
Growing Medium @ 300mm Depth	cu.m.	300	\$56.00	\$16,800.00
Blue Pathway Chip w/ fines - Accessible	cu.m.	90	\$54.00	\$4,860.00
Demonstration Rain Garden	sq.m.	0	\$110.00	\$0.00
SUB-TOTAL, SOFT LANDSCAPE				\$21,660.00
HARD LANDSCAPE				
Paved Staging Area	sq.m.	0	\$55.00	\$0.00
Pervious Paving - Parking Area/Ramp/Walk	sq.m.	0	\$100.00	\$0.00
Pavement Marking - Parking Area	allow	0	\$500.00	\$0.00
Retaining Wall - 150 x 150mm (6x6") timber	l.m.	0	\$225.00	\$0.00
SUB-TOTAL, HARD LANDSCAPE				\$0.00
SITE FURNISHINGS				
Park Sign	Allow	0	\$3,000.00	\$0.00
Cedar Entry Gate (pedestrian / vehicle)	Allow	1	\$500.00	\$500.00
2.4m(8') Cedar Screen Fence	l.m.	205	\$150.00	\$30,750.00
12'x24' Raised Cedar Timber Beds	each	28	\$200.00	\$5,600.00
4'x24' Accessible Raised Cedar Timber Beds	each	2	\$120.00	\$240.00
Gazebo 20-x20'	Allow	0	\$12,000.00	\$0.00
Garden Shed 10-x-10'	Allow	0	\$2,000.00	\$0.00
Greenhouse 25-x-25'	Allow	0	\$25,000.00	\$0.00
SUB-TOTAL, SITE FURNISHINGS				\$37,090.00
SUB-TOTAL				\$73,325.00
Contingency 20%				\$14,665.00

ORDER of MAGNITUDE ESTIMATE (Note: Accuracy is +/-20%)*	\$87,990.00
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* Estimates are dependant on current market conditions

**CONSIDERATION OF TECHNICAL INFORMATION FOR
LOCATING THE COMMUNITY GARDEN AT THE
PARKSVILLE CIVIC AND TECHNOLOGY CENTRE PARK**

Schedule "E"

Option # 3 – Ready to Use with Parking Cost Estimate

ITEM	UNIT	QUANTITY	UNIT-COST	TOTALS
Removals				
Excavation Off-Haul	cu.m.	140	\$30.00	\$4,200.00
Concrete Pads c/w Picnic Tables	each	4	\$100.00	\$400.00
Memorial Concrete Pads c/w Benches - Relocate	each	2	\$500.00	\$1,000.00
Concrete Pads c/w Benches (Some Memorial)	each	2	\$100.00	\$200.00
Existing Trees	each	14	\$150.00	\$2,100.00
Irrigation	sq.m.	2500	\$1.00	\$2,500.00
SUBTOTAL, Utilities				\$10,400.00
Utilities				
Drainage Swale	l.m.	25	\$25.00	\$625.00
Catch Basin - Rain Garden	allow	1	\$800.00	\$800.00
200mm PVC Drain Pipe - Rain Garden	l.m.	25	\$30.00	\$750.00
Irrigation Hose Bibs (Spigots)	each	4	\$500.00	\$2,000.00
Electrical Service Connection (to Gazebo)	allow	0	\$1,600.00	\$0.00
SUBTOTAL, Utilities				\$4,175.00
SOFT LANDSCAPE				
Growing Medium @ 300mm Depth	cu.m.	300	\$56.00	\$16,800.00
Blue Pathway Chip w/ fines - Accessible	cu.m.	90	\$54.00	\$4,860.00
Demonstration Rain Garden	sq.m.	0	\$110.00	\$0.00
SUB-TOTAL, SOFT LANDSCAPE				\$21,660.00
HARD LANDSCAPE				
Paved Staging Area	sq.m.	40	\$55.00	\$2,200.00
Pervious Paving - Parking Area/Ramp/Walk **	sq.m.	341	\$100.00	\$34,100.00
Pavement Marking - Parking Area	allow	1	\$500.00	\$500.00
Retaining Wall - 150 x 150mm(6x6") timber	l.m.	45	\$225.00	\$10,125.00
SUB-TOTAL, HARD LANDSCAPE				\$46,925.00
SITE FURNISHINGS				
Park Sign	Allow	0	\$3,000.00	\$0.00
Cedar Entry Gate (pedestrian / vehicle)	Allow	1	\$500.00	\$500.00
2.4m(8') Cedar Screen Fence	l.m.	205	\$150.00	\$30,750.00
12'x24' Raised Cedar Timber Beds	each	28	\$200.00	\$5,600.00
4'x24' Accessible Raised Cedar Timber Beds	each	2	\$120.00	\$240.00
Gazebo-20-x20'	Allow	0	\$12,000.00	\$0.00
Garden Shed-10-x-10'	Allow	0	\$2,000.00	\$0.00
Greenhouse-25-x-25'	Allow	0	\$25,000.00	\$0.00
SUB-TOTAL, SITE FURNISHINGS				\$37,090.00
SUB-TOTAL				\$120,250.00
Contingency 20%				\$24,050.00

ORDER of MAGNITUDE ESTIMATE (Note: Accuracy is +/-20%)*	\$144,300.00
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* Estimates are dependant on current market conditions

** If concrete paving is used total costs may be reduced to **\$125,886.00**

CONSIDERATION OF TECHNICAL INFORMATION FOR
LOCATING THE COMMUNITY GARDEN AT THE
PARKSVILLE CIVIC AND TECHNOLOGY CENTRE PARK

Attachment '1'

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, plotholders can use the washroom at the Shell station, so a washroom on or near the new site would be desirable.

NOTE: No lawn areas – plotholders 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

COMMITTEE OF THE WHOLE REPORT



January 7, 2010

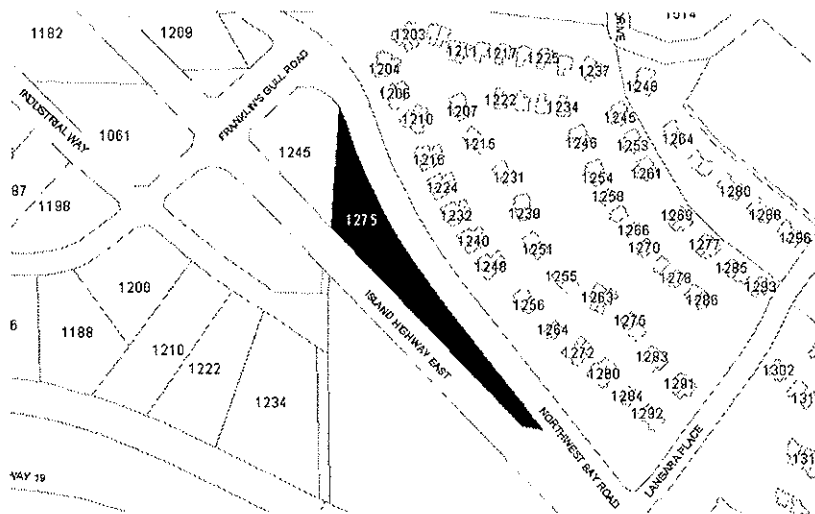
REPORT TO: F. C. MANSON, C.G.A., CHIEF ADMINISTRATIVE OFFICER

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

SUBJECT: CONSIDERATION OF A ZONING BYLAW AMENDMENT TO THE P-1 ZONE TO PERMIT FOOD AND BEVERAGE SALES AT THE VISITOR CENTRE ON ROTARY PEACE PARK, BLOCK 564, NANOOSE DISTRICT, PLAN VIP60816 (1275 ISLAND HIGHWAY EAST) REGISTERED OWNER: CITY OF PARKSVILLE
FILE NUMBER: 3360-01

Issue:

Consideration of a zoning bylaw amendment to permit an outdoor food vendor.



Executive Summary:

The City received a request from the Parksville and District Chamber of Commerce for an amendment to the current zoning to permit an outdoor food vendor at the Visitor Centre located in the Rotary Peace Park.

References:

- Attachment '1' – Letter dated November 16, 2009 from Kim Burden, Interim Manager of Operations, Parksville & District Chamber of Commerce;
- Attachment '2' – Lease Agreement Excerpt;
- Attachment '3' – Draft Zoning Bylaw

**CONSIDERATION OF A ZONING BYLAW
AMENDMENT TO THE P-1 ZONE TO
PERMIT FOOD AND BEVERAGE
SALES AT THE VISITOR CENTRE**

Background:

The Parksville and District Chamber of Commerce is proposing the addition of a seasonal outdoor food vendor in conjunction with their existing operations at the Visitor Centre, see attachment # 1. The Chamber indicates that it intends to subcontract the food vendor operation. The property, which is owned by the City, is zoned Public Institutional P-1 and requires a site-specific amendment to permit food and beverage sales.

The Chamber has indicated that the outdoor food vendor is anticipated to be in form of a portable food vending cart or small trailer that they would operate under a contract primarily during the months of July and August and on special occasions. The exact location for the cart or trailer is not precisely know at this time but a place on the parking lot or the lawn adjacent to the building are under consideration. A cart or trailer, as is proposed to be removed at the end of each business day, would not be subject to Building Permit or Development Permit. The Chamber indicated that signage would be affixed directly to the cart or trailer and a sandwich board sign could be required. The proposed signage may require City authorization through the granting of a waiver to the current lease conditions in addition to a Sign Permit. Other types of signage would require a Development Permit Amendment.

The Fire Department indicates that they have no general concerns with the type of service being proposed on the subject property. Issues with respect to the type of operation will be able to be addressed when more specific information is provided [such as at the time of sublease authorization or business licence application]. In addition, the Engineering and Operations Department Indicates that no servicing requirements are identified with respect to type of services being proposed and no significant traffic concerns are anticipated at this time.

As the property is within 800 metres of a controlled access highway, Ministerial approval is required prior to bylaw finalization.

Options:

Council may:

1. Direct Staff to draft a bylaw which would have the effect of amending the P-1 Zone on a site specific basis to allow food and beverage sales.
2. Maintain the status quo.

Analysis:

1. This option would alter the P-1 zone on a site-specific basis to include 'food and beverage sales' at the Rotary Peace Park Visitor Centre property. Given the high exposure of the Visitor Centre site and its location at the entrance to the City it will provide the travelling public with one of their first impressions of Parksville. Depending on how the operation is conducted this impression could be good or bad. A food and beverage operation, such as a hotdog vendor cart, would appear to be compatible with the existing uses of the site provided it is operated on a limited scale and is conducted to a high standard.

Should the scale of the food and beverage operation not be of a limited nature there is the potential that there could be some misgivings from restaurants and fast food outlets in the

**CONSIDERATION OF A ZONING BYLAW
AMENDMENT TO THE P-1 ZONE TO
PERMIT FOOD AND BEVERAGE
SALES AT THE VISITOR CENTRE**

City that rely on visiting patrons, and nearby residents at Craig Bay who may find additional traffic, off-site litter or other nuisances. These are topics that would also be of concern to the Chamber. The lease agreement makes the Chamber responsible to ensure that waste and other nuisance are addressed on the property. Litter receptacles are already present at the Visitor Centre.

As a subcontract arrangement is being proposed, the City would be precluded from being directly involved in the hiring process. This approach is inconsistent with the approach taken in the Community Park where a City tendering process is involved. The City (as landlord) may refuse on a case-by-case basis any material changes to the premises as they are presented. Depending on the extent of the material changes a Development Permit amendment could be required. However, a vendor cart or trailer would not be considered a material change and thus would be beyond the ability of the City to regulate under the terms of the current lease.

Council may consider it be necessary to develop ground rules in the form of a policy or an amendment to the lease agreement to establish health and safety requirements and to clarify Council's general expectations. It may include guidelines on what items may be sold, where the vendor may locate, etc., aspects that may reflect the image that Parksville would like to present to visitors.

2. This option will maintain the existing prohibition on food and beverage sales and would primarily impact the plans of the Parksville and District Chamber of Commerce. Because this option maintains the status quo it avoids any potential issues with competing business interests or nearby residents. This option is appropriate if Council believes that permitting food and beverage sales at the Visitor Centre is not in the best interest of the City.

Sustainability:

Sustainability implications to the City associated with the proposed bylaw amendment appear neutral. The Visitor Center and a modest food concession by their nature are not final destinations and therefore do not typically generate additional traffic demands or associated Green House Gas emissions. In addition, energy and emission from a small food and beverage operation would also appear to be negligible.

Financial Implications:

The financial implications to the City are the costs of newspaper advertising for the Public Hearing (approximately \$700.00) and Staff time both of which are typically covered by the \$2000.00 application fee. The Parksville and District Chamber of Commerce indicate that it is their expectation that the City, as property owner, will cover the costs of the rezoning. As the Chamber will be the primarily beneficiary of the zoning change it is unclear if this is an appropriate approach.

Recommendation:

That the report from the Director of Community Planning dated January 7, 2010 titled "Consideration of a Zoning Bylaw Amendment to the P-1 Zone to permit Food And Beverage Sales at the Rotary Peace Park Visitor Centre on Park, Block 564, Nanoose District, Plan VIP60816 (1275 Island Highway East)" be received;

**CONSIDERATION OF A ZONING BYLAW
AMENDMENT TO THE P-1 ZONE TO
PERMIT FOOD AND BEVERAGE
SALES AT THE VISITOR CENTRE**

And That the application fee to cover the cost of the amendment process be submitted by the Parksville and District Chamber of Commerce;

And That Council direct Staff to draft a zoning amendment bylaw and commence the statutory process for the property legally described as Park, Block 564, Nanoose District, Plan VIP60816 to permit the use of 'food and beverage sales';


G. A. JACKSON

BR/sh
Attachments

Planning/3360-01/2010/Agenda/Report-1.

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:


F. MANSON, C.G.A.

CONSIDERATION OF A ZONING BYLAW
AMENDMENT TO THE P-1 ZONE TO
PERMIT FOOD AND BEVERAGE
SALES AT THE VISITOR CENTRE

Attachment '1'

Letter



LEADING THE WAY...

Parksville & District
Chamber of Commerce

PO Box 99 Parksville, BC V9P 2G3
1275 East Island Highway
PHONE: 250 248 3613
info@parkvillechamber.com

November 16th, 2009

Mayor & Council
City of Parksville
100 East Jensen Avenue
PO Box 1390
Parksville, BC V9P 2H3

Re: Visitor Centre

Over the past month we have been looking at Revenue Generation ideas to decrease our dependence on outside revenues. One of the concepts presented is the operation of an outdoor food vendor service (Hot Dog stand) during the summer months. The current zoning precludes food services and we would like to have the allowable uses changed for this property. When examining the ideas presented we have established an evaluation criteria as follows:

- Enhancement of the visitor experience
- Enhancement of Visitor Centre
- Positive revenue to Visitor Centre
- No competition with existing businesses

This concept meets all of these criteria and we would like to move forward with this idea.

We are aware there are some statutory processes required for this change and would like to start that process early to allow for a start date of this service by June 2010.

Sincerely

Kim Burden
Interim Manager of Operations

CC: Gayle Jackson, Director of Community Planning
Fred Manson, Chief Administrative Officer

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27

**CONSIDERATION OF A ZONING BYLAW
AMENDMENT TO THE P-1 ZONE TO
PERMIT FOOD AND BEVERAGE
SALES AT THE VISITOR CENTRE**

Attachment '2'

Lease Agreement Excerpt

"..... 10.1 Consent Required

The Tenant will not assign this Lease in whole or in part or sublet, license or otherwise part with possession or occupation of the Premises or any part thereof or permit occupation or possession of the Premises by any other party (a "Disposition") without first obtaining the written consent of the Landlord. Such consent may be unreasonably or arbitrarily withheld. Any such consent by the Landlord will not constitute a waiver of the requirement of the Landlord's consent to a subsequent Disposition."

"..... 11.1 Waste or Nuisance

The Tenant will not commit or permit to be committed waste upon the Premises or a nuisance or other thing that may unreasonably disturb any other neighbour of the Premises."

"..... 12.1 Installations and Changes by Tenant

The Tenant shall install on the Premises only those fixtures which are of first class quality. The Tenant will not make or cause to be made any changes, repairs, additions or improvements or install any trade fixture, exterior sign, exterior lighting (including light standards), or mechanical or electrical system or fixture, or awning to any part of the improvements on the Premises or to the Premises or bring onto the Premises any object which would, in the reasonable opinion of the Landlord, overload the floors, or attach any other fixture or move material amounts of the soil or sub-soil of the Premises without first obtaining the Landlord's written approval. The Tenant will present to the Landlord plans and specifications for the work at the time approval is sought. The Landlord shall act reasonably in determining whether or not to grant approval and, if approved, the work will be done in a good and workmanlike manner with first class materials by contractors or other workers or tradesmen approved by the Landlord."

"..... 12.4 Tenant's Signs, Awnings and Canopies

The Tenant will not place or maintain or permit to be placed or maintained on the exterior of the Premises (or in any place visible from the exterior of the Premises) any sign, decoration, lettering, advertising matter or thing of any kind not authorized by Development Permit No. 95-08 and any subsequent Council approved Permit amendments.

".....15.1 Quiet Enjoyment

Subject to the provisions of this Lease, the Landlord covenants with the Tenant for quiet enjoyment."

**CONSIDERATION OF A ZONING BYLAW
AMENDMENT TO THE P-1 ZONE TO
PERMIT FOOD AND BEVERAGE
SALES AT THE VISITOR CENTRE**

Attachment '3'

Draft Bylaw

CITY OF PARKSVILLE

BYLAW NO. 2000.____

**Text and Map Amendment – to permit Food and Beverage Sales
at 1275 ISLAND HIGHWAY EAST**

A bylaw to amend the "City of Parksville Zoning and Development Bylaw, 1994, No. 2000".

The Municipal Council in open meeting assembled enacts as follows:

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

- a. Division 200 - ZONING DISTRICT SCHEDULES, by replacing in Section 201 subsection .11 as follows:

".11 Suffix "A" or "B"

The suffix "A" or suffix "B" attached to a zone designation denotes a special sub-zone where additional uses are permitted, subject to the regulations of the zone in which the suffix is applied."

- b. Division 207.1, PERMITTED LAND USES, by adding:

"207.1.B On a parcel containing an P-1B designation:

Permitted Land Uses	Minimum Lot Size
Food and beverage sales	N/A

"

2. By rezoning the following land from the Public Institutional (P-1) Zone to Public Institutional (P-1B):

Park, Block 564, Nanoose District, Plan VIP60816 (1275 Island Highway East)

as shown shaded on the map attached as Schedule "A".

**CONSIDERATION OF A ZONING BYLAW
AMENDMENT TO THE P-1 ZONE TO
PERMIT FOOD AND BEVERAGE
SALES AT THE VISITOR CENTRE**

Attachment '3'

(Continued)

This bylaw may be cited for all purposes as "Zoning and Development Amendment Bylaw, 2009, No. 2000.____".

READ A FIRST TIME this day of , 2010

READ A SECOND TIME this day of , 2010

PUBLIC HEARING HELD this day of , 2010

READ A THIRD TIME this day of , 2010

**RECEIVED THE APPROVAL OF MINISTRY OF TRANSPORTATION and
INFRASTRUCTURE** this day of , 2010

ADOPTED this day of , 2010

Mayor

Corporate Officer

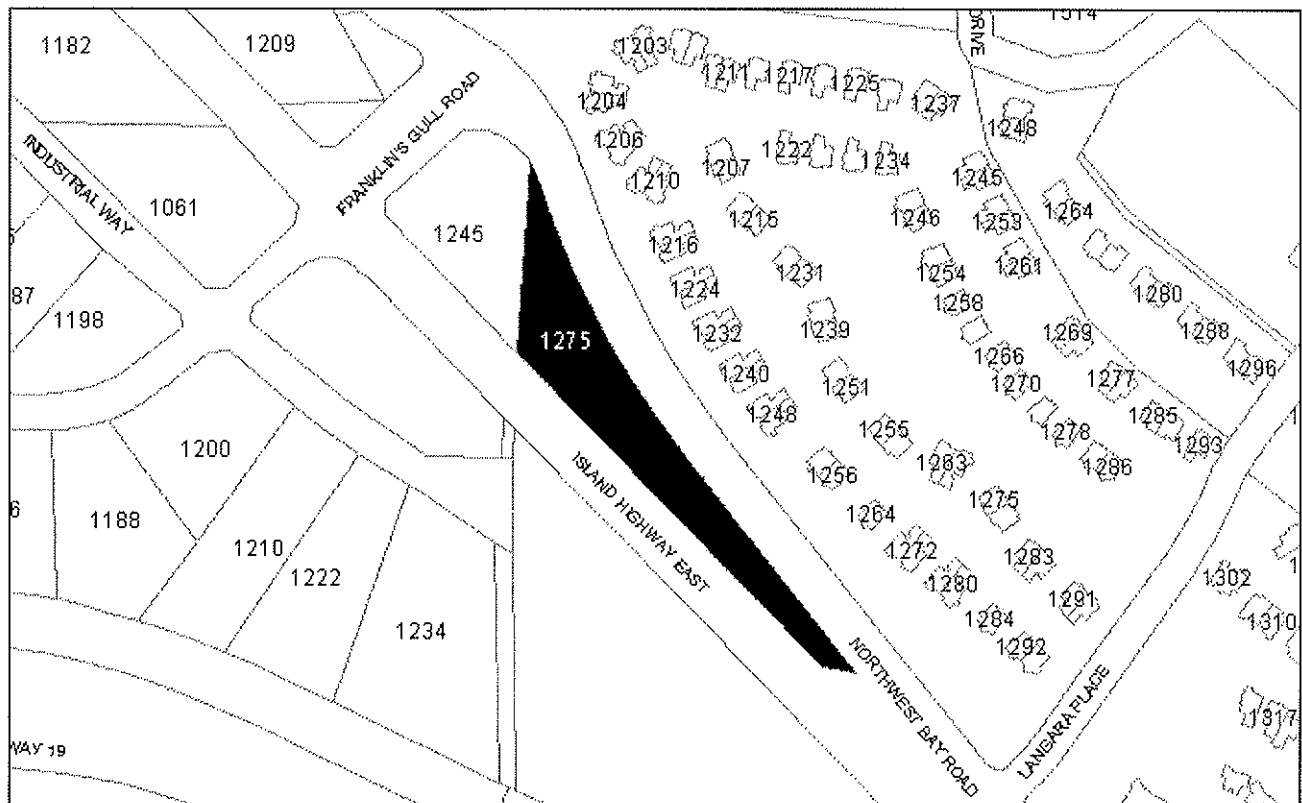
**CONSIDERATION OF A ZONING BYLAW
AMENDMENT TO THE P-1 ZONE TO
PERMIT FOOD AND BEVERAGE
SALES AT THE VISITOR CENTRE**

Attachment '3'

(Continued)

Schedule "A" of Bylaw No. 2000.____

Corporate Officer



COMMITTEE OF THE WHOLE REPORT



December 21, 2009

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

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

SUBJECT: PROPOSED TERMS OF REFERENCE FOR AN OFFICIAL COMMUNITY PLAN REVIEW AND OFFICIAL COMMUNITY PLAN ADVISORY COMMITTEE

Issue:

Consideration of Terms of Reference for the Official Community Plan, for an Official Community Plan Advisory Committee; and, suggested process for an Official Community Plan review in response to Council resolution #09-317(4).

Executive Summary:

The purpose of this report is to outline the proposed Terms of Reference for the hiring of a Consultant; a suggested approach; and, Terms of Reference for an Advisory Committee, for an Official Community Plan review.

References:

Schedule "A" - Work plan
Schedule "B" - Consultant's Terms of Reference
Schedule "C" - Advisory Committee Terms of Reference
Schedule "D" - Legislated topic areas
Resolution #07-218(3)

Background

At the December 21, 2009 Council meeting the following resolution passed:

"09-317(4) THAT the report from the Director of Community Planning dated November 26, 2009 entitled "Consideration of an Official Community Plan Review" be received;
AND THAT Council accept the general approach to a work program for the Official Community Plan Review as outlined in the report from the Director of Community Planning dated November 26, 2009;
AND THAT Staff be directed to prepare formal Terms of Reference for the Official Community Plan review;
AND THAT Staff be directed to prepare draft Terms of Reference for an Official Community Plan Advisory Committee for Council approval;
AND FURTHER THAT upon approval of the draft Terms of Reference, staff be authorized to establish an Official Community Plan Advisory Committee. CARRIED."

This report responds to that Resolution.

PROPOSED TERMS OF REFERENCE FOR AN OFFICIAL COMMUNITY PLAN REVIEW AND OFFICIAL COMMUNITY PLAN ADVISORY COMMITTEE

Options:

Council may:

1. Accept the work program as outlined and direct Staff to work towards its completion;
2. Modify the program and direct Staff accordingly.

Analysis:

The suggested work program includes the following:

1. Terms of Reference for a primary Consultant which are based on the required content as set out in the *Local Government Act* and including a public participation process.
2. Terms of Reference for a Citizen's Advisory Committee.
3. A suggested timeline based on a four phase process.

Content

Sections 875 to 882 of the *Local Government Act* are very prescriptive with respect to the required content of Official Community Plans, consultation, and, adoption procedures. Schedule "D" summarizes the content requirements. The Act forms the basis for the Terms of Reference. Some of the current requirements (such as greenhouse gas emission) are relatively new.

In addition to the Act, Council itself has assigned a topic area for review (see Resolution #07-218(3)). This topic arose based on a report of the [then] Economic Development Officer, in 2007.

There is a need also to align other more recently produced technical documents and their direction into the Official Community Plan (examples are the Downtown Revitalization Strategy and, if ready, the Transportation Study).

Some 'philosophical' issues have arisen during the course of applying the current Official Community Plan (such as the preponderance of multifamily land designation and/or the waterfront policy approach) which require examination and evaluation.

Some 'technical' issues have arisen during the course of applying the current Official Community Plan; such as the lack of clarity pertaining to management of coastal erosion and use of retaining walls.

Council will recall that in 2008 Staff advanced a work program to redo the development permit sections of the Official Community Plan. These sections are very much a working tool utilized by Staff and developers for almost all planning applications. Fifty thousand (\$50,000.00) dollars was in the 2008 budget for this purpose. This project was subsequently deferred in favour of doing a complete Official Community Plan review. Staff continues to believe that revamping of the Development Permit section is required imminently.

PROPOSED TERMS OF REFERENCE FOR AN OFFICIAL COMMUNITY PLAN REVIEW AND OFFICIAL COMMUNITY PLAN ADVISORY COMMITTEE

The vision reiterated in the current [2002] Official Community Plan was derived from the 1994 Official Community Plan which was founded on the then Healthy Communities movement. It is a vision which has been the subject of challenge during the past few years as it does not appear to reflect the reality on the ground.

All of the above reflect the general areas requiring attention in a new Official Community Plan and thus, they form the basis for the Terms of Reference which along with Schedule D expresses them in more detail.

Consultant

There are several reasons for hiring a Consultant rather than undertaking the entire project in-house. There are 'cutting edge' initiatives now required that Staff does not yet have experience with, such as 'greenhouse gas emission reduction targets' and specific components that require professional expertise such as 'coastal engineering'. An experienced Consultant and their team would bring that knowledge. A public consultation process generally benefits by having an outside resource. Finally, it is expected that Staff will be fully engaged even with a Consultant due to the scope of the job which requires a high level of resources.

Public Participation

The most common trend in current day Official Community Plans is to have an extremely high level of citizen involvement which takes many forms including surveys, workshops, charrettes, focus groups, visioning sessions, open houses, etc. A multi-faceted approach is more apt to ensure that all segments are included. The desired outcome is that the Official Community Plan when adopted will receive widespread understanding, support, and ownership.

Given the scope of the overall task and the fact that there will be so much information, input and opinions in play at any one time, there is perceived benefit to having a Citizen's Advisory Committee appointed. This Committee is envisioned as a working group (much like the Advisory Planning Commission) which would be tasked with reviewing material that is in progress so as to offer a community view while the plan is in its developmental stages. These members would also become informed communicators and would assist at public venues. The reason that it is suggested that this be a separate Committee from the Advisory Planning Commission is simply because the time commitment may be great and therefore those undertaking the task should know that in advance.

The public participation approach has been well thought through so as to ensure participation of a cross-section of the community (see Terms of Reference).

Timeline

It is anticipated the Official Community Plan can be completed within an 18 – 24 month timeframe from the date that a Consultant is hired.

**PROPOSED TERMS OF REFERENCE FOR AN
OFFICIAL COMMUNITY PLAN REVIEW AND
OFFICIAL COMMUNITY PLAN ADVISORY COMMITTEE**

Sustainability Implications:

The current Official Community Plan pre-dates consideration of sustainable development principles, greenhouse gas reductions and water conservation. A new or updated Plan will provide an opportunity to formalize policy and guidelines that work towards improving these topic areas, within the limits of current provincial legislation.

Financial Implications:

Council has allocated \$200,000.00 for the Official Community Plan review. This does not account for costs such as inventory work and data collection or the resources that City departments will provide which are funded through normal operating budgets.

Recommendation:

That the report from the Director of Community Planning entitled, "Proposed Terms of Reference for an Official Community Plan" dated December 21, 2009 be received;

And That the Terms of Reference for the review of the Official Community Plan review be accepted and Staff be directed to begin the tendering process to generate a short list of Consultants for Council's selection;

And Further That the Terms of Reference for the Official Community Plan Advisory Committee be accepted and that Staff be directed to begin advertising for members.


G. A. JACKSON

GJ/sh
Attachments

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CHIEF ADMINISTRATIVE OFFICER COMMENTS:


F. MANSON, C.G.A.

Minutes of the regular meeting of Council held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Monday, July 16, 2007 at 7:12 p.m.

07-218 THAT the report of the Corporate Services Committee meeting held July 4, 2007 be received and the following recommendations considered:

(3) Economic Development Officer – Retail Attraction Strategy

Recommendation: THAT the report from the Economic Development Officer dated June 27, 2007 entitled "Retail Attraction Strategy", be received;

AND THAT Staff be directed not to proceed at this time with the preparation of a Retail Attraction Strategy;

AND FURTHER THAT the matter be considered in conjunction with a future Official Community Plan review. CARRIED.

2010-2011

Work Plan

Phase 1 – Start Up

Jan
Feb
March

- Get Consultant/Committee in place
- Launch communications
- Prepare background data
- Public launch event

Committee orientation

Phase 2 – Input

April
May
June

Community Profile
Conduct Workshops

- Economic
- Social
- Environmental

Survey
3 focus groups
3 workshops

Phase 3 – Draft & Confirm

July
To
December

- Prepare text
- Validate

6 public meetings
throughout the City

Phase 4 – Statutory

Jan
To
April

- Bylaw
- Hearing

Public
Hearing

**The City of Parksville
Official Community Plan
Terms of Reference**

Introduction

The City's current Official Community Plan was adopted in 2002. This plan was substantially based on the 1994 Plan. There was an update to the 1994 format and some specific changes to areas viewed as problematic (such as the designation of comprehensive development areas). Additionally, findings of a targeted study of the downtown waterfront area were included within the 2002 plan. The 1994 Plan was based on a 'Healthy Communities' model and philosophy and visioning, and included the vision of Parksville as a 'small town'.

Since 2002 the City has grown from an estimated 8389 in 1994 to close to 12000 today. A much higher seasonal population has also increased significantly with the addition of new tourist commercial developments. A development boom occurred between 2002 and now, resulting in a lot of very fast changes to the Community. Other changes since 2002 include society's focus in thinking about 'sustainability' and the impact of 'greenhouse gas emissions'. Local government's role in social programs such as affordable housing has also changed.

The topic of whether the current Official Community Plan reflects a current community vision has been a matter of discussion as has the topic of whether the Official Community Plan required updating. Regardless, it can be observed that the Official Community Plan does not include the topic of 'sustainability' and 'greenhouse gas emission reduction'. Likewise, there are some technical issues that the current plan does not address, such as clarity on dealing with coastal erosion, or, the provision of a transportation map or verbiage. There is one topic area that is subject of a Council resolution to be addressed during the Official Community Plan review. It pertains to retail attraction. Carrying capacity with respect to servicing is a topic that increasingly gets raised.

It is also noteworthy, that, with the passage of time, the public raises questions as to whether the Official Community Plan is being followed. Arguably, the public feels disassociated with the Official Community Plan due to its lifespan. Council too, may share some of this sentiment since no members of the current Council were on Council during the 2002 adoption.

Purpose

The overall purpose of an Official Community Plan update would be to: update content in accordance with requirements set out in Section 877 of the *Local Government Act*; include required content pertaining to greenhouse gas emissions, include and incorporate any free-standing reports/policies that are current; address the topic area subject of Council

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resolution, address technical issues pertaining to existing development permit areas, and, address transportation. As well, some topic areas thought problematic (i.e. extent of multifamily designation) require review and reconciliation. All of this work is intended to be undertaken within a public consultation framework.

A second and companion part of this exercise is to fully engage the community in the development of the document, from identification of issues to statutory adoption. The purpose of this is to renew public interest in the Official Community Plan, align the Official Community Plan with the Community vision and renew commitment generally to the Official Community Plan.

Guidelines

The nature and tone of the content being sought for the new document is 'practical' and 'do-able'. The document will provide a hands-on guide to decision making. Philosophical visions which are impracticable or impossible to achieve within the legislative context or City resources is not considered desirable. Each area to be addressed must fall under legislative purview of the *Local Government Act*, a Provincial Statute, or specific direction of Council.

The process to get to a final draft is considered as important as the document itself. The Consultant is expected to have the Official Community Plan draft content reviewed and validated by Council at regular intervals rather than waiting for draft completion to do this. It should also be noted that Council intends to establish an Official Community Plan Advisory Committee. The Terms of Reference for this Committee are available.

Mandatory consultation is to be undertaken in accordance with the requirements of the *Local Government Act*.

Meetings and Public Participation

The following meetings are expected as a minimum:

- start up meeting with Staff
- start up and issue identification with Council
- 3 focus group meetings
- 3 topic oriented workshops
- 6 Open House format sessions
- 5 meetings with Staff (some attended also by the Official Community Plan Advisory Committee)
- 5 meetings with Council and/or Citizen's Advisory Committee

Public Participation

The City wants to take an extremely thoughtful approach to public participation. Staff would like a high level of involvement in formulating and guiding the public participation process. Public

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participation is perceived to be a way to understand the Community, calibrating its views on a variety of topics, and, inform and educate on key topics. The envisioned process could be best described as one of "informed involvement" of a complete cross section of the Community.

The City has grown from 7,306 in 1991 to approximately 11,579 in 2008¹. The population is expected to reach 12,000 in 2010. This represents an increase of approximately 1519 new households. The new population has, for the most part, been derived by in migration rather than internal growth. This may mean that traditional assumptions that certain demographic groups have the same values and thoughts may be totally inappropriate. Instead, values may have been formed in an entirely different environment and transported to the City of Parksville and, in addition, there may not be a widespread understanding of the existing value structure in the City that has evolved over time. There is an emerging picture of new citizens bringing the thoughts and expectations that were formed in larger urban areas. As a starting point there is a need to understand 'who the Parksville citizen' is, in a way that conventional demographic data does not answer. It is also important to establish how this group perceives some key community and societal issues (i.e. what is their level of commitment to water conservation?). The method to do this is perceived to be a citizen survey, supplemented by 3 focus groups. Staff would, with the participation of the Consultant in generating questions, handle the survey process. The Consultant would facilitate the focus groups.

It has been observed that there tends to be extremely little public participation in routine decision-making opportunities (annual budget, public hearings for rezonings), yet venues which offer the elements of new topics (Bill Rees lecture on sustainability) or major changes (Transportation Plan Workshop) have attracted significant participation. For this reason it is proposed that participation opportunities be built around themes and be conducted in a venue that permits both education and participation. Three workshops are envisioned in order to obtain input on the topic areas shown on the attached chart which is based on the *Local Government Act*. The topics would be combined either based on a triple bottom line approach (economic, social, environmental) or based on three other broad categories selected to bring together topics not traditionally agglomerated. This approach is intended to broaden the base and diversity of interested individuals attending the sessions.

The Consultant would be in attendance, provide the framework for the workshop including a formal introductory presentation, and provide display material. Several Staff members, along with members of the Steering Committee would attend to assist with one-on-one discussion with the public.

Input from the above workshop sessions along with empirical data would provide the framework and content for the new Official Community Plan vision and will permit the Consultant to prepare a draft. The draft will be 'vetted' and 'validated' through 6 public meetings held in various geographic sectors of the City. Advertising of the meetings will invite each sector on a targeted basis. Generic advertising will also be done so as to make clear that the meetings can be attended by anyone interested. The Consultant is expected to host and be the lead presenters at these meetings with Staff and Advisory Committee members in attendance.

¹ Both represent official Census data

The statutory process will be managed by City Staff.

All participation would be structured to be mindful of formal knowledge on conducting public participation, including: clarification of why input is being sought, indicating what needs to be accomplished, clarifying how the input will be utilized, and, communicating outcomes.

City Staff would maintain a website as an information source for all Official Community Plan activities and information. It will contain a blog and will also provide for registration for notification about Official Community Plan events and topics.

Key Issues

These are shown on the attached chart.

Key Deliverables

The Consultant is expected to provide a written study, supplemented by plans, images and graphic material. Graphic material appropriate for public meetings, open houses, and workshops is also a Consultant responsibility. Digital copies are also required. Hard copy material must be reproducible utilizing a conventional photocopier with no page exceeding tabloid (11 x 17 inches) for in size.

Deadline

An 18 month to 24 month process is anticipated, commencing at the time of awarding the contract.

Information and Resources to be provided by the City of Parksville

The City will provide a list of all relevant material. Hardcopies of any studies or material which cannot be directly accessed from the City's website or sent electronically will be provided.

One Planner and the equivalent of one additional Staff (technical plus clerical) will be assigned to the project for its duration. City Staff will manage website material.

Fee

The fee is subject to a competitive bidding process as per City of Parksville purchasing policy assigned to this project. The amount is all inclusive and includes all disbursements, taxes, expenses and meeting costs.

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Ownership

All information generated and presented through the course of this assignment will become the property of the City of Parksville, including, but not limited to:

- AutoCAD Drawings
- Written Material (including sketches, illustrations, and graphic material)
- Presentation Boards

The Consultant will provide both a hard and soft copy of all computer information including drawings, graphics and written material.

It is required that all written material be prepared in Microsoft Word 2003 format and all drawings prepared in AutoCAD.

Reporting

The Consultant will report to Gayle A. Jackson, Director of Community Planning

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Schedule "C"

CITY OF PARKSVILLE OFFICIAL COMMUNITY PLAN ADVISORY COMMITTEE TERMS OF REFERENCE

1.0 INTRODUCTION

Advisory committees are established pursuant to the ***Local Government Act, Community Charter*** and other enabling legislation to assist Council by providing for public input on municipal matters. These committees are advisory in nature and function within the parameters set out in their Terms of Reference. Official Community Plan Advisory Committee meetings are open to the public.

2.0 ROLE OF THE OFFICIAL COMMUNITY PLAN ADVISORY COMMITTEE

The "Official Community Plan Advisory Committee" is intended to:

- 2.1 On matters referred to it, provide advice to Staff, the Consultant and Council on the community engagement process and to review and provide general guidance on background information, draft materials, draft vision statement, and draft plan sections;
- 2.2 Be available for consultation by Staff and Consultants as they implement, adjust, and evaluate various stages of the consultation process;
- 2.3 Participate in the specified consultation activities as a way to provide guidance into the Official Community Plan review process and to monitor, from a public perspective, the quality of the process and its outcomes;
- 2.4 Assist in identifying and connecting the City with key stakeholder groups through personal and/or professional contact networks as requested;
- 2.5 Assist in informing the community about the Official Community Plan review process and encourage participation by diverse members of the community;
- 2.6 Act in a strictly advisory role. Council may consider the advice and recommendations of the Official Community Plan Advisory Committee, but is in no way bound by such recommendations;
- 2.7 Report to and communicate to Council through regular update reports prepared by Staff on the Committee's behalf.

3.0 MEMBERSHIP AND COMPOSITION

- 3.1 The Official Community Plan Advisory Committee shall be comprised of nine (9) members of the community appointed by Council;
- 3.2 Official Community Plan Advisory Committee members shall reside, be employed, and/or own or have interest in property within the City of Parksville;
- 3.3 The Official Community Plan Advisory Committee should be comprised of individuals who represent the broad spectrum of local interests and cultural diversity of the City. The Official Community Plan Advisory Committee should also be balanced with respect to social, economic and environmental interests and expertise and may include a member from the following groups:
 - o Environmental Stewardship Organizations
 - o Development Industry
 - o Business Community
 - o Tourism and Recreation
 - o Arts and Culture
 - o Health and Social Services
 - o Members of the community-at-large representing youth, seniors and family
- 3.4 The Official Community Plan Advisory Committee membership is open to individuals who are members of existing committees of Council provided that not more than two (2) members from any specific committee are appointed;
- 3.5 The Chairperson shall be appointed by the Official Community Plan Advisory Committee membership and shall be a voting member;
- 3.6 Council may at its option appoint a Council member to attend the meetings of the Official Community Planning Advisory Committee as a non-voting ex officio member and shall not be included towards the maximum number of committee members.

4.0 RECRUITMENT

Council will recruit individuals to serve on the Official Community Plan Advisory Committee by:

- 4.1 Advertising in local newspapers and placement of notice on the City's website;

- 4.2 Inviting members from existing Committees to select appropriate representatives to serve on the Official Community Plan Advisory Committee;
- 4.3 If the nine (9) member positions on the Official Community Plan Advisory Committee are not filled through the above steps, or in the event that the City is unsuccessful in recruiting a balance between social, economic, environmental interests and expertise and citizens interests at large, Council will then use other methods of recruitment such as word of mouth and letters to other various community groups, organizations and individuals.

5.0 APPOINTMENT AND TERM

- 5.1 Members shall be appointed for a term specified at the time of appointment, but not to exceed the term of Council or first reading of the Official Community Plan Bylaw;
- 5.2 Council may rescind an appointment at any time and members may resign at any time by providing written notice to the Official Community Plan Advisory Committee Chair with copy to the City's Corporate Officer;
- 5.3 Appointments to fill interim vacancies shall be for the remainder of the term only.

6.0 REMUNERATION AND EXPENSES

- 6.1 Members of the Official Community Plan Advisory Committee shall serve without remuneration, except for preapproved expenses that arise directly out of the performance of their duties and that shall be reimbursed in accordance with applicable City bylaws and policies.

7.0 PROCEDURES AND CONDUCT

- 7.1 The Official Community Plan Advisory Committee is appointed by Council and reports to the Director of Community Planning or their authorized designate. Council reserves the right to recommend amendments to the structure of the Committee as required at any time including the appointment of new members or the termination of the Committee;
- 7.2 The Official Community Plan Advisory Committee will select a chairperson at its inaugural meeting;
- 7.3 Official Community Plan Advisory Committee members have a responsibility to make recommendations based on the best interests of the community-at-large. In providing its advice and opinion to Council, the Committee shall have due regard for applicable statutes, bylaws and policies of the City;

- 7.4 The Official Community Plan Advisory Committee will operate on a consensus basis. Consensus means there is substantial agreement where all group members can accept a decision. Where consensus is not achieved, all positions will be recorded in summary;
- 7.5 Members shall conduct themselves in accordance with Robert's Rules of Order which shall govern the conduct of meetings, and the **Community Charter**;
- 7.6 Members must declare any conflicts of interest, including property interests, and must excuse themselves from recommendations or deliberations related to said interests;
- 7.7 Members shall not speak on behalf of the Committee or represent themselves as having any authority beyond that delegated by Council;
- 7.8 The Official Community Plan Advisory Committee is not authorized to call public meetings, commit funds, enter into contracts or represent the City;
- 7.9 A quorum shall consist of six (6) or more voting members being present;
- 7.10 A respectful and cooperative decorum will be maintained at all times between Committee members, Staff and Consultants;
- 7.11 Agendas will be made available to Committee members and the public at least 24 hours prior to a meeting. Minutes of all meetings shall be kept and made available to the public in the municipal office during normal business hours.

8.0 CHAIRPERSON

- 8.1 The Chair is to be chosen annually by the Official Community Plan Advisory Committee members at the committee's inaugural meeting;
- 8.2 The Chair shall be a voting member of the commission;
- 8.3 The Chair shall preside at all meetings of the Committee, maintain order and ensure that the rules of the Committee are followed;
- 8.4 An Alternate Chair will be selected by the members of the Committee in the event of an absence of the Chair.

9.0 MEETING ATTENDANCE

- 9.1 Any member who fails to attend three (3) consecutive meetings, except for reasons of illness, shall cease to be a member of the Official Community Plan Advisory Committee and the appointment shall be terminated;

9.2 Council reserves the right to terminate membership at any time.

10.0 MEETING FREQUENCY

- 10.1 The Official Community Plan Advisory Committee shall meet as required in the Forum located at the Parksville Civic and Technology Centre, 100 Jensen Avenue East, Parksville on a specified day, at a specified time when matters are referred by the Director of Community Planning or their authorized designate;
- 10.2 Meetings will typically occur on a regular monthly basis. Additional meetings may be scheduled by the Director of Community Planning or their authorized designate as required;
- 10.3 The Director of Community Planning, or their authorized designate, may cancel a Committee meeting if there are insufficient agenda items or other mitigating circumstances.

11.0 COMMITTEE RECOMMENDATIONS

- 11.1 Recommendations and minutes of the Official Community Plan Advisory Committee will be presented by Staff at the meeting of the Committee of the Whole of Council as deemed appropriate by the Director of Community Planning or upon further direction by Council;
- 11.2 Recommendations of the Official Community Plan Advisory Committee shall be in writing and generally contain the information as set out below for each item dealt with by the Committee:
 - i. the date, time and place of the meeting;
 - ii. the members of the Committee present;
 - iii. other persons present for the duration of the meeting;
 - iv. the item(s) dealt with by the Committee;
 - v. recommendation(s) of the Committee stating one of the following:
 - o item to be recommended for approval with reasons stated;
 - o item recommended subject to various conditions with conditions stated;
 - o item to be denied with reasons stated.
 - vi. the mover and seconder of each motion as recorded.

12.0 STAFF SUPPORT AND OTHER RESOURCES

- 12.1 The City will provide Staff to prepare and distribute meeting agendas and minutes, distribution of materials for review and assist in facilitating discussions;
- 12.2 At the direction of the Director of Community Planning or their authorized designate, professional and technical advice may be provided by the appropriate department representative, the Consultant contracted to undertake the project or professional expert to explain or clarify the legislative and technical contexts which affects the review and the implications of recommendations proposed by the Official Community Plan Advisory Committee;
- 12.3 Additional support and resources may be provided at the discretion of Council.

13.0 PUBLIC

- 13.1 All meetings will be open to the public and Council for observation only. Members of the public who wish to provide comment or input to the Official Community Plan Advisory Committee may do so by making a submission in writing or by attending scheduled public open houses or workshop events.

December 23, 2009

LEGISLATION	TOPIC	ISSUES RAISED PROBLEM STATUS	BROAD CATEGORY (Primary & Secondary)
Approximate location, amount, type and density of residential development for at least 5 years	Housing	<ul style="list-style-type: none"> Carrying servicing capacity Future of SFD Affordable housing adequacy Work force housing adequacy 	<ul style="list-style-type: none"> Social
Approximate location, amount, type of present and proposed commercial	Commercial	<ul style="list-style-type: none"> Adequacy of types Downtown revitalization Encouraging mix Resort vs. permanent residential Resolution 07-218(3) retail attraction 	<ul style="list-style-type: none"> Economic Social
Approximate location, amount, type of present/proposed industrial	Industrial	<ul style="list-style-type: none"> Adequacy Conflict Including supportive uses in industrial park 	<ul style="list-style-type: none"> Economic
Approximate location, amount, type of present/proposed institutional	Institutional	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Economic Social
Approximate location, amount, type of present/proposed agricultural	Agricultural	<ul style="list-style-type: none"> Land suitability Pressure to develop Sustainability Jurisdiction 	<ul style="list-style-type: none"> Economic Environmental
Approximate location, amount, type of present/proposed	Recreational	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Social
Approximate location, amount, type of present/proposed public utility land uses	Public Utility	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Social Environmental

LEGISLATION	TOPIC	ISSUES RAISED PROBLEM STATUS	BROAD CATEGORY (Primary & Secondary)	
Approximate location, area, sand/gravel that are suitable for future sand and gravel extraction	Sand/Gravel Extraction	•	• Economic • Environmental	
Restrictions on use of land subject to hazardous conditions		• Coastline stability	• Environmental	
Restrictions on use of land environmentally sensitive to development		• Coastal protection • Near shore habitat protection	• Environmental	
Approximate location and phasing of any major road, sewer and water systems	Provision of service	• Growth servicing sustainability • Transportation matters, parking	• Social • Economic • Environmental	
Approximate location and type of present and proposed public facilities (schools, parks and waste water treatment and disposal sites)	Public Facilities	• Adequacy of parks (see specific questions re: schools)	• Social • Environmental	
Inclusion of housing policies respecting affordable housing, rental housing and special needs housing	Housing	• Municipal participation • Adequacy of existing policies	• Social	
Targets for reduction of greenhouse gas emissions and policies and actions to achieve targets	Greenhouse gas emissions	• How to approach	• Environmental	

LEGISLATION	CONTENT/ TOPIC	ISSUES RAISED PROBLEM STATUS	BROAD CATEGORY (Primary & Secondary)	
[May] Include policies relating to social needs, social well-being and social development		<ul style="list-style-type: none"> Community Vision Cultural facilities Community services Citizen involvement 	<ul style="list-style-type: none"> Social 	
Inclusion of a regional context statement		<ul style="list-style-type: none"> Compliance with regulations (new one will precede OCP) 	<ul style="list-style-type: none"> Administrative 	
[May] Include policies respecting the maintenance and enhancement of farming		<ul style="list-style-type: none"> Support for farming local production Sustainability 	<ul style="list-style-type: none"> Economic 	
Include policies related to the preservation, protection, restoration and enhancement of the natural environment biodiversity		<ul style="list-style-type: none"> DP areas Mt. Arrowsmith biosphere 	<ul style="list-style-type: none"> Environmental 	
May (designate DP's)		<ul style="list-style-type: none"> Enhance DP for sustainability access Provide further detail in all Clarify coastal requirements 	<ul style="list-style-type: none"> Economic Environmental 	

DATE: January 12, 2010

MEMO TO: FRED MANSON
CHIEF ADMINISTRATIVE OFFICER

FROM: ALAN METCALF
DIRECTOR OF ENGINEERING & OPERATIONS

SUBJECT: WATER AND SEWER CONNECTIONS ON PROPERTIES
WITH CARRIAGE HOUSES

FILE NO.: 5340-20-GEN AND 5600-20-CON GEN

I. ISSUE

Staff have been directed by Council to review the option of a bylaw amendment to permit two water and sewer connections on properties with carriage houses.

II. REFERENCE

Council Resolution 09-287
Water Service System Bylaw, No. 1320
Sanitary and Storm Sewerage System Bylaw No. 1319
City of Parksville Engineering Standards and Specifications

III. BACKGROUND

Single family residential properties throughout the City have traditionally been serviced with one sanitary sewer connection, one storm drain connection and one water service connection. The provisions for service connection requirements are found in the Sanitary and Storm Sewerage Bylaw No. 1319, the Water Service Systems Bylaw No. 1320 and the Engineering Standards and Specifications appended to the City of Parksville Subdivision Servicing Bylaw No. 1261.

As per the Sanitary and Storm Sewerage Bylaw, only one four-inch sewer connection for each parcel will be provided to each single family parcel unless otherwise approved by the Director of Engineering and Operations. While the provision exists in the bylaw for the Director of Engineering and Operations to otherwise approve additional service connections, these approvals have been limited to multi family, commercial, and industrial or institutional sites with multiple structures where internal site servicing is impractical or not possible. This practice is further supported in the Engineering Standards and Specifications that specify that only single (sanitary sewer) service connections will be permitted. It has been past practice that applications for additional sanitary sewer service connections to single family residential parcels have not been permitted.

Regarding water connections, single family residential properties in the past have been limited to one service connection. The Water Service System Bylaw requires that each building shall have only one service connection except when a separate connection is required for fire protection purpose, or when a building expansion or zoning or use change makes the addition of a further connection necessary.

Staff's interpretation of the Bylaw is that the construction of a carriage house does not warrant an additional water service connection. It has been past practice that applications for additional water service connections to a single parcel have not been permitted.

The City has been diligent in providing a single water and sanitary service connection to each lot. There are several reasons for this practice which include the maintenance, billing, record management and eventual replacement costs associated with each additional service. Another consideration is the confusion that may be experienced by field staff when responding to an emergency situation to a location with multiple services to single lot.

Options:

1. Maintain status quo regarding requests for additional service connections to residential parcels
2. Approve requests for additional water, sanitary and storm services to properties with carriage houses, and prepare the appropriate amendments to the Water Service System Bylaw No. 1320.13, and the Sanitary and Storm Sewerage System Bylaw No. 1319, to specifically provide for the additional servicing to properties with carriage houses for Council's consideration.

Analysis:

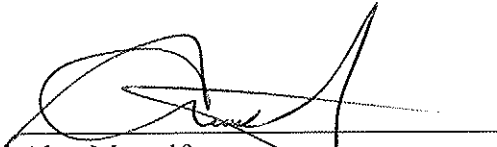
1. Council could direct staff to do nothing and leave the situation status quo. This would have the least impact on current City of Parksville resources and would still allow for exemptions that are provided for under the current bylaws to allow for additional connections to a property under certain circumstances. While this may be seen as having a negative impact on some applicants who have had the request for additional servicing not approved, it will allow staff to continue and apply good engineering practices in establishing and maintain control over the number of services
2. Council could direct Staff to provide additional water and sanitary sewer connections for Carriage houses. While this may provide a short term benefit to the applicants, by them not being responsible to install additional on site servicing, it would set a precedent for providing multiple services to a single property which more than likely would have a long term negative impact on existing City of Parksville resources. Aside from the initial installation costs which are the responsibility of the applicant at the rate established in the bylaws, there are also additional on going costs to the City of Parksville such as service billing, record maintenance, meter reading and meter maintenance along with the maintenance and future replacement of the service connections and meters. If it is Council's desire to provide additional servicing for properties with carriage houses, staff would need to be directed to prepare the appropriate amendments to the Water Service System Bylaw and the Sanitary and Storm Sewerage System Bylaw permitting additional site servicing to properties with carriage houses for Council's consideration.

Financial Implications:

Option number one has no financial impact. Option number two may have minimal financial impact initially, but could potentially have a significant long term impact. Staff are unable to determine the exact financial implications as it would depend on the number of additional services this decision would result in.

Recommendation:

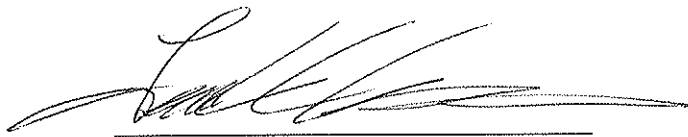
That Council direct staff to maintain the status quo regarding current practices for requests received for additional water and sewer service connections to residential parcels.


Alan Metcalf.
Director of Engineering and Operations

DIRECTOR OF FINANCE'S COMMENTS:


Lucky Butterworth
Director of Finance

CHIEF ADMINISTRATIVE OFFICER COMMENTS:


Fred Manson, CAO

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