

**COMMITTEE OF THE WHOLE MEETING AGENDA**

**MONDAY, JULY 19, 2010 - 6:00 P.M.**

**1. ADOPTION OF MINUTES**

- a) of the Committee of the Whole meeting held July 5, 2010 - Pages 1 to 2

**2. PUBLIC PRESENTATIONS**

- a) Amber Scotchburn & Jolene Aarbo – Pages 3 to 5  
*Presentation to Council regarding the Oceanside Youth Employment Program and the Parksville Branded Apparel Fundraising Campaign.*
- b) Ken Hole - Affordable Housing Vancouver Island Society – Pages 6 to 14  
*Requesting a letter of support in principle, for the affordable housing concept and proposed location, to be submitted to CMHC in order to obtain seed funding to conduct studies and research required in order to make a formal application.*
- c) Mehdi Naimi - Rough Diamonds Creative Arts Society – Page 15  
*Presentation to Council regarding an application for Grant-in-Aid. The purpose is to support the programming at the Young Arts Market (168 Alberni Highway) with a grant equivalent to the annual rent.*

**3. CORRESPONDENCE - Nil**

**4. DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE**

**5. STAFF PRESENTATIONS**

- a) Chief Administrative Officer - Development Process Review - Pages 16 to 18  
*To address ongoing issues regarding the City's development bylaw, policies and processes, staff is requesting Council approval for a comprehensive development process review to include documentation and validation of existing practices, stakeholder input, and best practices recommendations for Councils consideration.*

***Recommendation: That the Development Process Review report from the Chief Administrative Officer dated July 13, 2010 be received;  
And that Staff be directed to explore alternatives delivery methods for a comprehensive review of the City's development processes to include a review and validation of existing practices, stakeholder input, best practices recommendations, and development of a comprehensive procedures manual, for Councils consideration.  
And that a maximum amount of \$5,000 be authorized as a contingency for consulting services if required.***

**6. ADJOURNMENT**

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# TO BE ADOPTED

CITY OF PARKSVILLE

July 5, 2010

Minutes of the Committee of the Whole meeting held in the Civic and Technology Centre, 100 Jensen Avenue East, Parksville, BC, on Monday, July 5, 2010 at 6:00 p.m.

PRESENT: His Worship Mayor E. F. Mayne

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

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



1. **MINUTES**

Lefebvre - Powell-Davidson

**THAT** the minutes of the Committee of the Whole meeting held June 21, 2010 be adopted. **CARRIED.**

2. **PUBLIC PRESENTATIONS**

a) Garwin Wuerch from Radcliffe Development Corporation gave a presentation to Council regarding the development permit application to facilitate the construction of a 29 unit townhouse development at 251 Mills Street.

3. **CORRESPONDENCE** - Nil

4. **DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE** - Nil

5. **STAFF PRESENTATIONS**

Mayor Mayne noted that all recommendations adopted by the Committee at this meeting will be forwarded to Council for consideration at their July 19, 2010 meeting.

a) **Director of Community Planning - Application for Development Permit to Facilitate Construction of a 29 Unit Residential Strata Development [251 Mills Street]**

Greir - Lefebvre

**THAT** the report from the Director of Community Planning dated June 23, 2010 for the issuance of a development permit at 251 Mills Street be received;  
**AND THAT** a development permit with variances be issued to Radcliffe Development Corporation, Inc. No. 89655 to facilitate the overall site plan and construction of a 29 unit residential strata development comprised of 5 two-storey wood frame building and associated landscaping on Lot 1, District Lot 4, Nanoose District, Plan VIP53013 (251 Mills Street) with a variance to:

- Section 405.2 by relaxing the width of aisle requirement from 7.5 m to 6.6 m for 90 degree parking;
- Section 414.1 by eliminating the requirement for an enclosed refuse removal area;

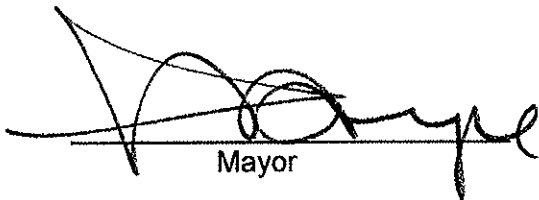
**AND FURTHER THAT** the landscaping security in the amount of \$140,000.00 be received prior to the issuance of permit, for the purpose of assuring the completion of site landscaping.

CARRIED.

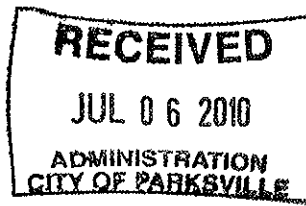
6. **ADJOURNMENT**

Lefebvre - Powell-Davidson  
Rise and Report to Council at the July 19, 2010 meeting.

The meeting ended at 6:42 p.m.



Mayor



## REQUEST TO APPEAR AS A DELEGATION

TO BE HELD Monday, - July 19, 2010 AT 6:00 P.M.  
Day Date

NAME OF PERSON MAKING PRESENTATION: Amber Scotchburn & Jolene Aarbo  
[Please print]

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

NAME OF ORGANIZATION [if applicable]: \_\_\_\_\_

Mailing address: 1570A Seacrest Road, Nanoose Bay, BC V9P 9B5

Phone: 250-821-8214  
[Business]

**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.]

Ms. Aarbo and I would like to present on the following subjects:

Oceanside Youth Employment Program

Parksville Branded Apparel Fundraising Campaign

Please see attached PDF.

Thank you,  
Amber Scotchburn

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

## Lynn Kitchen

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**From:** Amber Scotchburn [amber@amberscotchburn.com]  
**Sent:** July 7, 2010 7:50 PM  
**To:** Lynn Kitchen  
**Subject:** Re: Request to appear before Council

Hi Lynn,

Thanks again for you quick response.

**Oceanside Youth Employment Program:** My company is applying for a grant from Service Canada to run a Skills Link program for "at-risk" Oceanside youth. There is not currently one in existence, and there hasn't been for 3 years; although, there is a recognized need in the community. All youth service providers are aware and are in support of such a program. The program would consist of life skills and employability skills training, tickets such as first aid and a job placement/coach. There would be 10-12 youth served for a period of 6 months. This would be a pilot program in hopes that with its success, the funding would be renewed.

**Parksville Branded Fundraising Campaign:** This came about for two reasons. The Chamber of Commerce was looking for a contractor to supply them with branded apparel that would have with their new sign as its branding. In offering to be that contractor, I proposed that partial proceeds from the branded apparel, go towards the Youth program. The Chamber is supporting this with the apparel they are selling through their Visitor's Centre, as well as my company through its sales. The goods are currently available at the Visitor's Centre, the Arbutus Grove Motel, Island Times Magazine Website, and at the Tuesday night street market. We have kids and adults t-shirts and one size fits all hats. We are looking into golf shirts, water bottles and USB ports. As time progresses and our market research progresses, we will add more to the line of branded items.

**City:** How would the city like to support these initiatives? For example for the Employment program, a letter in support would be quite useful. For the Campaign, promotion of the goods and their cause would be helpful. I would also look to the City to see what ideas they might have to support either of these initiatives.

Thank you Lynn. Please let me know if you need anything else,  
Amber

*Don't forget to make it a fantabulous day!*

Sincerely,

*Amber Scotchburn* (BSW, BEd)

 Amber Scotchburn  
Parenting Consultant

*Parenting Consultant - Family Support Services*

Phone: 250-821-821-4

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# Transforming Lives

“WE CANNOT ALWAYS BUILD THE FUTURE FOR OUR YOUTH, BUT WE CAN BUILD OUR YOUTH FOR THE FUTURE.” ~FRANKLIN ROOSEVELT



## YOUTH EMPLOYMENT PROGRAM

Youths are bearing the brunt of unemployment as they lack the skills and experience to get jobs. This also affects companies whose prime market is young people, given that higher youth unemployment means lower average incomes and spending power. Youth unemployment also has



### Fundraising Campaign

*Would you like to contribute to the youth of Oceanside having an Employment Program?*

*YOU can support this initiative by buying the new Parksville apparel line!*

*Presently we have cool summer tee's and awesome, styling hats all displaying our very own Parksville brand!*

*Buy one for yourself, a relative near or far, your employees, the sky's the limit!*

*Let's help everyone to live, work and play in Parksville!*

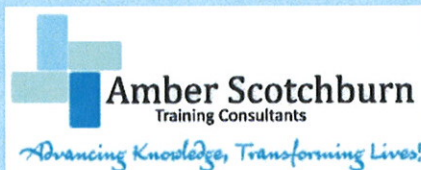
psychological effects, for instance increasing the risk of depression, lowering confidence and creating a 'lost generation' of workers who grow up with poor job prospects. Amber Scotchburn Training Consultants would like to help through the creation of a Youth Employment Program. Please see our blog for more details of what such a program consists of and how you can help!

### *Contact Information:*

Website & Email

[www.amberscotchburn.com](http://www.amberscotchburn.com)

[amber@amberscotchburn.com](mailto:amber@amberscotchburn.com)



### *Event & Contest Info:*

Life Skills Blog

<http://>

[amberscotchburn.wordpress.com](http://amberscotchburn.wordpress.com)

**REQUEST TO APPEAR AS A DELEGATION**

TO BE HELD MON. - JULY 19<sup>th</sup>, 2010 AT 6:00 P.M.  
Day Date

NAME OF PERSON MAKING PRESENTATION: KEN G. HOLIE SR.  
[Please print]

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

NAME OF ORGANIZATION [if applicable]: AFFORDABLE HOUSING VANCOUVER ISLAND SOCIETY # 553564.

Mailing address: BOX 843 PARKSVILLE B.C. V9P2G9.

Phone: (250) 947-9009 - SAME Fax: SAME.  
[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.]

SEE ATTACHED.

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Requesting a letter of support in principle, for the concept and location proposed, to be submitted to CMHC in order to obtain seed funding to conduct studies and research required in order to make a formal application.

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# Affordable Housing Vancouver Island Society.

#S53564

## **Parks Villas Affordable Rental Lifestyle**

Box 843, Parksville, BC, V9P 2G9

Phone & Fax (250) 947 9009

6<sup>th</sup> July 2010

\_\_\_ page(s)

Lynn Kitchen  
Deputy Corporate Administrator  
City of Parksville  
PO Box 1390  
100 Jensen Avenue East  
Parksville, BC, V9P 2H3

Dear Madam:

### **Re: Parks Villas Affordable Rental Lifestyle**

1. Affordable Housing Vancouver Island Society (AHVIS), has obtained a site of approximately 7 acres at Greig Road and Industrial Way and proposes to construct and to operate approximately four 50-unit rental buildings on complete build-out, in order to provide low-income residences for the Parksville area, and especially the Resort area.
2. It is planned that this development will be built in four stages, as and when the buildings become occupied with tenants.
3. It is proposed that the first phase of development will consist of 48 units, especially designed for low-income workers. AHVIS will rent the majority of the first phase, (units of 480 sq ft), to workers who are employed at the resorts. This will also provide the opportunity for Parksville businesses within the industrial area, to house their employees. Rents will be in accordance with the CMHC Lending Rates of approximately \$650.00 per month inclusive of water, heating and hydro, for up to 51% of the building. The balance of the Units will be rented out at approximately \$700 per month, inclusive.
4. The second phase is intended to house low-income seniors who are on Government Pensions, and the third phase will be designed to accommodate low-income families with children, and will feature a day-care facility, which will be subsidized by funding from BC Government.



5. It is intended that the fourth phase shall be used to house other low-income tenants, according to demand.
6. The main concourse will contain a laundry facility, a recreation area, a convenience store, a main reception and office, a post box area, library, hair salon etc.
7. It is proposed that the buildings will be 4 stories high, and shall contain an elevator and security and fire systems. NB: The project will be designed with the latest "going green" materials and concepts.
8. We intend to phase in the buildings in accordance with demand, which could take up to 4 or 5 years to build-out.
9. The entire 7 acres will be landscaped, 50% parking created, plus recreation and storage and maintenance facilities, and kids play area and garden plots for tenants' use, will be provided.
10. The project will be fenced for security and will have two entrances and exit routes at build-out, onto Industrial Way only.
11. There will be weekly house keeping. Mini-bus transportation will be provided on demand, with 24hour supervision, and a cashless payment system using debit cards will be implemented.

#### Parks Villas & Affordable Rental Lifestyle - City Zoning Proposals

1. Zone to RS3 with 50% relief of per unit taxes = \$400 per year per unit, approx. 1<sup>st</sup> phase will pay City approx. \$25,000 in property taxes. Relief of City improvements is desired (same standards as the Industrial Park); City assistance with offsite water and sanitary servicing is request.
2. AHVIS to pay for hookup of sewer, water, fire safety to property.
3. AHVIS requires letter of support in order for AHVIS to obtain CHMC seed financing, plus an additional \$10,000 CMHC loan for feasibility study, land appraisal, geotechnical report of the land to make sure it will support up to four 4storey buildings.
4. AHVIS will construct a paved road through the property and proper access to the property, and will ensure adequate measures are in place for fire safety, and lighting and parking.
5. The City of Parksville is to postpone or cancel any up front City charges in order to help make the project affordable. AHVIS will apply to Revenue Canada

for a registered Charity Society in order to issue tax receipts for grants (forms are in hand).

6. The City is presently collecting approximately \$2,000 in annual property taxes on this land – the proposed project would pay the City approx \$25,000 in additional property taxes for each phase, and \$100,000 per year at build-out.

7. The signal lights at 19a Island Hwy and Tuan Road need to be changed to make a proper 4 way signal, with a cross walk for the safety of both the tenants and the general public.

8. The location of the proposed 7-acre site is isolated from the main industrial area, by way of the City's old Tuan Rd dumping ground that is now closed, and re-zoning this parcel will not affect the rest of the industrial areas.

9. AHVIS will try to acquire an easement on the Industrial Way entrance from LeeMar to this property if it is needed or desirable, to make it safer and to enable the treed buffer area to remain unaffected.

Regards,



**Ken Hole**  
**Affordable Housing Vancouver Island Society**  
**Reg. No. S53564**

KH/skt/

**Rascal Trucking Ltd**  
1080 Industrial Way  
Parksville, B.C. V9P 2W8  
Phone (250) 248-2381 Fax (250) 248-4894  
hancon@shawcable.com

7<sup>th</sup> July 2010  
   page(s)

Affordable Housing Vancouver Island Society #S53564  
PO Box 843  
Parksville, BC, V9P 2G9

Dear Sir:

**Re: 1350 Greig Road, Parksville**

This is to confirm that the property at 1350 Greig Road is available to AHVIS #S53564, subject to AHVIS obtaining the proper City zoning, and Development Permits and approvals, and CMHC funding.

The Owners hereby agree and authorize Ken Hole and Holiday Holdings Ltd., to act on behalf of the Owners in regard to obtaining City of Parksville and CMHC approvals, and this present approval will expire on September 30<sup>th</sup> 2010, unless extended.

Regards,

  
**Hans Heringa, P.Eng.**

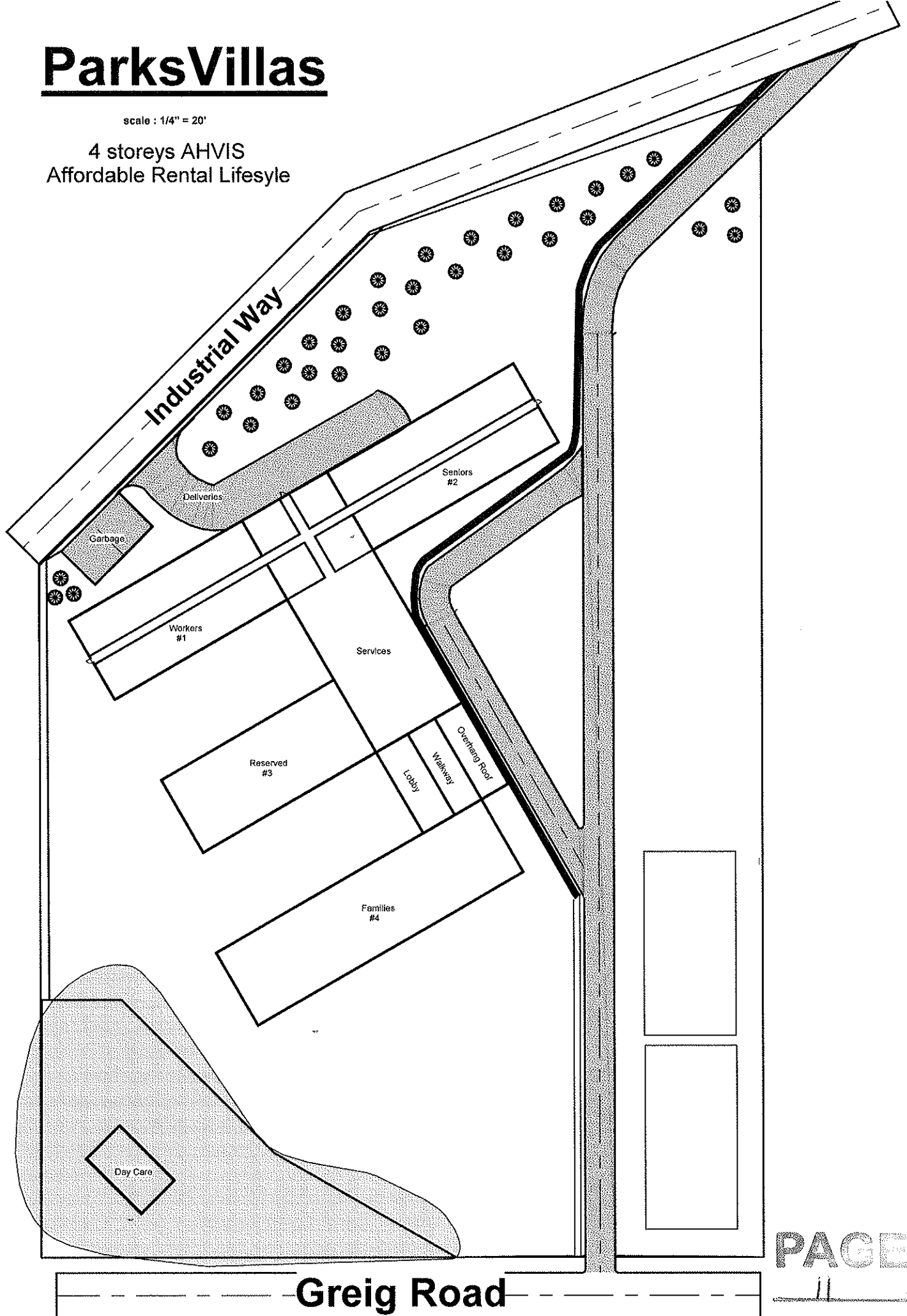
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# Parks Villas

scale : 1/4" = 20'

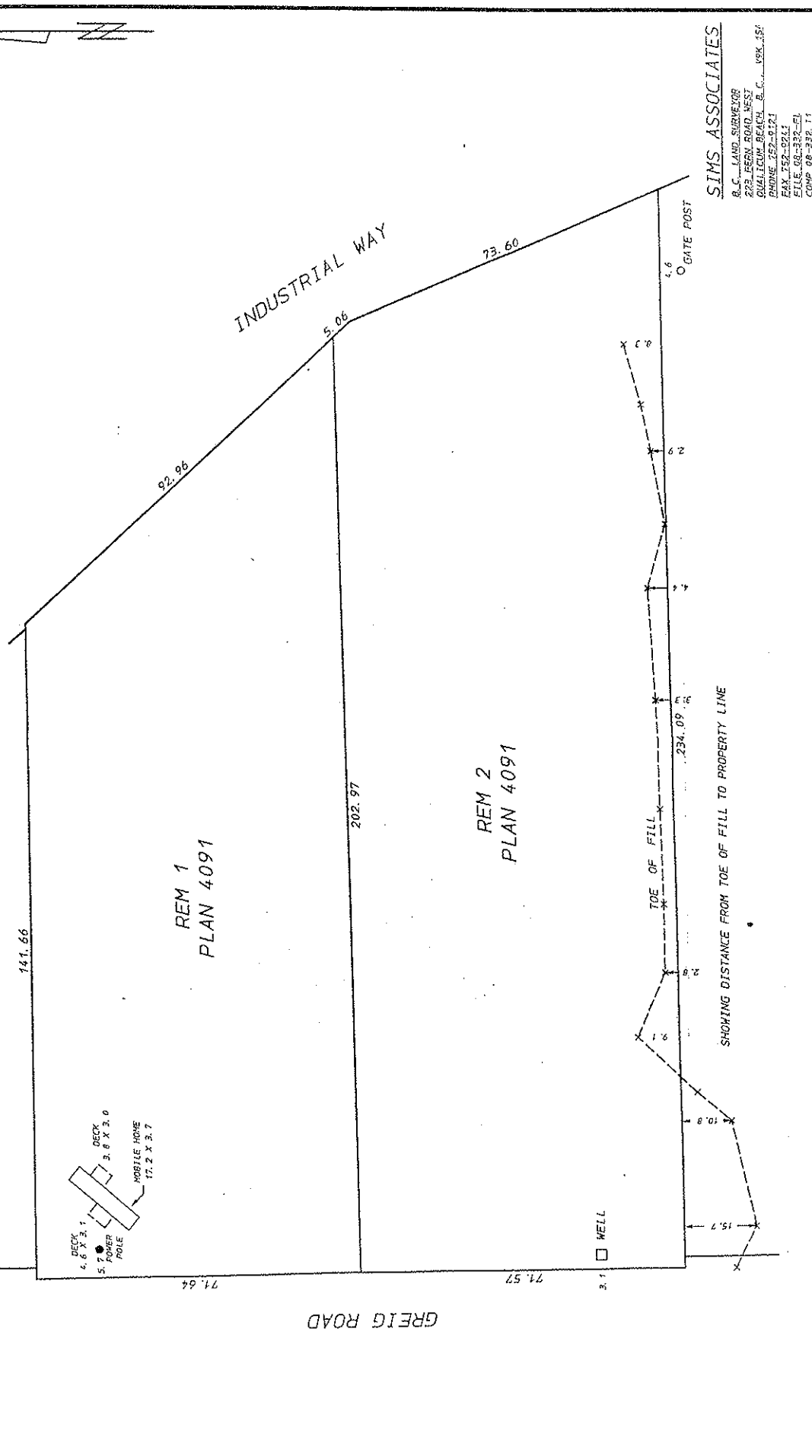
4 storeys AHVIS  
Affordable Rental Lifestyle



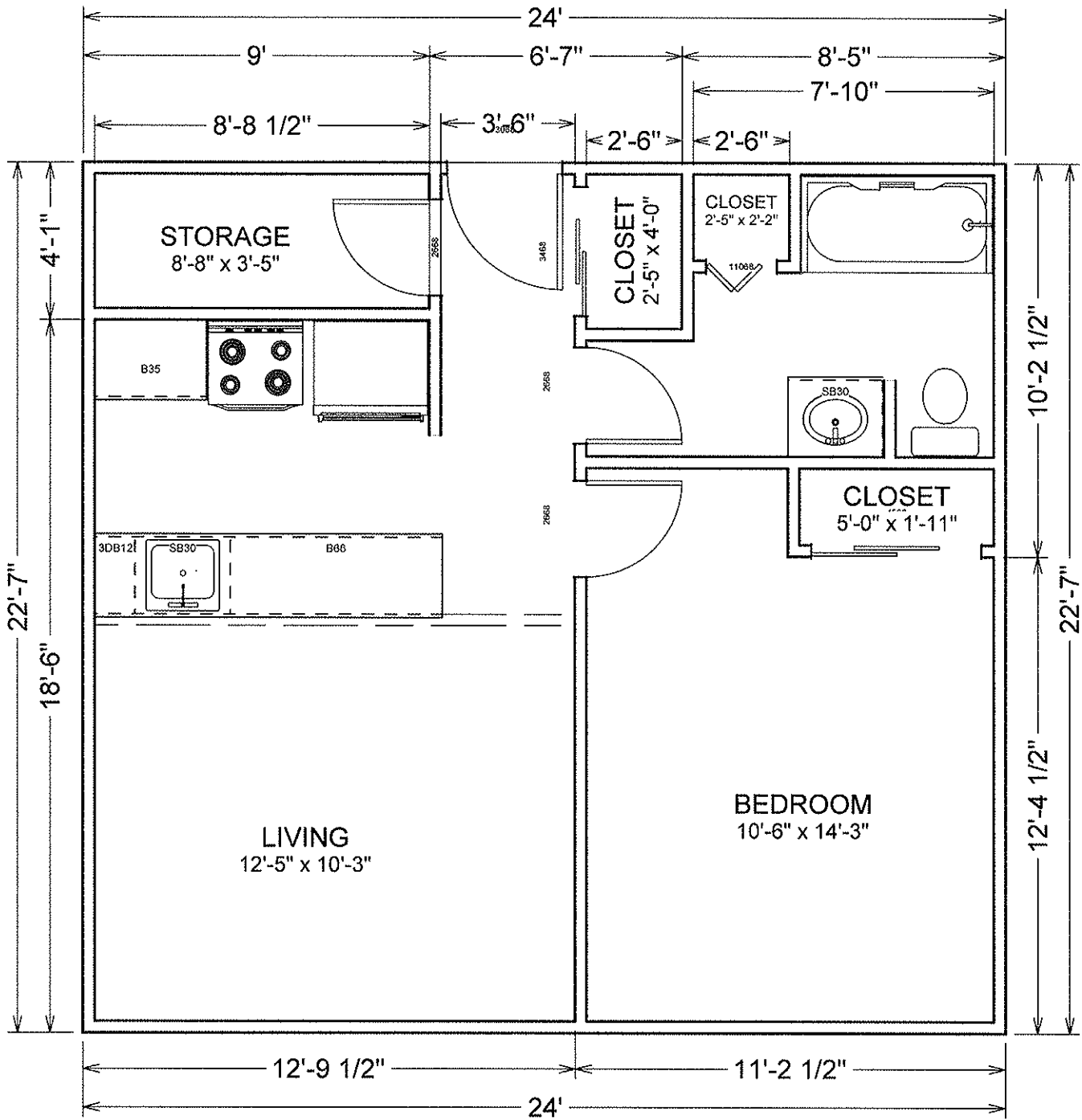
**PLAN OF REM LOT 1, D. L. 123, NANOSE DISTRICT, PLAN 4091.**  
**SHOWING TOPOGRAPHIC FEATURES AND STRUCTURES THEREON.**

SCALE 1:800

ALL DISTANCES ARE IN METERS  
 FOR BUILDING INSPECTION ONLY

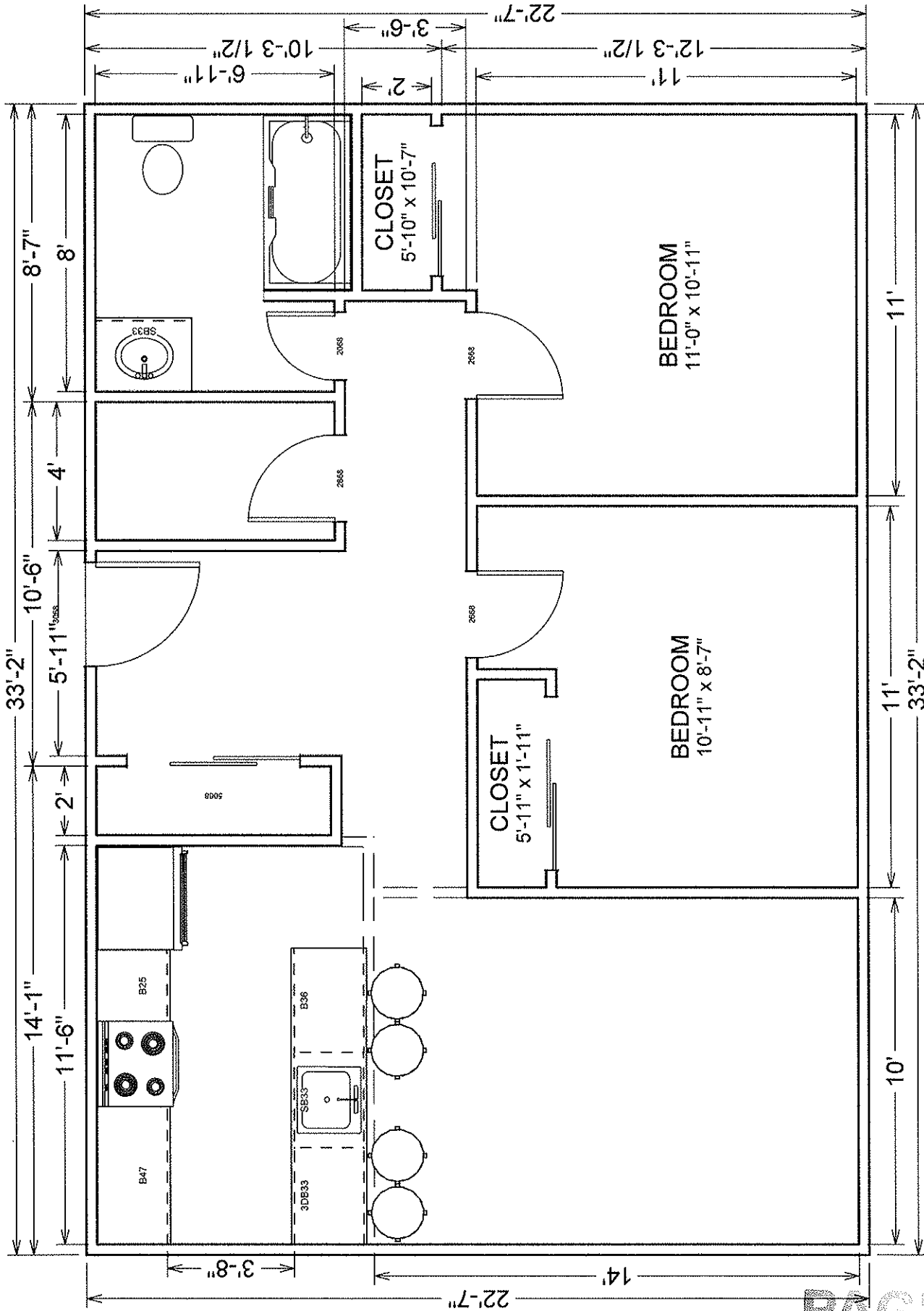


**SIMS ASSOCIATES**  
 B.C. LAND SURVEYOR  
 229 REGAL ROAD, WEST  
 QUALICUM BEACH, B.C., V9K 3S7  
 PHONE 252-8121  
 FAX 252-8241  
 FILE 08-332-E1  
 COMP 08-332-11



**ParksVillas One Bedroom Unit**

LIVING AREA  
542 sq ft



**ParksVillas Two Bedroom Unit**  
 LIVING AREA  
 749 sq ft

PAG  
 #1



AGENDA  
COMMITTEE  
JUL 19 2010  
DATE

## REQUEST TO APPEAR AS A DELEGATION

TO BE HELD 19 - July 2009 AT 6 P.M.  
Day Date

NAME OF PERSON MAKING PRESENTATION: Mehdi Naïmi

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

NAME OF ORGANIZATION [if applicable]: Rough Diamonds Creative Arts Society

Mailing address: 1190 Dobler Road, Parksville, BC, V9P 2C5

Phone: 250-240-1221 [Business] 250-468-5400 [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.]

I intend to present to the council an application for grant-in-aid. The purpose is to support the programming at the Young Arts Market (168 Alberni Hwy) with a grant equivalent to the annual rent.

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July 13, 2010

**MEMO TO: HIS WORSHIP THE MAYOR AND MEMBERS OF COUNCIL**  
**FROM: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER**  
**SUBJECT: DEVELOPMENT PROCESS REVIEW**

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**Issue**

Council approval for a comprehensive development process review.

**Executive Summary**

Successive Councils have struggled with the issues regarding the City's development bylaws, policies and processes. Continuing complaints from the development community and successive Council uncertainties regarding legislation and community issues upon with the process is based has led to very toxic environment for City staff during their administration of the process and a continuing bad reputation for the City as a place for developers to do business. To address these issues, staff is requesting Council approval for a comprehensive development process review to include documentation and validation of existing practices, stakeholder input, and best practices recommendations for Councils consideration.

**Background**

For a number of years successive Councils have struggled with issues regarding the City's development requirements and the administration of the City's various development approval processes.

The former could include such things as Development Cost Charges, the City's Works and Services Bylaw, Security requirements, City Standards, and off-site servicing requirements. The later would include any number of the City's information requirements such as plans and drawings, engineering, environmental, and geotechnical reports etcetera.

There are several sides to the issue, including what the development community thinks is appropriate, what the general community thinks is appropriate and finally what Council thinks is appropriate and of course what is allowable within the legal confines of the Community Charter and Local Government Act, (the legislative boundaries).

Requirements for development applications can be further subdivided into those of a formal or informal nature. The formal requirements are those that are provided by legislation or through City bylaws, policies, and procedures as established by Council.

The informal requirements are those made up from the sum of historical questions asked of staff by Council during Councils review of an application which are then included by staff as requirements in anticipation of similar questions by Council regarding future applications.

In either case the development process as it currently exists is one that has evolved through legislative changes, historical Community demands for Councils to control or regulate past issues, consideration of financial implication for community benefit regarding community versus user pay, and of course land use and form and character issues and is the sum of legislative changes, and Councils formal or informal directions since 1945 when the City was incorporated until now.

As Council is aware, Staff is given direction by Council through the bylaws, policies and resolutions they adopt. These bylaws, policies and resolutions remain in effect until changed and are inherited from one Council to the next. If Council is not prepared to support the direction they provide, Council must then give direction to staff to review and make recommendations for their change. If Council is not prepared to give direction for change then they must abide by the bylaw, policy or resolution that was adopted by Council regardless of whether it was this Council or a previous Council. Even when direction for change is given, until such time as the new direction is passed by a majority of Council the old direction is still in force, staff is still using it to guide their actions and Council must still support staffs action.

Although the current process is the sum of Councils direction, whether from past or present Councils, application of these directions are becoming increasingly difficult for staff. This can be attributed to the present Council not fully understanding the legislative or the historical community issues that the process is based upon and the development communities feeling that the process does not necessarily follow legislation, is too stringent and onerous and does not achieve to "best practices" for development processing followed by other local governments.

## Options

1. Develop a development process review strategy to document and review, existing practices, development community concerns, and best practices of other communities for Councils consideration.
2. Continue with the status quo.

## Analysis

There is an on ongoing belief within the development community that the City's development process is and historically has been very stringent, onerous and lengthy. Successive Councillors have brought this thought forward as an issue upon their election to office, but to date no direction has been forthcoming by a majority of Council

for review and change, even though individually Councils actions have not necessarily shown support for the process.

Although the view of the development community is understandable, this view has and continues to promote a very toxic environment for municipal staff during their administration of the development process and perpetuates a bad reputation for the City of Parksville as a place for development. These issues play a part in undermining our economic and development related initiatives directed at increasing the City's commercial and industrial tax base, and our ability to retain and attract staff.

### **Financial Implications**

For the recommendation below, which is simply to explore alternatives for Councils consideration and possible approval, other than staff time and the possibility of minimal consulting requirements, there will be minimal financial implications.

However, Council should be aware that to actually proceed with such a review, significant financial and staff resources will be required. Whether done by a consultant or staff, excluding the time of the staff being interviewed, the review itself could very likely take up to one person year to complete. Realistically Council could expect the total cost to approach \$100,000. Staff is exploring the availability of senior government and other grant opportunities and will also approach the other various stakeholders for possible contributions.

### **Recommendation**

That the Development Process Review report from the Chief Administrative Officer dated July 13, 2010 regarding the City's Development Process Review be received;

And that Staff be directed to explore alternatives delivery methods for a comprehensive review of the City's development processes to include a review and validation of existing practices, stakeholder input, best practices recommendations, and development of a comprehensive procedures manual, for Councils consideration.

And that a maximum amount of \$5,000 be authorized as a contingency for consulting services if required.



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