

COMMITTEE OF THE WHOLE MEETING AGENDA

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

Knox United Church - 345 Pym Street

1. Mayor Ed Mayne - verbal report regarding the 2010 Union of BC Municipalities annual convention.
2. **ADOPTION OF MINUTES**
 - a) of the Committee of the Whole meeting held October 4, 2010 - Pages 1 to 3
3. **PUBLIC PRESENTATIONS**
 - a) Margaret Spruit & Blain Sepos - Parksville Community & Conference Centre Society - Pages 4 to 15
Presentation of the 2011 budget and the 5 year projected budget as well as changes to the Operating Agreement.
 - b) Bruce Cownden - Oceanside Development & Construction Association - Page 16
Presentation regarding the terms of reference for the comprehensive review of the City's development process.
4. **CORRESPONDENCE** - Nil
5. **DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE**
6. **STAFF PRESENTATIONS**
 - a) Director of Community Planning - Implementation of an Eagle and Heron Nesting and Perch Tree Protection Development Permit Area - Pages 17 to
This initiative is intended to put in place development permit guidelines to provide protection to eagle and great blue heron nesting and perch trees within the City by guiding new development that might occur in proximity.

***Recommendation: THAT the report from the Director of Community Planning dated October 7, 2010 regarding the Implementation of an Eagle and Heron Nesting and Perch Tree Protection Development Permit Area be received;
AND THAT Staff prepare a bylaw to amend the Official Community Plan in order to include an Eagle Nesting Tree and Perch Protection Development Permit Area.***
7. **ADJOURNMENT**

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TO BE ADOPTED

CITY OF PARKSVILLE

October 4, 2010



Minutes of the Committee of the Whole meeting held in the Civic and Technology Centre, 100 Jensen Avenue East, Parksville, BC, on Monday, October 4, 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
L. Kitchen, Deputy Corporate Administrator
D. Banks, Fire Chief
G. Jackson, Director of Community Planning
L. Butterworth, Director of Finance
B. Russell, Manager of Current Planning
D. Tardiff, Communications Officer

1. **MINUTES**

Lefebvre - Powell-Davidson

THAT the minutes of the Committee of the Whole meeting held September 20, 2010 be adopted.

CARRIED.

2. **PUBLIC PRESENTATIONS**

a) Margaret Spruit & Blain Sepos from the Parksville Community & Conference Centre Society requested an increase to the 2010 Operating Subsidy of \$16,048.11 due to an increase in staff wages as Parksville Community & Conference Centre staff have joined a union.

Greir - Burger

THAT the request from the Parksville Community & Conference Centre Society for an increase of \$16,048.11 in the 2010 operating subsidy for the Centre be referred to staff for review and report back to the Committee of the Whole.

CARRIED.

b) Charna Macfie gave a presentation regarding concerns surrounding Walbern Ventures' rezoning amendment application for 161 Island Highway West.

3. **CORRESPONDENCE** - Nil

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

PAGE

1

5. STAFF PRESENTATIONS

Mayor Mayne noted that all recommendations adopted by the Committee at this meeting will be forwarded to Council for consideration at their October 18, 2010 meeting which will be held at the Knox United Church (345 Pym Street).

a) **Director of Community Planning - Parksville Beach Motel Zoning Amendment Application (161 Island Highway West)**

Lefebvre - Powell-Davidson

THAT the report from the Director of Community Planning dated September 23, 2010 entitled "Parksville Beach Motel Zoning Amendment Application on Lot 1, District Lot 89, Nanoose District, Plan VIP78996 (161 Island Highway West)" be received.

CARRIED.

Greir - Powell-Davidson

THAT the zoning amendment bylaw for the Parksville Beach Motel rezoning application be brought forward for first and second reading consideration at the October 18, 2010 meeting of Council;

AND THAT outstanding issues contained in the report from the Director of Community Planning dated September 23, 2010 be satisfactorily addressed prior to the zoning amendment bylaw being brought forward for third reading and adoption.

CARRIED.

Councillors Burger and Powell voted against the recommendation.

b) **Director of Community Planning - Amendment to the Advisory Design Panel Terms of Reference and Appointment of a New Panel Member**

Lefebvre - Powell

THAT the report from the Director of Community Planning dated September 22, 2010 entitled "Amendment to the Advisory Design Panel Terms of Reference and Appointment of a New Panel Member" be received;

AND THAT the Advisory Design Panel Terms of Reference be amended by replacing them with Schedule "A" attached to and forming part of the report from the Director of Community Planning dated September 22, 2010;

AND FURTHER THAT Gerry Price be appointed to the Advisory Design Panel for the remainder of the current term of Council.

CARRIED.

c) **Director of Community Planning - Development Permit Application (148 Weld Street)**

Greir - Burger

THAT the report from the Director of Community Planning dated September 23, 2010 regarding the issuance of a development permit at 148 Weld Street be received;

AND THAT a development permit be issued to 619270 B.C. Ltd. on Lots 20 and 21, District Lot 13, Nanoose District, Plan 1565 (148 Weld Street);

AND THAT a landscaping letter of credit in the amount of \$13,623.00 be received prior to the issuance of the permit, for the purpose of assuring the completion of site landscaping;

AND FURTHER THAT as a term of permit, proof of lot consolidation be received prior to building permit issuance.

CARRIED.

6. ADJOURNMENT

Lefebvre - Greir
Rise and Report to Council at the October 18, 2010 meeting.

The meeting ended at 6:54 p.m.

Mayor



AGENDA COMMITTEE
OCT 18 2010
DATE

REQUEST TO APPEAR AS A DELEGATION

TO BE HELD Monday - Oct 18, 2010 AT _____ P.M.
Day Date

NAME OF PERSON MAKING PRESENTATION: Margaret Sprunt / Blain Sepos
[Please print]

NAME OF APPLICANT IF OTHER THAN ABOVE: Parksville Community's Conference Centre
[Please print]

NAME OF ORGANIZATION [if applicable]: Parksville Community Society

Mailing address: Box 1125 Parksville BC. V9P 2H2

Phone: 250-248-6234 - _____ Fax: 248-8634
[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.]

2011 Budget

5yr projected Budget.

Changes to Operating Agreement.

(will send copies on Monday 4TH.

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.

Budget for 2011 Year.

Ordinary Income/Expense	2009	2009	2010	2010	2010	2011
Income	Budget	projected	Budget	Projected	Budget	Budget
Facility Rentals						
Chrysler Theatre Rentals	\$14,520.00	\$18,551.50	\$20,607.00	\$20,000.00	\$23,000.00	\$23,000.00
Lion's Bar (Servery) Rental	\$2,208.08	\$1,848.50	\$2,233.00	\$1,233.00	\$1,417.95	\$1,417.95
Gray Oaks/Arbutus Rentals	\$27,405.20	\$28,000.00	\$30,056.00	\$27,500.00	\$31,625.00	\$31,625.00
Red Cedars/Maples Rentals	\$19,117.51	\$22,000.00	\$24,400.00	\$16,083.50	\$18,496.03	\$18,496.03
Rotary Kitchen Rentals	\$10,486.85	\$6,932.50	\$2,225.70	\$6,800.00	\$7,820.00	\$7,820.00
Seaside Hall Rentals	\$34,755.22	\$27,288.00	\$28,200.00	\$15,200.00	\$30,000.00	\$30,000.00
Whole Centre Rentals	\$12,060.40	\$15,934	\$16,200.00	\$16,200.00	\$19,636.02	\$19,636.02
Total of All Rentals	\$120,553.26	\$120,554.50	\$123,921.70	\$103,016.50	\$131,995.00	\$131,995.00
Net Incomes						
Net Catering	\$25,893.00	\$25,000.00	\$20,335.25	\$20,335.25	\$23,385.54	\$23,385.54
Net Equipment Rentals	\$10,649.00	\$9,000.00	\$9,900.00	\$9,900.00	\$11,385.00	\$11,385.00
concession					\$4,000.00	\$4,000.00
Net Sound System Set Up				1000	\$1,000.00	\$1,000.00
Net Vending Machine					\$18,711.00	\$18,711.00
Set Up/Down Charges	\$10,663.95	\$17,010.00	\$18,711.00	\$18,711.00	\$21,517.65	\$21,517.65
Total Net Income	\$47,205.95	\$51,010.00	\$49,946.25	\$49,946.25	\$60,288.19	\$60,288.19
Total Internal Revenues						
Revenue Other		\$263.50				
City of PV Equity Reimbursement		\$1,865.50				
Gain on Disposal						
City of Parksville	\$136,898.33	\$136,898.00	\$141,689.43	\$157,737.54	\$191,905.11	\$191,905.11
Bottle Deposit						\$16,048.11
Donations		\$600.00		\$31.40		
Interest		\$100.07				
Non-Refundable Deposits						
Total Revenue Others	\$136,898.33	\$139,727.07	\$141,689.43	\$157,768.94	\$191,905.11	\$191,905.11
Total Income	\$304,657.54	\$311,291.57	\$315,557.38	\$310,731.69	\$384,188.30	\$384,188.30

Ordinary Income/Expense	2009	2009	2010	2010	2011
Expense	Budget	Projected	Budget	Projected	Budget
Accounting and Legal					
Accounting	\$1,500.00	\$1,500.00	\$1,500.00	\$1,400.00	\$1,442.00
Audit	\$3,000.00	\$3,465.00	\$3,600.00	\$3,700.00	\$3,811.00
Total Accounting and Legal	\$4,500.00	\$4,965.00	\$5,100.00	\$5,100.00	\$5,253.00
Administration/Overhead					
Amortization Expense					
Bank Charges, Interest, POS	\$1,400.00	\$1,500.00	\$1,900.00	\$1,900.00	\$1,957.00
Computer System Maint	\$700.00	\$1,558.97	\$1,500.00	\$1,000.00	\$1,500.00
Membership Dues	\$600.00	\$500.00	\$500.00	\$500.00	\$400.00
Office Supplies	\$4,000.00	\$3,000.00	\$4,000.00	\$2,000.00	\$3,000.00
Photocopier	\$800.00	\$800.00	\$1,080.00	\$1,800.00	\$1,800.00
Postage, Courier, Freight	\$600.00	\$600.00	\$800.00	\$800.00	\$800.00
Prof. Dev./ Incentives	\$3,500.00	\$3,500.00	\$4,000.00	\$2,500.00	\$2,575.00
Staff Travel	\$1,500.00	\$2,000.00	\$2,500.00	\$2,000.00	\$2,000.00
Total Administration/Overhead	\$13,100.00	\$13,458.97	\$16,280.00	\$12,500.00	\$14,032.00
Advertising & Promotion					
Advertising & Promotion	\$10,000.00	\$10,000.00	\$15,000.00	\$10,817.82	\$12,000.00
Business Development	\$1,500.00	\$2,518.34	\$3,800.00	\$3,000.00	\$3,000.00
Website Maintenance	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Total Advertising & Promotion	\$12,500.00	\$13,518.34	\$19,800.00	\$14,817.82	\$16,000.00
Board Liability Insurance	\$1,200.00	\$1,090.00	\$1,200.00	\$1,100.00	\$1,200.00
Insurance	\$4,800.00	\$5,047.00	\$5,200.00	\$5,250.00	\$5,400.00
Total Insurance	\$6,000.00	\$6,137.00	\$6,400.00	\$6,350.00	\$6,600.00
Kitchen					
Kitchen Equip. Rentals	\$1,500.00	\$1,500.00	\$2,000.00	\$2,000.00	\$2,000.00
Kitchen Supplies	\$4,500.00	\$4,500.00	\$4,500.00	\$3,000.00	\$3,000.00
Laundry/Cleaning Linens	\$3,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
Repair/Maint. Kitchen Equip.	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00

VIHA Kitchen License	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
Total Kitchen	\$9,750.00	\$10,750.00	\$11,250.00	\$9,750.00	\$9,750.00

Ordinary Income/Expense	2008		2009 y 2010		2010 2011 year	
	projected	Budget	Budget	Budget	Projected	Budget
Net Utilities						
Hydro	\$15,000.00	\$15,000.00	\$16,230.00	\$16,000.00	\$16,000.00	\$16,230.00
Internet	\$1,400.00	\$1,400.00	\$1,500	2500	2500	1500
Natural Gas	\$16,300.00	\$18,000.00	\$20,305.00	\$18,000.00	\$18,000.00	\$18,540.00
Telephone/Fax	\$2,300.00	\$2,300.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Total Net Utilities	\$35,000.00	\$36,700.00	\$40,535.00	\$39,000.00	\$39,000.00	\$38,770.00

Other Expenses						
Catering	\$10,000.00	\$8,663.24	\$10,000.00	\$8,000.00	\$8,000.00	\$7,000.00
Coffee Supplies	\$5,000.00	\$4,500.00	\$5,000.00	\$3,695.19	\$3,695.19	\$3,360.00
Meeting Room Equipment/Supplie	\$1,500.00	\$1,500.00	\$1,500.00	\$1,000.00	\$1,000.00	\$1,500.00
Piano						
Society Expenses	\$500.00	\$500.00	\$500	\$500.00	\$500.00	\$500.00
Total other Expenses	\$17,000.00	\$15,163.24	\$17,000.00	\$13,195.19	\$13,195.19	\$12,360.00

Repairs						
Electrical						
Fire Alarm Systems	\$600.00	\$600.00	\$1,500.00	\$1,000.00	\$1,000.00	\$1,500.00
Janitorial Services/Floor Maint.	\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
Janitorial Supplies	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Repairs/Maint. Building	\$15,000.00	\$18,000.00	\$20,000.00	\$18,109.62	\$18,109.62	\$20,000.00
Total Repairs	\$21,600.00	\$24,600.00	\$28,000.00	\$25,609.62	\$25,609.62	\$28,000.00

Uncategorized Expenses						
Wage Expenses						
Casual Contract Labour	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,500.00
Administrative Wages	\$95,040.00	\$97,370.44	\$99,000.00	\$107,516.90	\$107,516.90	\$149,934.20
CPP Expenses	\$6,223.14	\$5,407.62	\$7,133.45	\$7,838.44	\$7,838.44	\$10,507.84
EI Expenses	\$2,174.96	\$2,174.96	\$2,493.10	\$2,739.49	\$2,739.49	\$3,672.43
Janitorial Wages	\$30,680.00	\$30,680.00	\$45,110.00	\$50,835.30	\$50,835.30	\$62,345.40
Staff Benefit/RSSP Packages			\$5,100.00	\$5,100.00	\$5,100.00	\$11,926.66
Vacation Pay Accrued	\$5,028.80	\$5,028.80	\$5,764.40	\$6,618.93	\$6,618.93	\$12,736.77

WCB Expenses	\$800.00	\$665.36	\$800.00	\$750.00	\$800.00
Total Wage Expenses	\$140,446.90	\$141,827.18	\$166,400.95	\$182,399.06	\$253,423.30
Total Expenses	\$259,896.90	\$268,119.73	\$310,765.95	\$308,099.05	\$384,188.30
Ordinary Income/Expense		2009	2010		
		Budget	Budget		
Net Ordinary Income		\$44,760.64	\$4,791.43	\$2,632.14	
Other Income					
Capital Assets					

Appendix 2: Administrative Expenditures 2011

Accounting	1,442
Audit	3,811
Bank Charges & Interest	1,957
Computer Sys. Maintenance	1,500
Membership Dues	400
Office Supplies	3,000
Photocopier	1,800
Postage, Courier, Freight	800
Professional Development	2,575
Staff Travel	2,000
Telephone	2,500
Internet	1,500
Marketing	12,000
Business Development	3,000
Website Maintenance	1,000
Board Liability Insurance	1,200
Catering	7,000
Coffee Supplies	3,360
Meeting Room Supplies	1,500
Society expenses	500
Administrative Wages	112,451
Staff benefits	6,527
Employers Costs	15,259
Total	187,082

Appendix 1: Budget Building Expenses 2011

Insurance	5,400
Hydro	16,230
Natural Gas	18,540
Kitchen Equipment Rentals	2,000
Kitchen Supplies	3,000
VIHA Kitchen Licence	250
Fire Alarm and Emergency Systems	1500
Janitorial Supplies	5,000
Janitorial Services/floor finish	1,500
Linen Cleaning	4,000
Repl. & Repair Serving Equipment	500
Repairs & Maint. Building	20,000
Janitorial Wages	62,345
Administrative Wages 25%	37,484
Employer costs	11,658
Staff benefits	5,400
Work Safe Expenses	800
Casual Contract Labour	1500
Total:	197,107

Ordinary Income/Expense Five Year Forecast

Income	2010 Actual	2010 Budget for	2011 Budget for	2012 Budget for	2013 Budget for	2014 Budget for	2015 Budget for
Facility Rentals							
Chrylser Theatre Rentals	\$20,607.00	\$23,000.00	\$24,150.00	\$25,357.50	\$26,625.38	\$27,956.65	
Lion's Bar (Severy) Rentals	\$2,233.00	\$1,417.95	\$1,488.85	\$1,563.29	\$1,641.45	\$1,723.52	
Gary Oaks/Arbutus Rentals	\$30,056.00	\$31,625.00	\$33,206.25	\$34,866.56	\$36,609.89	\$38,440.38	
Red Cedars/Maples Rentals	\$24,400.00	\$18,496.03	\$19,420.83	\$20,390.87	\$22,588.84	\$23,718.29	
Rotary Kitchen Rentals	\$2,225.70	\$7,820.00	\$8,211.00	\$8,621.55	\$9,052.63	\$9,505.26	
Seaside Hall Rentals	\$28,200.00	\$30,000.00	\$31,500.00	\$33,075.00	\$34,728.75	\$36,465.19	
Whole Facility Rentals	\$16,200.00	\$19,636.02	\$20,617.82	\$21,648.71	\$22,731.15	\$23,867.71	
Facility Rentals Other							
Total of All Rentals	\$123,921.70	\$131,995.00	\$138,594.75	\$145,523.48	\$153,978.09	\$161,677.00	
Net Incomes							
Concession							
Net Catering	\$20,335.25	\$23,385.54	\$24,554.82	\$25,782.56	\$27,071.69	\$28,425.27	
Net Equipment Rentals	\$9,900.00	\$11,385.00	\$11,954.25	\$12,551.96	\$13,179.56	\$13,838.54	
Concession		\$4,000.00	\$4,200.00	\$4,410.00	\$4,567.50	\$4,862.03	
Net Sound System Set Up	\$1,000.00						
Net Vending Machine	\$18,711.00	\$21,517.65	\$22,593.53	\$23,271.34	\$24,434.91	\$25,656.66	
SetUp/Down Charges	\$49,946.25	\$60,288.19	\$63,302.60	\$66,015.86	\$69,253.66	\$72,782.50	
Total Net Income							
Revenue Other							
City of PV Equity Reimbursement							
Gain of Disposal							
City of Parksville	\$141,689.43	\$191,905.11	\$190,534.10	\$198,622.60	\$204,591.28	\$210,729.02	
Bottle Deposit							
Donations							
Interest							
Non-Refundable Deposits							
Total Revenue Others	\$141,689.43	\$191,905.11	\$190,534.10	\$198,622.60	\$204,591.28	\$210,729.02	
Total Income	\$315,557.38	\$384,188.30	\$392,431.45	\$410,161.94	\$427,823.03	\$445,188.52	

	Budget for 2010 Actual	2010 Budget for 2011	Budget for 2012	Budget for 2013	Budget for 2014	Budget for 2015
Ordinary Income/Expense						
Expense						
Misc. Expenses						
Accounting and Legal						
Accounting	\$1,500.00	\$1,442.00	\$1,485.26	\$1,529.82	\$1,575.71	\$1,622.98
Audit	\$3,600.00	\$3,811.00	\$3,925.33	\$4,043.09	\$4,164.38	\$4,289.31
Total Accounting and Legal	\$5,100.00	\$5,253.00	\$5,410.59	\$5,572.91	\$5,740.09	\$5,912.29
Administration/Overhead						
Amortization/Overhead						
Bank Charges, Interest, POS	\$1,900.00	\$1,957.00	\$2,015.71	\$2,076.18	\$2,138.47	\$2,202.62
Computer System Maint.	\$1,500.00	\$1,500.00	\$1,545.00	\$1,591.35	\$1,639.09	\$1,688.26
Membership Dues	\$500.00	\$400.00	\$420.00	\$432.60	\$445.58	\$458.95
Office Supplies	\$4,000.00	\$3,000.00	\$3,090.00	\$3,182.70	\$3,278.18	\$3,376.53
Photocopier	\$1,080.00	\$1,800.00	\$1,802.50	\$1,856.58	\$1,912.28	\$1,969.65
Postage, Courier, Freight	\$800.00	\$800.00	\$824.00	\$848.72	\$874.18	\$900.41
Prof. Dev./Incentives	\$4,000.00	\$2,575.00	\$2,652.25	\$2,731.82	\$2,813.77	\$2,898.18
Staff Travel	\$2,500.00	\$2,000.00	\$2,060.00	\$2,121.80	\$2,185.45	\$2,251.01
Total Administration/Overhead	\$16,280.00	\$14,032.00	\$14,409.46	\$14,841.75	\$15,287.00	\$15,745.61
Advertising & Promotion						
Advertising & Promotion	\$15,000.00	\$12,000.00	\$12,360.00	\$12,730.80	\$13,112.72	\$13,506.10
Business Development	\$3,800.00	\$3,000.00	\$3,090.00	\$3,182.70	\$3,278.18	\$3,376.53
Website Maintenance	\$1,000.00	\$1,000.00	\$1,200.00	\$1,236.00	\$1,273.08	\$1,311.27
Total Advertising & Promotion	\$19,800.00	\$16,000.00	\$16,650.00	\$17,149.50	\$17,663.98	\$18,193.90
Board Liability Insurance	\$1,200.00	\$1,200.00	\$1,236.00	\$1,273.08	\$1,311.27	\$1,350.61
Insurance	\$5,200.00	\$5,400.00	\$5,562.00	\$5,728.86	\$5,900.00	\$6,077.00
Total Insurance	\$6,400.00	\$6,600.00	\$6,798.00	\$7,001.94	\$7,211.27	\$7,427.61

	Budget for 2010	Budget for 2011	Budget for 2012	Budget for 2013	Budget for 2014	Budget for 2015
Kitchen						
Kitchen Equip. Rentals	\$2,000.00	\$2,000.00	\$2,060.00	\$2,121.80	\$2,185.45	\$2,251.01
Kitchen Supplies	\$4,500.00	\$3,000.00	\$3,090.00	\$3,182.70	\$3,278.18	\$3,377.17
Laundry/ Cleaning Linens	\$4,000.00	\$4,000.00	\$4,120.00	\$4,243.60	\$4,370.91	\$4,502.04
Repair/Maint. Kitchen Equip.	\$500.00	\$500.00	\$515.00	\$530.45	\$546.36	\$562.75
VIHA Kitchen License	\$250.00	\$250.00	\$260.00	\$260.00	\$280.00	\$280.00
Total Kitchen	\$11,250.00	\$9,750.00	\$10,045.00	\$10,338.55	\$10,660.90	\$10,972.97

	Budget for 2010	Budget for 2011	Budget for 2012	Budget for 2013	Budget for 2014	Budget for 2015
Ordinary Income/Expense						
Expense						
Net Utilities						
Hydro	\$16,230.00	\$16,230.00	\$16,716.90	\$17,218.40	\$17,734.95	\$18,267.00
Internet	\$1,500.00	\$1,500.00	\$1,545.00	\$1,591.35	\$1,639.09	\$1,688.26
Natural Gas	\$20,305.00	\$18,540.00	\$19,096.20	\$19,669.09	\$20,259.16	\$20,866.93
Telephone/Fax	\$2,500.00	\$2,500.00	\$2,575.00	\$2,652.25	\$2,731.82	\$2,813.77
Total Net Utilities	\$40,535.00	\$38,770.00	\$39,933.10	\$41,131.09	\$42,365.02	\$43,635.96

Other Expenses						
Catering	\$10,000.00	\$7,000.00	\$7,210.00	\$7,426.30	\$7,649.09	\$7,878.56
Coffee Supplies	\$5,000.00	\$3,360.00	\$3,500.00	\$3,605.00	\$3,713.15	\$3,824.54
Concession			\$2,000.00	\$2,060.00	\$2,120.00	\$2,200.00
Meeting Room Equip/Supplies	\$1,500.00	\$1,500.00	\$1,545.00	\$1,591.35	\$1,639.09	\$1,688.26
Miscellaneous						
Piano				\$530.45	\$546.36	\$562.75
Society Expenses	\$500.00	\$500.00	\$515.00			
Other Expenses						
Total Other Expenses	\$17,000.00	\$12,360.00	\$14,770.00	\$15,213.10	\$15,667.69	\$16,154.11

Repairs						
Electrical						
Fire Alarm Systems	\$1,500.00	\$1,500.00	\$1,545.00	\$1,591.35	\$1,639.09	\$3,500.00
Janitorial Services/ Floor Maint.	\$1,500.00	\$1,500.00	\$1,545.00	\$1,591.35	\$1,639.09	\$1,688.26
Janitorial Supplies	\$5,000.00	\$5,000.00	\$5,150.00	\$5,304.50	\$5,463.64	\$5,627.55
Repairs/Maint Building	\$20,000.00	\$20,000.00	\$20,600.00	\$21,218.00	\$21,854.54	\$16,882.64
Total Repairs	\$28,000.00	\$28,000.00	\$28,840.00	\$29,705.20	\$28,957.27	\$27,698.45

	Start of cont. no raise	3.00%	3.00%	3.00%	VP 8%	3%
Uncategorized Expenses						
Wage Expenses						
Casual Contract Labour	\$1,000.00	\$1,500.00	\$1,700.00	\$1,750.00	\$1,800.00	\$1,800.00
Administrative Wages	\$99,000.00	\$149,934.20	\$154,434.80	\$159,092.44	\$163,823.40	\$163,823.40
CPP Wages	\$7,133.45	\$10,507.84	\$10,823.28	\$11,150.56	\$11,481.32	\$11,481.32
EI Wages	\$2,493.10	\$3,672.43	\$3,782.68	\$3,897.06	\$4,012.66	\$4,012.66
Janitorial Wages	\$45,110.00	\$62,345.40	\$64,217.40	\$66,171.40	\$68,122.60	\$68,122.60
Staff Benefit/RSSP Packages	\$5,100.00	\$11,926.66	\$12,284.46	\$12,284.46	\$12,652.99	\$12,652.99
Vacation Pay Accrued	\$5,764.40	\$12,736.77	\$13,119.13	\$13,515.83	\$18,555.68	\$18,555.68
WCB Expenses	\$800.00	\$840.00	\$840.00	\$880.00	\$900.00	\$900.00
Wage Expenses- Other						
Total Wage Expenses	\$166,400.95	\$253,423.30	\$261,201.75	\$268,741.75	\$281,348.65	\$281,348.65
Total Expenses	\$310,765.95	\$384,188.30	\$404,168.82	\$415,948.09	\$429,104.58	\$429,104.58

Five Year Forecast

Ordinary Income/Expense	Budget for 2010	Budget for 2011	Budget for 2012	Budget for 2013	Budget for 2014	Budget for 2015
things for Centre: live site/wiring up grade	\$4,791.43		\$2,112.00	\$5,993.12	\$11,874.94	\$16,083.94
Bar Update			Bistro tables	tables	man lift	dishes
Glasses	Bar Update		Chairs	Chairs		bar update
tables	Glasses					glasses
Chairs						website upgrade
dishes						
Man Lift						
Bistro Tables						
Staging Equipment						
Audio Equipment						
Website Upgrade						

Items Needed lift for stage Seaside floor
 Approval from City resanding \$20,000.00
 \$14,000.00

Restricted Net Assets:
 (other items not paid for till January 2010)

- Bistro tables \$20,490.52
- Stove Hook-up and rewiring \$10,000.00
- Convection Ovens
- LCD TV'S



RECEIVED
OCT 9 6 2010
CITY OF PARKSVILLE

AGENDA
COMMITTEE
OCT 18 2010
DATE

REQUEST TO APPEAR AS A DELEGATION

TO BE HELD Monday - OCT 18, 2010 AT 6:00 P.M.
Day Date

NAME OF PERSON MAKING PRESENTATION: BRUCE LOWNDEN
[Please print]

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

NAME OF ORGANIZATION [if applicable]: ODLA

Mailing address: 801 MARINER Way PARKSVILLE BC.

Phone: 2487452 - 9540676 Fax: 9540676
[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.]

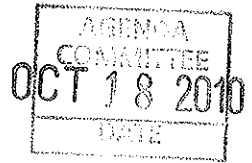
PRESENTATION TO COUNCIL

RE: TERMS OF REFERENCE FOR THE

COMPREHENSIVE REVIEW OF THE CITY'S

DEVELOPMENT PROCESS.

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.



October 7, 2010

REPORT TO: F. C. MANSON, C.G.A., CHIEF ADMINISTRATIVE OFFICER
FROM: G. A. JACKSON, DIRECTOR OF COMMUNITY PLANNING
SUBJECT: IMPLEMENTATION OF AN EAGLE AND HERON NESTING AND PERCH TREE PROTECTION DEVELOPMENT PERMIT AREA

Issue:

The implementation of an eagle and heron nesting and perch tree protection Development Permit Area.

Executive Summary:

This initiative is intended to put in place development permit guidelines to provide protection to eagle and great blue heron nesting and perch trees within the City by guiding new development that might occur in proximity.

References:

Schedule 'A' - Draft Eagle and Heron Nesting and Perch Tree Protection Development Permit Area

Background:

At the Regular meeting of Council that was held on April 7, 2010 Resolution 10-088(2) was passed as follows:

*THAT the report from the Director of Community Planning dated February 26, 2010 regarding the Implementation of an Eagle and Heron Nesting Tree Protection Development Permit Area be received;
AND THAT the information sharing agreement between the City and Federation of BC Naturalists (BC Nature) and their successor be executed;
AND FURTHER THAT staff prepare a bylaw to amend the Official Community Plan in order for an Eagle Nesting Tree Protection Development Permit Area to be included.
CARRIED.*

The City was seeking to enter into a data sharing agreement with the Federation of BC Naturalists (BC Nature) for precise nesting and perch tree location and status information. The prepared agreement was not ultimately executed by BC Nature due to concerns on their ability to provide future updates due to funding uncertainty. In preparing the Bylaw the general location of nesting and perch tree sites are known and can be verified in the field. Should new or more precise data become available it can be used without requiring changes to the proposed Development Permit Area.

**IMPLEMENTATION OF AN EAGLE AND
HERON NESTING AND PERCH TREE PROTECTION
DEVELOPMENT PERMIT AREA**

Options:

Council may:

1. Advance this amendment.
2. Deny this amendment.

Analysis:

1. As discussed in the February 26, 2010 Staff report, the purpose of the Development Permit Area is to guide any new development that might occur in proximity to nesting and regularly frequented perch trees. The proposed guidelines are based on the recommended best management practises of the Ministry of Environment.

The guidelines apply to new construction and development but specifically exclude repair and maintenance of existing buildings, driveways, landscaping, gardens and fences or any development that takes place beyond the proposed tree protection radiuses.

Staff believes that the proposed Development Permit Area guidelines are appropriate and should be considered for adoption. Details are provided in the draft Development Permit Area that forms Schedule 'A' of this report.

2. Not implementing the proposed Development Permit Area will maintain a status quo of 'no guidance' with respect to future development near eagle and heron nesting and perch trees and is inconsistent with the Ministry of Environment best management practice recommendations.

Denial would be appropriate if Council believes that the proposed Development Permit Area guidelines do not go far enough or conversely go too far in their efforts. In case of denial, it may be appropriate for Council to provide general direction to Staff on what changes are needed to achieve satisfaction.

Sustainability:

Given increasing urban development near coastal habitat areas it is important that steps are taken to guide development near eagle and heron nesting and perch trees to maintain healthy local populations of these significant species.

Financial Implications:

There are no financial implications to the City associated with the proposed Official Community Plan amendment other than Staff time and the cost of notice and advertising that is required by the statutory process.

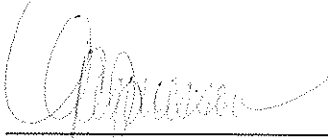
Should more precise nesting and perch tree data become available it will likely be on a fee for service basis from organizations from BC Nature. Council authorization will be required to enter into a data sharing agreement for this purpose should the need arise.

**IMPLEMENTATION OF AN EAGLE AND
HERON NESTING AND PERCH TREE PROTECTION
DEVELOPMENT PERMIT AREA**

Recommendation:

That the report from the Director of Community Planning dated October 7, 2010 regarding the Implementation of an Eagle and Heron Nesting and Perch Tree Protection Development Permit Area be received;

And That Staff prepare a bylaw to amend the Official Community Plan in order to include an Eagle Nesting Tree and Perch Protection Development Permit Area.

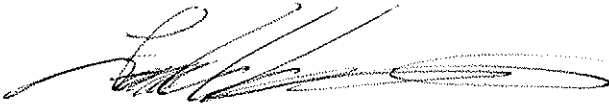


G. A. JACKSON

BR/sh
Attachments

Planning/6480-01/2010/Agenda/Report-2.

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:



F. MANSON, C.G.A.

**IMPLEMENTATION OF AN EAGLE AND
HERON NESTING AND PERCH TREE PROTECTION
DEVELOPMENT PERMIT AREA**

CITY OF PARKSVILLE

BYLAW 1370.____

Text and Map Amendment

**Development Permit Area No. 28 –
Eagle and Heron Nesting and Perch Tree Protection Area**

A bylaw to amend the "Official Community Plan Bylaw, 2002, No. 1370".

The Municipal Council in open meeting assembled enacts as follows:

1. That "Official Community Plan Bylaw, 2002, No. 1370" be amended as follows:
 - a. **Table of Contents** by adding the following in the appropriate location:

"Schedule "H" – Development Permit Area No. 28 – Eagle and Heron Nesting and Perch Tree Protection Area"
 - b. **Section 1.4 Organization of PART 1.0 INTRODUCTION** by adding the following in the appropriate location:

"Schedule "H" – Development Permit Area No. 28 – Eagle and Heron Nesting and Perch Tree Protection Area"
 - c. **Section 5.1.1. Exemptions of PART 5.0 DEVELOPMENT PERMIT AREA INTRODUCTION** be replaced with the following:

"5.1.1 Exemptions:

Except when located within Development Permit Area No. 26 – Watercourse Protection, Development Permit Area No. 27 – Wildfire Interface Management Area or Development Permit Area No. 28 – Eagle and Heron Nesting and Perch Tree Protection Area, a Development Permit will not be required in the following instances:

 - a. For construction that is undertaken within the exterior walls of a principal building or structure.
 - b. For multifamily residential and commercial development within applicable Development Permit Areas, for the addition or alteration of a principal building, provided that:
 - i. the value of the proposed construction is less than \$50,000.00; and
 - ii. the proposed construction is located within an interior side or rear yard.

**IMPLEMENTATION OF AN EAGLE AND
HERON NESTING AND PERCH TREE PROTECTION
DEVELOPMENT PERMIT AREA**

- c. For the construction of a single-family dwelling unit or duplex dwelling unit.
 - d. For the construction of an accessory building or structure provided that:
 - i. the value of the proposed construction is less than \$50,000.00; and
 - ii. the proposed construction is located within an interior side or rear yard.
 - e. For the construction or alteration of signs and canopies which conform to the relevant Development Permit Area Guidelines and the City of Parksville Sign Regulation Bylaw, 1997, No. 1276 as amended or replaced.
 - f. For the alteration of, or addition to, a principal building within Development Permit Area No. 1 - Downtown Core provided that:
 - i. the value of the proposed construction is less than \$50,000.00; and
 - ii. the proposed construction conforms to the *Downtown Master Plan and Development Guidelines* attached to and forming part of this bylaw as Appendix I.
 - g. Except for cases where the site abuts the waterfront, and/or watercourses; where, in the opinion of the Approving Officer, the regulatory bylaws pertaining to subdivisions are sufficient to achieve the objectives and guidelines of the development permit, a development permit will not be required."
- d. **Section 5.2. Development Permit Area Designations of PART 5.0 DEVELOPMENT PERMIT AREA INTRODUCTION** by adding the following in the appropriate location:
- "Development Permit Area No. 28 – EAGLE AND HERON NESTING AND PERCH TREE PROTECTION AREA"
- e. **Section 5.2. Development Permit Area Designations of PART 5.0 DEVELOPMENT PERMIT AREA INTRODUCTION** by adding a new subsection **5.2.28 Development Permit Area No. 28 – Eagle and Heron Nesting and Perch Tree Protection Area**, attached to this bylaw as Schedule "A", in the appropriate location.
- f. Adding, in the appropriate location, **Schedule "H" – Development Permit Area No. 28 – Eagle and Heron Nesting and Perch Tree Protection Area**, attached to this bylaw as Map "1".

**IMPLEMENTATION OF AN EAGLE AND
HERON NESTING AND PERCH TREE PROTECTION
DEVELOPMENT PERMIT AREA**

2. This Bylaw may be cited for all purposes as "Official Community Plan Amendment Bylaw, 2010, No. 1370. ___"

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

ADOPTED this day of , 2010

Mayor

Corporate Administrator

**IMPLEMENTATION OF AN EAGLE AND
HERON NESTING AND PERCH TREE PROTECTION
DEVELOPMENT PERMIT AREA**

Schedule "A"

5.2.28 Development Permit Area No. 28 – Eagle and Heron Nesting and Perch Tree Protection Area

(a) Category: Protection of the Natural Environment

(b) Justification:

Eagle and heron nesting and perching sites are located in the same coastal areas that are attractive to people. As human settlement encroaches on nesting trees the long term viability of the habitat is potentially being lost. If breeding populations of eagle and herons are to be maintained nesting habitat must be protected.

(c) Designated Areas:

This Development Permit Area affects all lands shown on the map forming Schedule "H" of the Official Community Plan (OCP) as "Development Permit Area No. 28 – Eagle and Heron Nesting and Perch Tree Protection Area" that are within a radius of 10 metres from an eagle or heron perch tree, a radius of 50 metres or a radius of 1.5 times the tree height (whichever is greater) from an eagle nesting tree or a radius of 100 metres from a heron nesting trees.

(d) Guidelines:

Prior to undertaking any development within the Eagle and Heron Nesting and Perch Tree Protection Area the owner of a property shall apply for a Development Permit in compliance with the following guidelines:

- (i.) Development should be in accordance with the guidelines contained within the ***Best Management Practices for Raptor Conservation during Urban and Rural Land Development in British Columbia, 2005*** published by the British Columbia Ministry of Environment;
- (ii.) Disturbance around nest and perching sites should be reduced by locating new trails, buildings, and roads away from nesting and perching trees;
- (iii.) Undisturbed natural vegetation and trees should be maintained;
- (iv.) Land alteration or construction should be avoided during the active nesting season at occupied nesting sites;
- (v.) The timing or phasing of development work may be included as term of the Development Permit;
- (vi.) The City may require that an applicant provide at his or her cost an environmental impact report prepared by a Registered Professional Biologist (R.P. Bio), with relevant expertise in order to evaluate the impacts of proposed

**IMPLEMENTATION OF AN EAGLE AND
HERON NESTING AND PERCH TREE PROTECTION
DEVELOPMENT PERMIT AREA**

development on eagle and heron habitat. The recommendations of the environmental impact report may form terms of the Development Permit;

- (vii.) The City may require as a term of permit the registration of a restrictive covenant pursuant to **Section 219 of the Land Title Act** in order to secure the measures prescribed in a Registered Professional Biologist (R.P. Bio) report;
 - (viii.) In order to meet the guidelines of overlapping Development Permit Area requirements alternative building locations and landscaping may be required to best achieve the objective of all relevant guidelines from all applicable development permit areas;
 - (ix.) In order to meet the guidelines of this Development Permit Area, provisions under **Divisions 7 and 11 of Part 26 of the Local Government Act** may be varied or supplemented, excluding watercourse setback requirements, by a Development Permit issued under this section in order to enhance protection of a nesting tree, perch tree or associated habitat feature.
- (e) Exemptions:

A Development Permit issued under Development Permit Area No. 28 – Eagle and Heron Nesting and Perch Tree Protection Area will not be required in the following circumstances:

- (i.) Where land alteration or construction will occur:
 - a. outside the designated Development Permit Area as determined by survey prepared by a British Columbia Land Surveyor or as determined by the Director of Community Planning;
 - b. more than 10 metres from a tree regularly frequented by eagles or herons for perching;
 - c. more than 50 metres or a horizontal distance equal to 1.5 times the tree height, whichever is greater, from an eagle nesting tree;
 - d. more than 100 metres from a heron nesting tree;
- (ii.) Where a Registered Professional Biologist (R.P. Bio) with relevant expertise has undertaken an assessment, provided to the City at the property owners expense, and determined that proposed work would have no negative impact on eagle or heron nesting or perching sites;
- (iii.) Placement of non-permanent structures, such as benches, picnic tables, trellises and garden ornaments;
- (iv.) Maintenance of existing landscaping and gardens;
- (v.) Repair or installation of fences;
- (vi.) Accessory buildings under 10 m²;
- (vii.) Repair and maintenance of existing buildings, structures, driveways or roads;
- (viii.) Subdivisions involving only the moving of an interior lot line where no additional lots are created;
- (ix.) On parcels where at the time of subdivision a Development Permit was issued under Development Permit Area No. 28 – Eagle and Heron Nesting and Perch Tree Protection Area;

**IMPLEMENTATION OF AN EAGLE AND
HERON NESTING AND PERCH TREE PROTECTION
DEVELOPMENT PERMIT AREA**

- (x.) Subdivision where a covenant under Section 219 of the **Land Title Act** is already registered against the title of the land that includes provisions which, in the opinion of the City, protect eagle and nesting trees in a manner that is consistent with the guidelines of Development Permit Area No. 28 - Development Permit Area No. 28 – Eagle and Heron Nesting and Perch Tree Protection Area;
- (xi.) Subdivision where the Approving Officer has determined that the development will be in accordance with the guidelines of Development Permit Area No. 28 – Eagle and Heron Nesting and Perch Tree Protection Area;
- (xii.) On lands designated as park;
- (xiii.) Installation of public utilities;
- (xiv.) Work undertaken by the City or by an authorized agent of the City;
- (xv.) Emergency procedures to prevent, control or reduce erosion or other immediate threats to life and property, including emergency fire and flood protection works;
- (xvi.) Removal of a tree that is deemed an imminent hazard to the safety of life and buildings as determined by an Arborist certified by the International Society of Arboriculture (ISA) or Registered Professional Forester via a tree assessment report provided to the City at the property owners expense;
- (xvii.) The removal of invasive non-indigenous vegetation when nesting is not occurring;
- (xviii.) Tree trimming or pruning, excluding the trimming or pruning of nesting or perch trees, when nesting is not occurring.

Despite these exemption provisions, property owners must satisfy themselves that they meet all other applicable local, provincial or federal regulations.

(f) Definitions:

The Following definitions only apply to this Development Permit Area:

nesting tree means a tree that is actively or regularly used for the purposes of nesting by eagles or herons and includes trees that have been identified by the Ministry of Environment or a Registered Professional Biologist as having a history of use as a nesting tree by these species;

perch tree means a tree that is actively or regularly used for the purpose of perching or roosting by eagles or herons and includes trees that have been identified by the Ministry of Environment or a Registered Professional Biologist as having a history of use as a nesting tree by these species;

eagle means Bald Eagle (*Haliaeetus leucocephalus*) and Golden Eagle (*Aquila chrysaetos*);

heron means Great Blue Heron (*Ardea herodias*).

**IMPLEMENTATION OF AN EAGLE AND
HERON NESTING AND PERCH TREE PROTECTION
DEVELOPMENT PERMIT AREA**

Map "1"

