COUNCIL MEETING AGENDA
MONDAY, DECEMBER 15, 2014 - 6 PM

BLESSING BY CHIEF DAVID BOB - SNAW-NAW-AS (NANOOSE) FIRST NATION

1. ADOPTION OF MINUTES

   a) Minutes of the Council meeting held November 3, 2014 - Pages 5 - 9

      Recommendation:
      1. THAT the minutes of the Council meeting held November 3, 2014, be adopted.

   b) Minutes of the inaugural Council meeting held December 1, 2014 - Pages 11 - 19

      Recommendation:
      1. THAT the minutes of the inaugural Council meeting held December 1, 2014, be adopted.

2. APPROVAL OF AGENDA

3. DELEGATIONS

   a) Craig Street Merchants - Request for Beautification of Craig Street - Page 21
      A presentation by Barry Evans and Shellie Atwood on behalf of Craig Street merchants requesting benches, garbage cans, flower boxes, lighting and approval for the construction of an arch at the end of Craig Street.

   b) Parksville and District Chamber of Commerce - 2014 Annual Report - Page 23
      A presentation by Executive Director Kim Burden and President Robynne Shaw of the Parksville and District Chamber of Commerce to present their 2014 annual report.

4. REPORTS

   a) Chief Administrative Officer - Parksville and District Chamber of Commerce 2015 Fee for Service Agreement - Pages 25 - 29
      Renewal of the Chamber of Commerce fee for service agreement.

      Recommendation:
      1. THAT the report from the Chief Administrative Officer November 24, 2014, entitled "Parksville and District Chamber of Commerce 2015 Fee for Service Agreement" be received.

      2. THAT the Mayor and Corporate Officer be authorized to sign the 2015 Fee for Service Agreement with the Parksville and District Chamber of Commerce for the annual amount of $42,578.28.
b) Director of Community Planning - Consideration of a Development Permit Application (540 Island Highway East) - Pages 31 - 54

**Issuance of a development permit.**

**Recommendation:**

1. THAT the report from the Director of Community Planning dated December 8, 2014, entitled "Consideration of a Development Permit (540 Island Highway East)" be received.

2. THAT Council issue a development permit to Gaudreault Holdings Inc. to facilitate façade upgrades for the existing building located at Lot A, District Lot 4, Nanoose District, Plan VIP52313 (540 Island Highway East), including alteration of the existing free-standing sign as shown on the attached plans and widening of the existing handicapped space as discussed in the December 8, 2014, report from the Director of Community Planning.

c) Director of Community Planning - Follow-Up Report - Consideration of a Zoning and Development Bylaw Amendment to Facilitate a Vehicle Parking and Display Area at Joe Cunningham Ford (234 and 244 Mills Street) - Pages 55 - 67

**Further consideration of a zoning bylaw amendment application.**

**Recommendation:**

1. THAT the report from the Director of Community Planning dated December 9, 2014, entitled "Follow-Up Report - Consideration of a Zoning and Development Bylaw Amendment for Lots 5 and 6, District Lot 4, Nanoose District, Plan 11981 (234 and 244 Mills Street) to Facilitate a Vehicle Parking and Display Area at Joe Cunningham Ford" be received.

2. THAT comments in response to the applicant’s public open house held on October 23, 2014, be received.

3. THAT Council, in accordance with the bylaws section of the Council agenda, introduce the proposed zoning and development amendment bylaw for second reading and setting of the public hearing date.

d) Director of Community Planning - Follow-Up Report - Consideration of a Zoning and Development Bylaw Amendment to Facilitate an Expansion of the Church and Parking Area (795 Island Highway West) - Pages 69 - 79

**Further consideration of a zoning bylaw amendment application.**

**Recommendation:**

1. THAT the report from the Director of Community Planning dated December 9, 2014, entitled "Follow-Up Report - Consideration of a Zoning and Development Bylaw Amendment for Lot 1 (DD EH86284), District Lot 74, Nanoose District, Plan 34131, Except Part in Plan EPP40111 (795 Island Highway West) to Facilitate an Expansion of the Church and Parking Area be received.

2. THAT comments in response to the applicant’s public open house held on October 23, 2014, be received.

3. THAT Council, in accordance with the bylaws section of the Council agenda, introduce the proposed zoning and development amendment bylaw for second reading and setting of the public hearing date.
5. **BYLAWS**

**VIDEO** a) **SECOND READING & ADVANCE TO PUBLIC HEARING**

(i) "Zoning and Development Amendment Bylaw, 2014, No. 2000.97" - Pages 89 - 90
Map amendment to amend 234 and 244 Mills Street from RS-1 to Highway Commercial CS-1.

(ii) "Zoning and Development Amendment Bylaw, 2014, No. 2000.98" - Pages 91 - 92
Map amendment to amend the property located at 795 Island Highway West from RS-1 to P-2.

**Recommendation:**
2. THAT "Zoning and Development Amendment Bylaw, 2014, No. 2000.97" and "Zoning and Development Amendment Bylaw, 2014, No. 2000.98" be advanced to a public hearing to be held on January 19, 2015, starting at 6 pm in the Forum at the Parksville Civic and Technology Centre located at 100 Jensen Avenue East.

6. **NEW BUSINESS**

7. **SPECIAL BUSINESS**

Pursuant to Section 90 (1) (c) and (e) of the Community Charter, Council proceed to a closed meeting to consider items relating to labour and land.

8. **ADJOURNMENT**
1. **ADOPTION OF MINUTES**

   Lefebvre - Morrison
   
   14-267 1. THAT the minutes of the Council meeting held October 20, 2014, be adopted. CARRIED.

2. **APPROVAL OF AGENDA**

   Morrison - Neufeld
   
   14-268 1. THAT the November 3, 2014, Council meeting agenda be approved. CARRIED.

3. **DELEGATIONS**

   a) **Parksville Curling Club - Request for Support for 2015 BC Junior Curling Championships**


   Powell - Neufeld
   
   14-269 1. THAT the City of Parksville contribute $500 in sponsorship funding to the Parksville Curling Club for the 2015 Tim Hortons BC Junior Curling Championships they are hosting from December 28, 2014, to January 3, 2015.  
   2. THAT funding be provided from Council contingency. CARRIED.
b) **Parksville Community and Conference Centre (PCCC) Society - 2015 Annual Budget and Five Year Financial Plan**

Margaret Spruit, Executive Director, presented the 2015 annual budget and five year plan for the years 2014 to 2019 for the Parksville Community and Conference Centre.

**Powell - Powell-Davidson**

14-270 1. THAT the 2015 annual budget and five year financial plan for the years 2014 to 2019 as presented by the Parksville Community and Conference Centre Society be approved. CARRIED.

c) **Darlene Kellett and Lindsay Schroeder - 429 Craig Street Notice on Title**

The delegation was absent from the meeting.

4. **REPORTS**

a) **Director of Administrative Services - Notice on Title (429 Craig Street)**

**Powell-Davidson - Lefebvre**

14-271 1. THAT the report from the Director of Administrative Services dated October 21, 2014, entitled "429 Craig Street, Parksville, BC, Lot B, District Lot 97, Nanoose District, Plan EPP14342" be received.

2. THAT the Corporate Officer be directed to file a Notice in the Land Title Office stating that:
   (a) A resolution relating to the land has been made under Section 57 of the Community Charter, and
   (b) Further information respecting the resolution may be inspected at the Planning and Building Department, City of Parksville.

3. THAT a copy of this report be sent to the property owners:
   Richard Lindsay Schroeder
   Linda Darlene Kellett
   429 Craig Street
   Parksville, BC V9P 1L2

   CARRIED.

b) **Director of Community Planning - Consideration of a Development Variance Permit to Vary the Minimum Lot Depth Requirements in Order to Facilitate Subdivision (371 Jensen Avenue West)**

**Morrison - Lefebvre**

14-272 1. THAT the report from the Director of Community Planning dated October 28, 2014, entitled "Follow-Up Report - Consideration of a Development Variance Permit to Vary the Minimum Lot Depth Requirements in Order to Facilitate Subdivision (371 Jensen Avenue West)" be received.

2. THAT Council issue a development variance permit to Brent Jared Simmons and Brandee Marie Simmons for Lot 2, District Lot 14, Nanoose District, Plan 19040 (371 Jensen Avenue West) for the purpose of varying the minimum lot depth requirement under section 618.3(a)(ii) of "Zoning and Development Bylaw 1994, No. 2000" from 30.0 metres to 25.81 metres in order to facilitate subdivision.

   CARRIED.
Mayor Burger inquired if there was anyone in attendance who wished to speak with respect to the development variance permit application to vary the minimum lot depth requirements from 30 metres to 25.81 metres in order to facilitate subdivision of the parent parcel into two lots at 371 Jensen Avenue West.

The following speakers provided comment to Council:

Laurel Dandeno - 383 Jensen Avenue West, Parksville
- Opposing at this time due to how dangerous the street is with the open ditches, lack of lighting, no sidewalks, busy street with traffic
- Street should be up to property standards
- Wondered if there will be off street parking

Brent Simmons - 371 Jensen Avenue West, Parksville
- Won't impact traffic; vehicles are coming from elsewhere, most traffic isn't from houses on Jensen
- Will up the value of the street as there will be a new house built
- Will be lots of room for parking on the lot, instead of on the street

c) Director of Operations - Washroom Facility Upgrade at the Community Park

Lefebvre - Powell-Davidson
14-273 1. THAT the report from the Director of Operations dated October 24, 2014, entitled "Washroom Facility Upgrades at the Community Park" be received.
2. THAT staff be directed to proceed with detail drawings for building permit and construction. CARRIED.

d) Director of Administrative Services - Appointment of Traffic Bylaw Enforcement Officer

Powell-Davidson - Lefebvre
14-274 1. THAT the report from the Director of Administrative Services dated October 21, 2014, entitled "Appointment of Traffic Bylaw Enforcement Officer" be received.
2. THAT the Council of the City of Parksville hereby appoint Daniel MacKay as Traffic Bylaw Enforcement Officer in accordance with Section 264(1)(b) of the Community Charter to enforce "Traffic Bylaw, 2009, No. 1436" and all amendment and successor bylaws. CARRIED.

e) Director of Administrative Services - Council Remuneration and Expenses Bylaw

Morrison - Lefebvre
14-275 1. THAT the report from the Director of Administrative Services dated October 8, 2014, entitled "Council Remuneration and Expenses Bylaw" be received.
2. THAT "Council Remuneration and Expenses Amendment Bylaw, 2014, No. 1472.2" appearing elsewhere on the agenda be granted three readings. CARRIED.
5. **BYLAWS**

a) **THREE READINGS**

(i) "Council Remuneration and Expenses Amendment Bylaw, 2014, No. 1472.2"

Powell - Neufeld

14-276 1. THAT "Council Remuneration and Expenses Amendment Bylaw, 2014, No. 1472.2" be read three times. CARRIED.

b) **FINAL ADOPTION**

(i) "Five Year Financial Plan Amendment Bylaw, 2014-2018, No. 1504.1"

(ii) "Zoning and Development Amendment Bylaw, 2014, No. 2000.94"

(iii) "Plan Parksville Amendment Bylaw, 2014, No. 1492.1"

(iv) "Zoning and Development Amendment Bylaw, 2014, No. 2000.95"

(v) "Housing Agreement Authorization Bylaw, 2014, No. 1510"

Morrison - Powell


6. **NEW BUSINESS**

a) **Councillor Powell-Davidson - Options for 1245 Island Highway East**

Powell-Davidson - Neufeld

14-278 1. THAT staff be directed to prepare a report to Council outlining options allowing alternate uses such as a farmers' market and other associated uses for the property located at 1245 Island Highway East, which is currently leased by the Craig Heritage Park. CARRIED.

7. **SPECIAL BUSINESS**

Morrison - Powell

14-278 Pursuant to Section 90 (1) (c) of the Community Charter, Council proceed to a closed meeting to consider an item relating to labour relations. CARRIED.

Time 7:15 pm.

The regular meeting reconvened at 7:49 pm.
8. ADJOURNMENT

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

The meeting adjourned at 7:50 pm.

Certified Correct.

[Signatures]

Mayo

Deputy Corporate Officer
Minutes of the Inaugural Council meeting held in the Civic and Technology Centre, 100 Jensen Avenue East, Parksville, BC, on Monday, December 1, 2014, at 6 pm.

PRESENT:

His Worship Mayor M. Lefebvre

Councillors: M. Beil
            A. Greir
            K. Oates
            T. Patterson
            S. Powell
            L. Salter

Staff: F. Manson, Chief Administrative Officer
       D. Comis, Director of Administrative Services
       A. Weeks, Deputy Corporate Officer
       B. Russell, Director of Community Planning
       V. Figueira, Director of Engineering
       D. Banks, Fire Chief
       D. Tardiff, Communications Officer

1. **CALL TO ORDER**

   Mayor-Elect Lefebvre called the meeting to order at 6 pm.

2. **BLESSING BY QUALICUM FIRST NATION**

   Mayor-Elect Lefebvre respectfully recognized the Coast Salish Nations, including Snaw-Naw-As Nanoose First Nation and Qualicum First Nation, upon whose traditional territory the City is located.

   Mayor-Elect Lefebvre then acknowledged the presence of Chief Recalma of the Qualicum First Nation and invited him to provide a blessing.

   Chief Recalma welcomed all attendees to the Qualicum First Nation traditional territory.

3. **BLESSING BY REVEREND ANDREW TWIDDY**

   Mayor-Elect Lefebvre acknowledged the presence of Reverend Andrew Twiddy and invited him to provide a blessing.

   Reverend Andrew Twiddy invited all attendees to participate in an interactive blessing.

   *We gather on the traditional lands of the Coast Salish peoples and of the Qualicum and Nanoose First Nations.  
   Let us honour those in whose ancestral territory we live, work, and play.*
We gather as beneficiaries of the goodwill and community spirit of all who have gone before us as residents and citizens of our community.

Let us honour our pioneers, settlers, and early community organizers, and all who have served the well-being of our municipality.

We come as people of many cultures, many backgrounds, and as people of many faith traditions and a spectrum of personal values and convictions

Let us honour the diversity and varied gifts we bring as Canadians and as citizens and residents of Parksville.

We gather with respect for the work of those who have recently finished their term of office, and we honour all candidates who have recently allowed their name to stand for election.

Let us honour all who have shared their energy, skills, and experience, in promoting our civic life.

We gather as a community committed to the values enunciated by our city as key to our shared life: service, responsibility, awareness of our environment, and inclusiveness.

Let us affirm our intention to seek the best for our community.

The ancient traditions of many faiths and cultures teach us to seek and pray for the highest welfare of the cities in which we live, rather than focussing solely on our own personal advantage. We gather now in council to bless those among us elected to positions of community responsibility.

Let us embrace the common good of all.

Using our Imagination for a Beautiful City

Leader: I invite you to take a few moments to hold silently within yourself thoughts or words that you may wish to use in affirmation of the highest good of our city.

** a short period of silence **

Leader: I invite you in this silence to visualise in your imagination that you are somewhere in this city where you love to go - perhaps sitting on a bench on the boardwalk beside the beach, or taking a walk in the woods

When you get to this favourite place in your mind, I invite you to visualize Parksville at its very best:
- as a beautiful city and a respectful community,
  where everyone has all the resources they need for a fulfilling life
- a city where those who are seeking work find meaningful employment
  and a just return for their labours
- a city where those who call themselves retirees find satisfaction
  in their homes, family life, and community activities
- a city where young people and families enjoy the benefits of education and recreation
- a city where the lonely are comforted, the hungry are fed,
  those in distress find relief, and those who are frail or sick are cared for
- a city where our strength of purpose and our concern for others
  help to build a city that we can all be proud of

** a short period of silence **
Now I invite you, in the spirit of community service, to share with me in turning our imagination into words that express our common hopes and intentions for the well-being of our city.

Please share in these intentions according to your own tradition, custom, faith, or personal conviction, and hear and listen for the content of the blessing in the way that is most meaningful to you personally.

As a Christian priest and pastor of this community, I will offer these words in faith, and as prayers and blessings in the name of Jesus.

I invite you, when I say the words "Source of all wisdom and compassion" to respond with the words, "Help us to serve the common good"

I invite you to say "Amen" at the end of the prayer, or otherwise to make your own silent affirmation in support of the well-being of our city.

** a short period of silence **

A Prayer and Blessing Inclusive of Many Traditions
~ for responsible citizenship and for civic leaders ~

God of many names,
we are grateful for the goodness and beauty that surrounds us
in this fair city of Parksville.
For the beaches and the ocean, the trees and the eagles,
for all the greenness that sustains us, the rain that refreshes us,
the sun that warms us, and all that makes our lives a pleasure and a joy.

Source of all wisdom and compassion,
Help us to serve the common good

May everything we seek to do together
be inspired by the shared values that we embrace.
May service, responsibility, awareness, and inclusiveness,
be our guiding light, so that we may work together respectfully,
serve one another fairly, and seek for the harmony and balance
that will promote the common good of all.

Source of all wisdom and compassion,
Help us to serve the common good

May we, who come from many nations and different languages,
find ways to work together in unity, to celebrate our diversity,
and to express inclusion and welcome to others.
Save us from selfishness and arrogance,
and protect us from discord and confusion.

Source of all wisdom and compassion,
Help us to serve the common good
God of many names,  
keep this city under your care.  
Bless our elected officials, our mayor and council,  
and all who provide civic leadership,  
that through their deliberations together,  
they may contribute with compassion, justice, and courage  
to the enactment of wise and fair decisions  
for the welfare of all residents and citizens.

Source of all wisdom and compassion,  
Help us to serve the common good

In the spirit of community service, and for the good of this city of Parksville,  
we bring together our hopes and our intentions.

And as a pastor of this community, I offer these words in faith,  
and as a prayer made in the name of Jesus. Amen. Amen

A Blessing for Food

God of many names,  
bless us in the sharing of food and community life.  
As our hunger and thirst is satisfied,  
may we hunger and thirst for the justice and compassion  
by which others too may be fed and nourished.

In the spirit of community service, and for the good of this city of Parksville,  
we bring together our hopes and our intentions.

And as a pastor of this community, I offer these words in faith, and as a prayer made in the name of Jesus. Amen. Amen.

4. OATHS OF OFFICE

Prior to taking their seats at the Council table, Mayor-Elect M. Lefebvre and Councillors-Elect M. Beil, A. Greir, K. Oates, T. Patterson, S. Powell and L. Salter took their Oath of Office before the Corporate Officer.

5. APPROVAL OF AGENDA

   Patterson - Greir

   14-279  1. THAT the December 1, 2014, inaugural Council meeting agenda be approved.  
            CARRIED.
INAUGURAL ADDRESS - Mayor Lefebvre

His Worship the Mayor delivered the following inaugural address:

Honoured guests, members of Council, members of Qualicum First Nation, City staff and residents of the City of Parksville, it is my privilege to speak to you this evening as your new Mayor and to welcome you to our inaugural meeting for the 2014-2018 term of office.

I'd like to acknowledge former Mayor Julia MacDonald and former Mayor Paul Reitsma who are in the audience. I will also acknowledge former Mayor Chris Burger who is in attendance tonight during this address.

Let me first offer my congratulations to Councillors Powell and Greir who were successfully re-elected. A warm welcome to newly elected Councillors, Mary Beil, Kirk Oates, Teresa Patterson and Leanne Salter. To my fellow members of Council, thank you for your willingness to serve our beautiful, vibrant and energetic city and I look forward to working with you over the next four years.

It is indeed an honour to acknowledge and express appreciation and gratitude to the members of Council not returning to office – former Mayor Chris Burger and Councillors Bill Neufeld, Carrie Powell-Davidson and Peter Morrison.

To the residents of Parksville, thank you for supporting my candidacy and for allowing me the great privilege to serve as your mayor for the next four years. I am humbled by the confidence you have shown in me.

For new Council members, tonight's meeting is the beginning of an exciting new chapter in your lives. I know just how hard you worked to gain the trust of our residents. Through the electoral process, you voiced your passion for our community and your commitment of time and energy to benefit Parksville. You now have a tremendous opportunity to make a lasting contribution to this fine city.

We have been given a mandate by the people of Parksville, priorities which will guide us through the next four years. Many of the challenging issues before us will take wisdom and patience to complete and we will do everything in our power to confirm the confidence citizens have placed in us.

I would also like to acknowledge former Mayor Ed Mayne who has just walked in.

Council has an important responsibility to maintain a long-term perspective in its decision making. We will continue to engage with our community in ways which provide all residents an opportunity to participate and share views on the future of our City. Keeping in mind our limited financial resources and the overriding need for fiscal discipline, we will review priorities in the 20 year capital plan; setting the right priorities is critically important.

I believe we share a common vision for the City of Parksville and its residents. All of us on Council understand the serious responsibility we have been given. This includes our need to secure long-term reliable and safe potable water, For Parksville to continue to prosper and for us maintain our quality of life, access to this vital and finite resource is essential. This will be a major undertaking which will require considered discussion and continued dialogue with our regional partners, provincial and federal governments and residents.
City staff is capable and ready to assist and provide sound advice to help Council with the decisions we will be making on your behalf. There are also many organizations and groups who share a similar desire to see Parksville thrive and we will continue to reach out to these partners and stakeholders. Our City is made up of individuals willing to share their expertise and experience and we will continue to rely on these volunteers.

As a Council, we won't always agree on our approach to the challenges we face. This is an important part of decision making which respects the independence of members as well as the process. Each Councillor should come to the table with an independent viewpoint, fully researched and considered and ready to persuade fellow councillors to support a position. Let us resolve to always treat one another with respect and at no time should we lose sight that we are working for the citizens of Parksville.

I wish to conclude my remarks by acknowledging we have entered into a new era in our relationship with First Nations, on whose traditional territory this meeting is held. We are hopeful this evening's blessing by Qualicum First Nation is the beginning. We share this land and wish to work together for the benefit of our communities.

We have much to be thankful for and I look forward to serving the residents of Parksville. Let the four years begin, we are ready.

7. **APPOINTMENT OF ACTING MAYOR**

Beil - Powell

14-280

1. THAT Councillor S. Powell be appointed Acting Mayor for the period December 1, 2014, to April 8, 2015, inclusive.

2. THAT Councillor A. Greir be appointed Acting Mayor for the period April 9, 2015, to August 5, 2015, inclusive.

3. THAT Councillor M. Beil be appointed Acting Mayor for the period August 6, 2015, to December 7, 2015, inclusive.

4. THAT Councillor L. Salter be appointed Acting Mayor for the period December 8, 2015, to April 4, 2016, inclusive.

5. THAT Councillor K. Oates be appointed Acting Mayor for the period April 5, 2016, to August 3, 2016, inclusive.

6. THAT Councillor T. Patterson be appointed Acting Mayor for the period August 4, 2016, to December 5, 2016, inclusive.

7. THAT Councillor S. Powell be appointed Acting Mayor for the period December 6, 2016, to April 3, 2017, inclusive.

8. THAT Councillor A. Greir be appointed Acting Mayor for the period April 4, 2017, to August 9, 2017, inclusive.


10. THAT Councillor L. Salter be appointed Acting Mayor for the period December 5, 2017, to April 4, 2018, inclusive.

11. THAT Councillor K. Oates be appointed Acting Mayor for the period April 5, 2018, to August 8, 2018, inclusive.

12. THAT Councillor T. Patterson be appointed Acting Mayor for the period August 9, 2018, to November 5, 2018, inclusive. **CARRIED.**
8. **2015 COMMITTEE APPOINTMENTS**

9. **COUNCIL APPOINTMENTS (by Mayor)**

   Beil - Salter

   14-281 1. THAT Mayor M. Lefebvre, Councillor A. Greir and Councillor K. Oates be appointed to the Audit Committee for the period of December 1, 2014, up to and including December 7, 2015, inclusive. CARRIED.

10. **PARCEL TAX REVIEW PANEL**

   Oates - Greir

   14-282 1. THAT Mayor M. Lefebvre and Councillors M. Beil, A. Greir, K. Oates, T. Patterson, S. Powell, and L. Salter be appointed to the 2015 Parcel Tax Roll Review Panel. CARRIED.

11. **APPOINTMENTS TO BOARDS, COMMISSIONS & ASSOCIATIONS (VOTING)**

   Salter - Beil

   14-283 1. THAT the following Council voting appointments be made to Boards, Commissions and Associations for the period of December 1, 2014, up to and including December 7, 2015, inclusive:

   a) THAT Mayor M. Lefebvre be appointed to the Arrowsmith Water Service Management Board;
   AND THAT Councillor S. Powell be appointed alternate.

   b) THAT Mayor M. Lefebvre and Councillor S. Powell be appointed to the Englishman River Water Service Management Board.

   c) THAT Councillor A. Greir be appointed to the District #69 Recreation Commission.

   d) THAT Mayor M. Lefebvre be appointed to the Municipal Insurance Association.

   e) THAT Mayor M. Lefebvre be appointed to the Regional District of Nanaimo Board of Directors;
   AND THAT Councillor S. Powell be appointed alternate.

   f) THAT Councillor M. Beil be appointed to the Vancouver Island Regional Library Board;
   AND THAT Councillor T. Patterson be appointed alternate. CARRIED.

12. **APPOINTMENTS TO BOARDS, COMMISSIONS & ASSOCIATIONS (LIAisons)**

   Greir - Powell

   14-284 1. THAT the following Council liaison appointments be made to Boards, Commissions and Associations for the period December 1, 2014, to and including December 7, 2015, inclusive;

   2. THAT the liaison facilitate cooperation and communications between the City and the Boards, Commissions and Associations:
a) THAT Councillor T. Patterson be appointed to the Access Oceanside Association.

b) THAT Councillor T. Patterson be appointed to the Advisory Design Panel.

c) THAT Councillor K. Oates be appointed to the Advisory Planning Commission.

d) THAT Councillor T. Patterson be appointed to the BSS Civics Action Group/Liaison to Youth.

e) THAT former Mayor Chris Burger be appointed to the Mount Arrowsmith Biosphere Reserve.

f) THAT Councillor L. Salter be appointed to the Nature Trust Brant Festival.

g) THAT Councillor M. Beil be appointed to the Oceanside Community Arts Council.

h) THAT Councillor A. Greir be appointed to the Oceanside Development and Construction Association.

i) THAT Councillor L. Salter be appointed to the Oceanside Healthy Living Association.

j) THAT Councillor L. Salter be appointed to the Oceanside Task Force on Homelessness;
AND THAT Councillor S. Powell be appointed alternate.

k) THAT Councillor S. Powell be appointed to the Parksville and District Chamber of Commerce.

l) THAT Councillor T. Patterson be appointed to the Parksville and District Historical Society.

m) THAT Councillor K. Oates be appointed to the Parksville Beach Festival Society.

n) THAT Councillor K. Oates be appointed to the Parksville Community and Conference Centre Society.

o) THAT Councillor S. Powell be appointed to the Parksville Downtown Business Association.

p) THAT Councillor M. Beil be appointed to the Parksville-Qualicum Beach Tourism Association.

q) THAT Councillor M. Beil be appointed to the Way Finding and Alternative Modes of Transportation.

CARRIED.
13. **2015 MEETING DATES**

Salter - Greir

14-285 1. THAT the report from the Director of Administrative Services dated November 26, 2014, entitled "2015 Meeting Dates" be received;
2. THAT the Council meetings scheduled for Monday, January 5; Monday, September 21 and Monday, December 21, 2015, be cancelled. CARRIED.

14. **BYLAWS**

a) **FINAL ADOPTION**

(i) "Council Remuneration and Expenses Amendment Bylaw, 2014, No. 1472.2"

Beil - Powell

14-286 1. THAT "Council Remuneration and Expenses Amendment Bylaw, 2014, No. 1472.2" be reconsidered and finally adopted, signed by the Mayor and Corporate Officer and the Corporate Seal affixed thereto. CARRIED.

15. **INVITATION**

His Worship the Mayor acknowledged and thanked the RCMP Honour Guard of Constable John Fraser and Constable Tanya Kasunich and the piper, Josh Dieleman of the Mount Arrowsmith Pipe Band.

His Worship the Mayor also thanked Chief Recalma of the Qualicum First Nation and Reverend Andrew Twiddy for their blessings.

All guests in attendance were welcomed to join members of Council for light refreshments.

16. **ADJOURNMENT**

It was moved by Councillor Beil and seconded by Councillor Oates that the meeting adjourn. CARRIED.

The meeting adjourned at 6:30 pm.

Certified Correct.
REQUEST TO APPEAR AS A DELEGATION

TO BE HELD ________________ , ________________ , 2014, AT _______ pm

NAME OF PERSON MAKING PRESENTATION: Barry Evans & SHELLIE Armstrong

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

NAME OF ORGANIZATION [If applicable]: CRAIG STREET MERCHANTS

Mailing address: 124 CRAIG STREET, PARKSVILLE.

Phone: 250 586 6449 - 250 937 0888 Email: Bar Evans @shaw.ca

DETAILS: Please provide complete information on the nature of your presentation. If applicable, provide one set of submission documents (hard copy or an electronic copy) for photocopying purposes. All requests and documentation must be received by the administration department by noon on the Wednesday prior to the meeting date for consideration. Delegation requests that do not meet the criteria of the Procedure Bylaw, Section 17 will not be processed.

Please check appropriate boxes: □ Verbal Presentation; □ Laptop Required.

1) REQUEST FROM THE CRAIG STREET MERCHANTS FOR THE CITY TO PROVIDE BENCHES, MORE GARBAGE CANS, BETTER LOOKING FLOWERS, BOXES AND HAVE THE CROSSWALKS PAINTED.

2) REQUEST FROM THE CRAIG STREET MERCHANTS FOR THE CITY TO PROVIDE BETTER LIGHTING FOR CRAIG STREET.

3) TO OBTAIN APPROVAL IN PRINCIPLE FOR THE CONSTRUCTION OF AN AREA AT THE HIGHWAY END OF CRAIG STREET.

NOTE: Any personal information on this form is collected for the purpose of administrating the meetings of Council as noted in Section 26(c) of the Freedom of Information and Protection of Privacy Act.
REQUEST TO APPEAR AS A DELEGATION

TO BE HELD ______ Monday ______ - ______ December 15 ____, 2014 AT ______ 6:00 ______ P.M.

Day       Date

NAME OF PERSON MAKING PRESENTATION: __________________________________
[Please print]

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

NAME OF ORGANIZATION [if applicable]: ________________________________________

Mailing address: ___________________________________________________________

Phone: 250-248-3613 - _____________________ Fax: 250-248-5210
[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.]

Annual Summary Report re: Fee for Service Agreement

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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.
MEMO TO: HIS WORSHIP THE MAYOR AND MEMBERS OF COUNCIL

FROM: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER

SUBJECT: PARKSVILLE & DISTRICT CHAMBER OF COMMERCE 2015 FEE FOR SERVICE AGREEMENT

PURPOSE: Renewal of the Chamber of Commerce Fee for Services Agreement.

EXECUTIVE SUMMARY

The City and the Chamber share a common goal to promote and improve trade and commerce as well as to improve the economic and civic welfare of the community. For many years, the Chamber has provided services to the City in operating a tourist information service in the Business/Visitor Centre situated on the Island Highway and in handling the organization and promotion of community events.

RECOMMENDATION

1. THAT the report from the Chief Administrative Officer November 24, 2014, entitled "Parksville and District Chamber of Commerce 2015 Fee for Service Agreement" be received;

2. THAT the Mayor and Corporate Officer be authorized to sign the 2015 Fee for Service Agreement with the Parksville and District Chamber of Commerce for the annual amount of $42,578.28.

BACKGROUND

For a number of years the City and the Chamber of Commerce have negotiated an annual Fee for Service Agreement for the operation of the Tourist Information Centre. The purpose of the Fee for Service Agreement is to formalize requirements the City established for the operation of the Tourist Information Centre by the Chamber to provide a means for evaluating the efforts of the Chamber, and to set out amounts and timing for payments made by the City for that service.

Staff has negotiated a renewal of Tourist Information Centre Fee for Service Agreement with the Chamber’s Executive Director.

In comparison to the 2014 agreement, the terms for the proposed 2015 agreement are identical with the exception of:

- The hours and days of operation under Section 1 (a) to reflect the 2015 calendar.
- The term under Section 3 has been changed to 2015.
- The consideration under Section 2 has been increased by 1.1% or $463.28 to address inflation (October 2013 – October 2014 BC CPI).
OPTIONS

Council may:

1. Accept the Agreement as negotiated.

2. Provide staff with specific direction for continued negotiations.

3. Defer deliberations until budget discussions.

ANALYSIS

With the exception of the changes outlined in the background above, the proposed 2015 agreement is identical to the 2014 agreement.

BUDGET IMPLICATIONS

The 2014 - 2018 City of Parksville Financial Plan included a 2% inflationary increase for 2015.

REFERENCE

2015 Draft Fee for Service Agreement

FRED C. MANSON
Chief Administrative Officer

Attachment
THIS AGREEMENT made the _____day of January, 2015

BETWEEN:

THE CITY OF PARKSVILLE
PO BOX 1390
PARKSVILLE, BC V9P 2H3

(hereinafter called the "City")

OF THE FIRST PART

AND

THE PARKSVILLE AND DISTRICT CHAMBER OF COMMERCE
PO BOX 99
PARKSVILLE, BC V9P 2G3

(hereinafter called the "Chamber")

OF THE SECOND PART

WHEREAS the City and the Chamber share a common goal to promote and improve trade and commerce as well as to improve the economic and civic welfare of the community;

AND WHEREAS the Chamber has in past years provided services to the City in operating a tourist information service in the Business/Visitor Centre situated on the Island Highway and in handling the organization and promotion of community events;

AND WHEREAS the parties hereto desire to formally establish the terms and conditions and the dates for the advances of portions of the said Fee for Service;

NOW THEREFORE THIS AGREEMENT WITNESSETH that for and in consideration of the City resolving to make the Fee for Service Contract with the Chamber, as hereinbefore recited and in consideration of the mutual promises hereinafter appearing, the parties hereto covenant and agree each with the other as follows:

The Chamber shall:

1. (a) Open and appropriately staff the Business/Visitor Centre for the benefit of the public to the extent it determines necessary and affordable. Notwithstanding the above, except for statutory holidays, as a general guide the Business/Visitor Centre shall be open:
   • January 1, 2015, to March 20, 2015, five days a week, Monday to Friday, 9am to 5pm
   • March 21, 2015, to April 30, 2015, six days a week, Monday to Friday 9am to 5pm and Saturday 10am to 4pm
   • May 1, 2015, to June 30, 2015, seven days a week, 9am to 5pm
   • July 1, 2015, to August 31, 2015, seven days a week, 8:30am to 5:30pm
   • September 1, 2015, to September 18, 2015, seven days a week, 9am to 5pm
   • September 19, 2015, to September 30, 2015, seven days a week, Monday to Friday, 9am to 5pm, Saturday & Sunday, 10am to 4pm
   • October 1, 2015, to October 31, 2015, 6 days a week, Monday to Friday, 9am to 5 pm and Saturday, 10am to 4pm
   • November 1, 2015, to December 31, 2015, 5 days a week, Monday to Friday, 9am to 5pm.
(b) Arrange for the Chamber Board to meet with City Council to discuss contractual obligations and matters of mutual concern at any time deemed necessary.

(c) Ensure that the President of the Chamber presents an evaluation of the past year's activities and presents the next year's programs and budgets to the whole City Council prior to January 30, 2015.

(d) Not without the written consent of the City incur any expense for which the City shall be required to reimburse the Chamber or for which the City in any other way shall become liable to any other person, company or governmental agency.

The City shall:

2. In consideration for the Chamber operating the Business/Visitor Centre as outlined in Section 1(a), the City hereby agrees to pay to the Chamber the sum of FORTY TWO THOUSAND FIVE HUNDRED AND SEVENTY EIGHT DOLLARS ($42,578.28) plus GST payable on the following dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 1, 2015</td>
<td>$10,644.57 + GST</td>
</tr>
<tr>
<td>April 1, 2015</td>
<td>$10,644.57 + GST</td>
</tr>
<tr>
<td>July 1, 2015</td>
<td>$10,644.57 + GST</td>
</tr>
<tr>
<td>October 1, 2015</td>
<td>$10,644.57 + GST</td>
</tr>
</tbody>
</table>

Provided always, however, that nothing herein shall or be deemed to require the City to make any payments pursuant to the Fee for Service Contract which in the aggregate will exceed the sum of FORTY TWO THOUSAND FIVE HUNDRED AND SEVENTY EIGHT DOLLARS ($42,578.28) plus GST for the year. The Chamber has the exclusive authority to determine the most suitable ways to expend the City Funds.

3. The term of this agreement shall be for the twelve (12) month period January 1, 2015, to December 31, 2015.

Upon written request of the Chamber delivered to the City not later than three (3) months before the expiration of the Term, a renewal for two (2) further periods of twelve (12) months may be granted upon mutual agreement of the Chamber and the City provided that the Chamber has kept and performed all of the Chamber’s responsibilities to be kept and performed pursuant to this agreement.

With the exception of consideration as outlined in Section 2, such renewal will be upon the same terms, covenants and conditions as are herein contained and that there shall be no further right of renewal beyond the right of renewal set out in this clause.

Consideration for any renewal period will be increased by the Cost of Living increase published by Statistics Canada for BC in October for the year proceeding the renewal period.
4. The Chamber Executive Director and the Chief Administrative Officer shall exchange information on a regular basis concerning current issues.

5. The City and the Chamber agree that the provisions of this Agreement shall be given such reasonable interpretation as will facilitate a proper carrying out of the aforementioned services.

6. The Chamber or the City may terminate this agreement at any time upon the provision of three (3) months written notice to the Chamber or City as the case may be.

   The Consideration outlined in Section 2 will be prorated to the date of termination.

IN WITNESS WHEREOF the parties have hereunto caused their presents to be executed under the hands of their proper officers duly authorized in that behalf.

SIGNED ON BEHALF OF THE PARKSVILLE AND DISTRICT CHAMBER OF COMMERCE

__________________________________________
Authorized Signatory

__________________________________________
Authorized Signatory

SIGNED ON BEHALF OF THE CITY OF PARKSVILLE

__________________________________________
Mayor

__________________________________________
Corporate Officer
MEMO TO: F. C. MANSON, C.G.A., CHIEF ADMINISTRATIVE OFFICER
FROM: B. C. RUSSELL, DIRECTOR OF COMMUNITY PLANNING
SUBJECT: CONSIDERATION OF A DEVELOPMENT PERMIT FOR LOT A, DISTRICT LOT 4, NANOOSE DISTRICT, PLAN VIP52313 (540 ISLAND HIGHWAY EAST)
REGISTERED OWNER: GAUDREAU HOLDINGS INC., INC.NO. 315085
APPLICANT: TIMBER HAWK HOMEBUILDERS LTD.
FILE: 3060-PDP014

EXECUTIVE SUMMARY:

On November 5, 2014, the City received a Development Permit application from Timber Hawk Homebuilders Ltd. on behalf of the property owner, Gaudreault Holdings Inc. The applicant requests issuance of a development permit to facilitate façade upgrades for the existing A & W building located at 540 Island Highway East. The proposal does not involve any changes to the existing landscaping or access. Minor modifications to one handicapped parking space will occur in response to the recommendations from the Advisory Design Panel.

RECOMMENDATIONS:

THAT the report from the Director of Community Planning dated December 8 2014, entitled "Consideration of a Development Permit for Lot A, District Lot 4, Nanoose District, Plan VIP52313 (540 Island Highway East)" be received;
THAT Council issue a Development Permit to Gaudreault Holdings Inc. to facilitate façade upgrades for the existing building located at Lot A, District Lot 4, Nanoose District, Plan VIP52313 (540 Island Highway East), including alteration of the existing free standing sign as shown on the attached plans, and widening of the existing handicapped space as discussed in the December 8, 2014 staff report.

BACKGROUND:

The subject property (540 Island Highway East) is located within 'Commercial and Mixed Use - Development Permit Area (DPA) No. 3', a designation intended to revitalize and enhance the form and character of the highway corridor and, where the scope of work permits, promote energy and water conservation and reduced GHG emissions. As the property is subject to this designation, a Development Permit is required prior to alteration of land or buildings, unless the proposed works are specifically exempt. The façade upgrades are proposed to occur at the front of the building and therefore no exemptions apply.

The application is to facilitate façade upgrades to the four sides of the existing buildings including upgrades to the existing free standing, fascia and directional signage. No changes to the existing landscaping or access were proposed as part of the application.

The property is designated ‘Highway Commercial CS-1,’ pursuant to the City of Parksville Zoning and Development Bylaw, 1994, No. 2000. The proposed façade upgrades will not result in any changes to the existing uses or building footprints. As the façade upgrade does not involve any additions or land alteration, no changes to the existing landscaping are proposed. It is noted that a building permit is not required for the proposed works.

The form and character of the proposal was reviewed by the Advisory Design Panel on November 13, 2014. The Advisory Design Panel recommendation to Council is as follows:

That the Advisory Design Panel recommend to Council that Development Permit application number 3060-PDP014 for Gaudreault Holdings Inc. to carry out façade upgrades at 540 Island Highway East (A & W) is recommended for approval subject to the applicant's further consideration of the following:

1. Signage alterations - clarification of signs;
2. Illuminated fascia - how are they lit;
3. Parking upgrades - handicapped spaces upgraded to modern standard that can accommodate sidelifft vans;
4. Clarification of the design of the display panels at rear elevation.¹

In response to the ADP recommendations, the applicant has indicated the following:

1. Signage alterations - The applicant has clarified all sign dimensions in correspondence dated December 2, 2014.

2. Illuminated fascia - The applicant has responded that the fascia is illuminated with a row of LED lights inside the fascia. The orange front face of the cover lets the light through somewhat.

¹ Please note that the official wording of the resolution will be verified and adopted at the convening of the next Advisory Design Panel meeting.
3. *Parking upgrades* - The applicant has advised that if required they could widen one of the existing handicap spaces easily. This can be accomplished by reducing the area of garden to the right of this space. The curb can be removed and rebuilt further back. The garden area can be reduced and paved to allow any size required by the incoming handicap parking recommendations.

4. *Clarification of the design of the display panels at rear elevation* - A better image of these display panels has been received. The poster holders consist of a metal frame containing information on current specials and other advertising.

**OPTIONS:**

Council may:

1. Consider issuance of the Development Permit;
2. Deny the Development Permit application.

**ANALYSIS:**

1. If Council is satisfied that the applicant has made appropriate efforts to satisfy the applicable guidelines, issuance of the Development Permit will facilitate the façade upgrades as shown in the attached drawings and described in the staff report.

2. Denial of the Development Permit must ultimately be based on Council's opinion that the proposal does not satisfy the applicable Development Permit guidelines or that insufficient information has been provided for Council to make an informed decision. Steps to address application deficiencies in meeting the guidelines would have to be clearly communicated by Council to the applicant, so that they may be adequately addressed. The *Local Government Act* does not provide Council with the discretionary ability ultimately to deny Development Permit issuance.

**SUSTAINABILITY IMPLICATIONS:**

The Sustainable Community Builder Checklist (attached) illustrates the extent to which the developer was mindful of sustainability concepts and their inclusion within the proposed development.

**FINANCIAL IMPLICATIONS:**

The financial implications are the costs of processing this application which are intended to be covered as part of the application fee.
REFERENCES:

Freestanding Sign plan, prepared by Provincial Sign Systems, dated June 22, 2011;
A & W (E915) 2009 Illuminated Oval Sign Plan (12 foot), prepared by Provincial Sign Systems, dated April 8, 2010;
A & W (E905) 2009 Illuminated Oval Sign Plan (7 foot), prepared by Provincial Sign Systems, dated April 8, 2010;
Exterior Elevations Drawing No. 0397, Parksville, 2012;
Sustainable Builders Checklist submitted December 8, 2014;
Accessible Builder Checklist submitted December 8, 2014;
Commercial and Mixed Use - Development Permit Area No. 3;
Correspondence from the applicant, Timber Hawk Homebuilders Ltd. dated December 2, 2014.

Respectfully submitted,

B. C. RUSSELL

KK/sh
Attachments

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:
THE VINYL LAYERS OF A&W NEW LOGO TO BE APPLIED ON THE FIRST SURFACE OF 3/16" WHITE ACRYLIC FACE

- A&W ORANGE VTO407 OR EQUIVALENT
- A&W ORANGE VTO407 OR EQUIVALENT
- A&W DARK BROWN MS405-04 OR EQUIVALENT
- A&W LIGHT TOMATO RED 3630-L3 OR EQUIVALENT

NOTE: THE FACE IS NOT RIVETED TO THE CAN

SIGN FACE
3/16" 5655 MODIFIED WHITE ACRYLIC
AND LAYERS OF VINYL APPLIED ON THE FIRST SURFACE OF THE ACRYLIC FACE

NOTE: THE FACE IS NOT RIVETED TO THE CAN

0.08" ALUM BACK (RIVETED TO THE CAN)

PVC ANGLE FRAME
PAINTED WHITE

SIDE VIEW

#10X1" PAN SCREWS

AREA OF SIGNAGE
TOTAL AREA: 7.00 SQ FT

WEIGHT OF SIGNAGE
EST. WEIGHT = 93 LBS

ELECTRICAL OUTPUT
- 53/8 LAG BOLTS
- PRE-PAINTED WHITE
- 0.08" ALUM FORMED CAN EXTERIOR PAINTED WHITE
- 0.08" ALUM BACK (RIVETED TO THE CAN)

This work has been designed for construction by and is the sole property of Provincial Sign Systems. Any reference or credit for this work must receive prior written approval.
0397 - Parksville, BC
Exterior: Elevations Illustrating New Finishes

Front Elevation

Side Elevation

Back Elevation

Drive Thru Elevation
## Legend: Exterior Materials and Finishes

<table>
<thead>
<tr>
<th>Code</th>
<th>Color</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>EP1</td>
<td>Left blank on purpose</td>
<td></td>
</tr>
<tr>
<td>EP2</td>
<td>Benjamin Moore Hasbrook Brown HC-74</td>
<td>42B</td>
</tr>
<tr>
<td>EP3</td>
<td>Benjamin Moore Rumba Orange 2014-20</td>
<td>165</td>
</tr>
<tr>
<td>EP4</td>
<td>Benjamin Moore White Down OC-151</td>
<td>Warm Grey 1</td>
</tr>
<tr>
<td>EP5</td>
<td>Left blank on purpose</td>
<td></td>
</tr>
<tr>
<td>EP6</td>
<td>Benjamin Moore Rust 29175-30</td>
<td>167</td>
</tr>
<tr>
<td>EP7</td>
<td>Benjamin Moore Sanna Suede 2106-20</td>
<td>n/a</td>
</tr>
<tr>
<td>EP8</td>
<td>Benjamin Moore Standard 2106-40</td>
<td>n/a</td>
</tr>
<tr>
<td>EP9</td>
<td>Benjamin Moore Atlantic 2106-90</td>
<td>n/a</td>
</tr>
<tr>
<td>EP10</td>
<td>Benjamin Moore Horizon QC-83</td>
<td>n/a</td>
</tr>
<tr>
<td>EP11</td>
<td>Amy Silver Silver 4422</td>
<td></td>
</tr>
<tr>
<td>CL1</td>
<td>Ribbed Viscose Metal cladding Profile CL 022 SSR Gauge 26 White White QC 19073</td>
<td></td>
</tr>
<tr>
<td>FL1</td>
<td>Metal Source Flashing Locally To match Pantone 476</td>
<td></td>
</tr>
<tr>
<td>EV1</td>
<td>Erath-Lite Awning fabric $2731 Orange (standard)</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** All color specifications are provided for color reference only. Do not sample from this page. The type of paint (latex, alkyd, etc.) and finish (eglaze, high-gloss, etc.) will vary depending on the application and is further detailed in the Technical Notes.

**SUSTAINABLE COMMUNITY BUILDER CHECKLIST**

---

### Environmental Protection and Enhancement

Please explain how the development protects and/or enhances the natural environment.

<table>
<thead>
<tr>
<th></th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Conserve, restore, or improve native habitat? N/A</td>
</tr>
<tr>
<td>2.</td>
<td>Remove invasive species? N/A</td>
</tr>
<tr>
<td>3.</td>
<td>Involve innovative ways to reduce waste, and protect the air quality? N/A</td>
</tr>
<tr>
<td>4.</td>
<td>Include an ecological inventory? N/A</td>
</tr>
</tbody>
</table>

---

### Please explain how the development contributes to the more efficient use of energy.

<table>
<thead>
<tr>
<th></th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Use climate sensitive design features (passive solar, minimize the impact of wind, and rain, etc.)?</td>
</tr>
<tr>
<td>6.</td>
<td>Provide on-site renewable energy generation such as solar energy or geothermal heating?</td>
</tr>
<tr>
<td>7.</td>
<td>Propose buildings constructed in accordance with LEED, and the accepted green building standards?</td>
</tr>
</tbody>
</table>

---

### Please explain how the development facilitates good environmentally friendly practices.

<table>
<thead>
<tr>
<th></th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>Provide on-site composting facilities?</td>
</tr>
<tr>
<td>9.</td>
<td>Provide an area for a community garden? N/A</td>
</tr>
<tr>
<td>10.</td>
<td>Include a car free zone?</td>
</tr>
<tr>
<td>11.</td>
<td>Include a car share program?</td>
</tr>
</tbody>
</table>

---

### Please explain how the development contributes to the more efficient use of water.

<table>
<thead>
<tr>
<th></th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.</td>
<td>Use drought tolerant plants?</td>
</tr>
<tr>
<td>13.</td>
<td>Use rocks and other materials in the landscaping design that are not water dependant? N/A</td>
</tr>
</tbody>
</table>

---

*The new signs will be back lit with LED lighting saving on energy use.*

---

*Received Time Dec. 8, 2014 11:57AM No. 3521*
14. Recycle water and wastewater?  
15. Provide for zero stormwater run-off?  
16. Utilize natural systems for sewage disposal and storm water?  
17. Use low flush toilets?  

Please explain how the development protects, enhances or minimizes its impact on the local natural environment.

18. Provide conservation measures for sensitive lands beyond those mandated by legislation?  
19. Cluster the housing to save remaining land from development and disturbance?  
20. Protect groundwater from contamination?  

Please explain how the development protects a 'dark sky' aesthetic by limiting light pollution and light trespass from outdoor lighting.

21. Include only "Shielded" light fixtures, where 100% of the lumens emitted from the light fixture are projected below an imaginary horizontal plane passing through the highest point on the fixture from which light is emitted?  

Please explain how the project will be constructed sustainably.

22. Reduce construction waste?  
23. Utilize recycled materials?  
24. Utilize on-site materials / reduce trucking?  
25. Avoid contamination?

<table>
<thead>
<tr>
<th>Environmental Score</th>
<th>Total Number of &quot;Yes&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>25 / 22</td>
</tr>
</tbody>
</table>

Community Character and Design

Does the development proposal provide for a more "complete community" within designated nodal centres?

1. Improve the mix of compatible uses within an area?  
2. Provide services, or an amenity in close proximity to a residential area?  
3. Provide a variety of housing in close proximity to a public amenity, transit, or commercial area?  

City of Parksville
Department of Community Planning

Received Time Dec. 8, 2014 11:57AM No. 3521
Please explain how the development increased the mix of housing types and options in the community.

4. Provide a housing type other than single family dwellings? N/A
5. Include rental housing?
6. Include seniors housing?
7. Include cooperative housing?

Please explain how the development addresses the need for attainable housing in Parksville.

8. Include the provisioning of Affordable Housing units?

Please explain how the development makes for a safe place to live.

9. Have fire protection, or include fire prevention measures such as removal of dead fall, on-site pumps, etc? N/A
10. Help prevent crime through the site design?
11. Slow traffic through the design of the road?

Please explain how the development facilitates and promotes pedestrian movement.

12. Create green spaces or strong connections to adjacent natural features, parks and open spaces? N/A
13. Promote, or improve trails and pedestrian amenities?
14. Link to amenities such as school, beach & trails, grocery store, public transit, etc? (provide distance & type)

Please explain how the development facilitates community social interaction and promotes community values.

15. Incorporate community social gathering places? (village square, halls, youth and senior facilities, bulletin board, wharf, or pier) N/A
16. Use colour and public art to add vibrancy and promote community values?
17. Preserve heritage features?

| Community Character Score | 17 | % |
**Economic Development**

Does the development proposal infill an existing developed area, as opposed to opening up a new area to development?

<table>
<thead>
<tr>
<th></th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Fill in pre-existing vacant parcels of land?</td>
<td>N/A</td>
</tr>
<tr>
<td>2. Utilize pre-existing roads and services?</td>
<td>N/A</td>
</tr>
<tr>
<td>3. Revitalize a previously contaminated area?</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Please explain how the development strengthens the local economy.

<table>
<thead>
<tr>
<th></th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Creates permanent employment opportunities?</td>
<td>N/A</td>
</tr>
<tr>
<td>5. Promote diversification of the local economy via business type and size appropriate for the area?</td>
<td>N/A</td>
</tr>
<tr>
<td>6. Increase community opportunities for training, education, entertainment, or recreation?</td>
<td>N/A</td>
</tr>
<tr>
<td>7. Use local materials?</td>
<td>% =</td>
</tr>
<tr>
<td>8. Use local labour?</td>
<td></td>
</tr>
<tr>
<td>9. Improve opportunities for new and existing businesses?</td>
<td>% =</td>
</tr>
</tbody>
</table>

**Economic Development Score**

Total Number of "Yes": 9 / 19

**TOTAL**

| /51 | /38 |

**% TOTAL**

Other sustainable features?
# ACCESSIBLE COMMUNITY BUILDER CHECKLIST

<table>
<thead>
<tr>
<th>Parking</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Will there be parking that is designated for persons with disabilities?</td>
<td>Parking will remain the same except we can widen one of the Handicap stalls if required.</td>
</tr>
<tr>
<td>2. Will 2% (or more) of parking spaces be designated as Handicap parking?</td>
<td></td>
</tr>
<tr>
<td>3. Will designated handicap space be located within 50 metres of an accessible entrance?</td>
<td></td>
</tr>
<tr>
<td>4. Will handicap parking spaces be located on level surfaces?</td>
<td></td>
</tr>
<tr>
<td>5. Will handicap parking spaces be located on hard paved surfaces?</td>
<td></td>
</tr>
<tr>
<td>6. Will nearby sidewalks be easy to access? For example, is there a curb-out ramp adjacent the designated parking spaces?</td>
<td></td>
</tr>
<tr>
<td>7. Will handicap parking spaces have a minimum width of 3.9 metres?</td>
<td></td>
</tr>
<tr>
<td>8. Will the designated space maintain a vertical clearance of at least 2.4 metres?</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parking Score</th>
<th>Total Number of &quot;Yes&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8/18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Access (paths to entrance)</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Will the path from parking or street be a minimum of 920 mm wide?</td>
<td>Existing Paths would not change.</td>
</tr>
<tr>
<td>2. Will the path consist of a hard travel surface?</td>
<td></td>
</tr>
</tbody>
</table>

---

NOTE: The City of Parksville has adopted this checklist as an informal guide to assist developers in considering the needs of persons with disabilities. These guidelines do not absolve one from meeting the minimum standards of the BC Building Code but rather provide guidance on steps that may be taken beyond code in order to better accommodate persons with disabilities.
3. Will the path be slip resistant? 
4. Will the path be barrier free (no steps, stairs or obstructions over 13 mm high)?
5. Will the path have a slope of less than 1 unit rise for every 12 units of length?
6. Will adequate maneuvering space be provided? (i.e.: 1.5 × 1.5 m turning space)
7. Will protection from hazards (both on the ground and above) be provided?
8. Will the accessible entrance be obvious and easy to find?
9. Will there be more than one entrance that is easily accessible for persons with disabilities?

Access Score
Total Number of "Yes" 9/9

Entrance (main entrance or accessible entrance)

1. Will the door be a minimum of 812 mm wide?
2. Will the door have large, easy to grasp handle?
3. Will the door be easy to open manually?
4. Will the door feature an automated opening device?
5. If the main entrance will not be accessible, is there an alternative accessible entrance?
6. Will the accessible entrance be easy to locate?

Entrance Score
Total Number of "Yes" 6/6

General Building Interior

1. Will doors be at least 812 mm wide?
2. Will the threshold at doors be less than 13 mm high?
3. Will the door be equipped with accessible handles not more than 1210 mm high? (accessible handle should be operable with a closed fist)
4. Will the door be easy to open? i.e.: requires less than 21.6 newtons (5 pounds) of force.
5. Will the pull side of the door have a clear area of at least 457 mm?
6. Will hallways and interior travel routes be at least 914 mm wide?
7. If carpet is to be used will it be low-pile, tightly woven and secured?
8. If drinking fountains will be present are they accessible and will there be a clear floor space of at least 762 × 1219 mm?

EXPLANATION

Entrance will not change.

N/A
If public phones are to be available will they be mounted to be at an accessible height (top of phone no higher than 1219 mm)?

Will the public phone be hearing-aid compatible? Will it have a volume control?

If there will be four or more public phones in a given location will one of them be text capable?

If glass doors are to be present, will they include an eye level high contrast visual clue, such as a colour?

Will all alarm systems include both audio and visual signals (bells and flashing lights)?

<table>
<thead>
<tr>
<th>General Building Interior Score</th>
<th>% =</th>
</tr>
</thead>
<tbody>
<tr>
<td>total Number of &quot;Yes&quot;</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stairs / Escalators Score</th>
<th>% =</th>
</tr>
</thead>
<tbody>
<tr>
<td>total Number of &quot;Yes&quot;</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>14</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stairs / Escalators</th>
<th>yes [ ] no [ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Will stairs feature non-slip surfaces?</td>
<td></td>
</tr>
<tr>
<td>2. Will steps feature tactile edges?</td>
<td></td>
</tr>
<tr>
<td>3. Will steps feature high visibility, high contrast edges?</td>
<td>N/A</td>
</tr>
<tr>
<td>4. Will stairs have continuous railings on both sides, with extensions beyond the top and bottom?</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ramp Score</th>
<th>% =</th>
</tr>
</thead>
<tbody>
<tr>
<td>total Number of &quot;Yes&quot;</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ramps</th>
<th>yes [ ] no [ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Will the ramp have a slope of 1:12 or less? (for every 12 cm along the base the height of the ramp increases 1 cm)</td>
<td>N/A</td>
</tr>
<tr>
<td>2. Will the ramp have a non-slip surface?</td>
<td></td>
</tr>
<tr>
<td>3. Will the ramp rise no more than 762 mm between landings?</td>
<td></td>
</tr>
<tr>
<td>4. Will the unobstructed ramp width be at least 914 mm?</td>
<td></td>
</tr>
<tr>
<td>5. Will the ramp have a railing? [May also be required by building code]</td>
<td></td>
</tr>
</tbody>
</table>

EXPLANATION

N/A
### Elevators

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Will the elevator feature a minimum unobstructed floor space of 750 mm X 1200 mm?</td>
</tr>
<tr>
<td>2.</td>
<td>Will access to elevator control buttons be unobstructed?</td>
</tr>
<tr>
<td>3.</td>
<td>Will all elevator control buttons be located at a height between 381 mm to 1219 mm from the floor?</td>
</tr>
<tr>
<td>4.</td>
<td>Will the control buttons feature a tactile indication of floors, such as braille or raised letters?</td>
</tr>
<tr>
<td>5.</td>
<td>Will the elevator feature both visual and audible indication of doors opening and closing?</td>
</tr>
<tr>
<td>6.</td>
<td>Will an emergency intercom be present that is identified by braille and raised letters?</td>
</tr>
</tbody>
</table>

**Elevator Score**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Number of &quot;Yes&quot;</strong></td>
<td>6</td>
</tr>
<tr>
<td><strong>%</strong></td>
<td>100</td>
</tr>
</tbody>
</table>

### Public Washroom

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Will there be signs at non-accessible washrooms directing disabled persons to accessible facilities?</td>
</tr>
<tr>
<td>2.</td>
<td>Will the signage identifying the washroom use large icons?</td>
</tr>
<tr>
<td>3.</td>
<td>Will the signage identifying the washroom be readable via touch, such as Braille?</td>
</tr>
<tr>
<td>4.</td>
<td>Will the main door to the washroom be at least 812 mm wide?</td>
</tr>
<tr>
<td>5.</td>
<td>Will the threshold to enter the washroom be less than 13 mm high?</td>
</tr>
<tr>
<td>6.</td>
<td>Will the door be equipped with accessible handles not more than 1219 mm high? (Accessible handle should be operable with a closed fist.)</td>
</tr>
<tr>
<td>7.</td>
<td>Will the door be easy to open? i.e.: requires less than 21.6 newtons (5 pounds) of force</td>
</tr>
<tr>
<td>8.</td>
<td>Will there be a clear path to all fixtures that is at least 914 mm wide?</td>
</tr>
<tr>
<td>9.</td>
<td>Will sinks be a minimum of 680 mm high, 750 mm wide and 1200 mm deep?</td>
</tr>
<tr>
<td>10.</td>
<td>Will faucets be capable of being operated with a closed fist?</td>
</tr>
<tr>
<td>11.</td>
<td>Will vanity mirrors be mounted with the bottom reflective surface at a height of 1016 mm or less?</td>
</tr>
<tr>
<td>12.</td>
<td>Will there be at least one grab bar or railing on the side wall?</td>
</tr>
</tbody>
</table>

---

**Parksville**

City of Parksville
Department of Community Planning

<table>
<thead>
<tr>
<th></th>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Will there be at least one accessible stall (or if washroom is single occupant) that is accessible?</td>
<td>N/A</td>
</tr>
<tr>
<td>14</td>
<td>Will there be an unobstructed maneuvering space in front of the accessible washroom or stall of 1524 mm X 1524 mm?</td>
<td>N/A</td>
</tr>
<tr>
<td>15</td>
<td>Will the door to the stall be a minimum of 760 mm wide?</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Will the stall door be operable with a closed fist?</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Will the stall door use a locking mechanism of a lever type that is easy to latch and un-latch? Such that it could be operated by a closed fist?</td>
<td>N/A</td>
</tr>
<tr>
<td>18</td>
<td>Will the stall door be easy to open? i.e.: requires less than 21.6 newtons (5 pounds) of force.</td>
<td>N/A</td>
</tr>
<tr>
<td>19</td>
<td>Will there be at least one grab bar on the side wall nearest to the toilet?</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Will the space inside the stall be at least 1.6 m X 1.6 m?</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Will the toilette have a seat height of between 432 mm - 482 mm?</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Will there be 900 mm of clear space beside the toilette and 760 mm of clear space in front?</td>
<td></td>
</tr>
</tbody>
</table>

**Public Washroom Score**

Total Number of "Yes" /22

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking</td>
<td></td>
</tr>
<tr>
<td>Access</td>
<td></td>
</tr>
<tr>
<td>Entrance</td>
<td></td>
</tr>
<tr>
<td>General Building Interior</td>
<td></td>
</tr>
<tr>
<td>Stairs / Escalators</td>
<td></td>
</tr>
<tr>
<td>Ramps</td>
<td></td>
</tr>
<tr>
<td>Elevator</td>
<td></td>
</tr>
<tr>
<td>Public Washroom</td>
<td></td>
</tr>
</tbody>
</table>

If category is not applicable enter: N / A

**Disclaimer:** Please note that Staff is relying on the information provided by the applicant to complete the accessibility checklist analysis. The City of Parksville does not guarantee that development will occur in this matter.
Other things to consider....

<table>
<thead>
<tr>
<th>General Retail</th>
<th>Clothing Store Fitting Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Will aisles be a minimum of 1100 mm wide?</td>
<td>1. Will the fitting room (or rooms) have a minimum space of at least 1.5 m X 1.5 m</td>
</tr>
<tr>
<td>2. Will benches be provided for patrons to rest on as needed?</td>
<td>2. Will the fitting room (or rooms) provide grab bars for persons to hold on to?</td>
</tr>
<tr>
<td>3. Will the lighting be adequate? For example, persons with reduced vision rely on bright and high contrast lighting.</td>
<td>3. Will the door to the fitting room (or rooms) have a minimum width of 750 mm?</td>
</tr>
<tr>
<td>4. Will product be displayed at a height that is appropriate for persons using wheelchair or scooters?</td>
<td>4. Will the fitting room door operate with a closed fist?</td>
</tr>
<tr>
<td>5. Will product displays be clear from the aisle and entrances so that the passage of persons in wheelchairs or scooters is not impeded?</td>
<td>5. Will the fitting room door use a locking mechanism of a lever type that is easy to latch and un-latch?</td>
</tr>
<tr>
<td>Total</td>
<td>6. Will the fitting room be easy to open? i.e.: requires less than 21.6 newtons (5 pounds) of force.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Auditorium &amp; theater</th>
<th>Restaurant, Café or Dining Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Will there be designated seating areas?</td>
<td>1. Will some of the tables be accessible for persons in wheelchairs? (730 mm high, 680 mm knee clearance, 480 mm deep)</td>
</tr>
<tr>
<td>2. Will there be seating for a companion beside?</td>
<td>2. Will menus be offered in a large font (14 point or larger) or will they be available in Braille?</td>
</tr>
<tr>
<td>3. Will there be clear sight lines / viewing corridors?</td>
<td></td>
</tr>
<tr>
<td>4. Will headphones be available for the hard of hearing?</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>Total</td>
</tr>
<tr>
<td>1/5</td>
<td>1/4</td>
</tr>
</tbody>
</table>

Other accessible features?

Not applicable in a existing.

City of Parksville
Department of Community Planning
9.3 COMMERCIAL AND MIXED USE – DEVELOPMENT PERMIT AREA NO. 3

**Purpose:**
- Revitalization
- Form and character
- Energy conservation
- Water conservation
- Reduction of greenhouse gas emissions

**Rationale:**
This area includes a mix of automobile oriented services, tourist accommodation, and service industrial uses along with a mix of multi-unit residential development. This area is noted as being highly visible along major road ways. As such, it is desirable that this area should provide an aesthetically pleasing presentation of Parksville.

The objective of this designation is to revitalize the appearance of this area through the promotion of architectural particulars and landscape design. This is intended to be attractive to both residents and visitors alike, and is intended to address compatibility with surrounding land uses.

This DPA is designated pursuant to section 919.1 (d), (f), (h), (i) and (j) of the Local Government Act.

**Designated Areas:**
This DPA affects those lands identified as being within the Commercial and Mixed Use – Development Permit Area No. 3 as shown on the map forming Schedule "C" of the Official Community Plan.

**Development Permit Area Guidelines:**

1) **Architectural Design and Character:**
   a) Buildings should respond to their location through appropriate heights, forms, setbacks and architectural expression that take into consideration adjacencies. Particular attention should be paid to landscape screening for those sites adjacent to residential districts;
   b) Significant existing views, such as those of Parksville Bay, Mount Arrowsmith and natural areas should be preserved and enhanced where possible;
   c) Buildings should generally be articulated to avoid large expanses of any one material;
   d) Buildings with multiple streets frontages should be designed to give equal emphasis to each frontage with respect to building massing, materials, details and landscaping;
   e) Buildings should be oriented and designed to reduce shadow impact on outdoor
spaces and to permit penetration of natural light into building interiors;

f) Building entrances should be designed to provide weather protection;

g) Exterior finishes and colours that are appropriate for the natural heritage of the area should be employed;

h) Mechanical equipment and venting shall be screened from view or effectively incorporated into the overall design of the building;

i) All new buildings must be designed by a registered Architect.

j) As a term of permit the City may require, at the property owner's expense, written confirmation from a registered Architect that buildings and associated architectural works have been installed in substantial compliance with the issued permit;

2) Landscaping and Screening:

a) Landscaping, furnished with an underground irrigation system, should be used to screen off-street parking and service areas and generally enhance the appearance of the development;

b) Landscaped pedestrian walkways should be provided to and from buildings and parking areas;

c) All surface parking areas shall generally contain landscaping which buffers parking areas from adjacent properties and public spaces;

d) Pedestrian routes to and from parking areas should be accentuated by landscaping and provide visual relief from large expanses of paving;

e) Landscaping is to be furnished with an underground irrigation system;

f) Where present, significant stands of trees should be preserved and incorporated into the design of the development;

g) Particular attention should be paid to landscape screening for those sites adjacent to residential districts;

h) Landscaping should consider incorporating FireSmart landscaping techniques such as avoiding the use of combustible mulch;

i) Native drought tolerant vegetation should be incorporated into the landscaping;

j) Plant species should be selected for drought tolerance;

k) Consideration should be given to provide suitable shade trees in summer;

l) Refuse storage areas shall be screened and fully enclosed with fencing or landscaping, a minimum of 2 metres in height, or fully concealed within a building;

m) Written confirmation from the waste disposal provider may be required to demonstrate the feasibility of access to the refuse storage area;
n) Off-street parking should be concealed within buildings, located underground, or be located to the rear of buildings screened from view from the street;

o) Off-street parking areas and pathways should have adequate ornamental lighting, complementary to the design of the development and compatible with surrounding uses;

p) Landscaping associated with the development of new buildings must be designed by a registered Landscape Architect;

q) As a term of permit the City may require, at the property owner's expense, written confirmation from a registered Landscape Architect that the landscape works have been installed in substantial compliance with the issued permit and that plantings have successfully been established.

3) Access:

   a) Vehicular access for commercial premises onto Pioneer Crescent should generally be avoided where suitable alternatives using public roads exist.

4) Signage

   a) Signage should complement the architecture of the development and be sized to respect pedestrian as well as vehicular traffic.

5) Lighting

   a) Excluding lighting for entrance signage, exterior building lighting should generally be concealed in soffits or other similar architectural features;

   b) Freestanding lamp poles and luminaries should be complementary to those used on adjacent sites or in the surrounding neighbourhood;

   c) All exterior lighting should be of an ornamental and pedestrian scale;

   d) There should be sufficient on-site illumination for pedestrian/vehicle safety and good exposure for retail uses. Illumination should not encroach onto adjacent residential properties;

   e) Luminaries shall generally utilize a full cut-off louver design that prevents light spill onto adjacent properties or public spaces;

   f) Adhering to the principles of Crime Prevention through Environmental Design principles (CPTED), lighting for pedestrian pathways, building entrances and parking areas should be designed at a human scale (i.e. low level bollards) and address pedestrian safety;

   g) In accordance with Dark Sky principles, high-intensity lighting shall generally not be supported.
6) **Accessibility:**
   a) Accessibility features should be integrated into the overall design concept;
   b) Routes should be obvious and convenient. They should incorporate barrier-free universal design principles and should generally be integrated into main routes and points of entry;
   c) Pathways, sidewalks, trails and other pedestrian routes should be of a hard, slip-resistant surface with a minimum width of 920 mm and should avoid slopes of more than one unit rise for every 12 units of length;
   d) Overall site layout should incorporate elements such as a strong contrast of colours, paving treatments, bollards, and tactile strips to facilitate ease of navigation and avoidance of obstacles;
   e) The use of raised curbs, landscaping or fencing beside parking spaces for people with disabilities should generally be avoided unless suitable additional width is provided;
   f) Locate and design curb let-downs to accommodate wheelchair/scooter movement;

7) **Water and Energy conservation and Reduction of GHG Emissions:**
   a) Where feasible, development projects should incorporate on-site storm water management or rain water capture features that attempt to mimic the Water Balance before development. Systems should be designed to achieve watershed-specific performance targets established by a qualified professional;
   b) Attemps should be made to minimize non-essential impervious surfaces;
   c) Building design should have passive heating, lighting and cooling;
   d) Landscaping and building design should consider the incorporation of natural daylight and seasonal shade needs;
   e) Building orientation should, where practical, be designed to optimize the benefits of solar orientation;
   f) Building design should incorporate solar ready or other energy saving/ GHG reduction features.

8) **General Conditions:**
   a) The timing or phasing of development works may be included in the conditions of the Development Permit;
   b) The City may require that an applicant provide, at his or her expense, a report prepared by a qualified professional with relevant expertise, evaluating the impact of the proposed development;
   c) The recommendations contained in professional report(s) provided in support of the development permit application may form terms of the permit;
d) As a condition of development permit issuance, the City may require the registration of a restrictive covenant pursuant to Section 219 of the Land Title Act to secure the measures prescribed in the professional report(s) provided in support of the development permit.

9) Exemptions:

A development permit is not required under this designation in the following instances:

a) For the addition or alteration of a principal building, provided that:
   - the value of the proposed construction is less than $50,000.00; and
   - the proposed construction is located within an interior side or rear yard;

b) For the construction or alteration of an accessory building or structure provided that:
   - the value of the proposed construction is less than $50,000.00; and
   - the proposed construction is located within an interior side or rear yard;

c) For the construction or alteration of a sign which conforms to the City's sign bylaw and the applicable DPA guidelines or an issued development permit;

d) For the subdivision of land or buildings.
This is a follow-up report on a Zoning and Development Bylaw amendment application from Jim Kennedy of Palladian Developments Inc. on behalf of the property owner, Steve Marshall Ford Motors, Inc. No. BC0070703 for the above-mentioned properties located at 234 and 244 Mills Street. The application proposes to facilitate a future vehicle parking and display area as part of an expanded dealership development.
RECOMMENDATIONS:

THAT the report from the Director of Community Planning titled "Follow-Up Report - Consideration of a Zoning and Development Bylaw Amendment for Lots 5 and 6, District Lot 4, Nanoose District, Plan 11981 (234 and 244 Mills Street) to Facilitate a Vehicle Parking and Display Area at Joe Cunningham Ford", dated December 9, 2014, be received;

THAT comments, in response to the applicant's public open house held on October 23, 2014, be received;

THAT Council, in accordance with the bylaws section of the Council agenda, introduce the proposed Zoning and Development Amendment Bylaw for second reading and setting of the public hearing date.

BACKGROUND:

As presented in the staff report dated September 26, 2014, the applicant is requesting that the Zoning and Development Bylaw be amended from 'Residential RS-1' to 'Highway Commercial CS-1'.

The change in zoning, if approved, will facilitate a modest expansion of the existing Ford dealership's vehicle parking and display area. The works required to prepare the site for the vehicle parking and display area and associated landscaping are subject to Council approval through a future development permit application.

The proponent presented to Council as a delegation at the regular Council meeting held on October 6, 2014. At this meeting, the following resolution (#14-233) was passed:

"1. THAT the report from the Director of Community Planning dated September 26, 2014, entitled "Consideration of a Zoning and Development Bylaw Amendment to Facilitate a Vehicle Parking and Display Area (234 and 244 Mills Street)" be received.
2. THAT Council, in accordance with the bylaws section of the Council agenda, introduce the proposed "Zoning and Development Amendment Bylaw, 2014, No. 2000.97" for consideration of first reading.
3. THAT the amendment application for Lots 5 and 6, District Lot 4, Nanoose District, Plan 11981 (234 and 244 Mills Street) be referred to the Advisory Planning Commission for review and recommendation prior to second reading of the bylaw.
4. THAT the applicant for the amendment application for Lots 5 and 6, District Lot 4, Nanoose District, Plan 11981 (234 and 244 Mills Street) host a public open house prior to second reading of the bylaw.
5. THAT the works, services and information requirements identified in the Engineering and Operations memorandum dated March 26, 2014, be completed or secured through a servicing agreement with required bonding and applicable administration fees prior to final consideration of the bylaw. CARRIED."

The Advisory Planning Commission (APC) met on October 16, 2014 and passed the following resolution¹:

"THAT the Advisory Planning Commission recommend to Council that the zoning amendment application for Steve Marshall Motors Ltd., Inc. No. BC0070703 to rezone 234 and 244 Mills Street from the 'Single Family Residential RS-1' zone to the 'Highway Commercial CS-1' zone to add some additional vehicle parking spaces as part of an overall project to redevelop the dealership property be approved subject to technical review by the Community Planning and Building Department and the Engineering and Operations Department being satisfied.

AND THAT consideration of the sensitivities of the uses of the property and its interaction with the community around it be given. CARRIED."

The applicant held a public open house on Wednesday, November 26, 2014 from 4 pm to 8 pm in the Joe Cunningham Ford showroom (410 Island Highway East, Parksville). Notice of the event was advertised by the proponent in the Thursday, November 20, 2014 edition of the Parksville Qualicum Beach (PQB) News. In addition, the applicant indicates that handouts of the notice were delivered to residents of properties listed within 50 metres of 234 and 244 Mills Street. From the event, the applicant indicates that "Overall the comments were very positive and the common theme seemed to be that people were happy to see the vacant lots will be used again.” Seven comment sheets collected at the meeting were submitted by the proponent and are attached to this report. As of the date of this report no other correspondences have been received.

OPTIONS:

Council may:

1. Receive the report for information, consider second reading and refer the application to Public Hearing;

2. Deny the application.

ANALYSIS:

1. The proposed rezoning is consistent with the land use policies in the Parksville Plan. While no buildings or structures are proposed at this time, the future development of the site is subject to a development permit process which will afford opportunities to review the form and character of the project, including landscaping and screening for the area currently under application.

It is appropriate for this application to be advanced if Council believes that the proposal is reasonable, and provides demonstrable community benefit, such as supporting local economic development, or providing additional infrastructure and other tangible contributions. In this case the identified off-site works and services represent the community benefits of the proposal.

No insurmountable technical issues are anticipated and the public will be afforded an opportunity to provide further comment through the statutory public hearing process.

¹ Minutes to be adopted at the next convening of the APC
2. Denial will result in the existing 'Single Family Residential RS-1' zone remaining in place on the subject properties. If Council believes that the proposal, as submitted, does not support the goals and objectives of the Parksville Plan, provide sufficient benefit to the community or that insufficient information has been provided for Council to make an informed decision, then denial is an appropriate option.

FINANCIAL IMPACT:

The financial implications were presented in the September 26, 2014 staff report and considered by Council at its regular meeting held on October 6, 2014.

STRATEGIC PLAN IMPLICATIONS:

Strategic plan implications were presented in the September 26, 2014 staff report and considered by Council at its regular meeting held on October 6, 2014.

REFERENCES:

- Staff report dated September 26, 2014;
- Comment sheets provided by area residents at the public open house held Wednesday, November 15, 2014;
- DP Guideline adjacent residential property.

Respectfully submitted,

B. C. RUSSELL

BR/sh
Attachment(s)

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

F. MANSON, C.G.A.
Property Rezoning of 234 and 244 Mills St Parksville – Open House

This open house is a part of the statutory process for rezoning properties in Parksville. It is important that we provide feedback to the City and therefore ask for your participation in the way of your name, address and any comments you have about the project. The information collected may be disclosed publicly and form a part of a public record which may be subject to the BC Freedom of Information and Protection of Privacy Act. A copy of the act can be viewed at http://www.bclaws.ca/Recon/document/ID/freeside/96165_00

NAME: Mr. & Mrs. John Le Gros
ADDRESS: 290 Smith Pl, Parksville, BC

COMMENTS:

We are in full support of the rezoning of the two lots. It is wise to use land being used instead of sitting.

Host: MH
This open house is a part of the statutory process for rezoning properties in Parksville. It is important that we provide feedback to the City and therefore ask for your participation in the way of your name, address and any comments you have about the project. The information collected may be disclosed publicly and form a part of a public record which may be subject to the BC Freedom of Information and Protection of Privacy Act. A copy of the act can be viewed at http://www.bclaws.ca/Recon/document/ID/freeside/96165_00

NAME: Bradley Johnson
ADDRESS: 140 Cooper Plc Parksville
COMMENTS:

Can't hardly wait for the improvements

Host:
Property Rezoning of 234 and 244 Mills St Parksville – Open House

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NAME: M Beil
ADDRESS: 465 Pioneer Cres
COMMENTS:

Appreciate the importance of a buffer along the residential side. Please consider the impact of communication devices out to the lot.

Thanks.

Host:
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NAME: Nicole Bentzen
ADDRESS: 229 Despard Ave
COMMENTS: I think it's a good idea leaving a lot of room for parking. Not in the way

Host:
Property Rezoning of 234 and 244 Mills St Parksville – Open House

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NAME: ____________
ADDRESS: ____________

COMMENTS:

I approve of the zoning change as it is putting the land to good use and giving the City an improved tax base.

Host:
Property Rezoning of 234 and 244 Mills St Parksville – Open House

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NAME: ERIC PETERSEN
ADDRESS: 405 OAK AVE
COMMENTS:

Looks good.

Host:
Property Rezoning of 234 and 244 Mills St Parksville – Open House

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NAME: Doug Murphy

ADDRESS: 411 Oak Ave

COMMENTS:

Looks OK

Host:
Guidelines for Parcels Adjacent to Single Family Residential Zoned Properties

**Purpose:**

- Form and Character

**Rationale:**

The generalized guidelines are intended to protect the residential integrity of those lands from the impacts associated with form and character from commercial, multi-unit residential and industrial development.

These guidelines are designated pursuant to section 919.1 (e) and (f) of the Local Government Act.

**Designated Areas:**

These guidelines are applicable where this section is referenced within the guidelines of a specific DPA and the property that is subject of application is located adjacent to a single family residential zoned property.

**Form and Character Guidelines:**

1) **Signage Guidelines:**

   a) Signage should be designed to reduce impact upon adjacent residential parcels;
   
   b) Free-standing signage shall not be permitted within 30 metres of a lot line which is adjacent to single family residential parcels unless there is no other location for the sign;
   
   c) If signage must be located adjacent to the single family residential parcel it should be low [maximum two m in height] and should not use back lighting and generally not be visible or intrusive to adjacent residents;

2) **Lighting Guidelines:**

   a) Lighting should be designed to eliminate spill over to adjacent residential parcels;
   
   b) Lighting adjacent to single family residential parcel lines should be in the form of low level bollards to reduce glare and impact upon the residential use;
   
   c) Lighting on buildings and structures shall be designed to direct light away from adjacent residential uses however the principles of CPTED may be incorporated...
into the design for public safety purposes.

3) **Fencing Guidelines:**

   a) Fencing should be designed to screen the commercial, industrial or multifamily use from the adjacent single family residential use;

   b) The fencing should be made of wood, brick, hardie plank or a combination thereof and should be finished in natural shades such as cedar, oak, pine, fir, arbutus or hemlock;

   c) Fencing should generally be two m in height, however lower heights may be considered if the fence impacts the shade zone of the adjacent parcel.

4) **Landscaping Guidelines:**

   a) Landscaping should be designed to screen the commercial, industrial or multifamily use from the adjacent single family residential parcel;

   b) The landscaping should be in keeping with the adjacent landscaping so as to blend in.
December 9, 2014

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

FROM: B. C. RUSSELL, DIRECTOR OF COMMUNITY PLANNING

SUBJECT: FOLLOW-UP REPORT - CONSIDERATION OF A ZONING AND DEVELOPMENT BYLAW AMENDMENT FOR LOT 1 (DD EH86284), DISTRICT LOT 74, NANOOSE DISTRICT, PLAN 34131, EXCEPT PART IN PLAN EPP40111 (795 ISLAND HIGHWAY WEST) TO FACILITATE AN EXPANSION OF THE CHURCH AND PARKING AREA

APPLICANT: TIMBERLAKE JONES ENGINEERING

OWNER: OUR SAVIOR LUTHERAN CHURCH, INC.NO. S0014369

FILE NO: 3360-PZN008

PURPOSE: FURTHER CONSIDERATION OF A ZONING BYLAW AMENDMENT APPLICATION

EXECUTIVE SUMMARY:

This is a follow-up report on a Zoning and Development Bylaw amendment application from Timberlake-Jones Engineering on behalf of the property owner, Our Savior Lutheran Church, for the above-mentioned property located at 795 Island Highway West.
RECOMMENDATIONS:

THAT the report from the Director of Community Planning titled “Follow-Up Report - Consideration of a Zoning and Development Bylaw Amendment for Lot 1 (DD EH86284), District Lot 74, Nanoose District, Plan 34131, Except Part in Plan EPP40111 (795 Island Highway West) to Facilitate an Expansion of the Church and Parking Area”, dated December 9, 2014, be received;

THAT comments, in response to the applicant’s public open house held on October 23, 2014, be received;

THAT Council, in accordance with the bylaws section of the Council agenda, introduce the proposed Zoning and Development Amendment Bylaw for second reading and setting of the public hearing date.

BACKGROUND:

As presented in the staff report dated October 14, 2014, the applicant is requesting that the Zoning and Development Bylaw be amended for the northerly portion of the property, approximately 2000 m² (0.5 acres), from ‘Single Family Residential RS-1’ to ‘Private Institutional P-2’. The application, if approved, will facilitate an expanded parking area and a future expansion of the existing church building.

The proponent presented to Council as a delegation at the regular Council meeting held on October 20, 2014. At this meeting, Council passed the following resolution (#14-253):

1. THAT the report from the Director of Community Planning dated October 14, 2014, entitled “Consideration of a Zoning and Development Bylaw Amendment to Facilitate an Expansion of the Church and Parking Area (795 Island Highway West)” be received.

2. THAT Council, in accordance with the bylaws section of the Council agenda, introduce the proposed “Zoning and Development Amendment Bylaw, 2014, No. 2000.98” for consideration of first reading.

3. THAT the amendment application for Lot 1 (DD EH86284), District Lot 74, Nanoose District, Plan 34131, Except Part in Plan EPP40111 (795 Island Highway West) be referred to the Advisory Planning Commission for review and recommendation prior to second reading of the bylaw.

4. THAT the applicant for the amendment application for Lot 1 (DD EH86284), District Lot 74, Nanoose District, Plan 34131, Except Part in Plan EPP40111 (795 Island Highway West) host a public open house prior to second reading of the bylaw.

5. THAT the works and services requirements identified in the Engineering and Operations memorandum dated October 2, 2014, be completed or secured through a servicing agreement with required bonding and applicable administration fees prior to final consideration of the bylaw. CARRIED.
The Advisory Planning Commission (APC) met on October 16, 2014 and passed the following resolution:

"That the Advisory Planning Commission recommend to Council that the zoning amendment application for Our Savior Lutheran Church, Inc. No. S0014369 to rezone 795 Island Highway West from the 'Single Family Residential RS-1' zone to the 'Private Institutional P-2' zone to facilitate an expanded parking area and a future expansion of the existing church building be approved. CARRIED"

The applicant held a public open house on Thursday, October 23, 2014 from 3 pm to 7 pm at Our Savior Lutheran Church (795 Island Highway West, Parksville). Notice of the event was advertised by the proponent in two editions of the Parksville Qualicum Beach (PQB) News on Tuesday, October 21, 2014 and Thursday, October 23, 2014. In addition, the applicant indicates that handouts of the notice were delivered to residents within 50 metres of the subject property. The applicant indicates that 11 people, primarily from the surrounding neighbourhood attended the meeting. Comment sheets were provided at the meeting but none were submitted at the time.

As of the date this report the City has received one correspondence (attached to this report) from an adjacent residential property owner. The topics of concern expressed in correspondence are summarized as follows:

- Would like measures to deter vehicles using the Church property as a shortcut from Island Highway West to Belson Avenue;
- Would like to see a 2 metre higher fence adjacent to their front yard;
- Would like to see grading/landscaping that directs drainage away from their property.

The applicant has been advised of the concerns and is taking steps to address the issues raised. Please refer to the applicant's letter for details.

**OPTIONS:**

1. Receive the report for information and consider second reading and refer the application to a public hearing;

2. Deny the application.

**ANALYSIS:**

1. The applicant has taken steps to address concerns that have been raised by one neighbour. The public will be afforded an opportunity to provide further comment through the statutory public hearing process. No insurmountable technical issues are anticipated.

   It is appropriate for the application to be advanced if Council believes the proposal is reasonable, suitable for the proposed site and/or provides demonstrable community benefit.

---

1 Minutes to be adopted at the next convening of the APC
2. Denial will result in the existing split zone being retained, with the northerly portion remaining RS-1. Parking for the church facility would not be permitted on land with the RS-1 zoning designation. In this scenario it is unlikely that the future expansion to the church and related facilities could occur.

FINANCIAL IMPACT:

The financial implications were presented in the October 14, 2014 staff report and considered by Council at its regular meeting held on October 20, 2014.

STRATEGIC PLAN IMPLICATIONS:

Strategic plan implications were presented in the October 14, 2014 staff report and considered by Council at its regular meeting held on October 20, 2014.

REFERENCES:

Letter, Newspaper Notices and Attendance Sheet, submitted by M. Jones, P. Eng. of Timberlake-Jones Engineering, received October 24, 2014;
Email Correspondence, submitted by Claudia and Jim Friesen of 487 Belson Street, Parksville, dated October 27, 2014;
Staff report, dated October 14, 2014.

Respectfully submitted,

B. C. RUSSELL

BR/sh
Attachments

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

F. MANSON, C.G.A.
City of Parksville
100 E. Jensen Avenue
PO Box 1390
Parksville, BC
V9P 2H3

Attention: Blaine Russell
Director of Community Planning

Re: Zoning Bylaw Amendment Application for
Lot 1 (DDEH86824), District Lot 74, Nanoose District, Plan 34131
Except part in Plan EPP40111
795 Island Highway West
City File: 3360-PZN008

Public Information Meeting Report

A Public Information meeting was held on Thursday October 23, 2014 for the above noted project. The meeting was advertised in the October 21 & 23 editions of the Parksville Qualicum Beach News (copy attached) and the attached handout was delivered to all residents within 50m of the property per the list provided by the Planning department.

They were 11 people who attended the meeting and signed the attendance sheet (attached) primarily from the surrounding neighbourhood.

Comment sheets were available but none of the people attending filled one out.

The people attending were mostly looking for information on the application and we did not perceive any objections to the proposal.

If you require any further information please feel free to contact our office.

Yours truly;
Timberlake-Jones Engineering

Michelle T. Jones, P.Eng.

cc: Our Saviour Lutheran Church, B. Hagedorn
The issue: development in the downtown village

John Harding

The project that has been in the works for the past three years is the Downtown Village project. It has been a slow, gradual process, with many setbacks and delays. However, the project is finally moving forward, and the community is excited about the potential it holds.

The project is focused on creating a mixed-use development that will include residential, commercial, and recreational spaces. The goal is to create a vibrant, walkable neighborhood that will be a destination for residents and visitors alike.

The Downtown Village project is the brainchild of a local developer, who has been working on it for several years. The project has faced many challenges, including funding, permitting, and community opposition, but the developer has persevered and is now ready to move forward.

The project will include a mix of housing options, from affordable to luxury, as well as retail and office space. The developer has worked closely with the city and community to ensure that the project meets the needs of the residents and aligns with the city's vision for downtown development.

The project will also include green spaces and public amenities, such as parks and plazas, to create a sense of community and encourage social interactions.

The Downtown Village project is a testament to the power of perseverance and collaboration. It has taken many years and many people to bring this project to fruition, but the end result will be a vibrant, attractive neighborhood that will benefit the community for years to come.

John Harding
Ballenas Volleyball
Whalers volleyball to succeed
Parksville girls’ team will host provincials November 27-29

The Parksville Whalers girls volleyball team will host the provincials November 27-29 at Parksville Secondary.

The girls’ team had a strong finish to their season. They finished second in the senior division and will be looking forward to hosting the provincials.

The Whalers are looking forward to the tournament and hope to have a strong showing.

The provincials will be held at the school’s gymnasium and is open to the public.

The Whalers are excited to be hosting the provincials and are looking forward to a strong showing.

Weather permitting, the provincials will be held from 9 a.m. to 4 p.m. daily.

The Whalers are looking forward to a strong showing and hope to have a lot of support from the community.

The provincials are open to the public and admission is free.

For more information, please contact the Parksville Secondary volleyball team at 250-247-3100.
PUBLIC INFORMATION MEETING

Zoning Bylaw Amendments for
795 Island Highway West
Lot 1 (DDEH86284), District Lot 74, Nanoose District Plan 34131 Except part in Plan EPP40111

ATTENDANCE RECORD

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELAINE EVANS</td>
<td>#8, 447 Rim St. Parksville</td>
</tr>
<tr>
<td>BENNETT GEORGE SMALL</td>
<td>#8-447 Rim St. Parksville</td>
</tr>
<tr>
<td>JIM KILBURN</td>
<td>518 Benson St.</td>
</tr>
<tr>
<td>Ron NANCY DÉGAGNE</td>
<td>500 Bedson St. Parksville</td>
</tr>
<tr>
<td>TED MARLY</td>
<td>1355 Hodges Rd. Parksville</td>
</tr>
<tr>
<td>Henry &amp; Betty Doerkam</td>
<td>503 Hampstead Parksville</td>
</tr>
<tr>
<td>ANDY &amp; DIANE CRUGSHANK</td>
<td>512 Benson St. Parksville, B.C.</td>
</tr>
<tr>
<td>Charley JIM FRESESON</td>
<td>487 Bellow St. Parksville, B.C.</td>
</tr>
</tbody>
</table>

Please note:
This information is being collected for submission to the City of Parksville as part of a public application process. The information collected may form part of a public record and by providing your name and address you consent to this use. Information collected may be subject to the BC Freedom of Information and Protection of Privacy Act (FIPPA)
FYI - re Lutheran Church proposal

Keeva Kehler - City of Parksville – 250 954-4660

From: Jim and Claudia [mailto:]
Sent: October-27-14 12:38 PM
To: Keeva Kehler
Cc: Amanda Weeks
Subject: Zoning Change Concerns

Attention: Parksville City Mayor and Council

We would like to express some concerns regarding the zoning change from RS1 to P2 that the Lutheran Church located at 795 West Island Highway is currently pursuing.

Our residence is 487 Belson Street; the south border of our lot abutting to the north border of the proposed parking lot expansion.

Listed below are our concerns:

1) **First**: Although the proposed parking lot entrance is fairly close to our lot line, we don’t perceive church user traffic to be a problem. What we have noted during our short tenure at our new residence is that non-church users are using the Belson Street access to the parking lot as a shortcut to Highway 19A. And, most of these shortcut users appear to be ones that are in a hurry. We were wondering if the church would be prepared to establish some sort of deterrent(s) to discourage non-church users from cutting across the parking lot to gain access to Highway 19A?

2) **Second**: We have a concern regarding the visual impact of the expanded parking lot. As you know, in an RS1 zoning we are restricted to a 2 m high fence up to the front edge of our garage. Right now we have about a 1¾ m high fence running from our garage front to within a metre of the fire hydrant which is located near the curb on Belson Street. Would the City approve and would the Lutheran Church consider replacing the current 1¾ m high fence with a 2 m high fence?

3) **Third**: There appears to be a general north-facing slope where the proposed expanded parking lot is to be located. Could landscaping be done to ensure that drainage from the proposed parking lot does not drain northward onto our property?

We would like to be good neighbours with the Church and are sure the feeling is mutual. That said, we would like to be notified when the public hearing takes place on this zoning change application. However, sometimes timing for actual attendance can be an issue so hopefully this email expressing our concerns, will still be addressed.

Thank-you Ms. Kehler for your very informative information regarding this zoning change.
Submitted for consideration,

Claudia and Jim Friesen
487 Belson Street
Ph.
December 2, 2014

File: 0267B

City of Parksville
100 Jensen Ave.
PO Box 1390
Parksville, BC V9P 2H3

Attention: Blaine Russell
Director of Community Planning

Dear Mr. Russell:

Re: City File: 3360-PZNOOS
Zoning Bylaw Amendment Application for
Lot 1 (DD EH86284), District Lot 74, Nanoose District, Plan 34131
except part in Plan EPP50111

795 Island Highway West – Our Saviour Lutheran Church

Thank you for sending us a copy of the email correspondence received by the City after our Open House for the above noted property. Since receiving this correspondence our clients have discussed the issues with the Friesen’s and provide the following comments with respect to their concerns:

1) Traffic shortcutting through the parking lot to gain access between Belson Street and the Island Highway is a concern for the Church as well. As proposed to the City via email last month the Church is exploring the ability to place a gate on one of the accesses to discourage traffic from using the parking lot as a short cut. Once a response from the Fire and Engineering Departments is received a decision can be made in this respect. As noted in the email from the Friesen’s this is an issue now and is not a result of the rezoning.

2) The Landscape plan shows landscaping in the area in question adjacent to the property line and between the parking and the back of sidewalk which will provide some screening. The fencing adjacent to parking lot has been improved and it is our understanding that it is now acceptable.

3) The existing slope of the property slopes toward the north, the Landscape Plan submitted includes a 3m (10’) buffer adjacent to the common property line. This landscape buffer will be graded to ensure that runoff from the parking lot does not drain onto the neighbouring property.

To date we have not received any further correspondence with respect to the proposed rezoning and look forward to working with the City to move this application forward. If you have any questions or require further information please feel free to contact our office.

Yours truly;
Timberlake-Jones Engineering

Michelle T. Jones, P.Eng.

cc: Our Saviour Lutheran Church, B. Hagedorn
November 18, 2014

REPORT TO: F. C. MANSON, CHIEF ADMINISTRATIVE OFFICER
FROM: DEBBIE COMIS, CHIEF ELECTION OFFICER
SUBJECT: 2014 LOCAL ELECTION RESULTS
PURPOSE: Report on Local Election Results

EXECUTIVE SUMMARY
Under the provisions of the Local Government Act within 30 days after the declaration of the official election results, the chief election officer must submit a report of the results to Council.

RECOMMENDATION
1. THAT the Determination of Election Results and the Declaration of Official Election Results by the Chief Election Officer for the 2014 General Local Elections, be received.

BACKGROUND:
On November 15, 2014, general local elections were held for the Mayor and six Councillors for the City of Parksville, as well as for two School Trustees for School District No. 69 (Qualicum) Area G. Following the close of voting on November 15, the Chief Election Officer released the preliminary election results. On November 18, 2014 the determination of official election results was done by the Chief Election Officer and the official election results were declared. There were 3,383 ballots cast of 9609 estimated eligible voters equaling a voter turnout of 35.2%.

Section 148(1) of the Local Government Act requires the Chief Election Officer to submit a report of the election results to the local government within 30 days after the declaration of the official results. As required under the Act, the election results are attached to this report.

REFERENCES:
Local Government Act section 148
Determination of Election Results for the General Local Elections on November 15, 2014.

Respectfully submitted,

DEBBIE COMIS
CHIEF ELECTION OFFICER

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:

FRED C. MANSON, CGA
Chief Administrative Officer

Attachments
DECLARATION OF OFFICIAL ELECTION RESULTS

2014 GENERAL LOCAL ELECTIONS

I, Debbie Comis, Chief Election Officer, do hereby declare elected the following candidate for receiving the highest number of valid votes for the office of Mayor for a four-year term ending October 2018:

Marc Lefebvre

Declared elected are the following candidates for receiving the highest number of valid votes for the office of Councillor for a four-year term ending October 2018:

Sue Powell
Al Greir
Mary Beil
Leanne Salter
Kirk Oates
Teresa Patterson

Dated at Parksville, BC, this 18th day of November 2014.

DEBBIE COMIS
Chief Election Officer
## City of Parksville
### Official Election Results
#### General Local Elections - November 15, 2014

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This determination of official election results was made by the Chief Election Officer on Tuesday, November 18, 2014, at 3 pm and is based on ballot accounts as amended or prepared by the Chief Election Officer.

DEBBIE COMIS  
Chief Election Officer
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| Number of Votes        | 394           | 646            | 1863        | 1334           | 4237  |

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CITY OF PARKSVILLE

BYLAW NO. 2000.97

A BYLAW TO AMEND "CITY OF PARKSVILLE ZONING AND DEVELOPMENT BYLAW, 1994, NO. 2000"

MAP AMENDMENT - TO HIGHWAY COMMERCIAL CS-1
234 and 244 Mills Street

WHEREAS Section 903 of the Local Government Act permits the City to amend Zoning Bylaws;

NOW THEREFORE the Council of the City of Parksville in open meeting assembled enacts as follows:

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

   By rezoning Lots 5 and 6, District Lot 4, Nanoose District, Plan 11981 (234 and 244 Mills Street), as shown shaded in black on the map attached as Map "1", from the 'Single Family Residential RS-1' zone to the 'Highway Commercial CS-1' zone.

2. This bylaw may be cited for all purposes as "Zoning and Development Amendment Bylaw, 2014, No. 2000.97".

READ A FIRST TIME this
READ A SECOND TIME this
PUBLIC HEARING HELD this
READ A THIRD TIME this
RECONSIDERED AND FINALLY ADOPTED this

_____________________________  ________________________________
Mayor                              Corporate Officer
Map "1" of Bylaw No. 2000.97

Corporate Officer
CITY OF PARKSVILLE

BYLAW NO. 2000.98
A BYLAW TO AMEND "CITY OF PARKSVILLE ZONING AND DEVELOPMENT BYLAW, 1994, NO. 2000"

MAP AMENDMENT - TO PRIVATE INSTITUTIONAL P-2
795 Island Highway West

WHEREAS Section 903 of the Local Government Act permits the City to amend Zoning Bylaws;

NOW THEREFORE the Council of the City of Parksville in open meeting assembled enacts as follows:

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

   By rezoning that portion of Lot 1 (DD EH86284), District Lot 74, Nanoose District, Plan 34131, Except Part in Plan EPP40111 (795 Island Highway West) shown shaded in black on the map attached as Map "1", from the 'Single Family Residential RS-1' zone to the 'Private Institutional P-2'.

2. This bylaw may be cited for all purposes as "Zoning and Development Amendment Bylaw, 2014, No. 2000.98".

READ A FIRST TIME this

READ A SECOND TIME this

PUBLIC HEARING HELD this

READ A THIRD TIME this

RECONSIDERED AND FINALLY ADOPTED this

_________________________  __________________________
Mayor                                           Corporate Officer
Map "1" of Bylaw No. 2000.98