Notice & Agenda for the 9:00 am Friday, June 6, 2025, Town of Qualicum Beach Special Council Meeting to be held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

Page No. **(This meeting may be recorded)**

1. ADOPTION OF THE AGENDA

1-2 THAT Council adopts the June 6, 2025, special Council meeting agenda.

2. BYLAWS

3-8 (a) **First, Second & Third Readings | "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.03, 2025"**

Staff Recommendations:

1. THAT the Bylaw entitled Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.03, 2025 be introduced and read a first time.

2. THAT the Bylaw entitled Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.03, 2025 be read a second time.

3. THAT the Bylaw entitled Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.03, 2025 be read a third time.

3. COMMITTEE & LIAISON REPORTS

(a) **Community Development** (Councillor Petronella Vander Valk)

(i) **Notice of Motion – Councillor Vander Valk**

THAT Council instructs staff to contract the use of one additional porta potty, for a total of two, for placement at Saahtlam Park for Saturday June 28 and Saturday, July 12 (if required) for use during the outdoor concert events, prior to completion of the permanent washroom at the Park; AND FURTHER THAT the expense of an additional porta potty for both Saturday, June 28 and Saturday, July 12 in the amount of $370 be funded from the special events operational budget.

Staff Comment:

The approximate cost of a one-day rental for a porta potty is $185 and can be accommodated within the special events operational budget.

4. MOTION TO CLOSE

THAT the Special meeting of Council be closed to the public, pursuance to section 90(1)(a), (e), and (k) of the *Community Charter*, for the purpose of considering:

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view

of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

Following adoption of the above motion, the meeting will be closed to the public.

MEETING REOPENS TO THE PUBLIC

5. **ANNOUNCEMENT OF CLOSED MEETING RESOLUTIONS**

6. **AJOURNMENT**

THAT Council adjourns the meeting.

NEXT SCHEDULED

REGULAR COUNCIL MEETING: Wednesday, June 18, 2025, at 10:00 am

Heather Svensen
Director of Corporate Services/Deputy CAO

TOWN OF **QUALICUM BEACH**

STAFF REPORT

File No. 3900

TO: Lou Varela, Chief Administrative Officer

FOR: Special Council Meeting

DATE: June 6, 2025

FROM: Danielle Leurebourg, Deputy Director of Corporate Services

SUBJECT: **Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.03, 2025 | Fees at Electric Vehicle Chargers & Amenities Sponsorship**

GOVERNANCE DECISION

The decision before Council today is to consider the amendment of the "Miscellaneous Rates Bylaw No. 638, 2009" with the addition of:

A. Electric Vehicle Charging Fees; and
B. Amenities Sponsorship Fees.

RECOMMENDATIONS:

1. THAT the Bylaw entitled "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.03, 2025" be introduced and read a first time.

2. THAT the Bylaw entitled "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.03, 2025" be read a second time.

3. THAT the Bylaw entitled "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.03, 2025" be read a third time.

PURPOSE

To amend the Miscellaneous Rates Bylaw to include electric vehicle (EV) charging fees and amenities sponsorship fees for the sponsoring of plaque(s) on picnic tables and benches.

BACKGROUND

A. EV Charging Fees

Council was presented with a detailed report titled "Implementation of Fees at Electric Vehicle Chargers" at the April 16 regular Council meeting and passed the following resolutions:

THAT Council approves implementation of public electric vehicle (EV) charger fees as specified in the report titled "Implementation of Fees at Electric Vehicle Chargers" and dated for reference April 16, 2025.

AND FURTHER THAT Council direct staff to amend the "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009" to add EV charger fees in the amount of $0.025 (2.5 cents) cents per minute for the first 2 hours and $0.07 cents per minute thereafter.

Prior to 2018, the Town installed several EV chargers throughout the municipality to encourage drivers to "go electric". In 2018, the Town expanded that program and replaced those obsolete EV chargers with new *Chargepoint CT 4000* chargers and added more stations. In total, seven (7) new dual charging stations (for a total of 14 ports) were activated in 2018, some of which are still in place today. As an incentive to drivers, the Town provided the electricity for the EV chargers at no cost to the user. However, now that electric vehicles are becoming prevalent and the chargers are being heavily used, often for extended periods of time, staff recommended implementing fees for EV charger use. The bylaw will permit the Town to implement the fees outlined in the Council resolution from April 16, 2025.

B. Amenities Sponsorship Fees

At the April 16, 2025 regular Council Meeting, Council adopted recommendations from the Committee of the Whole with regard to the Dedication of Amenities Policy 4002-11 and the associated sponsorship fees.

Council passed the following resolution with regard to amending the Miscellaneous Rates Bylaw, No. 638, 2009:

THAT Council instructs staff to bring forward a draft Miscellaneous Rates Bylaw No. 638, 2009 amendment for Council consideration that adds Policy 4002-11 Amenities Sponsorship Fees.

The fees approved by Council are as follows:

Amenity	Sponsorship Rate	Duration of Term in Years
Standard Bench with one Plaque (Type I)	$2,800	10
Decorative Bench with one Plaque (Type II)	$3,000	10
Standard Picnic Table with one Plaque	$3,100	10
At sponsorship commencement, if additional plaque(s) requested, additional fee per plaque	$150	During Amenity Term
Plaque removal and installation of replacement plaque at request of sponsor during term	$400	During Amenity Term
Once the donation to sponsor an amenity is processed, the Town Finance Department will issue a thank you letter and a tax receipt (excluding additional plaque fees).		

DISCUSSION

A. EV Charging Fees

Chargepoint Cloud Service Plan

To operate a *Chargepoint* charger, the Town is required to subscribe to a cloud service plan through *Chargepoint.* There is a fee for this service; in 2024, the Town paid $5,271 for seven EV charging stations. In November 2024, an eighth dual station was added to the Town's inventory at the Train Station. The service plan provides the Town with three key features:

1. The station owner can log onto the *Chargepoint* dashboard app remotely to gather usage data, check station connectivity, activate or deactivate stations (individually or collectively), send messages to the stations for the public to see, and retrieve general station reports.
2. The station owner can implement usage fees to recoup ownership and operating costs.
3. Drivers using the *Chargepoint* app can use their mobile devices to locate nearby *Chargepoint* chargers on a map.

Implementing Fees for Charging

The *Chargepoint CT4000* chargers are pre-configured to implement fees for usage if the EV owners elect to do so. Some of those fee plan options include:

- Charging by the kilowatt.
- Charging by the time spent plugged in to the charger.
- Limiting the amount of time someone can stay plugged in to the chargers.
- Combinations of the above options, such as charging by the kilowatt and amount of time spent plugged into the charger.

Most, if not all, electric vehicles have apps linking the vehicle to mobile devices. When linked, drivers can receive notifications on their phones advising them that their vehicle is fully charged thereby providing them with an opportunity to move it to free up the stall for other EV drivers. For electric vehicles without this function, owners can simply set alarms on their phones for when their vehicle will be fully charged.

Fee plans can be programmed into each charger through the *Chargepoint* dashboard app. When fee plans are implemented, *Chargepoint* manages the fee transactions and reimburses the station owner with everything collected, less a 10% processing fee.

Charger Cost Analysis and Proposed Fees

The *Chargepoint* dashboard app allows station owners to log into each station to analyze electricity dispensed. Based on a review of the data analyzed from a 6-month period, the table below was created to provide a snapshot of annual electricity costs, how long vehicles tend to be left plugged in, and how long they are charging for.

Charger Location	Estimated Annual Consumption (kw)	Annual Electricity Cost at $0.10/kw	Average Time Spent Plugged in to Charger (hours:minutes)	Average Time Spent Charging (hours:minutes)
Visitor Info	9804	$980	2:35	1:51
Town Hall South	9324	$932	3:02	2:41

Town Hall North	11056	$1,106	3:24	3:00
Civic Centre	15394	$1,539	2:07	1:48
Beach Bathrooms	12268	$1,227	1:43	1:29
Airport	12684	$1,268	3:38	2:58
TOSH	19178	$1,918	1:30	1:17
Totals	**89708 kw**	**$8,970**		

Based on the figures above, between the cost of electricity and the *Chargepoint* cloud service fees, providing free electricity to EV drivers costs the Town over $0.15/kw or approximately $14,000 per year. This figure does not include any maintenance, vandalism, or future replacement costs of the chargers.

To recoup current operating costs, future replacement costs of the EV chargers, and to encourage users to vacate their space once their vehicles have received a charge, a proposed fee of $0.025 (2.5 cents) per minute for the first two hours of time spent plugged into the charger and $0.07 per minute thereafter was suggested by the MVIEVA. These figures are also in line with the City of Nanaimo's EV charging fee structure. When applying these rates to the data collected from the six-month sample period, it was calculated that the Town would have generated $48,044 in revenue over the course of the year, less the 10% *Chargepoint* processing fee. By applying these fees to the average 2 hour and 16-minute session, drivers would have paid $4.12 for the recharge. These rates better reflect operational and replacement costs versus charging by the kilowatt.

B. Dedication of Amenities Policy and Amenities Sponsorship Rates

Per the report received by Committee of the Whole at the March 19, 2025 meeting, the following outlines the expenses incurred for benches and picnic tables over the period from 2021-2023:

Year	Budget	Expenditure	Benches	Picnic Tables	Description
2021	$19,000	$23,831	1 Steel Bench Heritage Park 2 Memorial Benches 2 Memorial Benches/Armrests Wishbone		Supplies, Bench signs, Bench legs, Bench pads, etc.
2022	$58,000	$40,524	1 Concrete Bench (Judges Row) 5 Black/Forest Green Freeman Benches		Boards, plates, bolts and other repair materials, Bench legs
2023	$58,000	$54,644	12	3	Boards, plates, Bench legs, bolts and other repair materials/supplies

Increasing the sponsorship fees, will better align with cost recovery for the dedication of picnic tables and benches.

The annual expenditure budget provision for benches is $99,000 with $51,000 allocated to maintenance and installation (labour) costs and $48,000 for materials and supplies costs.

FINANCIAL IMPLICATIONS

A. EV Charger Fees

By implementing fees for EV charger use, the Town would begin recouping operating costs plus additional revenue that would assist with future replacement costs. Dispensing free electricity to

EV vehicles costs the Town approximately $14,000 per year. By analyzing the data collected over a six-month period and charging a fee of $0.025 cents per minute for the first 2 hours spent plugged in and $0.07 cents per minute thereafter, it is estimated that the Town would collect approximately $48,000 over the course of a year, less a 10% *Chargepoint* processing fee.

B. Amenities Sponsorship Fees

The annual expenditure budget provision for benches is $99,000 with $51,000 allocated to maintenance and installation (labour) costs and $48,000 for materials and supplies costs.

PUBLIC PARTICIPATION SPECTRUM (IAP^2)

Public Participation Framework developed by the International Association for Public Participation – IAP^2

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
• Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions	• Obtain feedback on analysis, alternatives, and/or decisions	• Work directly with stakeholders to ensure concerns and aspirations are understood and considered	• Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions	• Final decision making in the hands of the stakeholders

International.

INFORM:

- Once approved by Council, staff would post a notice on the Town website regarding the fee implementation and prepare signage for posting at each charger.

STRATEGIC PLAN ALIGNMENT

Council's Strategic Plan Focus Area(s) supported by this initiative:

- Good Governance: *To govern for the public interest of our community while managing competing interests, ensuring availability of transparent and accessible information, fostering respectful public engagement, and demonstrating ethical values.*
- Progressive Infrastructure: *To ensure infrastructure for energy, water, waste water & storm water, solid waste and multi-modal transportation is efficient and effective at advancing the Town's sustainability goals.*

SUMMARY

To recoup current costs of public EV chargers, picnic tables and benches available for sponsorship, and to support funding for future replacements, staff are seeking Council's approval to implement EV charger usage fees and amenities sponsorship fees through the "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.03, 2025"

ALTERNATIVE OPTIONS

1. THAT Council provide alternative fees for EV Charging and amenities sponsorship; however, Council would have to rescind the previous resolutions and provide alternative direction.
2. THAT Council provides alternative direction to staff.

APPROVALS

Danielle Leurebourg
Deputy Director of
Corporate Services
Report Author

Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

Heather Svensen
Director of Corporate
Services/Deputy CAO
Concurrence

Raj Hayre
Director of Finance
Concurrence

ATTACHMENTS

1. "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.03, 2025".

REFERENCES

City of Nanaimo website (The City of Nanaimo)
Electric Vehicle Charge Stations

TOWN OF QUALICUM BEACH
BYLAW NO. 638.03

A BYLAW TO AMEND THE TOWN OF QUALICUM BEACH MISCELLANEOUS RATES BYLAW NO. 638, 2009

The Council of the Town of Qualicum Beach, in open meeting assembled, hereby enacts as follows:

1. This bylaw may be cited for all purposes as "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.03, 2025".

2. "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009" is hereby amended by :
   (1) Inserting in Schedule "B" Section i) EV Charger Fees
   (2) Inserting in Schedule "B" Section j) Amenities Sponsorship Fees

   attached as Schedule "A" and forming part of this Bylaw.

INTRODUCED AND READ A FIRST TIME this ____day of _____, 2025.
READ A SECOND TIME this ____day of _____, 2025.
READ A THIRD TIME this ____day of _____, 2025.

ADOPTED this ____day of _____, 2025.

Teunis Westbroek
Mayor

Heather Svensen
Director of Corporate Services/Deputy CAO

Schedule "A"
"Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.03, 2025"

	ITEM	FEE
i)	EV Charger Fees	
	Per Minute for First 2 Hours	$0.025
	Per Minute Every Minute thereafter	$0.07
j)	Amenities Sponsorship Fees	
	Standard Bench with one Plaque (Type 1) (10 Year Term)	$2,800
	Decorative Bench with one Plaque (Type 2) (10 Year Term)	$3,000
	Standard Picnic Table with one Plaque (10 Year Term)	$3,100
	Additional Plaque(s) requested (per Plaque) (During amenity Term)	$150
	Removal and installation of replacement Plaque (During amenity Term)	$400