

Agenda for the 3:30 pm Wednesday, February 5, 2020, Town of Qualicum Beach Regular 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

1-9 THAT Council adopts the February 5, 2020, regular Council meeting agenda.

10-21 **2. APPROVAL OF THE MINUTES**

THAT Council approves the following meeting minutes:

- January 15, 2020 special Council;
- January 15, 2020 regular Council;
- January 16, 2020 special Council.

3. PUBLIC INPUT

(a) Development Variance Permit: 363 Judges Row

A Development Variance Permit that would reduce the front lot line setback by 4.34m and the setback from the natural boundary by 7.0m to permit a storage building for beach equipment with a covered area.

(b) Development Variance Permit: 530 Crescent Road West

A Development Variance Permit that would reduce the rear lot line setback by 0.6m to permit an addition to the existing house.

4. BUSINESS ARISING FROM THE MINUTES

(1) Motions from the January 22, 2020 Committee of the Whole Meeting

(Motions 1 through 5 will be dealt with under item 8(5)(a))

- (1) THAT the Committee of the Whole recommends to Council THAT Council directs staff to remove the cottages from St. Andrews, repurposing the structures if possible; AND FURTHER THAT consideration be given to utilize one building for future washroom use prior to removal of all cottages from St. Andrews.
- (2) THAT the Committee of the Whole recommends to Council THAT Council adopt the Former St. Andrews Waterfront Park Draft Concept Plan.
- (3) THAT the Committee of the Whole recommends to Council THAT the Town commission a feasibility study be done on the St. Andrews Lodge Building, as recommended in the draft Former St. Andrews Waterfront Park Draft Concept Plan.
- (4) THAT the Committee of the Whole recommends to Council THAT the Town commission an arborist report on the Former St. Andrews Waterfront Park, which includes a replanting plan, as recommended in the draft Former St. Andrews Waterfront Park Draft Concept Plan.

- (5) THAT the Committee of the Whole recommends to Council THAT Council directs Staff to designate the Former St. Andrews Waterfront Park as “Elizabeth Little Waterfront Park”, and FURTHER THAT, the Town solicits public feedback on this name until March 30, 2020, as recommended in the draft Former St. Andrews Waterfront Park Draft Concept Plan.
- (6) THAT the Committee of the Whole recommends to Council THAT, due to the addition of the ‘TimberFest’ event for 2020, staff be directed to cease looking at options for a new annual street festival for the Summer of 2020.
- (7) THAT the Committee of the Whole recommends to Council THAT staff be instructed to arrange a Committee of the Whole meeting in the Fall/Winter of 2020 to evaluate and review all 2020 events to see where improvements; changes, etc. can be made.
- (8) THAT the Committee of the Whole recommends to Council THAT the Town consult with the West Ridge neighbourhood and others about the future of Lot 23 and landscaping on the adjacent Park berm, prior to proceeding with any land sales.

5. DELEGATIONS

- (1) **Joanne Sales, Broombusters Invasive Plant Society**

6. CORRESPONDENCE

- 22-23 (1) **Correspondence Log** – February 5, 2020 – For Information
- 24-25 (2) **Qualicum Beach Cinema Society** - January 20, 2020
- 26-31 (3) **Douglas MacKay-Dunn** - January 23, 2020 - QBRA Website Feedback
- 32-34 (4) **Notice of Disposition to Naked Naturals Whole Foods** - example response to correspondence, additional information, and frequently asked questions

7. COMMITTEE & LIAISON REPORTS

- (1) **General Government** (Mayor Brian Wiese)
 - (2) **Parks & Recreation** (Councillor Robert Filmer)
 - 35-42 (3) **Community Development** (Councillor Scott Harrison)
- Notices of Motion:**
- (a) WHEREAS the strike between Western Forest Products and the United Steelworkers Union is currently in its seventh month,

WHEREAS there are negative impacts on small businesses in the communities that are dependent upon the forestry sector that will not receive any form of assistance under the currently proposed relief measures, and further that significant negative impacts take place in communities that suffer an economic downturn;

BE IT RESOLVED, THAT the mayor write a letter to the minister of Forests, Land, Natural Resource Operations, and Rural Development, the Minister of Labour, the deputy ministers of said ministries and the premier asking the following questions:

- a. Given that mediation has not resolved the dispute, is there a specific reason that a fact finder has not been appointed by the government?
 - b. Is there a specific reason that the Minister of Labour has not appointed an industrial inquiry committee?
 - c. What are the specific terms contained within the last offer to the union that prevents the Minister of Labour from requesting a vote on said offer?
 - d. Can the mediator prepare a report with a list of recommendations to help both parties conclude a successful negotiation?
 - e. Is the government currently tracking the number of bankruptcies, foreclosures, variances in the rates of women and children fleeing violence, or variances in the rate of incidents of self-harm being tracked by the provincial government in the affected communities?
- (b) THAT the mayor write a letter to the appropriate contacts within the provincial government, UBCM, AVICC and other regional municipal associations asking if there will be a new set of applications to the Rural Dividend Fund in 2020 for small communities and First Nations, or if the delay in 2019 is actually a cut in funding for economic development in 2020 for both communities with a population under 25,000 and for First Nation communities.

43

(4) Arts & Culture (Councillor Adam Walker)

Notices of Motion:

- (a) THAT Council direct staff to record all votes in all in-camera meetings;

AND FURTHER THAT Council direct staff to raise and release all motions and vote records related to risen in-camera information, unless that disclosure could reasonably be expected to harm the interests of the municipality.

- (b) THAT Council direct staff to provide a verbal update on the progress of the staff review related to the December 16, 2019 motion:

"THAT Council direct staff to draft a Town Owned Land Sale Policy to be used by Council to ensure that the disposal of Town owned lands is transparent and represents the best return on investment for the community".

- (c) THAT Council refer to the Select Committee on Environment and Sustainability a request to provide recommendations on tree planting to offset vegetation removed during the recent school route linkages trail construction.

(5) **Protective Services** (Councillor Teunis Westbroek)

8. STAFF REPORTS

- (1) **Chief Administrative Officer** (Daniel Sailland)

44-51

- (a) **2020 UBCM Community Emergency Preparedness Fund
Emergency Social Services Grant Application**

Staff Recommendation:

1. THAT the report from the Manager of Information Technology entitled "2020 UBCM Community Emergency Preparedness Fund Emergency Social Services Grant Application" be received.
2. THAT Council approve the City of Parksville to be the primary applicant and apply for funding from the UBCM Community Emergency Preparedness Fund for a regional stockpile of group lodging supplies on behalf of both the City of Parksville and Town of Qualicum Beach.
3. AND THAT, if successful, Council approve the City of Parksville to receive and manage the grant funding on Town's behalf.

52-53

- (b) **Regional Emergency Resource Agreement Renewal**

Staff Recommendation:

1. THAT the report from the Manager of Information Technology entitled "Regional Emergency Resource Agreement Renewal" be received.

2. THAT the Town of Qualicum Beach authorize the renewal of the Regional Emergency Resource Agreement for a one-year term to and including December 31, 2020.

(2) **Corporate Administrator** (Heather Svensen)

(a) **Announcement of Council Meeting Motions**

Motions from the January 15, 2020 Special Council Meeting:

1. THAT Council appoints John Howarth to the Airport Users Committee for a two-year term ending December 31, 2021.
2. THAT Council appoints Cormack Gates to the Heritage Forest Commission, as a member at large, for a term ending December 31, 2021.
3. THAT Council re-appoints Brian Dodds; Doug Hopewood; John Phillips and Greg Rowe to the Environment and Sustainability Committee for a two-year term ending December 31, 2021.
4. THAT Council appoints Ross Gilley to the Select Committee on Beach Day Celebration for a three-year term ending October 1, 2022.
5. THAT the Committee Terms of Reference be amended by reducing the Committee composition from nine members to eight members.
6. THAT Council re-appoints Peter Drummond; Rob Ferguson; Dan Mahony; and Margaret Rothe to the Select Committee on Parks and Recreation for a two-year term ending December 31, 2021.
7. THAT Council appoints Ray Woroniak to the Environment and Sustainability Committee for a two-year term ending December 31, 2021; and Elena Sales as the youth member at large for a two-year term ending December 31, 2021.

54-55

(b) **Investors Group Walk for Alzheimer's 2020**

Staff Recommendation:

THAT Council grants permission to the Alzheimer Society of BC to hold their 'Investors Group Wealth Management Walk for Alzheimer's' event along the Dollymount Trail on Sunday, May 3, 2020, from 9:00 am to 3:00 pm, subject to the applicant working with staff to finalize arrangements;

AND FURTHER THAT Council authorizes in-kind support for the Walk for Alzheimer's event through Town provision of garbage, recycling and compost cans, bags, and collection.

- (3) **Financial Administration** (John Marsh)
- 56-61 (a) **Monthly Finance Report** – November, 2019 - For Information
- 62-63 (b) **Beautification Report** – For Information
- 64-84 (c) **Asset Management Strategy** – For Information
- Staff Recommendation:**
- THAT the Town of Qualicum Beach Asset Management Strategy document dated February 5, 2020 be received by Council.
- (4) **Fire Department** (Marc Norris, Fire Chief)
- 85-86 (a) **Monthly Fire Department Report** – December 2019
- For Information
- (5) **Planning** (Luke Sales, Director of Planning)
- 87-152 (a) **Former St. Andrews Waterfront Park**
- Staff Recommendation:**
1. THAT Council directs staff to remove all seven cabins from the St. Andrews property, AND FURTHER THAT, Council directs staff to award the contract to the lowest bidder, ANU Enterprises Ltd.
 2. THAT Council adopt the Former St. Andrews Waterfront Park Draft Concept Plan.
 3. THAT Council directs staff to commission a feasibility study on the St. Andrews Lodge Building, as recommended in the draft Former St. Andrews Waterfront Park Draft Concept Plan.
 4. THAT Council directs staff to commission an arborist report on the Former St. Andrews Waterfront Park, which includes a replanting plan, as recommended in the draft Former St. Andrews Waterfront Park Draft Concept Plan.
 5. THAT Council directs Staff to designate the Former St. Andrews Waterfront Park as "Elizabeth Little Waterfront Park", and FURTHER THAT, the Town solicits public feedback on this name until March 30, 2020, as recommended in the draft Former St. Andrews Waterfront Park Draft Concept Plan.

- 153-159 (b) **Development Variance Permit: 530 Crescent Road West**
 Staff Recommendation:
 THAT Council directs staff to issue a Development Variance Permit for 530 Crescent Road West as described in the February 5, 2020 Planning memo to Council.
- 160-165 (c) **Development Permit: 703 Beach Road**
 Staff Recommendation:
 THAT Council authorizes staff to issue a Development Permit for 703 Beach Road, as attached to the February 5, 2020 Planning memo to Council.
- 166-172 (d) **Development Variance Permit: 363 Judges Road**
 Staff Recommendation:
 THAT Council directs staff to issue a Development Variance Permit for 363 Judges Row, as described in the February 5, 2020 Planning memo to Council.
- 173-174 (e) **Regional Social Needs Assessment and Strategy - Grant Opportunity**
 Staff Recommendation:
 THAT the Town of Qualicum Beach supports the Regional District of Nanaimo (RDN) as primary applicant to the UBCM Poverty Reduction Planning & Action grant program for a Social Needs Assessment and Strategy and authorizes the Regional District of Nanaimo to receive and manage the grant funding on its behalf.

9. BYLAWS

- 175-204 (1) **Zoning Amendment: 595 Spruce Street**
 Staff Recommendation:
- (a) THAT prior to the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (595 Spruce Street) Bylaw No. 580.113, 2019" being adopted, that the developer makes a contribution to the Village Neighbourhood Sidewalk Reserve Account equivalent to the value of constructing a sidewalk for this property.
- (b) THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (595 Spruce Street) Bylaw No. 580.113, 2019" be given second reading;

- (c) THAT Council hold a Public Hearing on February 26, 2020 at 3:30 pm at the Qualicum Beach Town Hall, 660 Primrose Street, Qualicum Beach in regard to “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (595 Spruce Street) Bylaw No. 580.113, 2019”

205-233 (2) **Zoning Amendment: 191 Fourth Avenue West**
Staff Recommendation:

- (a) THAT the Town establishes a “Village Neighbourhood Sidewalk Reserve Account” to receive contributions for sidewalk improvements where it is not practical to construct a sidewalk at the time of development.
- (b) THAT prior to the bylaw entitled “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (191 Fourth Avenue W) Bylaw No. 580.115, 2019” being adopted, that the developer makes a contribution to the Village Neighbourhood Sidewalk Reserve Account equivalent to the value of constructing a sidewalk for this property.
- (c) THAT the bylaw entitled “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (191 Fourth Avenue W) Bylaw No. 580.115, 2019” be given second reading;
- (d) THAT Council hold a Public Hearing on February 26, 2020 at 3:30 pm at the Qualicum Beach Town Hall, 660 Primrose Street, Qualicum Beach in regard to “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (191 Fourth Avenue W) Bylaw No. 580.115, 2019”.

234-253 (3) **Zoning Amendment: 634 Rye Road**
Staff Recommendation:

- 1. THAT the bylaw entitled “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (634 Rye Road) Bylaw No. 580.116, 2020” be introduced and given first reading;
- 2. THAT Council refers the development application for 634 Rye Road the Advisory Planning Commission for comment, subject to the following:
 - a. Submission of a Tree and Vegetation Management Plan;
 - b. Submission of a Landscape Plan; and,
 - c. Submission of a Rainwater Management Plan.

3. THAT, prior to adoption of a zoning amendment bylaw for 634 Rye Road, the following be completed:
 - a. Execution of a Works and Services Agreement to ensure completion of the adjacent works and services;
 - b. Execution of a Section 219 Form and Character covenant to ensure that the development is constructed in conformance with the presentation to Council.

254-261 (4) **Railway Street and Village Way Affordable Housing Zoning Amendment**

Staff Recommendation:

1. THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (Part of Village Way and Railway Street) Bylaw No. 580.117, 2020" be given second reading as amended.
2. THAT Council schedule a Public Information Meeting on February 19, 2020 at 7:00 pm at the Qualicum Beach Civic Centre, 747 Jones Street, Qualicum Beach in regard to "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (Part of Village Way and Railway Street) Bylaw No. 580.117, 2020".
3. THAT Council hold a Public Hearing on February 26, 2020 at 3:30 pm at the Qualicum Beach Town Hall, 660 Primrose Street, Qualicum Beach in regard to "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (Part of Village Way and Railway Street) Bylaw No. 580.117, 2020".

262-293 (5) **Town of Qualicum Beach Financial Plan (2020-2024) Bylaw No. 738, 2019**
Staff Recommendation:

- (a) THAT the bylaw entitled "Town of Qualicum Beach Financial Plan (2020-2024) Bylaw No. 738, 2019" be given second reading.
- (b) THAT the bylaw entitled "Town of Qualicum Beach Financial Plan (2020-2024) Bylaw No. 738, 2019" be referred to the Committee of the Whole meeting on February 13, 2020 at 10:00 am.

10. COMMENTS FROM THE GALLERY *(Maximum 2 minutes each for comments only (no questions or dialogue), regarding business discussed by Council at this meeting except public hearing topics)*

11. ADJOURNMENT

THAT Council adjourns the meeting

NEXT SCHEDULED

REGULAR COUNCIL MEETING: February 26, 2020 at 3:30 pm

Minutes of the 9:00 am Wednesday, January 15, 2020, Town of Qualicum Beach Special Council Meeting held in the Committee Room, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

PRESENT: Council: Mayor Brian Wiese
Councillor Robert Filmer
Councillor Scott Harrison
Councillor Adam Walker
Councillor Teunis Westbroek

ALSO PRESENT: Staff: Dennis Trudeau, Chief Operating Officer
Heather Svensen, Corporate Administrator

The Mayor called the meeting to order at 9:00 am.

ADOPTION OF THE AGENDA

Council adopted, by unanimous consent, the January 15, 2020 Special Council meeting agenda.
CARRIED

MOTION TO CLOSE

Councillor Filmer MOVED and Councillor Walker SECONDED, THAT the meeting be closed to the public for the purposes 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;
- b. 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.

CARRIED

MEETING CLOSED TO THE PUBLIC: 9:00 am

MEETING REOPENED TO THE PUBLIC: 9:40 am

ADJOURNMENT

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council adjourns the meeting.

CARRIED

MEETING ADJOURNED: 9:40 am

Certified Correct:

Heather Svensen
Corporate Administrator

Brian Wiese
Mayor

Minutes of the 3:30 pm Wednesday, January 15, 2020, Town of Qualicum Beach Regular Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

PRESENT: Council: Mayor Brian Wiese
Councillor Robert Filmer
Councillor Scott Harrison
Councillor Adam Walker
Councillor Teunis Westbroek

ALSO PRESENT: Staff: Luke Sales, Director of Planning
Bob Weir, Director of Engineering
Heather Svensen, Corporate Administrator
Haylee Gould, Deputy Corporate Administrator
Rebecca Augustyn, Planner

The Mayor called the meeting to order at 3:30 pm acknowledging that the meeting is being held on the traditional lands of the Coast Salish people.

ADOPTION OF THE AGENDA

Council adopted, by unanimous consent, the January 15, 2020 Regular Council meeting agenda.
CARRIED

APPROVAL OF THE MINUTES

Council approved, by unanimous consent, the following meeting minutes:

- November 28, 2019 special Council meeting;
- December 4, 2019 special Council meeting (10 am);
- December 4, 2019 special Council meeting (11 am);
- December 11, 2019 special Council meeting;
- December 16, 2019 regular Council meeting.

CARRIED

BUSINESS ARISING FROM THE MINUTES

- (1) **Notices of Motion from the December 16, 2019 Regular Council Meeting**
Councillor Harrison MOVED and Councillor Westbroek SECONDED, THAT potential upgrades for Christleton Park be discussed at a future Parks and Recreation Committee meeting.
CARRIED

Councillor Harrison MOVED and Councillor Westbroek SECONDED, THAT the Mayor submit a letter to School District 69 on behalf of the Town indicating that the Town of Qualicum Beach is prepared to provide financial support for the construction of a track at Ballenas Secondary School.

CARRIED

PUBLIC HEARINGS

(1) **Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (1025 Qualicum Road) Bylaw 580.114, 2019**

At 3:34 pm, the Mayor declared open the Public Hearing, convened pursuant to Section 464 of the *Local Government Act*, to allow the public to make representations to Council respecting matters contained in the proposed Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (1025 Qualicum Road) Bylaw 580.114, 2019.

Luke Sales, Director of Planning, introduced the proposed bylaw.

The Mayor called for any person who deemed themselves affected who wished to be heard or present written submissions to come forward.

- Gord Melissa spoke in favour of the proposed bylaw, outlining the benefits of Pheasant Glen Golf Course youth programs and the benefits the expansion of the golf course will bring to the community.
- Bill Klein, 1078 Terra Crescent, spoke in favour of the proposed bylaw, noting his position as chair to the hosting committee for major golf tournaments. Mr. Klein further noted the recreational and economical value of Pheasant Glen Golf Course for the area.
- Charna Macfie, 578 Maple Street, spoke in opposition of the proposed bylaw amendment, noting that Pheasant Glen Golf Course has a land use designation that is an exception to the Official Community Plan policies.
- Linda Todsen, 2075 West Island Highway, spoke in favour of the proposed bylaw, noting the community benefit by attracting tourism to our area.
- Butch Gayton spoke in favour of the of the proposed bylaw, noting the support from Pheasant Glen Golf course for the junior golf programs and the benefits to students, families, and the community.

The Mayor called a second time for any persons who deemed themselves affected by Bylaw No. 580.114, 2019 who wished to be heard or present written submissions, to come forward.

- Zweitse De Wit, 760 Berwick Road South, spoke in favour of the proposed bylaw, expressing his support for growth in the community and noting the support that Pheasant Glen Golf Course gives to the community.
- Charna Macfie, 578 Maple Street, spoke in opposition to the proposed bylaw, noting the proposed development lies outside the Urban Containment Boundary, has a minimum parcel size of 50 hectares, is rural land, and is part of the Town's greenbelt.

The Mayor called a third time for any persons who deemed themselves affected by Bylaw No. 580.114, 2019 who wished to be heard or present written submissions, to come forward.

- Charna Macfie, 578 Maple Street, spoke in opposition of the proposed bylaw, noting the amendment is not simple, nor inconsequential, nor transparent. Ms. Macfie noted that Council's stated support for the amendment is due to the applicant needing money to complete their tourist resort project. Ms. Macfie questioned if the current development permit would include a covenant to prohibit further subdivision.

Hearing no further comments, the Mayor declared the public hearing on Bylaw No. 580.114, 2019 closed at 3:54 pm. Council cannot accept further comments directly from the public; all comments must go through staff.

DELEGATIONS

- (1) **Ryan Cochran** appeared before Council regarding the proposed TimberFest event, requesting approval to host the event in May 2020 in Qualicum Beach, and requesting financial support.

CORRESPONDENCE

- (1) **Correspondence Log** – January 15, 2020 – For Information
- (2) **Bonnie Ell** – December 23, 2019 – concerns about the Council meeting schedule. Councillor Walker MOVED and Councillor Filmer SECONDED, THAT Council directs staff to create a survey canvassing the public for input on the 2021 Committee of the Whole and Regular council meeting schedule; AND FURTHER THAT the survey provide an opportunity for public comment.

MOTION DEFEATED

Councillor Walker MOVED and Councillor Filmer SECONDED, THAT Council directs staff to make available on the Town website information on how to communicate with Council, the correspondence log, input opportunities, and live streaming.

CARRIED

COMMITTEE & LIAISON REPORTS

- (1) **General Government** (Mayor Brian Wiese)
Mayor Wiese noted his absence over the holiday season and will provide an update at the next meeting.

(2) **Parks & Recreation** (Councillor Robert Filmer)

Councillor Filmer expressed appreciation to Oliver Watson, Superintendent of Public Works and Parks, and all staff, including the fire department, for keeping the community safe during the recent snow/storm events.

Councillor Filmer MOVED and Councillor Walker SECONDED, THAT Council directs staff to work with the Qualicum Beach Streamkeepers to install a flow recorder on Beach Creek to monitor the stream flow.

CARRIED

(3) **Community Development** (Councillor Scott Harrison)

Councillor Harrison highlighted details from his report included in the agenda for the January 15, 2020 regular Council meeting, including the following:

- Following up on grant applications with other levels of government; and
- Airport business lost due to provincial approval delay.

Councillor Harrison MOVED and Councillor Westbroek SECONDED, THAT Council instructs staff to prepare a report on a Canada Mortgage and Housing Corporation (CMHC) grant application for the costs associated with pre-development of an affordable housing development.

CARRIED

(4) **Arts & Culture** (Councillor Adam Walker)

Councillor Walker expressed appreciation to Town staff and the volunteer fire department for keeping the community safe during the recent snow/storm events, and requested an update from Town staff at an upcoming meeting on the status of the daycare grants.

(5) **Protective Services** (Councillor Teunis Westbroek)

Councillor Westbroek MOVED and Councillor Walker SECONDED, THAT Council defer proceeding with the sale of the two Town-owned residential lots at the intersection of Dogwood Road and Juniper Road until staff can provide further information on the funds derived from the other designated land sales and from any potential fundraising activities.

CARRIED

STAFF REPORTS

(1) **Chief Administrative Officer (Daniel Sailland)**

(a) **Appointment to the Mount Arrowsmith Biosphere Region and the Coastal Communities Social Procurement Initiative Meetings**

Councillor Harrison MOVED and Councillor Walker SECONDED, THAT Councillor Westbroek be appointed as member at large to participate on the Town's behalf at the Mount Arrowsmith Biosphere Region and the Coastal Communities Social Procurement Initiative meetings.

CARRIED

(2) **Corporate Administrator (Heather Svensen)**

(a) **Council Appointments to Committees, Commissions, and Boards**

Councillor Filmer MOVED and Councillor Walker SECONDED, THAT the resolution of Council at the December 17, 2018 regular meeting be amended by removing the words "be rotated annually" and replacing them with the words "remain until otherwise directed by Council."

CARRIED

(b) **Annual Youth Appreciation Day Lunch**

Councillor Filmer MOVED and Councillor Walker SECONDED, THAT Council instructs staff to work with Kwalikum Secondary School (KSS) to organize and promote the 2020 youth appreciation lunch for Qualicum Beach youth to be held on Thursday, May 7, 2020 in Glassford Square from 11:15 am to 12:00 pm.

CARRIED

(c) **TimberFest 2020 Event Approval**

Councillor Harrison MOVED and Councillor Westbroek SECONDED, THAT Council grants permission to BigList Media Inc. to hold their first annual TimberFest event at the Qualicum Beach Civic Centre, the Town-owned portion of the Qualicum Commons field grounds, and the Town-owned parking area by The Old School House from May 26 to May 31, 2020, subject to the applicant working with staff to finalize arrangements;

AND FURTHER THAT, for 2020, the TimberFest event be held in lieu of Family Day, to be reviewed after the event to determine how the two events should operate in future years;

AND FURTHER THAT Council enter into a fee for service agreement with BigList Media Inc. for \$49,240 to host the TimberFest event in its inaugural year, with cost recovery to the Town as described in the memo from the Deputy Corporate Administrator dated January 15, 2020;

AND FURTHER THAT Council authorizes in-kind support for the TimberFest event through Town provision of garbage and recycling cans, bags, and collection; use of facilities at the Civic Centre for professional seminars; use of Town-owned materials, such as fencing, event tents, stage, etc., as deemed operationally feasible; and in-kind services of staff to assist with event preparation;

AND FURTHER THAT Council delegates the authority to staff to issue mobile vending business licences to any mobile vendor who is permitted to operate within the Town of Qualicum Beach, only for the purposes of the 2020 TimberFest event, on May 31, 2020.

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council amends the motion on the floor by deleting: "AND FURTHER THAT, for 2020, the TimberFest event be held in lieu of Family Day, to be reviewed after the event to determine how the two events should operate in future years".

CARRIED

MAIN MOTION AS AMENDED:

THAT Council grants permission to BigList Media Inc. to hold their first annual TimberFest event at the Qualicum Beach Civic Centre, the Town-owned portion of the Qualicum Commons field grounds, and the Town-owned parking area by The Old School House from May 26 to May 31, 2020, subject to the applicant working with staff to finalize arrangements;

AND FURTHER THAT Council enter into a fee for service agreement with BigList Media Inc. for \$49,240 to host the TimberFest event in its inaugural year, with cost recovery to the Town as described in the memo from the Deputy Corporate Administrator dated January 15, 2020;

AND FURTHER THAT Council authorizes in-kind support for the TimberFest event through Town provision of garbage and recycling cans, bags, and collection; use of facilities at the Civic Centre for professional seminars; use of Town-owned materials, such as fencing, event tents, stage, etc., as deemed operationally feasible; and in-kind services of staff to assist with event preparation;

AND FURTHER THAT Council delegates the authority to staff to issue mobile vending business licences to any mobile vendor who is permitted to operate within the Town of Qualicum Beach, only for the purposes of the 2020 TimberFest event, on May 31, 2020.

CARRIED

Councillor Westbroek MOVED and Councillor Filmer SECONDED THAT Council authorizes the Town of Qualicum Beach to hold the annual Family Day on Sunday May 24, 2020, including street closures required for the parade that will marshal along Harlech Road, proceed along Harlech Road and First Avenue West, up Primrose Street to Second Avenue, along Second Ave West to Jones Street, ending at the Main entrance of the Civic Centre, and subject to emergency service notification, traffic control, insurance, washrooms and litter control; AND FURTHER authorizes Town staff expenditure and payment of related invoices (materials, activities, performers) not to exceed a total of \$10,000; subject to staff advertising for volunteers and securing a committee to organize the event.

CARRIED

(d) UBCM, Age-Friendly Communities Grant

Councillor Westbroek MOVED and Councillor Walker SECONDED, THAT Council authorizes the submission of a grant application to the UBCM Age-Friendly Communities program to fund a project titled 'Age-Friendly Wayfinding', for active transportation, as described in the January 15, 2020 memo to Council.

CARRIED

(e) **Airport Fuel System Upgrade**

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT Council authorizes the submission of a grant application to the British Columbia Air Access Program to fund the replacement of an aging fuel system tank, and that staff support this project through its duration.

CARRIED

(f) **Airport Sanitary Sewer Extension**

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT Council authorizes the submission of a grant application to the British Columbia Air Access Program to fund sanitary sewer services to Row B, and the un-serviced portion of Row A, of the Qualicum Beach Airport, and that staff support this project through its duration.

CARRIED

(g) **Airport Backup Generator**

Councillor Filmer MOVED and Councillor Westbrook SECONDED, THAT Council authorize the submission of a grant application to the British Columbia Air Access Program to fund a backup generator at the airport, and that Staff support this project through its duration.

CARRIED

(h) **Memorial Avenue Roundabout - BC Hydro Beautification Grant**

Councillor Westbrook MOVED and Councillor Harrison SECONDED, THAT Council of the Town of Qualicum Beach pass a resolution confirming their commitment to cover 2/3 of the cost, to a maximum of \$188,188, to design and construct the modifications to the BC Hydro overhead utilities required to accommodate the construction of a roundabout at Highway 19A and Memorial Avenue.

CARRIED

(i) **Town of Qualicum Beach Policy No. 3004-8, Conference Attendance, Daily Allowance, and Travel Policy**

Councillor Filmer MOVED and Councillor Westbrook SECONDED, THAT Town of Qualicum Beach Policy No. 3004-8, "Conference Attendance, Daily Allowance and Travel Policy", be rescinded, as it is superseded by Policy No. 3004-11, "Conference Attendance, Daily Allowance and Travel Policy" (policy for Council), and redundant with Policy No. 5002-1, "Course/Conference Attendance, Expenses and Travel Policy" (policy for staff).

CARRIED

(3) **Planning (Luke Sales, Director of Planning)**

(a) **Monthly Building Permit Report** - December 2019 - For Information

(b) **Monthly Bylaw Report** - December 2019 - For Information

(c) **Development Variance Permit: 363 Judges Row**

Councillor Walker MOVED and Councillor Harrison SECONDED, THAT Council directs staff to fulfill statutory notification requirements so that Council can consider issuance of a Development Variance Permit for 363 Judges Row at the Council Meeting on February 5, 2020.

CARRIED

(d) **Development Variance Permit: 530 Crescent Road West**

Councillor Walker MOVED and Councillor Filmer SECONDED, THAT Council directs staff to fulfill statutory notification requirements so that Council can consider issuance of a Development Variance Permit for 530 Crescent Road West at the Council Meeting on February 5, 2020.

CARRIED

BYLAWS

(1) **1025 Qualicum Road (Pheasant Glen) – Zoning Amendment Application**

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT the bylaw entitled “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (1025 Qualicum Road) Bylaw No. 580.114, 2019” be read a third time.

CARRIED

Councillor Westbrook MOVED and Councillor Filmer SECONDED, THAT the bylaw entitled “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (1025 Qualicum Road) Bylaw No. 580.114, 2019” be adopted.

CARRIED

(2) **Railway Street and Village Way Attainable Housing Zoning Amendment**

Councillor Filmer MOVED and Councillor Westbrook SECONDED, THAT the bylaw entitled “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (Part of Village Way and Railway Street) Bylaw No. 580.117, 2020” be introduced and given first reading.

Councillor Walker MOVED and Councillor Filmer SECONDED, THAT Council directs staff to amend the bylaw entitled “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (Part of Village Way and Railway Street) Bylaw No. 580.117, 2020” by designating the Community Garden and green space area as institutional.

CARRIED

MAIN MOTION AS AMENDED:

THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (Part of Village Way and Railway Street) Bylaw No. 580.117, 2020" be introduced and given first reading, as amended by designating the Community Garden and green space area as institutional.

CARRIED

Councillor Harrison MOVED and Mayor Wiese SECONDED, THAT Council instructs staff to use the word "affordable" in place of "attainable" in all future documentation relating to this housing project.

CARRIED

(3) Town of Qualicum Beach Road Closure Bylaw (Portion of Road Dedicated on Yew Street) No. 739, 2019

Councillor Westbroek MOVED and Councillor Walker SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Road Closure Bylaw (Portion of Road Dedicated on Yew Street) No. 739, 2019" be adopted.

CARRIED

(4) Town of Qualicum Beach Road Closure (Portion of Road Dedicated on Harlech Road) Bylaw No. 740, 2019

Councillor Walker MOVED and Councillor Harrison SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Road Closure (Portion of Road Dedicated on Harlech Road) Bylaw No. 740, 2019" be adopted.

CARRIED

COMMENTS FROM THE GALLERY

- Deb McKinley, 346 Nenzel Road, commented on TimberFest, Perfect Storm Group, the sale of land, climate change, tree removals, and transparency.
- Doug Mackay-Dunn wished everyone a Happy New Year.

ADJOURNMENT

Councillor Filmer MOVED and Councillor Walker SECONDED, THAT Council adjourns the meeting.

CARRIED

MEETING ADJOURNED: 6:01 pm

Certified Correct:

Heather Svensen
Corporate Administrator

Brian Wiese
Mayor

Minutes of the 10:00 am Thursday, January 16, 2020, Town of Qualicum Beach Special Council Meeting held in the Committee Room, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

PRESENT: Council: Mayor Brian Wiese
Councillor Robert Filmer
Councillor Adam Walker
Councillor Teunis Westbroek

ABSENT: Councillor Scott Harrison

ALSO PRESENT: Staff: Bob Weir, Director of Engineering and Operations
Dennis Trudeau, Director of Special Projects
Heather Svensen, Corporate Administrator
Haylee Gould, Deputy Corporate Administrator

The Mayor called the meeting to order at 10:00 am.

ADOPTION OF THE AGENDA

Council adopted, by unanimous consent, the January 16, 2020 Special Council meeting agenda.
CARRIED

DELEGATIONS

(1) Gord Johns, Member of Parliament for Courtenay-Alberni

Gord Johns noted his appreciation for being invited to speak and to discuss ways he can be of help advocating for the Town in Parliament in Ottawa. Mr. Johns noted that he had reviewed the executive summary of the Town's Strategic Plan and the priorities identified. Mr. Johns was interested in learning more about the grant proposals and how he could support the applications.

Town of Qualicum Beach Grant Applications

Bob Weir introduced and highlighted the following grant applications submitted by the Town:

- Airport Capital Assistance Program (Airport Lighting)
- Rural and Northern Communities Program (Roundabout at Highway 19A and Village Way)
- Investing in Canada Infrastructure Program (Community Park Field Upgrades)

Council and Mr. Johns discussed other Town priorities including: affordable housing initiatives; housing for veterans; protection of salmon stock; and attraction and retention of physicians and/or nurse practitioners.

In closing, Mr. Johns noted his desire to meet with Council on a more regular basis and suggested a future meeting be arranged for late summer early Fall.

ADJOURNMENT

Councillor Filmer MOVED and Councillor Walker SECONDED, THAT Council adjourns the meeting.

CARRIED

MEETING ADJOURNED: 11:06 am

Certified Correct:

Heather Svensen
Corporate Administrator

Brian Wiese
Mayor

THE TOWN OF
QUALICUM BEACH



COUNCIL CORRESPONDENCE LOG
January 29, 2020

DATE REC'D	FROM	TOPIC	ACTION
Jan 28, 2020	12 Various Recipients	Zoning Amendment 1025 Qualicum Rd (Pheasant Glen)	Rec'd for Info
Jan 15-26	10 Various Recipients	Park Land Exchange Bylaw 741 (Lot 23 West Ridge Way)	Rec'd for Info
Jan 14-16	118 Various Recipients	Zoning Amendment Bylaw 580.114 re 1025 Qualicum Road	Rec'd for Info
Jan 20-30	380 Various Recipients	Bus Garage Notice of Disposition	Rec'd for Info
Jan 24-27	6 Various Recipients	School Connector Route Trail Clearing	Rec'd for Info
Jan 8, 2020	M Breedlove	Selling of Vacant Lots in Qualicum Woods	Rec'd for Info
Jan 8, 2020	M & S Kaczowski	Perfect Storm	Rec'd for Info
Jan 10, 2020	QB Animal Hospital	Open House	Referred to staff
Jan 16	Ministry of Education	2020 Premier's Award for Excellence	Referred to staff
Jan 16, 2020	M Riches	History of Trees in Qualicum Beach	Rec'd for Info
Jan 16, 2020	COFI	AVICC Convention	Rec'd for Info
Jan 21, 2020	AVICC	UBCN Resolution C61 – Health Canada Transfers	Referred to staff
Jan 22 2020	M Dodds	Snow Windrow Clearing Program	Rec'd for Info
Jan 22, 2020	A Price	Properties for Sale at Dogwood & Juniper	Rec'd for Info
Jan 23, 2020	W. Beisel	Parking	Referred to staff
Jan 24, 2020	D MacKay-Dunn	QBRA Website Feedback	Rec'd for Info
Jan 24, 2020	BC Communities in Bloom	2020 Registration	Rec'd for Info
Jan 27, 2020	W & M Richardson	West Ridge Parkland Maintenance	Rec'd for Info

Jan 29, 2020	G John, MP	Application to ACAP for Airport Airfield Lighting Rehabilitation	Rec'd for Info
Jan 29, 2020	G John, MP	Application to Rural and Northern Communities for Application No IR0100	Rec'd for Info
Jan 29, 2020	G John, MP	Application to Investing in Canada for Community Park Field Updates	Rec'd for Info
Jan 29, 2020	Island Health	Code Hack 2020 Hackathon	Rec'd for Info

Note: Copies of the correspondence listed on the Council Correspondence Log are available to review in the binder at the Municipal Offices information counter, #201 – 660 Primrose Street, Qualicum Beach, BC. The Correspondence Log contains letters not already on a regular agenda, and does not contain form letters/solicitations and letters that are not routinely releasable.



Qualicum Beach Cinema Society
304 Sunningdale Road East
Qualicum Beach BC V9K 1L3
E: info@qbcinema.org
www.qbcinema.org

January 20, 2020

Dear Mayor and Councilors of Qualicum Beach

The Qualicum Beach Multi-Use Cinema Society Board of Directors seeks clarification in relation to the Town's tentative agreement to sell a portion of the Old Bus Garage property at the intersection of Fern Road and Memorial Avenue to Naked Naturals to build an expanded grocery store and residential rental units. The proposed sale appears to include all of that portion of the site with Memorial Avenue frontage, but reportedly totals only 38% of the property as a whole.

It is exciting for the Town of Qualicum Beach that development of this site is moving forward. Naked Naturals is a very popular business, cherished by this community. At the same time, the scope of the proposed sale has significant implications for the Qualicum Beach Cinema Society and triggers this request for clarification.

On 19 January 2019, when Jack Wilson, on behalf of the Cinema Society, presented to the current Mayor and Councilors, Mayor Wiese sought guidance from Staff as to the extent of the commitment that had been made to the Society in relation to our request for 10,000 square feet of land at the Old Bus Garage site. Daniel Sailland, CAO, stated:

We were not carving out a specific 10,000 square feet and saying "right here". What we were doing was keeping it in a position where we were able to support the concept but then also work toward a comprehensive site plan where that block of 10,000 square feet could move anywhere within the plan.

It was the preference of the QB Cinema Society that the cinema, plus wine bar and cafe, have some frontage along Memorial Avenue for visibility and to provide something of social and cultural significance at the gateway to Qualicum Beach. We were interested in working with other groups to fit the cinema in around a proposed green space or other developments of significance to the community.

The Town contracted with VIU Masters Planning students to develop a comprehensive site plan. The Cinema Society was invited to take part in the consultation process. The VIU Bus Garage and Qualicum Commons Stage One Consultation Summary was published in November 2019. It reported highest levels of support for recreation and entertainment on the site, specifically a movie theatre and green space. This is consistent with the OCP and Strategic Plan.

The Cinema Society has received overwhelming support for our vision of a multi-use cinema which would provide a distinctive first impression of Qualicum Beach as a hub of culture and entertainment. The sale of the entire Memorial Avenue frontage of the Old Bus Garage property for retail and residential use, limits that opportunity. An expanded Naked Naturals store and cafe, alongside a multi-use cinema and green space, might be a wonderful combination for Qualicum Beach, but it does not appear that the proposed sale provides for such a possibility.

The Cinema Society has a growing membership. We also have funding bodies to whom we are accountable. We have a \$30,000 feasibility study commencing at the end of next month. For these reasons, and others outlined above, we are seeking greater clarification and commitment from the Mayor and Councilors in relation to a location for the multi-use cinema in light of the proposed sale of land to Naked Naturals.

We look forward to your response.

With appreciation,

Board of Directors
Qualicum Beach Multi-Use Cinema Society

QB Town

From: Heather Svensen
Sent: Friday, January 24, 2020 8:11 AM
To: Douglas MacKay-Dunn
Cc: Dennis Trudeau; Daniel Sailland; QB Town
Subject: RE: QBRA Website Feedback

MAR 17
AVAILABLE TO
MEET WITH
COUNCIL

Thank you for your email Mr. MacKay-Dunn. I will forward your email to Council and the appropriate management staff and include the letter on the next Correspondence Log.

I'm not sure what your reference is to a meeting on March 17th as I do not have an appointment in my calendar for that date? Can you please let me know.

Kindly,

Date Received

JAN 24 2020

Heather Svensen | Corporate Administrator
Town of Qualicum Beach
www.qualicumbeach.com

File No. _____



☐ Response

direct 250.738.2207 | office 250.752-6921 | cell: 250.927.5010
e-mail hsvensen@qualicumbeach.com
Fax: 250.752.1243

Council, Management

Log -

This message and any attachments are intended only for the use of the intended recipient(s), are confidential and may be privileged. If you are not the intended recipient, you are hereby notified that any review, retransmission, conversion to hard copy, copying, circulation or other use of this message and any attachments is strictly prohibited. If you received this message in error, please notify me by return email and delete this message, any attachments and any copy of the message and attachments from your system. Please note that correspondence with any government body, including Town of Qualicum Beach Council and Staff, can be subject to disclosure under the *Freedom of Information and Protection of Privacy Act*.

From: Douglas MacKay-Dunn [mailto:macdunn@uniserve.com]
Sent: January 23, 2020 6:36 PM
To: Heather Svensen <HSvensen@qualicumbeach.com>
Cc: macdunn@uniserve.com
Subject: FW: QBRA Website Feedback

Ms. Svensen,

On January 9th, Councillor Harrison sent a detailed critique of the QBRA mailer (The Issue) and my AGM's president's speech to me. I responded immediately inviting him to meet with our Board regarding his concerns. I have yet to receive a response.

That said, it was pointed out to me by a member of my Board, that, since he was using the Town email system, distribution caution, and his councillor's signature block one could only infer that he was speaking for all of Council.

If true, I apologize! I should have ,and do invite all of Council, to meet with our Board to discuss community issues for the purpose of identifying ways to improve the quality of life in the community we all love.

I should advise that the QBRA has been told of a number of Councillor Harrison's "Emails" which have not been well received due to inappropriate tone. That must be inconsistent with Council's strategic plan and core values.

I look forward our meeting on March 17th 2020

Sincerely,

Doug MacKay-Dunn
President,
Qualicum Beach Resident's Association

PS: I request that this email and email threads be included in the correspondence log

From: Douglas MacKay-Dunn <macdunn@uniserve.com>
Sent: January 9, 2020 1:29 PM
To: 'Scott Harrison' <SHarrison@qualicumbeach.com>
Cc: QBRA (QBRA@shaw.ca) <QBRA@shaw.ca>; 'kentbecker@shaw.ca' <kentbecker@shaw.ca>
Subject: RE: QBRA Website Feedback

Councillor Harrison,

Thank you for taking the time to critique our website and mailer. I have attempted to call you several times without success. That is unfortunate.

As one who has spent a large percentage of my life in service to the community as a police officer, school board trustee and as a member of council, I appreciate the time you spend serving this community.

I end with sound advice learned long ago from a very experienced mayor, that is: " We can disagree but we do not need to be disagreeable!"

I will review each of your points with my Board and look forward to arranging a time for you to meet with us to discuss your views.

I wish you a very productive New Year.

With respect,

Doug Mackay-Dunn

From: Scott Harrison <SHarrison@qualicumbeach.com>

Sent: January 9, 2020 10:58 AM

To: qbra@shaw.ca

Subject: QBRA Website Feedback

Dear Mr. Mackay-Dunn,

I hope you and your family had a wonderful holiday. I have a few questions about information presented on the QBRA website.

I'd like to briefly go over the president's report and then the fall newsletter.

As to the president's report, the first point is a troubling one to read out spend serving this coming from someone with your considerable experience in local government. As I would imagine you are aware, the Agriculture Land Commission Act takes precedence over zoning decisions made at the local government level.

<https://www.alc.gov.bc.ca/alc/content/alc-act-alr-regulation/the-alc-act-and-alr-regulations> "The ALC Act takes precedence over, but does not replace other legislation and bylaws that may apply to the land." As such, if your concern is the agricultural use of ALR land, the appropriate venue to voice those concerns is with the Minister Popham or with the agricultural land commission itself. Feel free to let me know if you require their contact information.

Moreover, schedule 2.1 of our OCP clearly lays out the land in question, which is almost entirely the south airport land. This land is not part of the agricultural land reserve. Two members of your board were councillors who voted in favour of our OCP, and I would believe they are familiar with the document. I have attached a copy of the map schedules to this email for your convenience.

Further in the document there is some liberties taken with language, however that is entirely within your discretion. Verbs such as "sprung" however, as well as declaring a decision to be "illogical" are rather strong words to use. You may wish to use a vocabulary that is less loaded if the intent is to create a non-partisan report.

To continue on the assertion I would make that having a handful of earlier meetings is a position worth considering, I would point out that in the winter when snow and ice pose a very real hazard for several elderly citizens, it is far from being "illogical" to seek a time where there is better lighting to help citizens avoid slipping on ice. I would hope it would be unnecessary to point out the deleterious impacts of a serious fall for an octogenarian, for example. It could also expose the town to liability if it could be reasonably foreseen that a late night meeting would expose said hypothetical citizen to such a risk. If this train of thought is illogical, I am rather curious as to what would constitute sound logic in your view.

As to the final point regarding comments from the gallery, I would point out that we live in an era of misinformation. The style of politics advanced by Donald Trump and others has few adherents in Canada, but it has adherents all the same. As such, the presentation of information delivered with absolute conviction that may turn out to be entirely false is a very real threat to the decision making process. It is best, then, to be presented early to council so as to ensure that we can perform our due diligence in researching the claims that are made so as to avoid undermining the interests of the community for the sake of supporting a passionate position.

The latest QBRA newsletter also contains several minor errors which you may wish to correct.

The first question posed regarding a housing task force, as has been explained previously at council meetings, is a function of the year long delay for the RDN's study on housing. I have been in contact with the RDN recently and have been told the study will be presented to the board in January or February. As such, I would expect that upon receipt of that study we would be able to begin the process of forming a task force looking at the long-term structural responses necessary for our community. The board member in attendance on the meeting where this was discussed might have neglected to bring this information to your attention.

As for attracting new doctors, the division of family practice would probably be the best contact. They have a staff person who is responsible for attraction and retention for healthcare professionals, who's also a lovely person to talk to as I found out when I attended the "Walk with Your Docs" event. As far as a March 2019 deadline, I would remind you that individual candidates are not able to speak on behalf of a council that has yet to be elected. As someone who spends a great deal of time looking at this issue and talking to the people on the ground, the best thing the QBRA could do would be to advocate directly to the province and to VIHA as to the healthcare needs for the community after consulting with local stakeholders. Again, feel free to contact me and I'll try to pass along relevant contact information.

As far as the environment is concerned, I'll repeat comments I made roughly eight months prior. It's been a rather long time, so it's entirely understandable if this has slipped from recognition. At present there are three main areas where the town contributes to greenhouse gas emissions. Our vehicle fleet, solid waste, and wastewater. As for our vehicle fleet, the majority of town owned vehicles are light trucks. Incumbents are beginning to roll out light trucks in 2020, and so I'm paying close attention to the price point and looking forward to receiving information regarding lifecycle costs for such vehicles. However, the priority here does need to be the functionality of the vehicles themselves. As for solid waste, that is squarely in the domain of the RDN. 20% of Canada's methane emissions come from landfills, as per federal government data. As such, it is reasonable to look at how we can mitigate that impact. I look forward to hearing about positive contributions regarding best practices that the QBRA will make to the RDN board. As for wastewater and sewage, I raised the renewable natural gas opportunity through Fortis BC that is part of the Clean BC plan roughly a year ago to RDN staff. They stated that the scale and technology used ("activated sludge") meant that the French Creek facility wasn't sufficiently large for the technology to be deployed. However, they are looking at implementing that technology in Nanaimo.

As to building standards, there is a missing middle in our housing market and BC has one of the cleanest grids imaginable. When you hit a light switch, 95% of the power is already from a renewable source as per both BC Hydro and the provincial government. Given, then, that the type of carbon intensive structures that you see in Vancouver don't really exist here, the question is how to look at the costs and benefits of moving up the step code or looking at passive homes. There are very real impacts on construction costs and the availability of skilled labour that need to be taken into consideration, as a modest impact on energy usage will have a modest impact (owing to the fact we have a grid that is cleaner than the average Chinese manufactured solar panel) on emissions. Mandating higher build costs will only make our community that much more unaffordable, and so I hesitate to commit to a course of action when the variables in play are only definite in terms of the minimal impact on the climate. If it should come to pass that there's verifiable data regarding a modest impact on construction costs, then there's a good conversation to have. I would point out, however, that policies tend to work better with carrots than with sticks, because there tend to be fewer unintentional consequences.

As far as land management and the concerns with the airport, I would again refer to our OCP which two members of your board voted for as councillors. In that documents, you can clearly see that the south airport land is designated as light industrial use. If you would like to propose an OCP amendment to correct what you view as their oversight, that is certainly something you can attempt. However, the existing provincial regulations pertaining to sponsored crown grants explicitly forbids such land being used as a park. As such, I would suggest getting in contact the Minister Donaldson should you want to see the province amend its policies in that regard. The necessity to sell land is also a decision of the pervious council owing to the four million dollar expense incurred for the purchase of two properties. If the QBRA would like to advocate for an increase in taxation to defer the need to sell as much land, they are welcome to do so. As of yet, no member of council nor any resident association has advocated for such a tax increase.

On transportation, I would note a Freudian slip. I believe you wanted to use the word “comprising” instead of “compromising.” I would also remind you of the sagging sewer line that is vital to the project that carries half of the town’s sewage. If you think that, as residents on the ring of fire with numerous earthquakes in our vicinity, that we could risk that sewer line rupturing when it is so close to the Salish Sea, I would think that would be very poor planning indeed. I would also point out that the Infrastructure Canada grant of more than \$860 000 is the first infrastructure grant we have received in roughly a decade.

As far as the advisory planning committee meetings being live-streamed and recorded, the only real advocate I have yet to encounter for that is a former member of the APC. I’ve sat in on several meetings, and staff do an excellent job of reflecting the conversation at the table. Given that there are costs associated with the recording, I do not feel it is necessary at this time.

As far a code of conduct, It is more efficient and more binding, in my view, to incorporate the best aspects of codes of conduct into our procedure bylaw itself. Many of the documents that are used as “codes of conduct” have some inevitable problems when put to the test. For example, one code of conduct referred to in a council meeting forbade the use of intimidating language. Who decides what is intimidating? Who adjudicates when there are contrasting claims made on this point? A code of conduct answers one question and then provides us with several others.

As well, your comment on “getting rid of” Robert’s Rules of Order is quite inaccurate. The alternative advanced was to use Robert’s Rules as definitions for the contents of the procedure bylaw. Removing reference to extraneous parts of Robert’s Rules (“counting of the blanks,” for example) assists us in that it precludes the necessity of raising points of order on dilatory motions. Indeed, I would also use this opportunity to point out that some of the champions of Robert’s Rules of Order do, themselves, violate Robert’s Rules at several points. Interminably raising points of order is an alternative to deal with these mistakes, but I do not believe it necessarily leads to better outcomes.

I would also point out that the 65% figure is also quite inaccurate. This was addressed in a public council meeting. The second reading of our 2019 financial plan in February 25th of last year had a line item on page 130 of the .pdf of the agenda. I’ve copied the information below.

Expenses	2019 Budget	2018 Budget	Change \$	Change %
Legislative - Council	245,000	182,000	63,000	34.6%

It was with great curiosity I noticed who latched on to the incorrect figure and who perpetuated it. I found the display quite telling.

Feel free to contact me as well in the future if you want clarification on any factual points that you wish to present to the public. Public office necessarily entails critique, and a reasonable critique based on demonstrable facts ensures both accountability as well as good decision making. No one has a monopoly on good ideas, and no one is entirely free of bad ideas. However, given that there are several factual errors in your public facing documentation, I would hope that in the future there is a greater attention to detail in your reporting. I would hope that the QBRA doesn’t come to be seen as an organization defined primarily by having three board members who ran and lost in the last election. There is good work that your organization can do.

Finally, I would also note that it was with a degree of disappointment I noticed that you arrived late with a member of the QBRA and a member of council to the Red Dress Ceremony held in the lobby outside of town hall to honour the murdered and missing indigenous women and girls. In the future, I would hope that you try to arrive on time if you are able. I do not believe it is necessary to explain as to why I believe punctuality is important for that event.

All the best,

Scott Harrison | Councillor
Town of Qualicum Beach

www.qualicumbeach.com

Office: 250 752 6921

E-mail: sharrison@qualicumbeach.com

This message and any attachments are intended only for the use of the intended recipient(s), are confidential and may be privileged. If you are not the intended recipient, you are hereby notified that any review, retransmission, conversion to hard copy, copying, circulation or other use of this message and any attachments is strictly prohibited. If you received this message in error, please notify me by return email and delete this message, any attachments and any copy of the message and attachments from your system. Please note that correspondence with any government body, including Town of Qualicum Beach Council and Staff, can be subject to disclosure under the *Freedom of Information and Protection of Privacy Act*.

Subject:

RE: Notice of Proposed Disposition for the 'Bus Garage'

Attachments:

Naked Naturals Bus Garage Sale- FAQ.pdf

Good Morning

As a follow up to your email regarding the land known as “ The Bus Garage”, please find attached a Frequently Asked Questions document that addresses some of the questions around the Notice of Proposed Disposition.

Regards

Town of Qualicum Beach



January 27, 2020

For Immediate Release

Notice of Disposition to Naked Naturals Whole Foods
Additional information and Frequently Asked Questions
January 27, 2020

On January 17th, 2020 the Town posted a notice of disposition at the intersection of Fern Road and Memorial Avenue to notify residents and community members of a pending sale to Naked Naturals. Since that time, the Town has received many emails, both for and against the sale. Quality Foods has been the most vocal critic of the proposal and published a flyer entitled “What’s the Plan?”.

After years of planning and commitment by the Town, citizens and business people, the Town of Qualicum Beach faces a “problem” every small town wishes they had; we have two valued businesses that both want to take a major role in the Town’s renewal. The Town is concerned that residents will make decisions or form opinions on the basis of information that may be confusing in the flyer from Quality Foods. This FAQ has been drafted to address common questions and concerns.

What has the community said about the future of the Bus Garage property?

The Official Community Plan identifies the following potential uses for the site:

1. Park / Public Square
2. Neighbourhood Pub
3. Commercial Space (retail/office)
4. Artist Studios / Galleries
5. Hotel
6. Performing Arts Centre
7. Seniors’ Centre
8. Residential Development Above Ground Floor
9. Outdoor Performance Venue
10. Parking
11. Movie Theatre

A grocery store with residential above is clearly in line with the list above (#3 and #8). If the sale proceeds and the site is used for that purpose, the Town would continue to work with the community to see how the other possible uses can be integrated elsewhere on the site.

The QF flyer references a public consultation summary for the entire block, including the Qualicum Commons. A single table from that summary report was cited out of context, without acknowledging that the same summary report also includes “2-3 storey mixed-use commercial/residential building” as one of the design outcomes. A full read of that document shows that a grocery store with residential above is consistent with public feedback.

Why is the Town considering a proposal from Naked Naturals?

Naked Naturals originally proposed to build a new store in the East Village. The proposal included 32 residential units of rental housing, which is a high priority for Town given the dramatic shortage of rental housing in the area. Council took the time to carefully consider the Naked Naturals proposal and how it could fit into the overall vision.

During discussions about East Village, Naked Naturals expressed that the ideal location for a new store would be on the Town-owned land at the corner of Fern Road and Memorial Avenue. Once again, Council took the time to consider their proposal and ultimately reached an agreement. As stated in the Town’s press release, the “Town is pleased to work with them as they expand their business and help address the need for affordable housing in Qualicum Beach.”

Has the Town already committed to selling the land to Naked Naturals?

No. The purpose of the current public notice period is to gather public comments about the concept. Quality Foods, the landlords and anyone else is invited to submit comments at this time. Similarly, any competing offers to purchase will also be considered by Council. The notice period currently follows the provincial regulations for disposal of municipal land. The Town is only looking at the land sale at this time - there will be further public consultation in the future when and if Naked Naturals submits a development proposal.

What is the future plan for parking?

Parking is also on the list of possible uses in the Official Community Plan, and parking will be a key consideration in designing the overall bus garage site. If the land sale proceeds, the Town will retain 6,477m² of land (62%) in this location. While the Town has not yet committed to a final parking layout or number of stalls, a community parking lot will certainly be a part of the final site plan.

Contact

Dennis Trudeau, Acting CAO
Town of Qualicum Beach
250.752.6921
qbtown@qualicumbeach.com

Committee & Liaison Report
Community Development - Councillor Scott Harrison

Shortly after submitting last month's report, on January 13th I sat in on a day long presentation by Andrea MacManus, a partner from a company that provides consultancy services for non-profit fundraising with the Perfect Storm Group. Andrea volunteered her time, which would usually cost a significant sum of money, and the Perfect Storm Group and myself are very grateful for her insights which will hopefully serve the Perfect Storm Group well in the coming years ahead.

Earlier in the month I reached out to Camp Miriam, a Jewish camp that has been on Gabriola for more than half a century. Their buildings were defaced with spray-painted swastikas and, as one report put it, "disturbing phrases." Unfortunately the vigil took place the day I heard about it, and was only able to send the following message a couple of days later.

"To my neighbours,

I hope to offer my apologies for not being present at the recent vigil held on Gabriola Island on January 2nd as I read about it online on the day of the event itself. Unfortunately, I didn't have sufficient time to travel and attend as a result. However, I am quite concerned about the rise in hate crimes in Canada in the past few years, as well as how some of the most important historical lessons from the twentieth century appear may be misunderstood or forgotten.

There is no place for the hatred of others because of their identity in a civilized country. Anti-semitism has no place in Qualicum Beach, nor in Vancouver Island, nor in Canada.

I wish you and your colleagues, your families and your friends, all the best in the coming year. May we move forward together when times are good, and stand beside one in other in times of hardship.

Take care, and all the best."

On January 9th there was a brief meeting for the Arrowsmith Water Service. The town makes a modest financial contribution to the service, and I checked with staff to see if there was any variance in the budget for 2020 relative to previous years in terms of our fair share. There is not.

On the 15th I spoke with the Ministry of Health staffer on the telephone about some of the concerns I have about the imminent rollout of the patient care network (PCN). In particular, I mentioned a concern that a patient attachment mechanism, a website where people sign up for a waiting list for a doctor or nurse practitioner, can inadvertently discriminate against populations that are less familiar with technology. Also, I was concerned about citizens in our region who have to drive to Nanaimo, the Comox Valley, or in some cases Vancouver or Victoria to access primary care. Several studies have shown that seniors will significantly reduce their contact with primary care if they need to drive a long distance to access it. In turn, this will reasonably lead to long-term conditions deteriorating or necessary diagnoses being delayed owing to a reluctance to drive on the fastest highway in BC for over half an hour each way as an octogenarian. Finally, I asked about whether or not the province has a point person in the ministry for community health centres. I was referred to a broader provincial organization which I forwarded on to the Perfect Storm Group at their next meeting. As well, there are ongoing conversations about which organizations we can work with at any level, and how to create the greatest possible benefit to the broader region as a whole.

On the 16th council met with our MP, but I was unable to attend owing to health issues in my family. I followed up with the following email to bring up the issue of youth poverty in the region that I would have raised had I been able to attend.

Dear Mr. Johns,

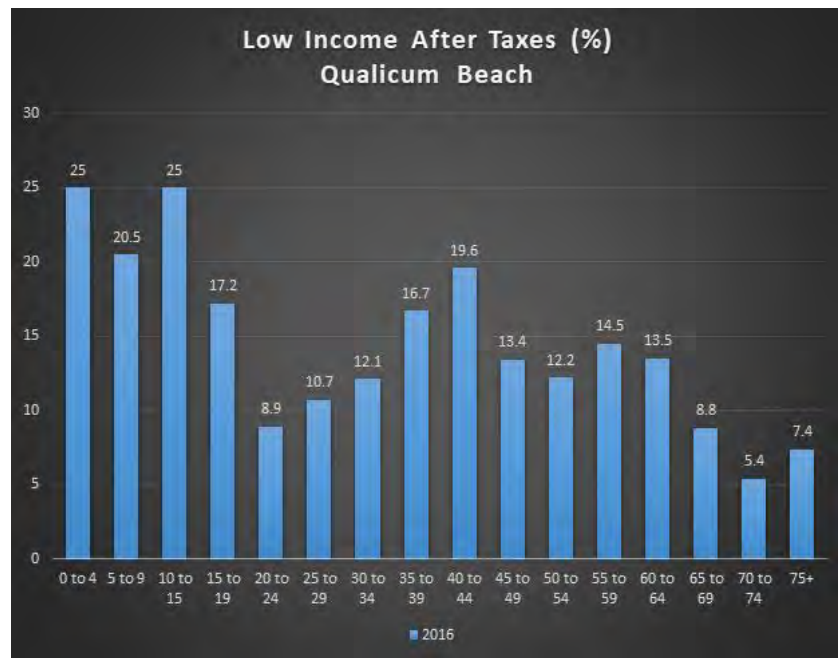
My apologies for missing the recent meeting. There's a lot going on outside of council at the moment for me.

Regarding the issue raised of veterans' housing, there has been a bit of a perfunctory discussion with the Legion early on. There's a lot of potential here. While it's more Congress than the president, a large amount of housing for veterans was approved in 2018 in the United States. It would be interesting to compare the extent of the commitment in Canada during the same time. The question in Oceanside might be more is it housing designed to meet people who are struggling financially, or is it supportive housing? I personally think that a well-planned and carefully considered supportive housing development can work well. However, there may be some political pushback from local residents. I would say, speaking only for myself, that it's a conversation worth having.

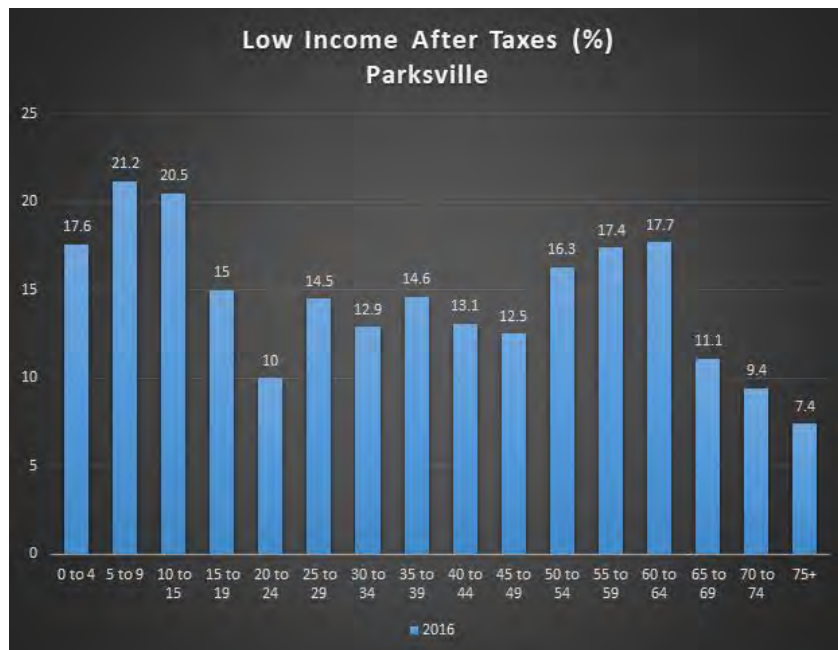
I'm sure staff did an excellent job talking about the grants that we're looking at as a town. If there was an issue that has more regional import that I think might warrant attention, it would be youth living in poverty. I've made a few charts from census data that I've included here. They're crude, but hopefully they bring home the point that every community in the area has a larger problem with youth designated as low-income median after tax than most other areas. There are a few other metrics that keep me up at night as well.

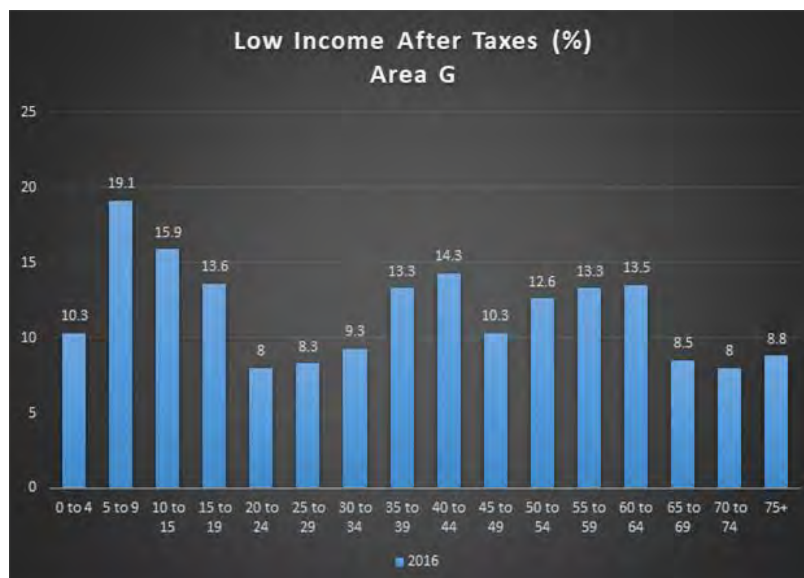
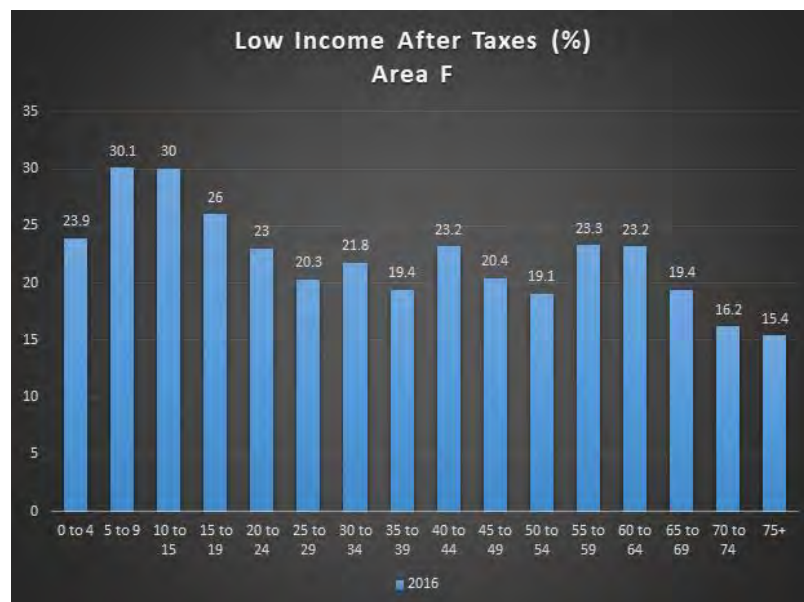
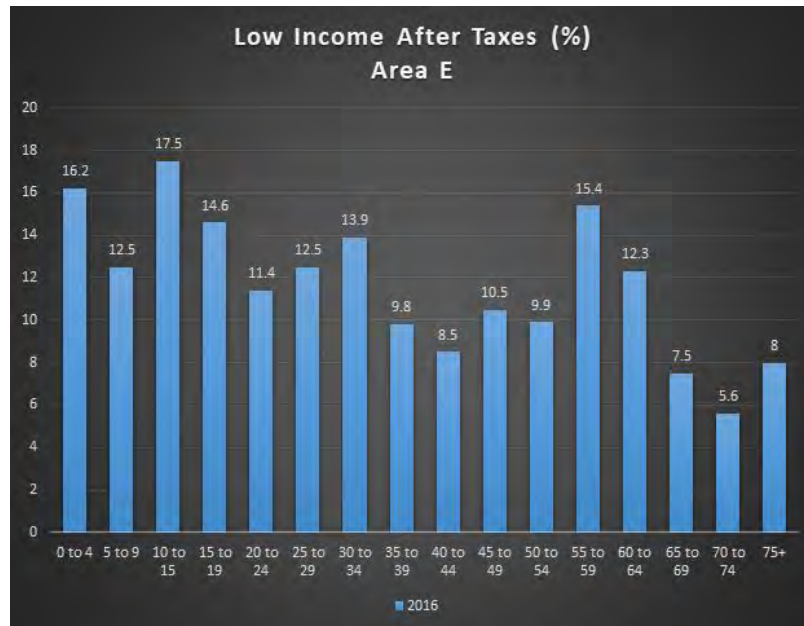
	Qualicum Beach		Parksville		Area E		Area F		Area G		Area H		Oceanside		BC
Owner	3695		4540		2520		2400		2990		1460		17 605		12790 20
Renter	595		1540		270		900		355		345		4005		599 360
30% of income or more – owners	11.8 %	43 6	14.4 %	65 4	12.2 %	30 7	21.6 %	51 8	12.4 %	37 1	16.8 %	24 5	14.4 %	253 1	20.7%
Median homeowners	543		727		662		799		632		628		665		1149
Average homeowners	853		909		1029		1024		930		913		934		1387
% of homes w/ mortgage	33.0		45.5		41.9		58.5		42.8		47.8		43.9 %	772 3	58.6
30% or more of income - renters	56.3 %	33 5	51.0 %	78 5	48.1 %	13 0	48.6 %	43 7	47.1 %	16 7	41.2 %	14 2	49.8 %	199 6	43.3%
Median Rent	1038		973		1069		895		1066		852		969		1036
Average Rent	1096		1004		1102		876		1087		916		995		1149

We trend higher than the provincial average (44%) of families who spend 30% or more of their income on rent.

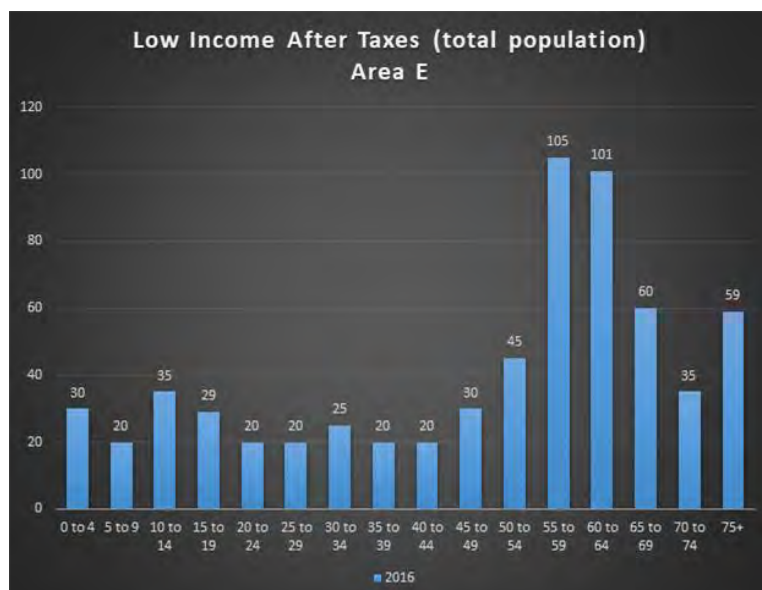
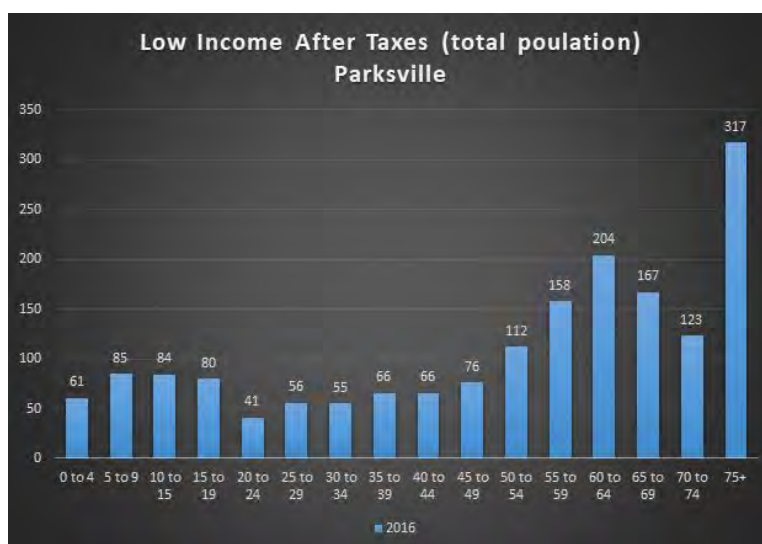
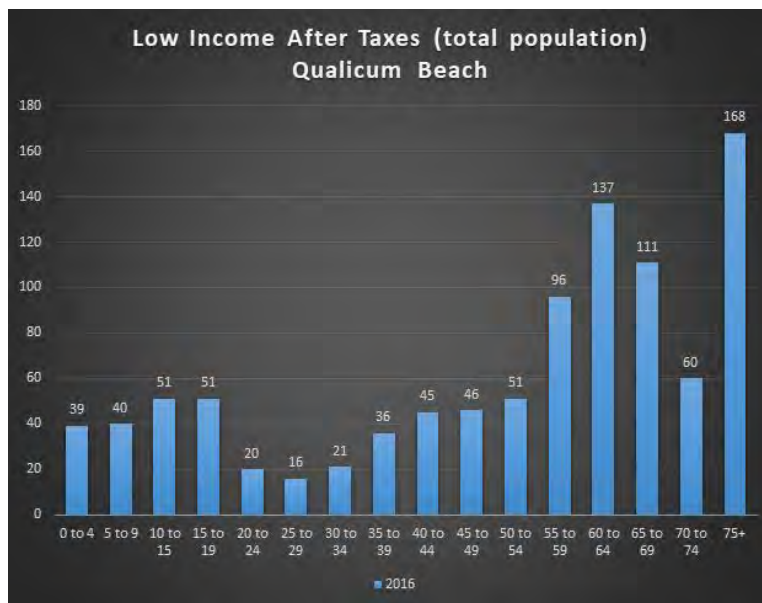


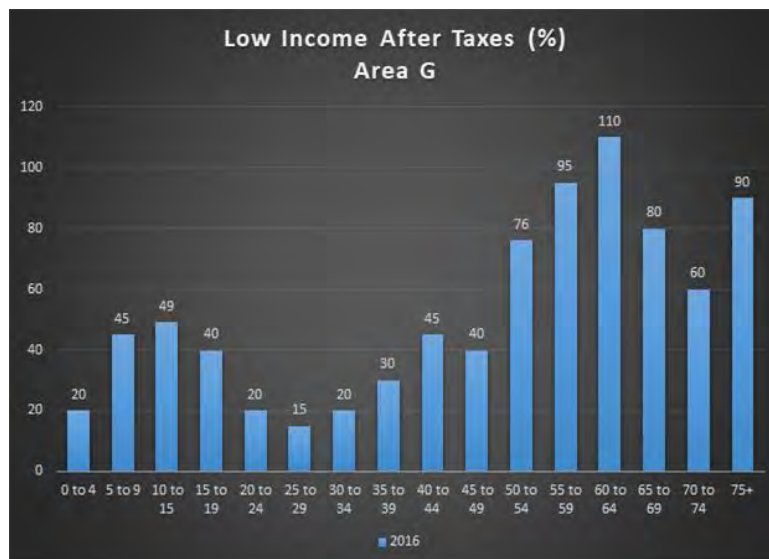
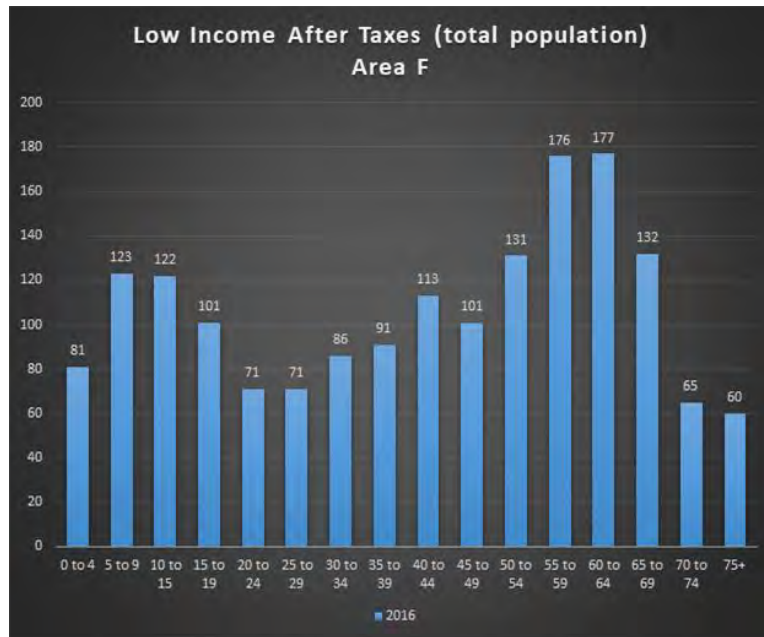
Nationally, the LIM-AT rate for youth in Canada has trended down to around 12% in 2018 as per statscan. I believe the measure is being replaced by the median basket measure, but it's hard to get info about that at a granular level. I would also point out that for homeowners on a fixed income, they might classify as LIM-AT but still be secure as their annual costs are low if they own the home free and clear.



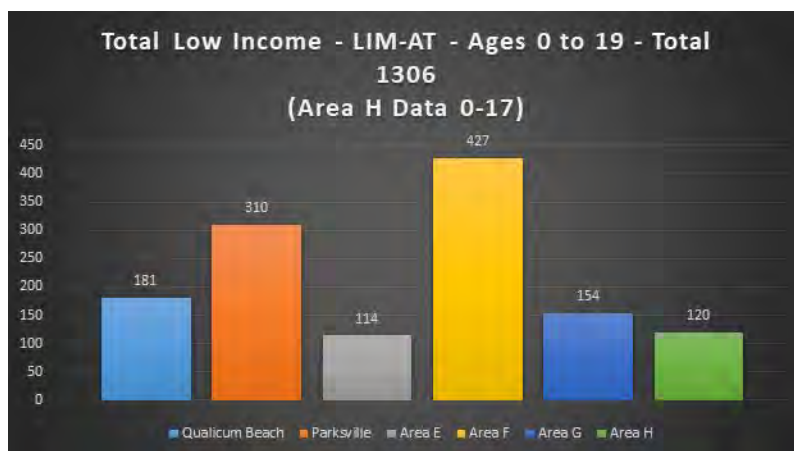


Area H wasn't in the census tool that lets you see five year demographic bands. When you cross-reference this with the census, you get total population numbers. Again, I'd be careful about the seniors data as some of those citizens might be in a position that is relatively secure.





Combined with the 0-17 data from Area H, the total under 20 population that is LIM-AT is around 1300 for all of Oceanside.



If you then look at high school attainment within six years as per VIHA, we have roughly 29% of students who fail to get their dogwood after six years. That's more than double the provincial average. There's a somewhat elevated level of youth in care, although Port Alberni's rate is much higher. A lot of kids are reported as vulnerable on the EDI scale, and we trend worse than most of the island there. The 15-25 population had a huge spike in hospitalizations for psychiatric care in the 2017 VIHA data, but it's lower now. We're the third worst for potential years of life lost owing to self-harm in the most recent data. We're about 50% higher for lives lost owing to alcohol, and I would flag that I've heard rumours from people in healthcare that some single men in rural areas are an area of concern.

However, I would think that efforts to get ahead of homelessness rather than reacting will be more cost effective while also building stronger communities. A program in Newfoundland does excellent work.

<https://www.choicesforyouth.ca/> Their report on outreach throughout the province was a great read.

https://921b741c-df39-4a2d-9e8d-7421fccacb33.filesusr.com/ugd/c00c29_34375bc7f6eb4645b67aed719f3e4d90.pdf

While not strictly the jurisdiction of the federal government, there are strong statements being made by the outgoing head of CMHC (Mr. Siddal) and the current government. It would be of benefit to all communities, large and small, to see this commitment to the provision of affordable housing implemented.

Do let me know if there's anything I can do to help.

On the 20th of January there was a meeting for the track committee. There was a brief debate over the recent presentation to the RDN, and I forwarded on to the CAO of Parksville the town's motion of support for the track project from the previous council meeting. I feel that this is a project that will move forward, and will be glad to see it do so. Moreover, I would reiterate the points I made in earlier meetings of this committee that support the town's involvement with the track at Ballenas. The majority of users, given our demographics, will be seniors with declining mobility on a day-to-day basis. Citizens with a walker or who walk with a cane will likely find many of our trails difficult to navigate, and using Wembley Mall will increase discomfort in their knees and hips owing to the fact they are walking on concrete and tiles or linoleum. Knee replacements are one of the most expensive procedures in Canada, and staying mobile has significant impacts on ensuring good mental health as well. While recreational infrastructure do have large capital costs, and the vision proposed by the committee will have a price tag of roughly \$1.7 million which rises to roughly \$2 million with contingencies, the benefits that we accrue both in tourism opportunities, better health outcomes, and a reduced demand for healthcare services makes it a reasonable expense.

There was a follow-up meeting on January 23rd with some members of the track committee where proposed "tag lines" were being suggested. My contribution was "Oceanside on the move" which seemed to get a positive response. A lot of attention is being paid to grant opportunities in the private sector, from non-profits, and also from other levels of government. This is the type of project that hopefully sees collaboration between all levels of government as well as the Oceanside community as a whole.

Afterwards, I dropped by Inclusion Parksville to help hand off a cheque for \$9 300 from a new men's group that is trying to follow in the footsteps of 100+ Women Who Care. I spent two years in Prince George providing live in care as an employee of AIMHI, and I've seen the difference support makes in the lives of people dealing with very challenging health issues. I have no doubt that Inclusion Parksville will make a significant impact with those funds. I'd also like to thank Kim Burden for starting the initiative, and congratulate Matt Breedlove for making a successful pitch on short notice in December.

On the 27th there was a meeting with the Perfect Storm Group (PSG) to look at what the immediate action items are and the progress coming up with a request for proposals. That is coming along well, and I look forward to the results in the near future. As well, there's a meeting in the near future with a community health centre in the greater Victoria area who operates almost identically to the vision of the PSG, and they recommended the same lawyer that Andrea MacManus had. As such, assuming the total costs add up to what was mentioned in the meeting, my contribution to the PSG will be to cover the costs for the legal work for CRA status out of pocket. If we want improved healthcare to be a reality in Qualicum Beach, we're all going to have to contribute to make it happen. Relying on the existing stock of two patient clinics as a long-term strategy is like relying on Blockbuster Video as a long-term strategy for economic development.

On the 28th I met with two members of the ODCA to talk about how the town can look at how it works with developers to make sure our policies and bylaws are consistent and that there aren't undue burdens being placed on them that are unique to our municipality. One suggestion that the mayor has made previously that depending on the scope of the project that the town has a set amount of time for completing its work was very well received. All these conversations at present are very, very exploratory and I also made sure to make it clear that a list of priorities will not result in any definitive action. The main point where I felt there was agreement in the room was that time has impact on the cost of what you build, and if you want to contain costs for what gets built so more people can afford it, you need to make sure that extra demands aren't being made that make better outcomes impossible. As well, I also followed up on the economic costs of different step code requirements and different building designations (net zero, passive homes, etc.). To pass bylaws around energy efficiency when BC has some of the cleanest power in the world (95% of residential electricity is already from a renewable source in BC) without a clear understanding of build times and costs would be a mistake. However, if the impact is negligible, then there's a good conversation there.

As of today's date, the 29th of January, there's a meeting with the Parksville Qualicum Beach tourism association. One key takeaway from the year end reports is the revenue generated by community for the MRDT (hotel and accommodation tax). Qualicum Beach and the surrounding RDN areas generate roughly equivalent revenue. However, for every dollar in tax revenue generated in Qualicum Beach, Parksville generates almost nine. That variance is neither a good thing nor a bad thing in and of itself. I raise the point more to draw attention to the fact that if we are going to make tourism a central aspect of our local economy, we need to have a clear understanding of where we are in relation to that sector and what we can do at the level of local government to help create opportunities.

As well, there's a brief meeting with someone from the Coombs Farmer's Institute. A significant amount of the land in our town boundary that is undeveloped is ALR land, and looking at how that sector is regulated is something that I think has the potential for large impacts on the region. At this point my concerns are chiefly focused on how to ensure that farm-to-table is promoted more effectively at the level of policy. Given our location as a midway point on the drive from Victoria or even Nanaimo and Tofino, creating an attractive farm-to-table tourism draw will hopefully support local agriculture, help draw business to both our municipality and the regional district, and have a direct beneficial impact on local small businesses. About 600 000 tourists visit Tofino every year. There are only 20 000 passengers who use Tofino's airport every year. As such, at least 580 000 people drive by Qualicum Beach. Occupancy rates for hotels in Campbell River were quite high in 2019 as well, so as more tourists come to Vancouver Island, we need to continue to look at how we can convince people to stop for an afternoon in our community.

Finally, I'm hopeful that we can rise and report as quickly as possible to the numerous meetings we've had in the past few months regarding East Village and the bus garage site, as well as other locations that have been considered. There is value in having the public weigh in on decisions that will have a significant impact on the town, and as well there may be ideas we have looked at previously and rejected that may be a better solution to the current problem of trying to accommodate two great ideas for one location.

Committee & Liaison Report
Arts & Culture - Councillor Adam Walker

January 12 - QWRA (Qualicum Woods Residents' Association) - Listened to the many concerns regarding the transparency and accountability regarding the sale of Town lands. I shared with them what I felt were the most effective ways of communicating with Council, broadly our land sale goals, as well as a Town Land Sale Policy that Council referred to staff for comment.

January 14 - Chamber of Commerce Community Events Meeting - Members shared the success of Moonlight madness: the Mayor's speech, weather, and overall spirit was excellent. This is a very important event for local merchants. Some desire about perhaps more Christmas lights and decorations in the street, but overall very satisfied with the hard work of the Town. Discussion about other community events in nearby Duncan Days, Market Day in Courtenay, and tremendous excitement surrounding TimberFest. The need for more Downtown events, that encourage patronage of local stores and create vitality downtown was deemed important.

January 15 - Museum & Historical Society Meeting - This was cancelled due to inclement weather, but I want to encourage all of Council and the community to attend the upcoming event January 30, at the Civic Centre from 2-4pm. The co-author of 'Around the World in a Dugout Canoe' will be presenting and it should be an enjoyable afternoon event in support of the Museum.

January 18 - VIRL (Vancouver Island Regional Library) Board Meeting / AGM - More formal than the regular meetings this was a re-introduction for new members about everything VIRL. An election of the executive took place, as well as a walking tour of some of the exciting new developments within the library system. From the rentals of video games to attract younger audiences, recording studios to support musicians, 3d printers for the makers, and the ever expanding digital collection, there is always something new at the library.

January 21 - QEWS - Speaking as a member of ELCCO updating QEWS on the Childcare Spaces grant, but also heard about some of the community initiatives being undertaken. From cooking classes for kids creating intergenerational experiences at the Seniors Centre, Family Soccer, Ukulele Lessons, works being undertaken at Jim's Gym for the benefit of those with different physical challenges, this group is having a big impact with many different groups in our community.

January 23 - RDN Pool Engagement Session - Attended the evening session hearing about the 4 different proposed plans, as well as from the community. I am looking forward to this project proceeding, though depending on the final proposal this could create some significant disturbances for regular users.

January 28 - Beach Day Committee - First meeting of the year and this strong group of volunteers have things under control. Pencil in July 5th, 2020 in your calendars so you don't miss out.

January 28 - Quality Foods Employee Session - I attended both of these sessions put on by a local grocery food store and heard the concerns from nearly 100 residents. These individuals were from disparate groups of the Town, and there was considerable frustration expressed regarding the sale of the Bus Garage Property. Both myself and Councillor Filmer were in attendance and did what we could to answer questions, but there is tremendous anger expressed by those in attendance about how decisions are being made.

**Town of Qualicum Beach
M E M O R A N D U M**

TO: Dennis Trudeau, Acting CAO

FOR: Council Meeting, February 5, 2020

FROM: Arnold Schwabe, Manager of Information Technology

SUBJECT: 2020 UBCM Community Emergency Preparedness Fund Emergency Social Services Grant Application

RECOMMENDATION

1. THAT the report from the Manager of Information Technology entitled "2020 UBCM Community Emergency Preparedness Fund Emergency Social Services Grant Application" be received.
2. THAT Council approve the City of Parksville to be the primary applicant and apply for funding from the UBCM Community Emergency Preparedness Fund for a regional stockpile of group lodging supplies on behalf of both the City of Parksville and Town of Qualicum Beach.
3. AND THAT, if successful, Council approve the City of Parksville to receive and manage the grant funding on Town's behalf.

PURPOSE

To seek Council support for a grant application to obtain group lodging supplies for the Town of Qualicum Beach and City of Parksville emergency program

BACKGROUND

The Community Emergency Preparedness Fund (CEPF), administered by UBCM is a suite of funding programs intended to enhance the resiliency of local governments and their residents in responding to emergencies. CEPF was established as part of an \$80 million announcement from the Ministry of Transportation and Infrastructure.¹ CEPF is currently accepting applications for Emergency Social Services, Emergency Operations Centres & Training and Structural Flood Mitigation.

The Town of Qualicum Beach and City of Parksville, under the collective Emergency Management Oceanside (EMO), are working together to enhance the emergency program for the region and have chosen to submit a regional application for funding to satisfy the group lodging needs. Under this funding stream, the Regional District of Nanaimo is applying for a separate grant to provide group lodging supplies in the southern section of the region.

Recent events such as the December 20, 2018, windstorm and the 2017 Ocean Terrace Apartment fire confirmed the need for group lodging supplies when the supply of available hotel/motel rooms did not match the number of people needing accommodation. In the case of the windstorm, displaced people were referred as far as Nanaimo for accommodation when available

¹ See the CEPF Program Application Guide attached to this report

rooms in this area were full. Currently, there is no available option to accommodate displaced residents within the region when the available supply of hotel/motel rooms is exhausted. Supporting displaced residents in their community makes it easier for them to recover their lives. In addition, should family members be separated, keeping everyone in the same community makes family reunification faster and easier.

Group lodging supplies are the best and easiest way to provide support and care to displaced residents. In addition, the mobile nature of these supplies enable them to become a resource to any community on Vancouver Island needing to care for volumes of displaced people during an emergency. Requests to use these supplies would be submitted through Emergency management BC and EMO would invoice the receiving community, similar to how fire departments were reimbursed for sending fire fighters and apparatus to wildfire situations in past years. Any potential income received this way would be applied to the cost of ongoing maintenance of the supplies.

DISCUSSION

1. If Council is willing to pursue the funding, staff request Council pass a resolution supporting the City of Parksville to be the primary applicant and apply for funding from the UBCM Community Emergency Preparedness Fund for a regional stockpile of group lodging supplies on behalf of both the City of Parksville and Town of Qualicum Beach. Council's resolution will then be forwarded to the City of Parksville to complete the application package being sent to UBCM. AND THAT, if successful, Council approve the City of Parksville to receive and manage the grant funding on Town's behalf.
2. It is anticipated the grant application will be successful and 100% of the costs for regional group lodging supplies will be secured. This would enable the EMO program to enhance its service to regional residents with very little additional cost to the taxpayers. Minor costs for restocking supplies will be added to the regular annual budget as needed and maintenance is intended to be done in house by staff and volunteers.
3. If Council does not wish to pursue the funding opportunity it should receive the report for information. If staff does not submit a Council resolution in support of the application, the funding request will not be considered.
4. Alternative direction would be needed if Council wishes to pursue a different course of action.

STRATEGIC PLAN ALIGNMENT

The support for this grant application aligns with the Values of Council's Strategic Plan by encouraging Teamwork, Collaboration, and Cooperation between the City of Parksville and the Town of Qualicum Beach. This cooperation will benefit the residents in our area and, potentially, local First Nations and west coast communities. A combined grant promotes the efficient provision of services by allowing our two communities to access a larger, shared supply of emergency resources than either community could afford individually.

SUMMARY

UBCM administers the Community Emergency Preparedness Fund provided by the Province of BC. Under this program, local authorities can apply for funding to support emergency preparedness activities including Emergency Social Services (ESS) programs. This grant program can contribute up to 100% of the cost of eligible activities, to a maximum of \$25,000 per local government. There is an opportunity for a regional grant application where one lead local government represents the others making one larger grant total.

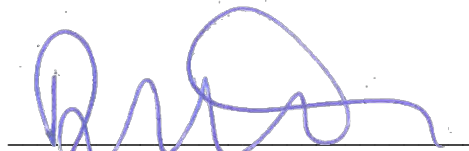
The stockpile of regional group lodging supplies is considered an eligible project under the program and has been identified as a gap in our regional ESS program. Recent emergency events across the province has amplified the need for such capacity. Emergency Management Oceanside has been working to obtain costs for these supplies to support the Town of Qualicum Beach, City of Parksville and the surrounding area. We have obtained quotes estimating the cost for these resources to be \$41,000.00. The City of Parksville would make application for a \$41,000.00 grant as the project lead representing both the Town of Qualicum Beach and City of Parksville.

ALTERNATIVES

1. Provide alternative direction to staff.



Arnold Schwabe
Manager of Information Technology
Concurrence



Dennis Trudeau
Acting Chief Administrative Officer
Concurrence

Community Emergency Preparedness Fund

Emergency Support Services

2020 Program & Application Guide

1. Introduction

The [Community Emergency Preparedness Fund](#) (CEPF) is a suite of funding programs intended to enhance the resiliency of local governments, First Nations and communities in responding to emergencies. Funding is provided by the Province of BC and is administered by Union of BC Municipalities (UBCM).

Starting in May 2019, the funding streams include:

- Indigenous cultural safety and cultural humility training
- Emergency operations centres and training
- Emergency support services
- Evacuation route planning
- Flood risk assessment, flood mapping and flood mitigation planning
- Structural flood mitigation
- Volunteer and composite fire departments equipment and training

Background

British Columbians forced from their homes by fire, floods, earthquakes or other emergencies may receive emergency support services. Services may include food, lodging, clothing, emotional support, information about the crisis, and family reunification. There may also be special services like first aid, child minding, pet care and transportation.

Under the *Emergency Program Act*, municipalities and regional districts are responsible for responding to emergencies in their areas, including providing emergency support services. Under the 10 year agreement between Indigenous Services Canada and the Province, First Nations in BC may elect to provide emergency support services to their residents.

Emergency Support Services Funding Stream

The intent of this funding stream is to support eligible applicants to build local capacity to provide emergency support services through training, volunteer recruitment and retention, and the purchase of ESS equipment. Starting in 2020, the focus of the ESS funding stream is to support the modernization of local ESS programs in order to move toward electronic registration and reporting.

2. Eligible Applicants

All local governments (municipalities and regional districts) and all First Nations (bands and Treaty First Nations) in BC are eligible to apply.

Eligible applicants can submit one application per intake, including regional applications or participation as a partnering applicant in a regional application.

3. Eligible Projects

In order to qualify for funding, applications must demonstrate the extent to which proposed projects will build local capacity to provide emergency support services.

In addition, to qualify for funding, projects must be:

- A new project (retroactive funding is not available)
- Capable of completion by the applicant within one year from the date of grant approval

Regional Projects

Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. In this case, the maximum funding available would be based on the number of eligible applicants included in the application. It is expected that regional projects will demonstrate cost-efficiencies in the total grant request.

The primary applicant submitting the application for a regional project is required to submit a resolution as outlined in Section 6 of this guide. Each partnering applicant is required to submit a resolution that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

4. Eligible & Ineligible Costs & Activities

Eligible Costs & Activities

Eligible costs are direct costs that are approved by the CEPF Evaluation Committee, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Eligible activities must be cost-effective and may include:

- Purchase of supplies and equipment in support of modernization (i.e. computers, printers and mobile devices)
- Purchase of supplies and equipment (i.e. reception centre kits, group lodging kits and storage containers for supplies and equipment)
- Training and exercises to increase capacity for the provision of emergency support services, including travel costs
- Volunteer recruitment and retention activities directly related to the provision of emergency support services

The following expenditures are also eligible provided they relate directly to the eligible activities identified above:

- Consultant costs
- Incremental applicant staff and administration costs
- Public information costs

Ineligible Costs & Activities

Any activity that is not outlined above or is not directly connected to activities approved in the application by the CEPF Evaluation Committee is not eligible for grant funding. This includes:

- Routine or ongoing operating costs (i.e. heating and lighting; security; software subscriptions or other subscription fees)

- Delivery of emergency support services during an emergency
- Activities intended to increase the capacity of third party organizations to deliver emergency support services on behalf of the approved applicant
- Training offered through the [EMBC 2019/2020 ESS Training program](#)
- Major capital improvements or renovations to existing facilities and/or construction of new, permanent facilities
- Purchase of vehicles
- Costs related to developing or submitting the application package

5. Grant Maximum

The Emergency Support Services funding stream can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$25,000.00.

In order to ensure transparency and accountability in the expenditure of public funds, all other grant contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant.

6. Application Requirements & Process

Application Deadline

The application deadline is **February 14, 2020**. Applicants will be advised of the status of their application within 90 days of the application deadline.

Required Application Contents

- Completed Application Form
- Local government Council or Board resolution, Band Council resolution or Treaty First Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- Detailed budget for each component identified in the application. This must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.
- For regional projects only: local government Council or Board resolution, Band Council resolution or Treaty First Nation resolution from each partnering applicant that clearly states their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf.

Resolutions from partnering applicants must include the language above

Submission of Applications

Applications should be submitted as Word or PDF files. If you choose to submit your application by e-mail, hard copies do not need to follow.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application elements (identified above) have been submitted and to ensure that basic eligibility criteria have been met. Only complete application packages will be reviewed.

Following this, the CEPF Evaluation Committee will assess and score all eligible applications. Higher application review scores will be given to projects that:

- Were not funded as part of the 2017 or 2018 Emergency Social Services intake
- Support the modernization of local ESS programs in order to move toward electronic registration and reporting
- Clearly demonstrate how the capacity of the eligible applicant to deliver emergency support services in their community will be increased
- Support recommendations or requirements identified in the local Emergency Plan
- Demonstrate transferability to other local governments and First Nations in BC
- Include in-kind or cash contributions to the project from the eligible applicant, partnering applicant(s), community partners or other grant funding
- Are cost-effective

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding. The CEPF Evaluation Committee will consider the provincial and regional distribution of all proposed projects. Funding decisions will be made on a provincial priority basis

All application materials will be shared with the Province of BC
--

7. Grant Management & Applicant Responsibilities

Grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM. Grants are paid at the completion of the project and only when the final report requirements have been met.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

Changes to Approved Projects

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Approval from the CEPF Evaluation Committee will be required for any significant variation from the approved project.

To propose changes to an approved project, approved applicants are required to submit:

- Revised application package, including updated, signed application form, updated budget and an updated resolution
- Written rationale for proposed changes to activities and/or expenditures

The revised application package will then be reviewed by the CEPF Evaluation Committee at the next scheduled meeting.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

Extensions to Project End Date

All approved activities are required to be completed within one year of approval. Under exceptional circumstances, an extension beyond this date may be requested in writing and is subject to approval by the CEPF Evaluation Committee.

8. Final Report Requirements & Process

All funded activities must be completed within one year of notification of funding approval and the final report is due within 30 days of project completion.

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form
- Financial summary
- Copies of any training or capacity building materials that were produced with grant funding
- Optional: photos and/or media directly related to the funded project

Submission of Final Reports

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

All final report materials will be shared with the Province of BC.
--

9. Additional Information

For enquiries about the application process or general enquiries about the program, please contact:

Union of BC Municipalities
525 Government Street
Victoria, BC, V8V 0A8

E-mail: cepf@ubcm.ca

Phone: (250) 387-4470

Town of Qualicum Beach
M E M O R A N D U M

TO: Dennis Trudeau, Acting CAO

FOR: Council Meeting, February 5, 2020

FROM: Arnold Schwabe, Manager of Information Technology

SUBJECT: Regional Emergency Resource Agreement Renewal

RECOMMENDATION

1. THAT the report from the Manager of Information Technology entitled "Regional Emergency Resource Agreement Renewal" be received.
2. THAT the Town of Qualicum Beach authorize the renewal of the Regional Emergency Resource Agreement for a one-year term to and including December 31, 2020.

PURPOSE

To continue the jointly-funded volunteer portion of the emergency program

BACKGROUND

In 2014, the three local governments re-allocated funds from the agreement that were previously spent on volunteer honorariums to compensate the creation of a one-year part-time contract position to provide stability and direction to the volunteer programs. Upon expiry of the agreement, a new five-year agreement was developed and gradually increased the contributions from each local government for the creation of a full-time contract position; this agreement expired on December 31, 2019.

Under the *Emergency Program Act*, local authorities are responsible for responding to emergencies including coordinating Emergency Support Services (ESS). Residents who have been evacuated or displaced from their homes by fires, floods, earthquakes or other emergencies may receive ESS for up to 72 hours. Services may include food, lodging, clothing, emotional support, information about the emergency or disaster, family reunification and specialized services such as first aid, child minding, pet care and transportation.

The Regional Emergency Resource Agreement meets our regulatory obligation and has provided added benefits with strong local volunteer capacity and solid relationships with suppliers. The renewal of the agreement will ensure that the OESS and OECT volunteers are supported with a Volunteer Coordinator and that the Emergency Management Oceanside partnership continues to offer exceptional ESS in the Oceanside area.

It is recommended that the terms of the agreement for the one-year renewal remain unchanged with contributions from each local government of \$2,000 towards OESS and OECT operating costs and \$20,000 for the Volunteer Coordinator contract position for a total contribution of \$22,000 each for the one-year term. Renewing the agreement for one-year will provide an opportunity for the partners to evaluate resources, time commitments, funding and the anticipated new legislation and make revisions to the agreement that will meet any new obligations and enhance the coordination of services offered during emergencies or disasters.

DISCUSSION

1. The current agreement expired on December 31, 2019, and with new emergency management legislation anticipated to have first reading in the fall of this year, there is an opportunity to update the agreement to fit the evolving emergency programs and the Emergency Management Oceanside partnership. Extending the term of this agreement to December 31, 2020, will give adequate time for the three parties to determine how best to structure the OESS and OECT program to meet the anticipated new legislation requirements and build a solid foundation for the future agreement.
2. The Town's contribution of \$2,000 towards OESS and OECT operating costs and \$20,000 for the Volunteer Coordinator contract position have been accounted for in the 2020 budget.
3. If Council wishes to refer the agreement back to staff, specific direction is requested.

STRATEGIC PLAN ALIGNMENT

The Regional Emergency Resource Agreement supports Council's Strategic Plan by promoting the Values of Teamwork, Collaboration, and Cooperation amongst the municipalities and surrounding Regional District. This agreement also promotes the efficient provision of services by sharing resources to achieve a common goal of providing directions to volunteers and support to all local residents in need during emergencies, regardless of where they live.

SUMMARY

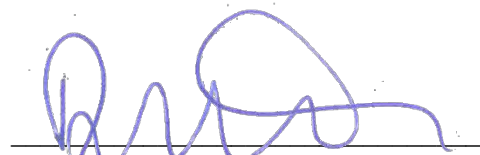
The Regional Emergency Resource Agreement between the Regional District of Nanaimo (RDN), City of Parksville and Town of Qualicum Beach has been active since 2010 and details support for jointly funded operating costs of Oceanside Emergency Support Services (OESS) and Oceanside Emergency Communications Team (OECT) volunteers in the Oceanside area.

ALTERNATIVES

1. Provide alternative direction to staff.



Arnold Schwabe
Manager of Information Technology
Concurrence



Dennis Trudeau
Acting Chief Administrative Officer
Concurrence

Town of Qualicum Beach
M E M O R A N D U M

TO: Daniel Sailland, CAO

FOR: February 5, 2020 regular Council meeting

FROM: Haylee Gould, Deputy Corporate Administrator

SUBJECT: Investors Group Walk for Alzheimer's 2020

RECOMMENDATION:

THAT Council grants permission to the Alzheimer Society of BC to hold their 'Investors Group Wealth Management Walk for Alzheimer's' event along the Dollymount Trail on Sunday, May 3, 2020, from 9:00 am to 3:00 pm, subject to the applicant working with staff to finalize arrangements;

AND FURTHER THAT Council authorizes in-kind support for the Walk for Alzheimer's event through Town provision of garbage, recycling and compost cans, bags, and collection.

PURPOSE

To provide Council with an overview, and seeking approval for, the proposed "Investors Group Wealth Management Walk for Alzheimer's" event.

EVENT DESCRIPTION

Staff have received an application from the Alzheimer Society of BC for permission to host their fundraiser walk. In previous years, the event organizers have hosted a smaller-scale walk on the Gardens property. For 2020, the applicant is proposing to host an opening ceremony in the School District parking lot behind Kwalikum Senior Secondary, followed by the fundraiser walk from the parking lot, along the Dollymount Trail, ending at Qualicum Road, and back. An alternate route for those who wish to walk a shorter distance is along the Dollymount Trail to Berwick Road, and back.

Dollymount Trail will remain open to the public during the course of the event. Tables will be set up at either end of the trail (at Berwick Road and at Qualicum Road) with water for participants. The parking lot behind Kwalikum Senior Secondary will have tables and tents set up, a small stage, and a generator for running a sound system for announcements and music. There will be portable washrooms available, as well.

Emergency access points will be marked and left open for access, and event coordinators will have first aid attendants on site.

EVENT REQUESTS

The event organizer is requesting support through:

- provision of four sets of garbage, recycling, and compost bins with liners;
- in-kind services of staff for waste collection;
- use of Dollymount Trail, to remain open for public access as well.

FINANCIAL IMPLICATIONS

Financial implications for this event include staff time to assist with waste collection, including delivery and removal of cans, which will be managed through regular staffing levels.

COMMUNICATION PLAN

The event will be publicized on the Town’s website and Facebook account and published in the Town’s “Town Tidings” article in the Parksville Qualicum Beach Newspaper. The event organizer is responsible for the majority of the marketing of the event.

ALTERNATIVES

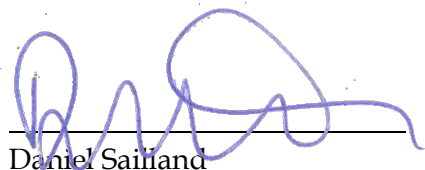
1. THAT Council refuses the request from the Alzheimer Society of BC to hold their ‘Investors Group Wealth Management Walk for Alzheimer’s’ event along the Dollymount Trail on Sunday, May 3, 2020.
2. Alternative or additional direction to staff.



Haylee Gould
Deputy Corporate Administrator
Report Writer



Heather Svensen
Corporate Administrator
Concurrence



Daniel Salland
Chief Administrative Officer
Concurrence

Town of Qualicum Beach
MEMORANDUM

To: John Marsh, Director of Finance

For: Regular Meeting February 5, 2020

From: Genelle Conn, Manager of Finance

RE: Finance Monthly Report

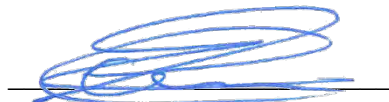
RECOMMENDATION

For Council to receive for information.

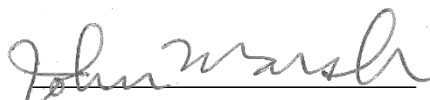
REPORT ANALYSIS

Attached is the Financial Plan Report listing revenues and expenditures to November 30, 2019 with a comparison to November 30, 2018. Operating revenues and expenditures are within budget expectations from an overall standpoint. A Major Projects and Debt report to November 30, 2019 is also attached.

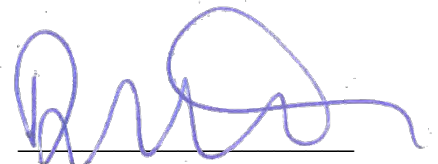
Staff are working on finalizing revenue and expenditures for December 31, 2019. The audit is planned for late February or early March 2020 and final December 31, 2019 figures will be provided to Council upon completion of the audit.



Genelle Conn, CPA, CA
Manager of Finance
Report Writer



John K. Marsh, CPA, CMA
Director of Finance
Concurrence



Dennis Trudeau
Acting CAO
Concurrence

TOWN OF QUALICUM BEACH
FINANCIAL PLAN REPORT - November 30, 2019

	Budget 19	YTD to Nov 30/19 (compared to 2019 budget)		Budget 18	YTD to Nov 30/18 (compared to 2018 budget)	
<u>REVENUES:</u>						
PROPERTY VALUE TAXES						
Municipal Property Taxation						
Municipal Taxation	8,880,097	8,875,521	99.9%	8,493,637	8,493,786	100.0%
Total Municipal Property Taxation	8,880,097	8,875,521	99.9%	8,493,637	8,493,786	100.0%
Other Gov't Taxes (this section nets to nil)						
V.I. Regional Library	528,420	527,424	99.8%	509,000	509,742	100.1%
Sewer Tax Rate Levy	1,630,938	1,637,119	100.4%	1,646,000	1,646,886	100.1%
Other - Regional District	2,336,688	2,335,310	99.9%	2,106,000	2,102,604	99.8%
School District #69	5,031,001	5,025,604	99.9%	4,726,000	4,726,796	100.0%
Regional Hospital District	527,977	526,363	99.7%	506,000	506,327	100.1%
B C Assessment Authority	129,976	130,233	100.2%	121,000	121,185	100.2%
Municipal Finance Authority	1,000	647	64.7%	1,000	573	57.3%
Sub Total Other Gov't Taxes Collected	10,186,000	10,182,700	100.0%	9,615,000	9,614,113	100.0%
Less Taxes Paid To Other Gov'ts	-10,186,000	-10,086,767	99.0%	-9,615,000	-9,497,156	98.8%
Less Accounts Payable Other Gov'ts	0	-95,933		0	-116,957	
Total Net Other Gov't Taxes	0	0		0	0	
Grants In Lieu Of Taxes & 1% Utility Tax						
Grants For 1% Utility Taxes	143,439	148,621	103.6%	139,697	144,092	103.1%
Grants in Lieu of Property Taxes	263,646	268,012	101.7%	258,585	251,910	97.4%
Total Grants In Lieu Of Taxes	407,085	416,633	102.3%	398,282	396,002	99.4%
PARCEL TAXES - WATER & SEWER						
Parcel Tax - Water	796,000	802,930	100.9%	795,000	796,050	100.1%
Parcel Tax - Sewer	163,200	164,675	100.9%	163,000	163,135	100.1%
TOTAL PARCEL TAXES	959,200	967,605	100.9%	958,000	959,185	100.1%
TOTAL PROPERTY VALUE TAXES	10,246,382	10,259,759	100.1%	9,849,919	9,848,972	100.0%
FEES AND CHARGES						
Public Works Services	34,000	14,658	43.1%	34,000	15,783	46.4%
Cemetery Services	45,000	55,668	123.7%	41,000	53,140	129.6%
Waste Removal Fees	567,000	411,782	72.6%	664,090	468,004	70.5%
Water Connections	10,000	54,766	547.7%	7,000	13,370	191.0%
Water Rates	1,300,000	1,179,628	90.7%	1,163,650	1,116,477	95.9%
Sewer Connections	10,000	12,292	122.9%	7,000	7,500	107.1%
Sewer Rates	615,000	457,491	74.4%	582,233	444,500	76.3%
TOTAL FEES AND CHARGES	2,581,000	2,186,285	84.7%	2,498,973	2,118,773	84.8%

TOWN OF QUALICUM BEACH
FINANCIAL PLAN REPORT - November 30, 2019

	YTD to Nov 30/19			YTD to Nov 30/18		
	Budget 19	(compared to 2019 budget)		Budget 18	(compared to 2018 budget)	
OWN SOURCES						
Licences	92,800	95,643	103.1%	90,150	101,771	112.9%
Permits	125,000	135,220	108.2%	116,000	111,668	96.3%
Leases and Rentals	500,000	538,113	107.6%	416,310	456,100	109.6%
Interest on Investments	79,000	199,084	252.0%	45,000	189,364	420.8%
Interest and Penalty on Taxes	52,000	59,487	114.4%	74,557	53,983	72.4%
Airport Services	170,908	131,494	76.9%	208,258	135,242	64.9%
Community Hall	33,314	26,911	80.8%	32,502	26,675	82.1%
Civic Centre	130,600	106,700	81.7%	127,658	103,259	80.9%
Contributions and Sales	133,000	247,336	186.0%	40,000	417,368	1043.4%
Miscellaneous Revenues	53,000	122,978	232.0%	60,000	161,403	269.0%
TOTAL OWN SOURCES	1,369,622	1,662,966	121.4%	1,210,435	1,756,834	145.1%
GOVERNMENT GRANTS						
Revenue Sharing	467,000	470,451	100.7%	467,000	463,789	99.3%
Other Government Grants	2,995,000	42,678	1.4%	1,513,000	136,868	9.0%
RDN Fire and Other Services	260,000	278,513	107.1%	242,103	279,730	115.5%
Gas Tax Grants	440,000	654,749	148.8%	425,000	219,484	51.6%
TOTAL GOVERNMENT GRANTS	4,162,000	1,446,391	34.8%	2,647,103	1,099,871	41.5%
GRAND TOTAL REVENUES	18,359,004	15,555,401	84.7%	16,206,430	14,824,450	91.5%
EXPENDITURES:						
DEBT CHARGES						
Miscellaneous Interest	26,000	16,304	62.7%	26,000	14,547	56.0%
Debt Interest	70,000	70,308	100.4%	81,000	80,725	99.7%
Debt Principal	463,000	462,936	100.0%	463,000	462,936	100.0%
TOTAL DEBT CHARGES	559,000	549,549	98.3%	570,000	558,208	97.9%
CAPITAL EXPENDITURES						
General Capital	9,230,958	3,827,800	41.5%	7,867,255	6,388,366	81.2%
Water Capital	415,000	289,163	69.7%	450,000	332,425	73.9%
Sewer Capital	40,000	34,709	86.8%	140,000	0	0.0%
TOTAL CAPITAL EXPENDITURES	9,685,958	4,151,672	42.9%	8,457,255	6,720,791	79.5%
OTHER MUNICIPAL PURPOSES						
General Government						
Legislative Services	245,000	229,473	93.7%	182,000	196,979	108.2%
Grants in Aid & Tax Exemptions	242,000	225,000	93.0%	220,588	206,595	93.7%
Office Maintenance	184,000	124,390	67.6%	180,600	139,688	77.3%
Administrative Services	1,099,000	989,060	90.0%	1,017,318	932,022	91.6%
Common Services	371,000	361,099	97.3%	407,212	358,787	88.1%
Total General Government	2,141,000	1,929,022	90.1%	2,007,718	1,834,071	91.4%

TOWN OF QUALICUM BEACH
FINANCIAL PLAN REPORT - November 30, 2019

	YTD to Nov 30/19			YTD to Nov 30/18		
	Budget 19	(compared to 2019 budget)		Budget 18	(compared to 2018 budget)	
Protective Services						
RCMP Police Protection	1,360,000	1,242,859	91.4%	1,365,000	1,250,648	91.6%
Other Protective Services	471,000	415,661	88.3%	409,908	391,549	95.5%
Fire Department Services	868,000	853,165	98.3%	790,100	763,116	96.6%
Total Protective Services	2,699,000	2,511,685	93.1%	2,565,008	2,405,313	93.8%
Transportation Services						
P/W Administration	711,000	509,416	71.6%	680,000	598,880	88.1%
P/W Yard	85,000	95,622	112.5%	90,000	185,392	206.0%
Roadway Surfaces	235,000	225,361	95.9%	188,728	236,182	125.1%
Road Allowances	115,000	78,923	68.6%	126,202	109,374	86.7%
Sidewalk Maintenance	64,000	66,889	104.5%	94,825	55,561	58.6%
Drainage Ditches	70,000	23,146	33.1%	64,184	60,545	94.3%
Storm Sewers	102,000	122,451	120.0%	166,836	92,713	55.6%
Street Cleaning	67,000	40,292	60.1%	67,885	61,038	89.9%
Snow and Ice Removal	89,000	142,609	160.2%	106,065	71,675	67.6%
Signs and other	64,000	65,447	102.3%	59,124	59,599	100.8%
Street Lighting	187,000	173,122	92.6%	183,353	175,129	95.5%
Airport Services	172,000	191,870	111.6%	178,134	153,416	86.1%
Equipment Operating	590,000	507,489	86.0%	561,751	539,006	96.0%
Total Transportation Services	2,551,000	2,242,636	87.9%	2,567,087	2,398,510	93.4%
Environmental And Public Health						
Solid Waste Removal	81,000	101,851	125.7%	143,000	141,607	99.0%
Other Solid Waste	92,000	100,012	108.7%	60,659	77,419	127.6%
RDN Food Waste, Recycling & Garbage	580,000	544,116	93.8%	410,000	435,970	106.3%
Water Maintenance	1,055,000	876,966	83.1%	1,097,322	979,528	89.3%
Sewer Maintenance	219,000	181,331	82.8%	255,611	184,635	72.2%
Total Environmental And Public Health	2,027,000	1,804,276	89.0%	1,966,592	1,819,159	92.5%
Community Development						
Planning and Zoning	345,000	305,976	88.7%	336,200	310,321	92.3%
Community Dev - Chamber & D/T	76,000	62,000	81.6%	76,000	71,718	94.4%
Community Dev - Museum	92,000	97,139	105.6%	90,000	88,702	98.6%
Community Dev - Social Procurement Hub	100,000	26,086	26.1%	0	0	0.0%
Community Dev - Special Events	103,000	123,646	120.0%	78,000	107,289	137.6%
Community Dev - St. Andrews	100,000	112,081	112.1%	0	34,397	0.0%
Community Dev - Town Functions	216,000	227,767	105.4%	284,631	228,601	80.3%
Total Community Development	1,032,000	954,695	92.5%	864,831	841,028	97.2%
Parks And Recreation						
Administration & Supervision	302,000	244,497	81.0%	140,704	265,728	188.9%
Parks Yard	54,000	36,382	67.4%	34,394	47,560	138.3%
Civic Centre & Community Hall	382,000	326,280	85.4%	387,844	322,611	83.2%
Parks/Cultural Buildings	51,000	42,766	83.9%	89,809	31,627	35.2%
Community Park	167,000	143,288	85.8%	176,837	136,029	76.9%
Garden/Park Areas	469,000	362,080	77.2%	482,081	426,496	88.5%
Trails	110,000	105,779	96.2%	93,288	104,687	112.2%

TOWN OF QUALICUM BEACH
FINANCIAL PLAN REPORT - November 30, 2019

	YTD to Nov 30/19			YTD to Nov 30/18		
	Budget 19	(compared to 2019 budget)		Budget 18	(compared to 2018 budget)	
Beach Areas	108,000	114,718	106.2%	70,138	123,281	175.8%
Other Park Functions	90,000	79,994	88.9%	94,844	77,165	81.4%
Public Health (Cemetery)	55,000	34,920	63.5%	48,000	50,748	105.7%
Total Parks And Recreation	1,788,000	1,490,704	83.4%	1,617,939	1,585,932	98.0%
Sub Total General Municipal Purposes	10,964,000	9,874,721	90.1%	10,236,242	9,719,850	95.0%
Sub Total Water Municipal Purposes	1,055,000	876,966	83.1%	1,097,322	979,528	89.3%
Sub Total Sewer Municipal Purposes	219,000	181,331	82.8%	255,611	184,635	72.2%
TOTAL OTHER MUNICIPAL PURPOSES	12,238,000	10,933,018	89.3%	11,589,175	10,884,013	93.9%
GRAND TOTAL EXPENDITURES	22,482,958	15,634,239	69.5%	20,616,430	18,163,012	88.1%
TOTAL NET EXPENDITURES	-4,123,954	-78,838		-4,410,000	-3,338,562	
NON OPERATING ITEMS AND TRANSFERS						
Other Non Operating Items						
DCC Transfers	0	0	0.0%	0	0	0.0%
Other Revenue	0	0	0.0%	0	0	0.0%
Proceeds from Sale Of Assets	3,785,000	267,942	7.1%	10,000	214,760	2147.6%
Total Other Non Operating Items	3,785,000	267,942	7.1%	10,000	214,760	2147.6%
Other Non Operating Transfers						
Transfer from Reserve - General	402,954	0	0.0%	3,974,000	0	0.0%
Transfer from Reserve - Water	0	0	0.0%	490,000	0	0.0%
Transfer from Reserve - Sewer	0	0	0.0%	0	0	0.0%
Transfer from Reserve - Land	0	0	0.0%	0	0	0.0%
Transfer to Reserve - Land	0	0	0.0%	0	0	0.0%
Transfer to Reserve - Funds	-14,000	0	0.0%	-14,000	0	0.0%
Transfer to Reserve - General	0	0	0.0%	0	0	0.0%
Transfer to Reserve - Sewer	0	0	0.0%	0	0	0.0%
Transfer to Reserve - Water	-50,000	0	0.0%	-50,000	0	0.0%
Total Other Non Operating Transfers	338,954	0	0.0%	4,400,000	0	0.0%
Other Non Cash Items						
Developer Contributed Capital	0	0	0.0%	0	0	0.0%
Transfer for TCA Difference	0	0	0.0%	0	0	0.0%
Amortization of Assets	3,250,000	2,979,167	91.7%	3,200,000	2,933,333	91.7%
Net Non Cash Items	-3,250,000	-2,979,167	91.7%	-3,200,000	-2,933,333	91.7%
Total Other Non Operating Items	0	0	0.0%	0	0	0.0%
TOTAL ITEMS & TRANSFERS	4,123,954	267,942	6.5%	4,410,000	214,760	4.9%
FINANCIAL PLAN BALANCE	0	189,104		0	-3,123,803	

**Town of Qualicum Beach
Major Projects and Debt - November 30, 2019**

	<u>Budget 19</u>	<u>Actual</u>
<u>Capital Debt</u>		
Fire Hall and Miscellaneous Debt	<u>570,000</u>	<u>462,936</u>
<u>Capital Projects</u>		
Annual Allocations		
Paving Program	143,038	0
Equipment Replacement	420,900	238,862
Misc. Drainage System Improvements	150,000	45,546
Misc. Age-Friendly Trans Plan Improvements	50,000	14,980
Total	763,938	299,388
Building Projects		
Airport Improvements	1,182,020	361,261
Valhalla Building Improvements	0	238,620
Washroom Improvements	10,000	61,267
Public Works Yard	37,000	53,117
Total	1,229,020	714,265
Roads and Drainage Projects		
Memorial Improvements	6,800,000	2,492,209
Total	6,800,000	2,492,209
Other Projects		
Miscellaneous (not allocated)	25,000	27,679
Wayfinding Signs	283,000	0
Faye Smith Park	0	16,492
Rodway Trail	130,000	97,416
Bike Path - School Connector Route	0	45,215
Timberlane	0	76,151
Property (including demolitions)	0	58,986
Total	438,000	321,939
Sub Total General Fund Capital	9,230,958	3,827,800
Water Capital		
Hemsworth Pump Station	100,000	546
Eaglecrest Watermain	315,000	284,051
Misc. Water System Improvements	0	4,566
Total	415,000	289,163
Sewer Capital		
Miscellaneous Sewer Improvements	40,000	34,709
Total	40,000	34,709
Total Capital Projects	9,685,958	4,151,672
Total Capital Projects and Debt Expenditures	10,255,958	4,614,608

Town of Qualicum Beach
M E M O R A N D U M

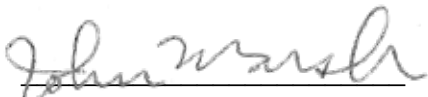
To: Dennis Trudeau, Acting CAO **For:** Regular Meeting February 5, 2020
From: John Marsh, Director of Finance
RE: Beautification Report

RECOMMENDATION

For Council to receive for information.

REPORT ANALYSIS

Attached is a 2019 Beautification Report as requested by Council. This report lists staff wages for beautification areas relating to 2019 Budget. Please note that in addition to wages there would also be equipment charges and materials. These additional items are not listed on the report as they are not broken down by the wage budget categories. A simple approximation of these additional charges would be to add about 50% to the totals. This would cover additional costs related to vehicles, park equipment including movers, and materials for flowers, shrubs, irrigation, etc.



John K. Marsh, CPA, CMA
Director of Finance
Report Writer



Dennis Trudeau
Acting CAO
Concurrence

**Town of Qualicum Beach
Staff Wages Beautification Report - 2019**

Description	Flowers	Shrubs	Lawns	Trees	Irrigation	Total
Town Hall Building	1,239	3,460	2,095	159	472	7,424
Fire Hall	470	10,868	1,990	105	824	14,255
Airport Terminal	38	3,532	283	104	243	4,199
Cemetery	3,361	0	17,388	428	0	21,176
Leigh House	1,361	3,899	1,940	449	351	7,999
TOSH	1,414	1,553	1,549	265	351	5,131
Valhalla	642	2,139	2,054	728	81	5,643
Civic Centre	6,625	6,427	3,632	211	849	17,743
Beachfront	200	17,966	13,505	3,387	2,471	37,528
Brant	0	4,255	2,248	0	1,067	7,569
Parks Yard Grounds	0	260	0	0	270	530
Community Park	13,916	29,614	31,954	1,138	706	77,327
Downtown Area	46,041	27,778	4,185	4,110	4,357	86,470
Friendship Garden	1,804	1,962	27	0	68	3,859
Memorial North	2,538	14,688	1,043	1,368	1,160	20,797
Memorial South	2,786	21,166	13,801	11,041	1,979	50,772
Railway - General Money	11,626	2,614	7,950	2,056	1,751	25,997
Railway - Memorial	11,388	4,577	6,276	208	905	23,353
Neighbourhoods	0	31,485	16,014	11,110	6,937	65,545
Christleton	283	52	254	0	0	589
Heritage	915	446	0	0	0	1,361
Miraloma	3,494	4,333	1,092	0	324	9,242
Village Way & 19A	0	7,953	1,327	520	486	10,286
Community Park Trail	0	0	1,253	0	0	1,253
Other	0	0	1,060	221	2,930	4,210
Total	110,137	201,021	132,914	37,607	28,577	510,254

Town of Qualicum Beach
M E M O R A N D U M

TO: Dennis Trudeau, Acting CAO

FOR: Regular Council February 5, 2020

FROM: John Marsh, Director of Finance

SUBJECT: Asset Management Strategy

RECOMMENDATION:

THAT the Town of Qualicum Beach Asset Management Strategy document dated February 5, 2020 be received by Council.

PURPOSE

The purpose of this report is to provide Council with an Asset Management Strategy document that staff intend to use as a framework to advance the objectives outlined in the Town of Qualicum Beach Asset Management Policy.

STRATEGIC PLAN SIGNIFICANCE

The Town's Strategic Plan includes Strategic Initiative #6: Efficient Provision of Services Goal: Effective Provision of Services. This initiative establishes the following:

The Town will develop policies and procedures to improve the efficiency of municipal operations, as well as to improve transparency and to provide Council with better policy tools to guide operational practices at a high level. This includes the following:

- Complete an Asset Management Strategy
- Implementation of the Asset Management Strategy
- Document and confirm Existing Levels of service

COMMENTS

Attached is an Asset Management Strategy document that is structured to help carry out the Asset Management Policy, copy attached, that has been previously approved by Council. The Asset Management Strategy will be implemented consistently across the organization while allowing flexibility and scalability within that implementation to accommodate differences in services.

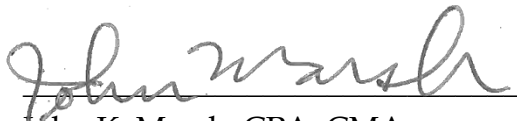
The Asset Management Policy indicates that it is the responsibility of the CAO and staff to develop and maintain infrastructure strategies, including development and service plans. This memorandum and the strategy document achieve the first aspect of this strategy direction. It should also be pointed out that the Asset Management Strategy is intended as a

living document in that it provides direction for all municipal infrastructure and as such it is intended to be regularly monitored, evaluated and adjusted.

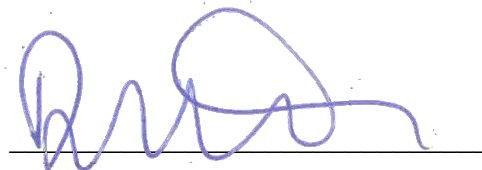
On October 7th, 2019 Council passed a resolution "THAT staff be directed to provide a report on the major asset classes with current spending and future risks". This resolution will be answered in steps through the work that is outlined in the Asset Management Strategy. These steps including future risks will take a number of years to complete and information will be provided through asset management reporting and the budget process. Based on this approach, this resolution will be treated as completed as a process to provide the information has been established.

ALTERNATIVES

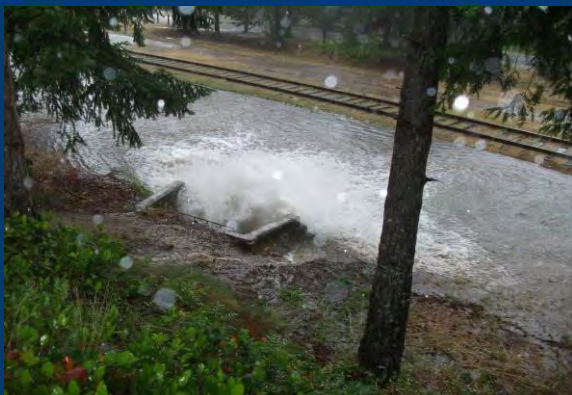
1. Provide alternate direction to staff



John K. Marsh, CPA, CMA
Director of Finance
Report Writer



Dennis Trudeau
Acting Chief Administrative Officer
Concurrence



TOWN OF QUALICUM BEACH

ASSET MANAGEMENT STRATEGY

February 5, 2020

CONTENTS

Asset Management Strategy..... 1

 Overview 4

 Introduction 4

 Asset Management Policy..... 5

 Asset Management Strategy 5

 The Asset Management Process and Elements 6

 Inventory.....7

 Costs/Replacement Rates.....8

 Condition and Capability Analysis9

 Capital and Operating Plans10

 Short and Long Term Financial Plan.....11

OVERVIEW

The asset management strategy has been prepared by staff to advance the objectives outlined in the Town of Qualicum Beach Asset Management Policy. The intent of the strategy is to assist the Town to improve service delivery for infrastructure in a financially sustainable manner. Infrastructure items include; water supply, wastewater, storm water, buildings, roads, airport, parks, and equipment.

The strategy outlines an asset management improvement plan detailing a program of tasks to be completed and resources required. This strategy is based on the Asset Management BC Roadmap which uses the seven essential elements in this report.

The Town's Asset Management Policy indicates that the policy is the responsibility of Council. It also indicates that the CAO and staff are responsible to develop and maintain infrastructure strategies, including development and service plans; therefore, this document is intended to articulate how staff intend to approach the development of asset management practices and plans to achieve asset management objectives directed by Council through the Asset Management policy.

INTRODUCTION

Asset Management includes the planning, design, construction, operation and maintenance of infrastructure used to provide services. Asset Management is not new; it has always been a primary function of local government and has been practiced in a variety of ways.

A key issue facing local governments throughout Canada is the management of aging assets in need of renewal and replacement. Asset condition and longevity can be difficult to determine. Financing needs can be large, requiring planning for large peaks and troughs in expenditure for renewal and replacement. The demand for new and improved services adds to the planning and financing complexity.

The goal of asset management is to ensure that services are provided:

- In the most efficient and cost effective manner
- Through the creation, acquisition, maintenance, and disposal of assets
- For present and future consumers

An asset management strategy enables an organization to:

- Show how assets will meet the service delivery needs into the future
- Achieve the organization's asset management policies
- Ensure integration of asset management with the Corporate Strategic Plans

The objective of the asset management strategy is to establish a framework to guide the planning, construction, maintenance, and operation of the infrastructure essential for the organization to provide services to the community.

ASSET MANAGEMENT POLICY

The Town of Qualicum Beach Asset Management Policy 3000-15 formalizes the Town's commitment to asset management and sets out specific roles and responsibilities for governance, management, implementation and participation in the asset management program.

Council Asset Management Policy Statements

Asset management is a broad strategic framework that encompasses many disciplines and involves the entire organization. The term asset management, as used in this document, is defined as "the application of sound technical, social, environmental, and economic principles that considers present and future needs of users, and the service from the asset". To guide the Town of Qualicum Beach, the organization shall:

- a. Maintain and manage infrastructure assets at defined levels to support public safety, community wellbeing, and community goals.
- b. Monitor standards and service levels to ensure that they meet/support Council, community and organizational goals and objectives.
- c. Develop and maintain asset inventories of all its infrastructures.
- d. Establish infrastructure replacement strategies through the use of full life cycle costing principles.
- e. Plan financially for the appropriate level of maintenance of assets to deliver service levels and extend the useful life of assets.
- f. Plan for and provide stable long-term funding to replace and/or renew and/or decommission infrastructure assets.
- g. Where appropriate, consider and incorporate asset management in its other corporate plans.
- h. Report to citizens regularly on the status and performance of work related to the implementation of this asset management policy via annual report.

ASSET MANAGEMENT STRATEGY

The Asset Management Strategy is structured to carry out the Asset Management Policy approved by Council. The strategy will be implemented consistently across the organization while allowing flexibility and scalability within that implementation to accommodate differences in services. This strategy outlines how the Town staff intends to utilize the seven essential elements outlined in the BC Asset Management Roadmap and this is explained later in this document.

This strategy also guides the development of sustainable service delivery plans, providing a clear line of sight between high-level objectives and the day-to-day activities carried out to deliver services and manage assets. This day-to-day aspect includes integrating the elements of people, information, assets, and finances to achieve the asset management objectives.

The Asset Management Strategy is a living document that provides direction for all municipal infrastructure and as such it is intended to be regularly monitored, evaluated and adjusted.

THE ASSET MANAGEMENT PROCESS / ELEMENTS

Based on the Asset Management BC Roadmap, Asset Management can be broken down into 7 Essential Elements:

Essential Elements	Tasks
Inventory	
1. What do you have and where is it?	a. Basic Asset Inventory b. Identify Asset Components c. Current Data, Software, and Tools
Costs/replacement rates	
2. What is it worth?	a. Current Asset Investment
Condition and capability analysis	
3. What is its condition and expected remaining service life?	a. Asset Condition b. Basic Asset Inventory c. Future Capital Costs d. Asset Maintenance Strategies
Capital and operating plans	
4. What is the level of service expectation, and what needs to be done?	a. Level of Service b. Asset Renewal Alternatives c. Strategic Goals d. Legal Obligations and Standards e. Evaluate Decision Process
5. When do you need to do it?	a. Future Capital Costs b. Asset Renewal Alternatives c. Asset maintenance Strategies d. Co-ordinating Infrastructure Work
Short- and long-term financial plan	
6. How much will it cost and what is the acceptable level of risk(s)?	a. Future Capital Costs b. Asset Renewal Alternatives c. Asset maintenance Strategies
7. How do you ensure long-term affordability?	a. Sustainability Assessment b. Co-ordinating Infrastructure Work c. Current O&M Costs d. Funding Sources e. Evaluate Decision Process f. Improvement Plan Process g. Prioritized AM Improvement Plan

These asset management elements will be addressed in order with a description and also next steps to address where are we now, where do we want to be and how do we get there. By answering these questions, we can more easily define gaps and what resources will be required to bridge these gaps. In a perfect world, we would have 100% of the information 100% of the time but, our goals should be something that can be realistically achieve.

1

Inventory

What do you have and where is it?

- a. Basic Asset Inventory**
- b. Identify Asset Components**
- c. Current Data, Software and Tools**

Basic Asset Inventory

Municipal assets are used to provide services to the community. Most of these assets were traditionally recorded on the basis of dollar value on a department basis, i.e. roads, water, sewer, etc. Assets details in terms of size, length, and type were often not recorded. Many assets were also donated to the Town through development or boundary adjustment.

Asset details were improved in 2009 as a result of a Canadian accounting standard change to record tangible capital assets (TCA). This led to more detailed asset recognition but the financial data was still based on historical cost rather than the replacement cost of assets.

Identify Asset Components

The objective is to identify and document what assets the Town owns. This information should be recorded in an Asset Register containing information for the following areas:

- Water System
- Storm Sewers
- Sanitary Sewers
- Fleet and Equipment
- Transportation
- Airport
- Parks
- Buildings
- Land

Current Data, Software and Tools

GIS data should be cross-referenced with Asset information that is recorded in the Town's AssetFinda database system. This will help determine gaps in infrastructure data. Performance should be measured based on the extent of the availability of complete electronic database records.

Next Steps

- Operations is to prepare plans to complete inventory and GIS records to help identify inventory gaps
- Engineering to ensure record drawing are provided in a timely manner. GIS/IT is to be responsible for quality control of records with assistance and involvement from all departments

2

Costs / Replacement Rates

What is it worth?

a. Current Asset Investment

Current Asset Investment

Current Asset Investment is an assessment of the current monetary value of the assets. This differs from the PSAB 3150 Tangible Capital Asset (TCA) reporting. The TCA reports are based on the historical cost of the assets when they were installed. This TCA information is required for external audit reporting for the annual financial statements

Current Asset Investment is a measure of the assets value in terms of:

- What would it cost to replace the asset today (current replacement value)?
- What value is the current asset considering its age (current depreciated value)?

All types of measures of value are useful for asset management. Historical cost is a true and accurate record of the value of an asset when it was initially installed; however, current replacement cost is a better measure for making informed decisions. Knowing the current replacement cost is beneficial from a budget standpoint as it is a better indicator of future value and annual depreciation of the asset.

Current replacement cost is directly comparable across all assets and can be used along with the asset age details to determine the current depreciated value.

The replacement cost should be calculated by taking into account all costs including material, labour, engineering, administrative and all other costs necessary for the replacement of the asset under typical conditions. From this information, unit costs can be established and then applied to each asset within the asset inventory data to calculate the current replacement cost for each asset.

Next Steps

- Operations need to establish and then provide unit costing information to the finance department
- Finance will then apply unit costing information to infrastructure
- Finance needs to work with operations to establish a plan and timeline for costing information for non-engineering assets such as buildings.

3

Condition and Capability Analysis

What is its condition and expected remaining service life?

- a. Asset Condition
- b. Future Capital Costs
- c. Asset Maintenance Strategies

Asset Condition

Asset condition and risk assessment needs to be established for all assets. Estimates can be made based on manufacturer's recommendations and published testing but to truly understand the condition of an asset component, the physical state should be investigated, tracked, and compared to that of a brand new component. Age of the asset may be used as a basis for prioritizing asset review.

Tracking the change in condition over time will:

- Provide an indicator for rate of deterioration
- Identify what type of remedial treatment is appropriate
- Help determine the best timing for a remedial treatment
- Support for estimates of the remaining useful life
- Indicate the most likely year that the asset could fail

Capital Costs and Maintenance Strategies

This information can be used to better predict optimal intervention treatments and future budget requirements to get the best service life out of the assets. Not tracking condition increases the risk of sudden unexpected failures occurring.

The condition of infrastructure is measured with physical and operational parameters. Physical condition (integrity) is difficult to compare between systems due to differences in age and condition assessment methods, but macro-parameters such as rates of replacement and failure can indicate overall system health. Operational condition (reliability) is often directly related to the amount of inspection and maintenance activity.

Options for how to determine condition and risk need to be considered. For instance, the Town contracted the assessment of the Town's road infrastructure to a company who specializes in road scanning technology.

Next Steps

- Operations to establish asset condition and risk options
- Operations to develop a system for determining service life for assets and the asset components
- Finance and GIS/IT to work with Operations to apply the condition and risk information to asset categories

4

Capital and Operating Plans

What is the level of service expectation, and what needs to be done?

a. Level of Service

b. Asset Renewal Options

c. Strategic Goals

d. Legal Obligations and Standards

Operating Plans - Level of Service

Providing basic municipal services, protecting public safety and the environment are primary considerations in provision of municipal services.

Qualicum Beach residents expect a high level of service from the Town and it is becoming increasingly expensive to maintain services. Consideration should be given to what services are provided, whether they are essential, and how they are provided.

The Level of Service would include the following elements:

- Quantity
- Location of asset or service
- Availability or frequency of service
- Operating Procedures
- Quality of Service

Asset Renewal Options

Asset renewal options need to be considered when reviewing assets and service level documents. This would also involve options for how the service is carried out.

Strategic Goals

Level of service decisions need to be in keeping with and supportive of Council strategic goals. If services are provided that are not consistent with strategic initiatives, then they need to be identified and consideration be given to redeploying the resources.

Legal Obligations and Standards

When considering the Level of Service, other factors such as legal obligations and standards need to be considered. These factors could relate to legislation, regulation, policies, standards and any other requirements that impact on or relate in some way to the assets or the services associated to them.

Next Steps

- Operations to identify activities that require LOS's, create a plan and timeline to complete
- Operations need to consider renewal and service level options compared to standard operating procedures
- Operations to ensure that LOS's align with strategic initiatives and other factors such as legal requirements and standards

5

Capital and Operating Plans

When do you need to do it?

- a. Future Capital Costs
- b. Asset Renewal Alternatives
- c. Asset Management Strategies
- d. Coordinating Infrastructure Work

Capital Plans - Future Capital Costs

Forecasting future costs is critical to responsible and effective management. By looking ahead, it is possible to gauge the long term affordability of continuing to operate and manage the assets in the same way as we do now.

Understanding when and how much capital investment is required to maintain service levels is a critical goal of the asset management practices. This may necessitate leveling funding through reserves or borrowing to provide immediate capital with future repayment.

Asset Renewal Alternatives

Future cost forecasts provide more time to consider asset renewal. This could provide the opportunity to make suitable preparations to cope with the situation, take action to reduce the likelihood of the situation occurring, and put in place measures to reduce the extent of a potential adverse impact.

Asset Management Strategies

The existence of an Asset Maintenance Strategy provides guidance to ensure all work tasks are focused on achieving the same goals and completed within a time that retains the most value from the asset. It also provides for knowledge transfer when key people retire or staff change.

Asset management has a larger significance to the organization than just keeping assets functioning. Timely intervention with the right techniques can extend the life of the asset or provide an alternative for a cost saving.

Coordinating Infrastructure Work

Coordinating infrastructure works refers to taking practical steps to try to coordinate physical works projects for the purposes of:

- Saving on total costs by combining projects
- Reduction in overall disturbance
- Increased confidence in efficiency of organization

Next Steps

- Departments to provide Finance with capital project priorities, and projected costs, for the next ten years
- Operations to consider strategies and coordinate works when establishing LOS's and capital priorities lists

6

Short and Long Term Financial Plan

**How much will it cost
and what is the
acceptable level of
risk(s)?**

a. Future Costs

**b. Risk Management
Strategies**

Financial Plan - Future Costs

When considering the cost of assets, the total asset life cycle cost and not merely the initial capital cost, needs to be considered. Life cycle costs are the average costs that are required to sustain the service levels over the asset life and can be affected by a variety of inputs:

- Capital Costs
- Operation and Maintenance Costs
- Capital Renewal and Asset Renewal Alternatives
- Asset Disposal

Risk Management Strategies

Effective asset management isn't just about life cycle costs. It also includes effective risk management. To understand risks associated with municipal infrastructure, some type of risk management framework should be developed. For example, the risk of a water line break on a steep bank could jeopardize the stability of the bank. Issues similar to this could affect the timing for asset replacement.

A risk management strategy could consist of:

- A Risk Management Policy
- Risk Management Implementation Framework which could include creating a risk matrix to define risk
- A Town-wide Risk Register

Risk responsibility is assigned for managing risks associated with assets and service delivery in general to all departments within the Town. The Town currently has some risk assessment documents including Hazard Risk Vulnerability Assessment (HRVA). The Risk Register would record these documents.

Next Steps

- All departments need to incorporate life cycle costing when providing capital project information to Finance
- Operations needs to incorporate risk consideration when preparing Level of Service documents and also capital project spending packages
- Risk and life cycle costing information needs to be included as part of the budget process to Council

7

Short and Long Term Financial Plan

How do you ensure long-term affordability?

- a. Sustainability Assessment
- b. Co-ordinating Infrastructure Work
- c. Current O&M Costs
- d. Funding Sources
- e. Evaluate Decision Process
- f. Improvement Plan Process
- g. Prioritized AM Improvement Plan

Financial Plan - Sustainability

The overall objective of Asset Management Practice is sustainability. In the context of asset management sustainability practice, this will include an assessment of current business activities and outcomes relative to sustainability goals.

To achieve those sustainability goals, some best practices will need to be implemented and may include:

- Moving from reactive maintenance to predictive maintenance
- Knowing the costs and benefits of rehabilitation versus replacement
- Analyzing lifecycle costs, especially for critical assets
- Deploying resources based on asset condition and risk
- Collaborating with the finance department and all other working groups associated with assets across the Town to develop a unified cost recording structure for the organization
- Provide training to staff regarding the difference between maintenance costs, operation costs, renewals, and capital costs
- Separately record/track operational and maintenance over a defined time period
- Track maintenance costs against the relevant assets on which the work was done

Next Steps

- Finance/Operations need to prepare sustainability and long term affordability plans based on the existing financial data and then modify as data improves
- Operations need to consider incorporating Standard Operating Procedures (SOP's) into Level of Service (LOS's) documents. The SOP's would address reactive versus preventative maintenance approaches
- Operations need to consider the impact of deploying resources based on asset conditions. This should be incorporated into SOP's and LOS's where necessary
- Finance needs to adjust financial systems to capture financial information based on asset management requirements

	Town of Qualicum Beach	Policy Manual
	Subject: Administration - General - Municipal Asset Management Policy	
	Policy Number: 3000-15	

Purpose

This asset management policy expresses Council's commitment to asset management and provides policy statements to guide staff in carrying out the Town's business strategies, plans, and activities. It also includes direction for staff to develop guidelines and practices in managing, financing, and operating current assets and planning for future assets and the delivery of services.

Policy

1. Council Asset Management Policy Statements

Asset management is a broad strategic framework that encompasses many disciplines and involves the entire organization. The term asset management, as used in this document, is defined as "the application of sound technical, social, environmental, and economic principles that considers present and future needs of users, and the service from the asset". To guide the Town of Qualicum Beach, the organization shall:

- a. Maintain and manage infrastructure assets at defined levels to support public safety, community wellbeing, and community goals.
- b. Monitor standards and service levels to ensure that they meet/support Council, community and organizational goals and objectives.
- c. Develop and maintain asset inventories of all its infrastructures.
- d. Establish infrastructure replacement strategies through the use of full life cycle costing principles.
- e. Plan financially for the appropriate level of maintenance of assets to deliver service levels and extend the useful life of assets.
- f. Plan for and provide stable long-term funding to replace and/or renew and/or decommission infrastructure assets.

- g. Where appropriate, consider and incorporate asset management in its other corporate plans.
- h. Report to citizens regularly on the status and performance of work related to the implementation of this asset management policy via annual report.

2. Background and Purpose of Council Policy

The Town of Qualicum Beach has a mandate to provide a wide range of services. In order to guide staff with the effective implementation of those services, Council typically adopts policies for important issues that can be used by staff to support Council's vision, goals, and objectives.

Council vision and goals for infrastructure assets

One of Council's strategic priorities is "Quality Infrastructure", which states: "Council is committed to providing, updating and maintaining community infrastructure through well-managed asset planning."

The policy articulates Council's commitment to asset management and guides staff who are using the policy. In doing so, this policy also outlines how it is to be integrated within the organization in such a way that it is coordinated, cost-effective, and organizationally sustainable. This policy also demonstrates to the community that Council is exercising good stewardship, and is delivering affordable services while considering its legacy to future residents.

Staff will implement the policy through the development and use of asset management guidelines and practices. Since the performance of asset management is organization specific, reflective of knowledge, technologies and available tools, and will evolve over time, the responsibility for guidelines and practices is delegated to staff.

3. Policy Principles, Guidelines, and Integration

The key principles of the asset management policy are outlined in the following list.

The organization shall:

- Make informed decisions, identifying all revenues and costs (including operation, maintenance, replacement and decommission) associated with infrastructure asset decisions, including additions and deletions. Trade-offs should be articulated and evaluated on the basis of the strategic plan and established service levels. The basis for the decision will be recorded.
- Define and articulate service, maintenance, and replacement levels and outcomes.
- Integrate corporate, financial, business, technical, and budgetary planning for infrastructure assets.
- Establish organizational accountability and responsibility for asset inventory, condition, use, and performance.
- Consult with stakeholders where appropriate.
- Use available resources effectively.
- Manage assets to be sustainable.
- Minimize total life cycle costs of assets.
- Consider environmental goals.
- Consider social and sustainability goals.
- Minimize risks to users and risks associated with failure.
- Pursue best practices where available.
- Report the performance of its asset management program.

Guidelines and practices

This policy shall be implemented by staff using accepted industry guidelines and staff shall consider the use of an asset management strategy and asset management plans.

The Town of Qualicum Beach will also comply with required capital asset reporting requirements, and integrate the asset management program into operational plans throughout the organization.

Strategic asset management plans may be developed for a specific class of assets, or be generic for all assets, and should outline long-term goals, processes, and steps toward how they will be achieved. The asset management plans should be based on current inventories and condition (acquired or derived), projected performance and remaining service life, and consequences of losses (e.g., vulnerability assessments, Emergency Management BC Critical Infrastructure Consequence of Loss Assessment). Operational plans should reflect these details. Decommissioning or replacement portfolios and associated financial plans should consider alternative scenarios and risks, as well as include public consultation.

Context and integration of Asset Management within the organization

The context and integration of asset management throughout the organization's lines of business is typically formalized through references and linkages between corporate documents. Where possible and appropriate, Council and staff will consider this policy and integrate it in the development of documents such as:

- Bylaws
- Official Community Plan (OCP)
- Business plans
- Corporate strategic plan
- Corporate financial plan
- Operational plans and budgets
- Annual reports
- Design criteria and specifications
- Infrastructure servicing, management and replacement plans including:
 - Age-Friendly Transportation Plan
 - Waterfront Master Plan
 - Storm Drainage Plan
 - Water Study
 - Etc.
- Procurement and purchasing plans and policies

4. Key Roles for Managing the Asset Management Policy

Town policies are approved by Council. While staff, public, and other agencies may provide input on the nature and text of the policy, Council retains the authority to approve, update, amend, or rescind policies.

Role	Responsibility
Identification of issues, and development of policy updates	Council, Chief Administrative Officer (CAO), and Staff
Establish levels of service	Council and CAO
Adopt policy and budgets	Council
Implementation of policy	CAO and Staff
Development of guidelines and practices	CAO and Staff
Ongoing review of policies	Council, CAO, and Staff

Implementation, review and reporting of asset management work

The implementation, review, and reporting back regarding this policy shall be integrated within the organization. The organization's asset management program shall be reported annually to the community and implementation of this policy reviewed by Council.

Actions	Responsibility
Adopt Asset Management Policy	Council
Monitor and review infrastructure standards and service levels at established intervals	Council and CAO
Develop and maintain infrastructure strategies, including development and service plans	CAO and Staff
Develop and maintain asset inventories	CAO and Staff

Assess infrastructure condition and service levels	CAO and Staff
Establish and monitor infrastructure replacement levels through the use of full life cycle costing principles	CAO and Staff
Develop and maintain financial plans for the appropriate level of maintenance, rehabilitation, extension, and decommission of assets	CAO and Staff
Report on the status of the infrastructure assets and asset management program.	CAO and Staff

5. Review

This policy will be monitored continuously to ensure its relevance in terms of community needs and expectations, the Town's goals, and statutory requirements. It is the responsibility of the Chief Administrative Officer and the management group to regularly review compliance with this policy and report to Council on an annual basis.



**Town of Qualicum Beach
FIRE RESCUE DEPARTMENT**

M E M O R A N D U M

TO: Daniel Sailland, CAO

FOR: Regular Council meeting February 5, 2020

FROM: Marc Norris, Fire Chief

SUBJECT: Monthly Fire Department Report to end of December 2019

PURPOSE

To provide Council with an update regarding Fire Rescue Department activities.

BACKGROUND

The Qualicum Beach Fire Department services the town and surrounding contract areas of the Regional District of Nanaimo. The fire protection area is approximately 34.5 square kilometers, with an estimated population of 10,500. Fire Rescue services include structural and urban interface firefighting, auto rescue, operations level hazmat, operations level confined space and low-angle rope rescue, emergency medical first responder backup to BCEHS and other services.

CALLS FOR SERVICE

Summary for December 2019. Total Calls for Service = 24.

0 Bush/Interface	2 Carbon Monoxide Alarm	0 Duty Officer
0 Elevator Rescue	6 Fire Alarm	0 Electrical Fire
2 Medical (First Responder)	0 Smoke in Structure	4 Structure Fire
1 Hazardous Materials	1 Vehicle Fire	0 Hydro
0 Mutual Aid	7 Vehicle Incidents	0 Natural Gas Incident
1 Public Assistance	0 Technical Rescue	

Duty Officer Only: 2 Automatic Aid: 2 Mutual Aid: 0

Incident Hours: 13 hours, 57 minutes

Incident Staff Hours: 89 hours, 6 minutes

Average Response Time: 8.52 minutes (Duty Officer: 08.73 | 1st Fire Apparatus: 10.42 min.)

Average Muster/Shoot Time: 6.94 minutes (Based on Main Engine - Engine 52)

Average # of Personnel: 6.3 (Full Time: .8 | On-Call: 5.5)

Summary to end of December 2019 = 315 calls for service.

January 2019	19 incidents	July 2019	30 Incidents
February 2019	37 incidents	August 2019	41 Incidents
March 2019	34 incidents	September 2019	25 Incidents
April 2019	15 incidents	October 2019	23 Incidents
May 2019	22 Incidents	November 2019	21 Incidents
June 2019	24 Incidents	December 2019	24 Incidents

- Overall call volume was up in 2019. In 2018 the total was 266, and in 2017 the total was 287 to December 31.

TRAINING

21 Sessions | 19 Subjects | 76 Session Hours | 26 Instructor hours | 334 staff hours

Training highlights:

- The recruit class continues to do well.

APPARATUS/EQUIPMENT/FACILITIES

- Regular ongoing apparatus and equipment checks and service.
- Leak found in fire station Solar Hot Water Pre-Heat Glycol System. Repair cost estimate pending further investigation. This is the second leak found in the system in 2019.

FIRE PREVENTION

32 Inspections | 1 Public Education Events | 0 Fire Investigations | 0 Development Plan Reviews

RECRUITING AND RETENTION

Paid Members:	3	(one shared with Parksville, 1 Temporary)
Volunteer On-call Members:	27	(excludes special duty and paid staff)
Change from previous month:	0	(Resigned/Retired 0)
Regular Duty	20	(Special Duty 2)
Recruits	5	
Light / Restricted Duty	2	

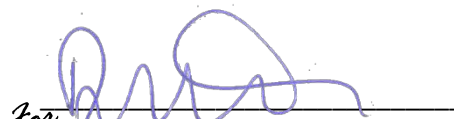
- *****Recruiting and retention** of volunteer on-call members is and will be the most significant challenges in the future. While we seem to be able to get recruits, retaining recruits is the real issue. Contributing barriers include lack of time, lack of sufficient jobs, and cost of housing. The ability to retain personnel directly affects the ability to provide for apparatus operators and supervisors, let alone firefighters.

GENERAL

- The annual Christmas member appreciation dinner was held on the evening of December 14, 2019. The night was filled with fun and recognition of members.



Marc Norris, Fire Chief
Report Writer



for Daniel Sailland, CAO
Concurrence

Town of Qualicum Beach
M E M O R A N D U M

TO: Luke Sales, Director of Planning

FOR: Council, February 5, 2020

FROM: Rebecca Augustyn, Planner

SUBJECT: Former St. Andrews Waterfront Park

RECOMMENDATION

1. THAT Council directs staff to remove all seven cabins from the St. Andrews property, AND FURTHER THAT, Council directs staff to award the contract to the lowest bidder, ANU Enterprises Ltd.
2. THAT Council adopt the Former St. Andrews Waterfront Park Draft Concept Plan.
3. THAT Council directs staff to commission a feasibility study on the St. Andrews Lodge Building, as recommended in the draft Former St. Andrews Waterfront Park Draft Concept Plan.
4. THAT Council directs staff to commission an arborist report on the Former St. Andrews Waterfront Park, which includes a replanting plan, as recommended in the draft Former St. Andrews Waterfront Park Draft Concept Plan.
5. THAT Council directs Staff to designate the Former St. Andrews Waterfront Park as "Elizabeth Little Waterfront Park", and FURTHER THAT, the Town solicits public feedback on this name until March 30, 2020, as recommended in the draft Former St. Andrews Waterfront Park Draft Concept Plan.

PURPOSE

To provide an update on the former St. Andrews Waterfront Park.

BACKGROUND

In 2018 the Town of Qualicum Beach purchased the historic St. Andrews Lodge Property on the Qualicum Beach waterfront. The property is approximately 6,500m² (1.6 acres), has over 70m of waterfront and is located in a prime location at Buller Road and Highway 19A. The waterfront land is currently comprised of 11 small lots but the property boundaries can be adjusted as required.

On March 22, 2019, staff issued a Request for Proposals (RFP) for a consultant to lead the public consultation and visioning exercise for the former St. Andrews Waterfront Park. The RFP closed on April 15, 2019, and at the May 13, 2019 Council meeting, Council awarded the contract to Lanarc. Lanarc began the project in June 2019.

On January 22, 2020, the draft concept plan for the former St. Andrews Waterfront Park was presented to Council at the Committee of the Whole. At this meeting, the Committee recommended to Council the following motions:

1. THAT the Committee of the Whole recommends to Council THAT Council directs staff to remove the cottages from St. Andrews, repurposing the structures if possible; AND FURTHER THAT consideration be given to utilize one building for future washroom use prior to removal of all cottages from St. Andrews.

2. THAT the Committee of the Whole recommends to Council THAT Council adopt the Former St. Andrews Waterfront Park Draft Concept Plan.
3. THAT the Committee of the Whole recommends to Council THAT the Town commission a feasibility study be done on the St. Andrews Lodge Building, as recommended in the draft Former St. Andrews Waterfront Park Draft Concept Plan.
4. THAT the Committee of the Whole recommends to Council THAT the Town commission an arborist report on the Former St. Andrews Waterfront Park, which includes a replanting plan, as recommended in the draft Former St. Andrews Waterfront Park Draft Concept Plan.
5. THAT the Committee of the Whole recommends to Council THAT Council directs Staff to designate the Former St. Andrews Waterfront Park as “Elizabeth Little Waterfront Park”, and FURTHER THAT, the Town solicits public feedback on this name until March 30, 2020, as recommended in the draft Former St. Andrews Waterfront Park Draft Concept Plan.

All the recommendations, except for Recommendation #1, are the same recommendations that are before Council. Recommendation #1 has been revised due to new information being received by the Town regarding the remediation of the western cabin, which was originally identified as the most promising cabin to be converted into washrooms.

DISCUSSION

The former St. Andrews Waterfront Park planning process has consisted of three phases. The first phase gathered ideas and studied the context of the park, the second phase explored options for the park, and the third phase developed a draft concept plan. Throughout each phase, Lanarc has undertaken community consultation. Lanarc is now in Phase 3 and has provided a draft concept plan, which is attached to this memo.

Staff recommend implementing several of the key, short-term recommendations from Lanarc:

- Complete a feasibility assessment of the lodge building and remove the cabins. Both the future of the lodge and the cabins will impact the overall design and use of the park.
- Retain an arborist to complete an assessment of the property and submit a report to the Town, which includes a replanting plan. This report is required for the Town to achieve Recommendation #12: Manage the Park Tree Canopy (Upland Areas) and Recommendation #13 Integrate Native and Pollinator-Friendly Plantings.
- Designate a name for the park so that all future materials are consistent going forward.

A number of the key recommendations in the report are contingent on the removal of the old cabins, which are unsuitable for continued use and incompatible with the community feedback. Cabin removal is also time sensitive to avoid disturbing the seasonal bat habitat (April – September).

Since the January 22, 2020 Committee of the Whole meeting, staff have been provided new information regarding the cabins. The cabins were assessed and the Town received quotes on remediation, as well as removal of the cabins. The western cabin was reviewed by a contractor to provide information on renovation versus new construction for a washroom. The cabin is showing extensive signs of aging including issues with the interior, exterior siding, foundation and roofing. This would require the existing structure to be stripped back to the bare studs, joists and rafters before any structural repairs or upgrades could commence.

If this existing building was to be restored and converted to washrooms, building issues will remain;

- The foundation has a crack in the corner so the extent of foundation restoration and seismic upgrades could be extensive.
- The exterior walls are only 2 x 4 construction so additional work would be required for present day seismic, structural and insulation requirements. This would also include upgrades to the existing rafters.
- The floor structure is wood joists with noticeable deflection which would require additional structural work.
- Existing sanitary and water feeds need to be upsized to handle the future washroom requirements.
- The location of the present building might not be an ideal location as washroom.

The construction of a new building for the washroom facilities would address all the above concerns, and the building would be built using concrete floors sloped to floor drains, and built to current building requirements for public washroom space. All plumbing, electrical, HVAC and interior and exterior finishes would cost about the same for the renovation as for new construction.

In conclusion, with the present condition of the existing building, to convert the existing cabin to a public washroom would most likely end up costing as much or more than a newly constructed building but the life expectancy of the new building would far exceed the renovated building and the new building would address those issues that would not be addressed through the renovation. The cost of a new washroom, or renovation of the existing washroom would likely cost in the range of \$300,000 - \$400,000.

On the basis of the contractor's report, staff do not recommend retaining any of the cabins.

Financial Implications

The removal of the cabins will cost less than \$60,000. This would be funded from the 2020 capital budget.

Strategic Plan Linkages

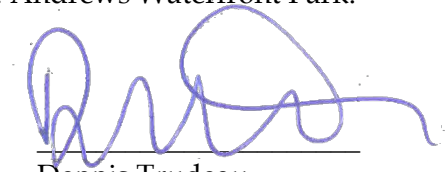
This project is identified as part of "Strategic Initiative #2: Engage land for strategic local and regional initiatives". "Strategic Initiatives" are the major undertakings that Council wants to achieve during its term. In developing the strategic plan, Council noted that this project should be completed in a timely manner so that the property can be enjoyed by the public without further delay. As such, staff are recommending that key recommendations, which will significantly impact the park's design, be implemented from the plan.

SUMMARY

In 2019, the Town hired Lanarc to complete a concept plan for the Former St. Andrews Waterfront Park. Lanarc went through a public engagement process, and is now in the draft concept plan phase. Staff recommends that Council adopt the draft concept plan for the Former St. Andrews Waterfront Park, and that key recommendations, specifically, to commission a feasibility study for the lodge building and an arborist report for the property, be undertaken. Staff also recommend that Council provide direction on the cabin buildings and the naming of the park.

ALTERNATIVES

1. THAT Council directs the following changes to the Former St. Andrews Waterfront Park Draft Concept Plan *[insert changes]*.
2. THAT Council directs staff to delay work on the Former St. Andrews Waterfront Park.
3. THAT Council provides alternative direction to staff.


Rebecca Augustyn
Planner
Report Writer
Luke Sales, MCIP, RPP
Director of Planning
Concurrence
Dennis Trudeau
Acting CAO
Concurrence



FORMER ST. ANDREWS WATERFRONT PARK

CONCEPT PLAN

DRAFT REVIEW
JANUARY 2020



TOWN OF
QUALICUM BEACH



Park view to the Salish Sea in spring



TABLE OF CONTENTS

1 INTRODUCTION	1
1.1 Purpose of the Plan	2
1.2 Planning Process Overview.....	3
2 VISION AND GUIDING PRINCIPLES	5
2.1 Overview	7
2.2 Vision	7
2.3 Guiding Principles.....	8
3 RECOMMENDATIONS	11
3.1 Illustrated Concept Plan	12
3.2 Summary List of Recommendations	12
3.3 Recommendations	14
4 IMPLEMENTATION	51
4.1 Implementation Overview	52
4.2 Recommendation Time Frames	52
4.3 Recommendations Capital Costs	54
4.4 Related Actions	56

APPENDICES (*pending*)

A PARK BACKGROUND & ANALYSIS.....	#
A.1 Location	#
A.2 History	#
A.3 Context.....	#
A.4 Existing Park Character	#
B PUBLIC ENGAGEMENT.....	#
B.1 Engagement Process Overview.....	#
B.2 Phase 1 Public Engagement	#
B.3 Phase 2 Public Engagement	#
B.4 Phase 3 Public Engagement	#

Natural, Accessible, Family-Friendly

– Top Park Values from Process Participants –



1 | INTRODUCTION

The Former St. Andrews Park Concept Plan is an opportunity to develop a long-term vision and strategy for the recently acquired waterfront park for the Town of Qualicum Beach. The plan builds on the park's existing natural assets, addresses current issues, and plans for a future that welcomes a wide range of people to enjoy the park. A park concept plan is a high-level living document intended to guide future decision making, while remaining flexible to evolve as a result of new information, experience, or changing public needs.

1.1 PURPOSE OF THE PLAN

The Town of Qualicum Beach initiated the Former St. Andrews Park Concept Plan in the spring of 2019 following the acquisition of the property in 2018. This plan aims to bring together a cohesive vision from the community for the development of this new waterfront park.

The Concept Plan provides an opportunity to consider the site today and identifies short, medium, and long-term updates, and maintenance projects that will help create a natural and well-loved community park space for years to come.

A Park Concept Plan does not illustrate an exact or final layout for all potential improvements; rather it provides a vision and strategies for planning, assessing, and implementing future changes over time.

The plan was undertaken with the following objectives:

- ▶ Learn about the site’s existing conditions and assets;
- ▶ Engage with stakeholders, members of the public, staff, and Council;
- ▶ Understand key issues and develop potential options to address these issues;
- ▶ Develop a strong vision; and
- ▶ Outline recommendations that support the vision and allow the Town to plan, prioritize, and budget for park improvements over time.

Recommendations in this plan should be reviewed and adjusted regularly to reflect the overall changing community needs and context.

All capital projects recommended in this plan will be considered within the Town of Qualicum Beach’s broader planning and budgeting processes, and will be subject to individual consideration and approval by Council prior to proceeding.

This plan sets a framework for positive change – continued efforts and coordination from the Town, community associations, and members of the public will be needed to advance the ideas and recommendations to achieve the vision for this park.

1.2 PLANNING PROCESS OVERVIEW

The park Concept Plan process was conducted in three phases. The process was initiated in June 2019 and is anticipated to be complete in February 2020. Each phase involved public engagement to ask participants for their opinions, ideas, and concerns. Community input was fundamental to determining planning directions while aiming to support community desires.

PHASE 1

Gather information, inventory existing conditions, identify opportunities and constraints, gather preliminary ideas from the community

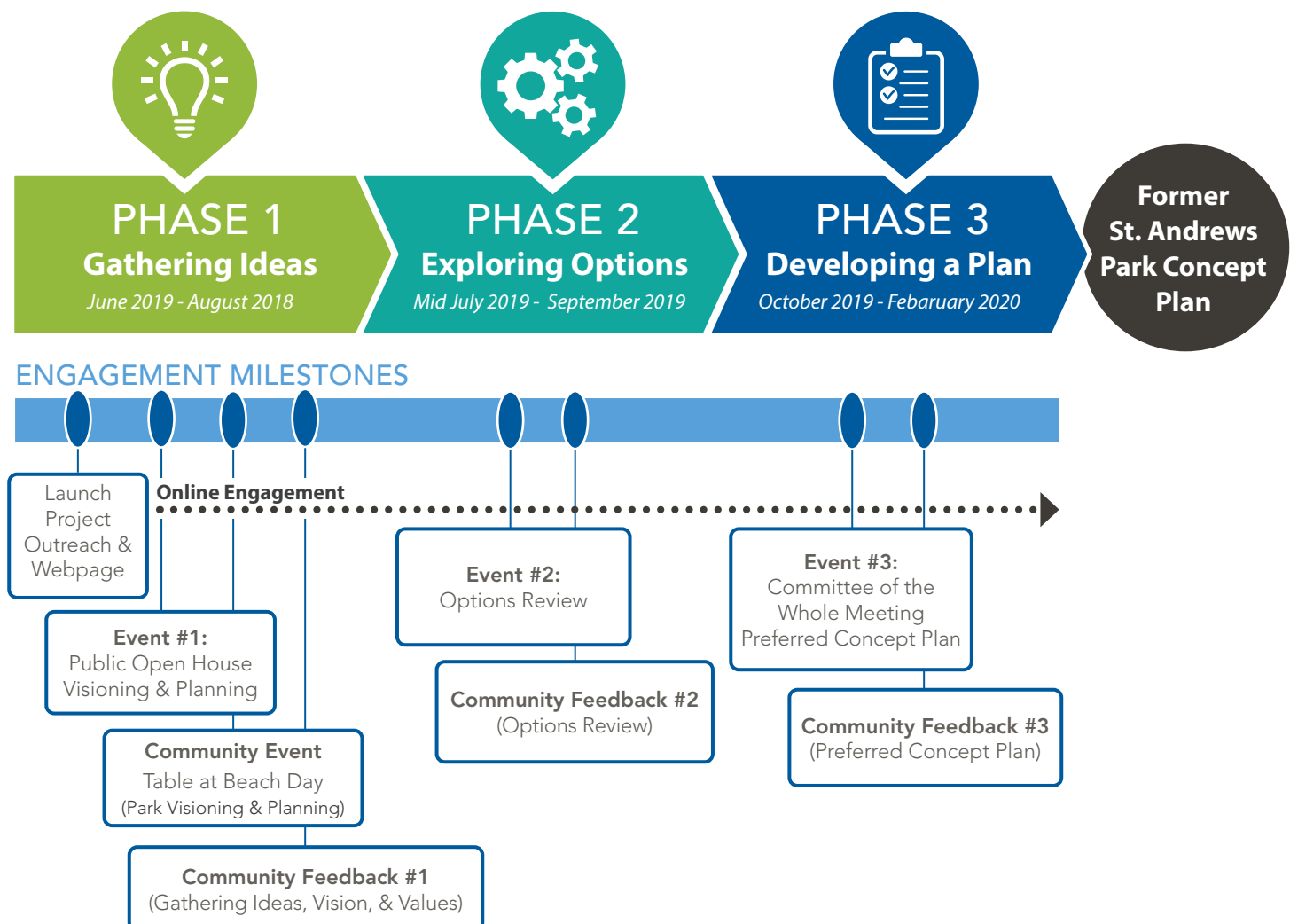
PHASE 2

Draft and review a Vision and Guiding Principles, explore a broad range of ideas, explore options, work with the community to focus in on directions that warrant further consideration and eliminate those not considered suitable

PHASE 3

Refine preferred directions, develop a Draft Concept Plan, work to confirm, refine, and finalize directions into a Final Concept Plan

Figure 1: Process Diagram



What is the community vision
that will guide the development
of this park?



2 | VISION & GUIDING PRINCIPLES



This section introduces a vision for the future of the park, along with the guiding principles that support this vision.

CONTENTS

- 2.1 OVERVIEW
- 2.2 VISION
- 2.3 GUIDING PRINCIPLES



2.1 OVERVIEW

The Concept Plan Vision and Guiding Principles were generated based on public input, background research, and input from Town staff. They build on the property's existing strengths and community values, while simultaneously aiming to envision what the park could become.

2.2 VISION

A vision describes a long-term future for this waterfront park in the Town of Qualicum Beach. It provides a reminder about the spirit and intent for this public space and encourages planning and development to make progress towards this community aim. A vision helps to guide decisions about future park changes and development.

2.2.1 Vision Statement:

Qualicum Beach's former St. Andrews waterfront park offers a natural respite among mature trees that highlights the Town's waterfront character. This park serves to connect people with nature, community, family, and site history. Visitors of all ages are invited here to relax, socialize, be active outdoors, enjoy the waterfront, and celebrate natural coastal features for generations to come.



2.3 GUIDING PRINCIPLES

Guiding principles support realization of the vision by providing specific guidance for future projects within the park. These principles act as a "checklist" for proposed park improvements; if a potential project meets these objectives it will support the spirit and focus of the Concept Plan.



Protect and Enhance Natural Areas

- Retain healthy, significant trees and vegetation
- Maintain a naturalized foreshore that is receptive and resilient to coastal processes
- Plan park improvements to best respond to projected sea level rise
- Protect a healthy marine ecosystem that is not threatened by human interference
- Encourage opportunities for local stewardship of the park
- Restore and enhance the park's existing natural features through removal and management of invasive species and implementation of plantings that encourage wildlife and pollinators



Improve Access

- Create pathways for walkers, runners, and users with mobility limitations
- Link beyond the park's boundaries to the surrounding neighbourhood and across the highway
- Support improved beach access
- Provide routes that feel safe and inviting and encourage universal accessibility and inclusivity
- Create a wayfinding and signage system that is clear and engaging
- Integrate clear park entry points that include arrival amenities
- Establish viewpoints to key park features and the waterfront
- Encourage active transportation users by providing end-of-trip facilities
- Seek opportunities for parking to support park access and use



Celebrate Site History

- Provide park visitors opportunities to see and learn about cultural and ecological features of the park
- Work with Qualicum First Nation to celebrate local culture and heritage
- Integrate the legacy of the site's history through use of materials or naming of park features
- Encourage amenities that attract both residents and visitors throughout the year



Encourage a Healthy, Active Community

- Encourage park visitors of all ages and abilities to be active outdoors
- Provide a setting for positive social interactions and community connections
- Promote features and amenities that are unique from other parks in Town
- Strengthen access to amenities that are family-friendly and exciting
- Offer opportunities for social gathering, both day-to-day and special events
- Integrate flexible, multi-use spaces that encourage a wide range of activities

What is the experience we want
people to have at this park?



3 | RECOMMENDATIONS

- ▶ To work towards the vision established for the Former St. Andrews Waterfront Park, an illustrated Concept Plan and corresponding series of recommendations have been identified for the Town to consider over the next 1 to 10 years. This section summarizes these recommendations.

CONTENTS

- 3.1 ILLUSTRATED CONCEPT PLAN**
- 3.2 SUMMARY LIST OF RECOMMENDATIONS**
- 3.3 RECOMMENDATIONS**

3.1 ILLUSTRATED CONCEPT PLAN

The adjacent illustrated Concept Plan summarizes the proposed vision for the park. This plan is an illustration of how the Vision and Guiding Principles could be incorporated in the future and is used to set planning directions, recommendations, and current priorities.

3.2 SUMMARY LIST OF RECOMMENDATIONS

The Concept Plan process generated many ideas for improvements to this new park for the Town of Qualicum Beach. These ideas have been organized by three categories: Upland Area Amenities, Natural Areas, and Access & Parking. There are 20 recommendations outlined in the list below that are intended for planning and budgeting purposes. Detailed planning and design development will be required for each recommendation prior to implementation to confirm design details and project costs. Capital improvements may also result in changes to operational and maintenance costs, which should be identified during the detailed design process.

A Determine a Park Name

UPLAND AREA AMENITIES

- 1** Complete a Feasibility Assessment for the Lodge Building
- 2** Provide a Park Washroom and Change Room
- 3** Develop a Pedestrian Pathway Network
- 4** Provide a Covered Picnic / Gathering Shelter
- 5** Provide a Play Area for All Ages
- 6** Integrate Outdoor Seating & Picnic Areas
- 7** Create an Outdoor Classroom
- 8** Provide Multi-Purpose Open Space
- 9** Consider Future Recreation Space Needs

NATURAL AREAS

- 10** Restore and Enhance the Park Foreshore
- 11** Improve Beach Access with Designated Routes
- 12** Manage the Park Tree Canopy (Upland Areas)
- 13** Integrate Native and Pollinator-Friendly Plantings

ACCESS & PARKING

- 14** Provide a Crosswalk and Trail Connection
- 15** Provide Bus Pullout and Drop-off
- 16** Provide Cyclist Amenities (Parking, Repair Station, and E-Bike Charging)
- 17** Retain Service / Maintenance Vehicle Access
- 18** Integrate Park Signage and Wayfinding
- 19** Develop and Implement a Parking Strategy

CONCEPT PLAN ILLUSTRATION





3.3 RECOMMENDATIONS

3.3.1 Recommendation Format

Each recommendation is organized to include the following information:

- ▶ **Number:** To identify the recommendation and relate it to the illustrated plan.
- ▶ **Description:** A brief statement to describe the recommended improvement.
- ▶ **Rationale:** Background information about why the recommendation is proposed, including analysis and public input.
- ▶ **Design Considerations:** Key elements and actions to be considered as the design is refined through the detailed design process.
- ▶ **Images and Diagrams:** Schematic site diagrams and precedent images help to illustrate details of the design intent of the recommendations.
- ▶ **Time Frame:** Identifies the relative phasing for implementation of the recommendation:
 - » 1 year (near)
 - » 1-3 year (short-term)
 - » 3-10 year (medium-term)
 - » +10 year (long-term)
 - » Ongoing: Recurring, no defined time frame
- ▶ **Preliminary Capital Cost Estimate:** Identifies an estimated cost allowance for planning purposes.
 - » Estimates are developed using unit costs and quantities based on general assumptions and historical construction cost data from similar projects and are provided to assist with long-range budget planning.
 - » Costs for infrastructure can vary widely depending on site constraints, design, market forces or other variables.
 - » **Cost Breakdown:**
 - » \$: \$0 to \$15,000
 - » \$\$: \$15,000 to \$50,000
 - » \$\$\$: \$50,000 to \$150,000
 - » \$\$\$\$: \$150,000+

A DETERMINE A PARK NAMETIME
FRAME

1 YEAR

CAPITAL
ESTIMATE

N/A

Description:

Review and confirm a name for the park that resonates with the Concept Plan vision and guiding principles.

Rationale:

- ▶ Naming the park is an important step for awareness and to inspire excitement in the community.
- ▶ Referring to this place as “Former St. Andrews” is a placeholder term.
- ▶ Park naming was a conversation through the Concept Plan process. The second phase of engagement gathered ideas from the community for names that could be considered for the park, or for elements within the park (e.g. play area, picnic shelter).
- ▶ Naming would provide opportunities to introduce the community to the park, the Concept Plan, and implementation plans.

Design Considerations:

- ▶ Park Naming Themes (generated from input through the planning process):
 - » Reference to St. Andrews Lodge:
 - » St. Andrews Park
 - » St. Andrews Community Park
 - » St. Andrews Waterfront Park
 - » St. Andrews Beach Park.
 - » Reference to Elizabeth Little:
 - » Elizabeth Little Waterfront Park
 - » Little waterfront Park.
 - » Request to Qualicum First Nation for naming (e.g. Kwalikum...)
- ▶ Park Elements Naming Themes (generated from input through the planning process):
 - » Early Settlers / Pioneers of the Qualicum Beach Area
 - » References to Elizabeth Little and St. Andrews Lodge (if not included as the primary park name)
 - » Local Flora and Fauna
 - » Qualicum First Nation Names (from the Qualicum First Nation).
- ▶ Reference within the name to ‘waterfront’ or ‘beach’ would be an asset to describe what kind of park this is.

1 COMPLETE A FEASIBILITY ASSESSMENT FOR THE LODGE BUILDING

TIME
FRAME

1 YEAR

CAPITAL
ESTIMATE

\$ \$

Description:

Conduct a feasibility and needs assessment for the existing lodge building to determine whether it is viable for the Town to retain, upgrade, and operate for future community use.

Rationale:

- ▶ The existing lodge is a quaint building that has been a familiar landmark in the Town of Qualicum Beach since it opened its doors in 1938.
- ▶ The existing structure is aging and will require upgrading, removal, or replacement.
- ▶ Public feedback communicated a general fondness for the historic character of the lodge building.
- ▶ In phase one of the park plan process the majority of participants supported a feasibility study to look at preserving and reusing the lodge building.
- ▶ In phase two of the park plan process concept options explored the opportunities and constraints for retaining or removing the existing lodge building. The response from the workshop and online participants was split with a slight majority (57%) preferring to remove the lodge.
- ▶ There are concerns about the cost of upgrading and renovating the existing building, as well as concerns about the operational costs vs. the benefit of what the building will provide for the community.
- ▶ It is a phasing priority to determine if the building will be retained or removed as this will inform the arrangement of other amenities within the park.
- ▶ All but one of the cabins will be removed from the site.



The existing lodge building is an aging structure and will require upgrading or replacement in the near future



Figure 2: The Existing St. Andrews Lodge Building Location

Design Considerations:

- ▶ The orientation of the structure and existing vegetation limits views into the park and to the waterfront beyond. Removing the structure would present an advantage for the park to be more visible and welcoming from the road, for passive surveillance, and for CPTED (Crime Prevention Through Environmental Design).
- ▶ There isn't a strong programming need for the building at present. The primary consideration is leasing by private enterprise for a cafe or restaurant. However, there is mixed response about use of public land for revenue generation and this route involves complication and some risk to the Town related to leasing etc.
- ▶ Other programming considerations for the building include park washrooms, small group meeting space, small event rental space, museum information, and tourism information. However, there isn't demand for additional spaces for these functions in the Town at this time.

- ▶ The lodge building is not ideally located to provide general park use/function such as washrooms or change rooms, as it is relatively distance from the shoreline (see Recommendation #2)
- ▶ The existing lodge is in close proximity to the road and is not a siting consideration for other proposed park features (e.g. picnic area, play area).
- ▶ The key community value for the lodge building is the character of the structure – whether the structure is removed or retained, there should be effort to recognize the character of it as part of the park development carrying forward.
- ▶ If the lodge is retained: Explore integration of a covered outdoor patio area to diversify the potential uses for the building and collaborate with community groups and Town operations to further explore how to maximize the building function and manage operations costs.
- ▶ If the lodge is removed, considerations for the site include: historical interpretation, tree planting, and review of maintenance vehicle access and parking needs (see Recommendations #17 and #19).

Related Recommendations:

- ▶ #2 Provide a Park Washroom and Change Room
- ▶ #12 Manage the Park Tree Canopy (Upland Areas)
- ▶ #17 Retain Service / Maintenance Vehicle Access
- ▶ #19 Develop and Implement a Parking Strategy



Image: Site Workshop

Inspiration: In Kirke Park, part of the former church walls were retained and the building footprint is now a garden and outdoor park space.



Inspiration: An expression of a former building footprint is a physical feature within City Square Park in Boston. If the lodge building is removed, there should be consideration for creative ways to interpret the lodge use of the site from 1938 to 2018.



Inspiration: This park feature was created from reclaimed timbers. If the lodge building is removed, there is potential to reclaim materials and to incorporate them within the park.



Image: Campbell River Museum

Inspiration: The Sybil Andrews Cottage and Studio in Campbell River has been restored and is a programmed arts space that is part of Frank James Park.



Image: VIU

Inspiration: The nearby Milner House was originally built in 1931. It is currently maintained as part of the Milner Gardens and Woodland property overseen by Vancouver Island University. The house contains administrative offices, an interpretive centre, Tea Room, and Library.

2 PROVIDE A PARK WASHROOM AND CHANGE ROOM

TIME
FRAME

1-3 YEAR

CAPITAL
ESTIMATE

\$\$\$

Description:

Provide a public washroom and change room in the park to support general park visitors and broader use of the waterfront.

Rationale:

- ▶ Public input ranked park washroom and change room facilities as the third top priority for desired park amenities.
- ▶ There are no other nearby public washrooms.
- ▶ There is already site servicing, including water and electrical, which is accessible from many areas within the site.
- ▶ Washroom and change room functions are important to support planned site uses including general waterfront recreation, school programming, picnicking, and family-friendly use/play.
- ▶ Public input on this topic included concerns about vandalism of facilities, especially after-hours.



Design Considerations:

- ▶ Provide an easily visible and energy efficient facility that includes:
 - » Minimum two full-service, accessible, lit washroom stalls.
 - » An outdoor tap rinse area for use prior to entering the facility (e.g. coming from beach use).
 - » Changing areas suitable for use related to waterfront recreation and active transportation visitors.
- ▶ Options for providing washroom / change room facility in the park:
 - » Constructing a new purpose-built facility; or
 - » Upgrading and renovating an existing building on site (the lodge or the cabin at the northwest corner). The existing buildings for renovation consideration are aging and are not universally accessible, so extensive upgrades would be required.
- ▶ Location considerations (see adjacent figure 3 for illustration):
 - » The preferred location should be central within the park, easily accessed from the waterfront, and highly visible from the central play and picnic areas.

The designated location for park washrooms will be informed by the feasibility assessments of the existing lodge and northwest cabin.

A

B

- » New Location: A new purpose-built building would provide the best siting selection and relationship to other site amenities. If neither of the existing park buildings are determined to be retained (see Recommendation #1), a new building should be constructed in a central location.

C

- » Northwest Cabin: The location of this existing building has reasonable proximity and visibility from the water, but is not highly visible from primary park entry points. The close proximity of this building location to the adjacent private residence is not ideal.

D

- » Lodge: The location of the existing lodge building is not ideal for park washrooms as it is set back from the waterfront and proposed park activity areas (e.g. play area, picnic area, outdoor classroom).

- ▶ If the cabin to the northwest is not suitable for upgrade to provide park washrooms and change rooms, it should be considered for park maintenance and storage functions.
- ▶ Materials and character of the washroom building (renovated or new) should visually relate to other park structures (e.g. covered picnic area, covered bicycle storage structure, etc.) to establish a strong park identity.



Figure 3: Park Washroom Location Considerations



Inspiration: The design of built structures (new or renovated) plays a key role in the park's visual identity.

Actions

- ▶ In conjunction with the feasibility assessment for the lodge building (see Recommendation #1), complete a feasibility assessment for the existing cabin to the northwest. Each should be reviewed for viability to be upgraded to provide washroom and change room functions for the park.
- ▶ Design and renovate / build a park washroom and change room facility that is accessible, efficient, and connected within the park.

Related Recommendations:

- ▶ #1 Complete a Feasibility Assessment for the Lodge Building
- ▶ #3 Develop a Pedestrian Pathway Network
- ▶ #4 Provide a Covered Picnic / Gathering Shelter
- ▶ #5 Provide a Play Areas for All Ages
- ▶ #12 Manage the Park Tree Canopy
- ▶ #16 Provide Cyclist Amenities

3 DEVELOP A PEDESTRIAN PATHWAY NETWORK

TIME
FRAME | 1-3 YEAR

CAPITAL
ESTIMATE | \$\$

Description:

Develop an accessible pedestrian pathway network to connect the park to the waterfront, surrounding neighbourhood, parking areas, and to connect the spaces and amenities within the park.

Rationale:

- ▶ The number one priority from public input throughout the Concept Plan process is for this park to provide walking trails.
- ▶ Public input emphasized the desire for this park to be a place for passive recreation with a focus on providing an opportunity for all ages and abilities to be able to enjoy a walk outside in all seasons.
- ▶ Since the site has formerly been private, it does not have pathway connections to the surrounding neighbourhood. The existing circulation routes on-site have been primarily for vehicle access to the former cabin sites.
- ▶ Public input revealed that many park visitors will plan to drive to the park. Improving pedestrian and cycling connections and facilities could encourage active transportation modes.



Most of the existing circulation routes need to be revised as they are sized for vehicles, and laid out to access the former cottage sites.

Design Considerations:

- ▶ Design and implement a hierarchy of primary, secondary, and tertiary pathways (see adjacent figure for more information).
- ▶ Primary pathways should be compacted aggregate or asphalt surfacing for accessibility and maintenance considerations.
- ▶ Path routing should target slopes below 5% wherever possible, and accommodate occasional ramp sections up to 10% only where required.
- ▶ Path routing to avoid significant existing trees wherever possible.
- ▶ Primary paths should be designed for snow clearing and sweeping maintenance.
- ▶ Path width to be 1.2 m minimum, up to 3 m maximum.
- ▶ Path design to balance the interests of providing accessible path widths and surfacing (for strollers, wheelchairs, etc.) while maintaining a scale and aesthetic that resonates with the nature-focused aims of the park.
- ▶ Situate benches at regular intervals along pathways (see Recommendation #6).
- ▶ Where needed, use low fencing to define pathway routes and to limit disturbance of key natural areas (see Recommendation #11).
- ▶ Provide welcome and wayfinding signage at park entries to situate visitors and provide information about the park and Qualicum Beach more broadly (see Recommendation #18).
- ▶ Former site laneways that are no longer needed should be removed and restored to vegetation.



Figure 4: *Pedestrian Pathway Network*

Primary Circulation: Provides connection between primary entries and amenities, satisfies main desire-lines, and offers views. Paths to be accessible

Secondary Circulation: Provides inter-connection between primary circulation and secondary access points. Paths to be accessible wherever possible.

Tertiary Circulation: Provides short internal connections. Paths to be accessible wherever possible.



Inspiration: Use path surface materials that balance objectives for accessibility and maintaining a natural park character.



Inspiration: Provide for pathway widths that are inclusive for all ages and abilities including strollers, walkers, and wheelchairs.



Related Recommendations:

- ▶ #1 Complete a Feasibility Assessment for the Lodge Building
- ▶ #2 Provide a Park Washroom and Change Room
- ▶ #6 Integrate Outdoor Seating & Picnic Areas
- ▶ #11 Improve Beach Access with Designated Routes
- ▶ #12 Manage the Park Tree Canopy (Upland Areas)
- ▶ #14 Provide a Crosswalk and Trail Connection
- ▶ #18 Integrate Park Signage and Wayfinding
- ▶ #19 Develop and Implement a Parking Strategy

4 PROVIDE A COVERED PICNIC / GATHERING SHELTER

TIME FRAME | 3-10 YEAR

CAPITAL ESTIMATE

\$\$\$

Description:

Provide a covered picnic / gathering shelter to extend the park's use in all seasons.

Rationale:

- ▶ In phase one, a covered picnic / gathering shelter was selected in the top 10 features for the park.
- ▶ In phase two, a covered picnic / gathering shelter was indicated as the 5th top priority for park features.
- ▶ There are level areas on-site from the former cottage sites as well as open lawn areas which would be suitable siting locations for a covered shelter.
- ▶ A covered area is desired to provide a visual focal-point in the park, and an opportunity to stop, rest, and socialize.
- ▶ Providing cover from the wind, rain, or sun, are important considerations for certain park users such as school groups, daycare groups, and families.
- ▶ 'Family-Friendly' was one of the top three values communicated for the park by respondents. A covered area helps support family needs.
- ▶ A covered structure would provide a desirable destination for small event bookings and rentals for occasions such as reunions, annual picnics, etc.



A central covered area would provide a focal point within the park and the potential to extend the park's use for families and other groups through all 4 seasons.

Design Considerations:

- ▶ Create an inviting space that works for both groups and individuals.
- ▶ Consider the materials and design character of the structure to relate to the overall park character as well as to any retained buildings.
- ▶ Provide adequate clear distances around furnishings for wheelchair, walker, or stroller circulation.
- ▶ Incorporate tables that have clear spaces for wheelchairs and strollers.
- ▶ Material for furnishings should be durable but also comfortable and inviting. Consider cedar (FSC certified) or recycled composite wood; materials that remain cool in summer and warm in winter.
- ▶ Orient the seating and tables within the structure to maximize views outward.
- ▶ Orient the structure to maintain views through the site and structure to the water.
- ▶ Locate the shelter in an area that is accessible, visible, and minimizes disturbance to existing significant trees that are in good health. Undertake an Arborist assessment to evaluate the health of existing trees and plan picnic features to protect root zones of all trees designated to remain (see Recommendation #12).
- ▶ Provide servicing to the picnic shelter area including secured electrical access and potable water access.



(Left) Covered Shelter Recommendation:
The recommended location is central with views to the waterfront and ready access to the surrounding amenities.



Inspiration: The materials and design character of a picnic shelter contribute to the visual identity of the park.



Inspiration: Consider a structure that is designed and oriented to be visually permeable to nearby gathering areas and views.

Related Recommendations:

- ▶ #2 Provide a Park Washroom and Change Room
- ▶ #3 Develop a Pedestrian Pathway Network
- ▶ #6 Integrate Outdoor Seating & Picnic Areas
- ▶ #7 Create an Outdoor Classroom
- ▶ #8 Provide Multi-purpose Open Space
- ▶ #12 Manage the Park Tree Canopy (Upland Areas)

5 PROVIDE A PLAY AREA FOR ALL AGES

TIME
FRAME | 3-10 YEAR

CAPITAL
ESTIMATE | \$\$\$\$

Description:

Incorporate an adventure and nature-based play area for children of all ages, including integrated seating.

Rationale:

- ▶ A play area was the fifth top ranked park feature by respondents in the first phase of engagement.
- ▶ In the second phase of engagement, providing a play area was consistently supported, especially play with a natural character or integrating nature play elements.
- ▶ 'Family Friendly' was one of the top three values communicated by respondents during the feedback in phase 1.
- ▶ There are limited public open spaces with playgrounds within the Town of Qualicum Beach, and there are no existing Town playgrounds along the waterfront.
- ▶ There is interest from school, pre-school, daycare, and after-school care groups to use this waterfront park location as part of their programming.
- ▶ The relatively flat, open upland lawn area where cabins have been removed would allow for integration of play amenities without impact to existing vegetation or natural areas.
- ▶ The existing trees will provide shade and enhance the play experience.



The area at the central east part of the site formerly had cabins, parking area, and lawn. This open area is an opportunity to integrate play amenities with minimal impact to the park's natural areas.

Design Considerations:

- ▶ Incorporate a range of play opportunities for children of all ages.
- ▶ Design the play area for transition spaces between areas for younger and older children, allowing a progressive level of play.
- ▶ Integrate areas within the playground that incorporate managed risk to challenge and encourage healthy growth and development of motor skills.
- ▶ Undertake an Arborist assessment for trees adjacent to the proposed play area (see Recommendation #12).
- ▶ Incorporate opportunities for unstructured free-play such as fort building and small-scale water play.
- ▶ Use plant species that are resilient, low-maintenance, and reflect the natural character of the park.
- ▶ Integrate a circulation network to create running or biking loops or discovery paths for children.
- ▶ Use hardscape and play area surfacing materials that are resilient and support universal accessibility.
- ▶ Provide adjacent picnic areas, water access, washrooms, and seating opportunities for children and caregivers.
- ▶ Explore potential collaborations with neighbourhood groups to provide regular checks, clean-up days, and surveillance.



(Above) Play Area Location Recommendation: Central, with views, some shade, and close connections to the picnic area, core park amenities, and open space.



Inspiration: Provide opportunities for unstructured free play such as small-scale water play



Inspiration: Use elements and materials inspired by nature and complementary to the natural focus and context of the park



Inspiration: Integrate play areas with existing trees



Inspiration: Provide fun opportunities for climbing, exploration, and discovery

Related Recommendations:

- ▶ #2 Provide a Park Washroom and Change Room
- ▶ #4 Provide A Covered Picnic / Gathering Shelter
- ▶ #6 Add Outdoor Seating Areas and Picnic Areas
- ▶ #7 Integrate and Informal Outdoor Classroom
- ▶ #8 Provide Multi-Purpose Open Space
- ▶ #12 Manage the Parks Tree Canopy (Upland Areas)

6 INTEGRATE OUTDOOR SEATING & PICNIC AREAS

TIME FRAME | 1-3 YEAR

CAPITAL ESTIMATE | \$\$\$

Description:

Incorporate seating areas throughout the park with a focus on proximity to natural and programmed park features. Group complementary amenities to create an inviting space for visitors to relax and socialize.

Rationale:

- ▶ 'Outdoor seating and picnic areas' was identified by respondents in the top two supported features for development in the park.
- ▶ The existing park area offers mature tree canopy, open areas, and views to the water which are all desirable attributes for seating and picnic areas.
- ▶ Preservation of the trees is a priority and an opportunity to provide both shaded and sunny seating and picnicking opportunities.
- ▶ Seating and picnicking amenities are low-cost improvements for passive recreation that align well with the park values of nature appreciation, accessibility, and family-friendly.



Existing seating options are limited since the property was private and relied primarily on temporary movable furniture

Figure 5: Seating and Picnic Area Recommendations

Design Considerations:

- ▶ Provide picnic and seating areas throughout the core park area and along pathways (see adjacent diagram).
- ▶ Include consideration for both fixed and movable seating.
- ▶ Retain and protect trees identified to be in good health (see Recommendation #12).
- ▶ Create seating nodes or lookout nodes in certain areas by clustering complementary park amenities such as seating, garbage / recycling receptacles, and water access.
- ▶ Materials for furnishings should be durable, comfortable, and support the character of the park. Consider cedar wood (FSC certified) or recycled composite wood; materials that remain cool in summer and warm in winter.
- ▶ Review furnishing styles and locations that support accessibility for all ages and abilities. Include picnic tables that provide places for strollers or wheelchairs, and benches that include backrests and arm supports.
- ▶ Incorporate the seating and picnicking areas with the design of the play area (Recommendation #5) and the covered picnic / gathering shelter (Recommendation #4).



-  **Primary Picnic Area**
Covered and outdoor tables, including accessible tables, mix of sun and shade
-  **Secondary Picnic Area**
Outdoor tables, mix of sun and shade
-  **Entry Point Seating**
Bench seating, oriented for a view and visibility as a waiting spot
-  **Path Seating**
Mix of benches and informal seating, spaced for rest areas (~100m), quiet contemplative locations, and locations for observation and social interaction.



Inspiration: Integrate seating areas with existing and new trees and vegetation to provide sun and shade options.



Inspiration: Identify a range of seating opportunities from quiet contemplative spots, to social gathering areas



Inspiration: Locate and orient seating to relate to key site features like the waterfront views



Inspiration: Integrate seating opportunities along primary pathways, at ~100m intervals, to provide places to stop and rest.



Inspiration: Seating opportunities can take diverse forms. The images above are inspiration for informal seating opportunities that can be integrated with planting or play areas.

Related Recommendations:

- ▶ #3 Develop Pedestrian Pathways
- ▶ #4 Provide a Covered Picnic / Gathering Shelter
- ▶ #5 Provide a Play Area for All Ages
- ▶ #7 Integrate an Informal Outdoor Classroom
- ▶ #11 Improve Beach Access with Designated Routes
- ▶ #12 Manage the Park Tree Canopy

7 CREATE AN OUTDOOR CLASSROOM

TIME FRAME | 1-3 YEAR

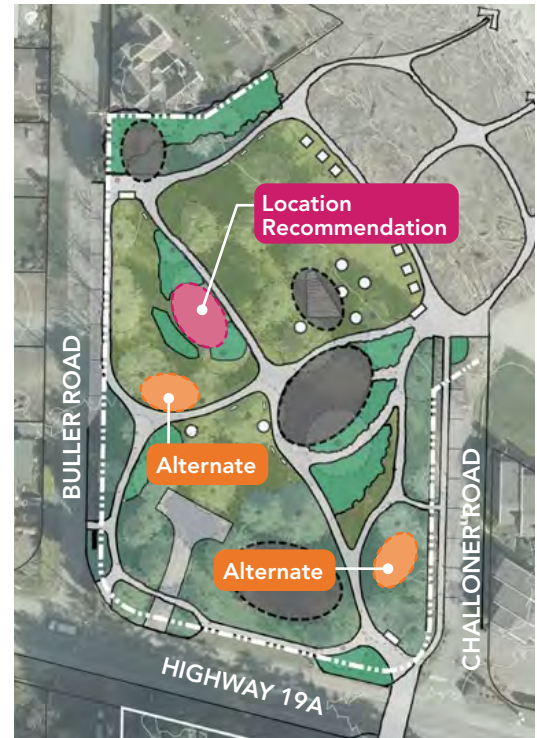
CAPITAL ESTIMATE | \$\$

Description:

Create an informal outdoor classroom area in the park as an amenity for schools, daycares, and other service groups.

Rationale:

- ▶ This site is in close proximity to Qualicum Beach Elementary School (20 minute walk radius) and other groups such as daycares that showed interest in using the park as a way to access the waterfront and outdoors.
- ▶ There are existing trails (Laburnum and Park Ridge Connector Trails, and the Grandon Creek Trail) that provide routes between the park and outlying areas (see diagram on the next page).
- ▶ Supporting outdoor education at this site would compliment the related interpretation and education opportunities at Seaside Nature park (less than a 5-minute walk) and Grandon Creek.
- ▶ This site's shade, planned washroom facilities, planned play area, and planned bus pull-out area, would provide the framework of amenities necessary to support school groups and other local service groups.
- ▶ An outdoor space for an informal classroom is a low capital cost amenity that aligns with the park's vision to connect people with nature, community, and site history.



Outdoor Classroom Location: Central, with some shade, and close connections to the picnic shelter, washroom, and play area.

Design Considerations:

- ▶ Locate the outdoor classroom in an area that provides wind protection and shade.
- ▶ Provide a back-drop to the classroom space to provide a sense of enclosure and to encourage audience focus. This can be achieved through low plantings or simple timber screens.
- ▶ Furnishings can be both fixed (i.e. benches) and movable (i.e. log rounds). Consider at least some furnishings to be movable for flexibility to adjust to weather and group size or composition. Movable materials such as log rounds are natural and cost-effective for replacement.
- ▶ Provide furnishings and a layout that is inclusive and accessible for all abilities. Space fixed furnishings to allow for wheelchairs, mobility aids, and strollers.
- ▶ If possible, situate outdoor classroom with clear sightline to the park washrooms.
- ▶ If classroom area can be sited with a natural incline this helps with visibility.
- ▶ Provide gentle slopes for positive drainage to maintain function during wet conditions.

Context and Connections for an Outdoor Classroom



LEGEND

- 1 New Waterfront Park Site
- 2 Seaside Nature Park (upgraded 2018/2019)
- 3 Qualicum Beach Elementary School
- 4 Laburnum and Park Ridge Trails
- 5 Public Foreshore Access
- 6 Grandon Creek Trail



Inspiration: A circle layout of benches is one way to achieve seating while providing flexibility with the central open space.



Inspiration: A natural incline and shade are assets for a simple and functional outdoor classroom space.

Related Recommendations:

- ▶ #3 Develop Pedestrian Pathways
- ▶ #4 Provide a Covered Picnic / Gathering Shelter
- ▶ #5 Provide a Play Area for All Ages
- ▶ #12 Manage the Park Tree Canopy
- ▶ #13 Integrate Native and Pollinator Plantings

8 PROVIDE MULTI-PURPOSE OPEN SPACE

TIME
FRAME

1 YEAR

CAPITAL
ESTIMATE

\$

Description:

Reserve select areas as open space to support multi-purpose uses such as frisbee or small gatherings.

Rationale:

- ▶ The vision for the park has a natural focus balanced with opportunities for park visitors to be outdoors and to connect.
- ▶ There was overall support and emphasis from respondents for passive recreation that required less intensive development of the park space.
- ▶ Dedicating area within the park as multi-purpose open space allows for flexible uses such as frisbee, catch, lawn games, outdoor yoga or fitness, family reunions, etc.
- ▶ Providing area for open recreation helps to focus foot traffic and use to these areas, and to protect outlying areas dedicated to natural areas, plantings, and restoration.
- ▶ The former cabin sites and access driveways are considerations for shaping the open space within the park.

Park Open Space Location Considerations >



Design Considerations:

- ▶ Area reserved for park open space should be relatively flat, provide sun, and be free from large physical obstructions.
- ▶ Park open space areas should be confirmed based on assessment of existing trees and recommended removals (see Recommendation #12).
- ▶ The detailed layout of amenities such as the outdoor classroom, pathways, and play area should be adjusted to suit open space dedication.
- ▶ Tree planting should be focused around the margins of designated open spaces, and in other areas of the park (see Recommendation #12).
- ▶ Lawn areas should integrate drought-resistant and low-mow species such as micro-clover and consideration for integrating wildflowers at margins to support diversity and wildlife.
- ▶ The lawn area can be left to brown through the dry summer months.
- ▶ Designated open areas should be integrated with picnic areas and provide views to the waterfront and play area.

Related Recommendations:

- ▶ #3 Develop a Pedestrian Pathway Network
- ▶ #4 Provide a Covered Picnic / Gathering Shelter
- ▶ #12 Manage the Park Tree Canopy
- ▶ #13 Integrate Native and Pollinator Plantings

9 CONSIDER FUTURE RECREATION SPACE NEEDS

TIME
FRAME | 3 -10 YEAR

CAPITAL
ESTIMATE

N/A

Description:

If there is future demand for beach volleyball in Qualicum Beach, consider siting at this park.

Rationale:

- ▶ Select respondents were interested in beach volleyball courts in Qualicum Beach.
- ▶ The majority of respondents did not favour beach volleyball courts in this location at this time.
- ▶ Part of the vision for this park is to provide spaces that interest all ages. However, there were 0 respondents in the 20-29 year old category, and only 1 respondent in the under 19 category. The demographics most likely to be interested in beach volleyball or similar amenities were under-represented in this process and response forms.
- ▶ The area within the park that is adjacent to the Shorewater sand area (see adjacent figure) is a size that could accommodate 1 to 2 beach volleyball courts.
- ▶ The Town does not currently own other waterfront locations that are suited to provide beach volleyball courts.
- ▶ Residents from Qualicum Beach travel and play in the beach volleyball league in Parksville. This park space would not be suited for organized league play, but could accommodate recreational play.



Consideration for future recreation needs

Design Considerations:

- ▶ There should be an environmental review of this area to minimize impact on adjacent foreshore or environmentally valuable areas.
- ▶ The area is low-lying behind a natural crest formed by coastal processes. With sea level rise, this area will be at risk for flooding in significant storm events.
- ▶ Signage and guidelines should be posted concurrent with any development of beach volleyball courts.
- ▶ Court locations should be visible for passive surveillance from adjacent properties and from Challoner Road.
- ▶ Waste and recycling receptacles and seating should be provided in close proximity to any court facilities.
- ▶ Sand courts in this location would require site clearing and construction from imported sand.
- ▶ Sand courts require maintenance including grooming to remove debris and sand replenishment over time.

Related Recommendations:

- ▶ #5 Provide a Play Area for All Ages
- ▶ #6 Integrate Outdoor Seating & Picnic Areas
- ▶ #10 Restore and Enhance the Park Foreshore
- ▶ #11 Improve Beach Access with Designated Routes

10 RESTORE AND ENHANCE THE PARK FORESHORE

TIME
FRAME | 1-3 YEAR
& ONGOING

CAPITAL
ESTIMATE |

\$\$

Description:

Protect and restore natural areas along the park foreshore to improve habitat quality and enhance park users' experience.

Rationale:

- ▶ 'Nature / Natural' were the top words used by respondents to describe values and vision for this waterfront park.
- ▶ The foreshore and beach areas are defining features of the park and provide habitat for a range of fish, bird, and animal species.
- ▶ Public input indicated that the waterfront and foreshore are historically and culturally significant to the community.
- ▶ Respondents preferred to limit programming and amenities within the foreshore areas or flood zone.
- ▶ The existing quality of the foreshore on site has been impacted by human use and the introduction of invasive species including Scotch Broom.
- ▶ There is some garbage and remnants of past uses within the foreshore area.
- ▶ This site, along with the nearby Seaside Nature Park, can serve as demonstration of best practices for foreshore management.
- ▶ Soft shore and 'Green Shores' techniques combine ecological benefit with sustainability and resilience to storm events and sea level rise.



The existing foreshore has areas where native vegetation is well developed and thriving, as well as areas where it is sparse from foot traffic or out-competed by introduced plants or invasive species.

Design Considerations:

- ▶ Carry out an environmental review to identify plant communities thriving in this local foreshore environment (e.g. Dune Grass, Beach Pea, Coastal Strawberry, Beach or Seashore Lupine, Entire-Leaved Gumweed, Snowberry).
- ▶ Develop a management plan for the foreshore area including a habitat assessment, restoration objectives, and prescriptive restoration strategies including identification and removal of invasive species, native plantings, and ongoing maintenance efforts.
- ▶ Promote stewardship by partnering with local volunteer groups such as schools and environmental groups (e.g. Qualicum Beach Streamkeepers) for work parties to remove invasive species, clean-up garbage and debris, carry-out restoration planting, and continue monitoring efforts.
- ▶ Plant high-quality nursery grade native vegetation in key areas in spring and fall.
- ▶ Support clean-up and restoration efforts through education and site signage including 'Environmentally Sensitive Area', or 'Restoration in Progress' signs.
- ▶ Target pilot areas for restoration first, and build on efforts over time if funding or resources are limited.
- ▶ Use low, rustic-character cedar fencing and signage to delineate new restoration zones and limit access by people and dogs while plants establish.



The transition between the upland area and the foreshore area has several introduced ornamental species as well as invasive species such as the Daphne shown here.



Scotch broom is another invasive species that is established along the foreshore here.



Inspiration: Signage helps to communicate to park visitors where sensitive areas and restoration are.



Credit: USFWS Midwest Region

Inspiration: Stewardship through volunteering from local schools or other groups is a great way to build community pride and ownership for the park.

Related Recommendations:

- ▶ #3 Develop a Pedestrian Pathway Network
- ▶ #11 Improve Beach Access with Designated Routes
- ▶ #13 Integrate Native and Pollinator-Friendly Plantings

11 IMPROVE BEACH ACCESS WITH DESIGNATED ROUTES

TIME
FRAME

1 YEAR

CAPITAL
ESTIMATE

\$

Description:

Provide defined beach access routes that improve access and manage human impacts on foreshore vegetation and habitat value.

Rationale:

- ▶ Although there is currently public beach access from Challoner Road, feedback indicates that this is not well known or used in the community since the location currently gives the impression of a private driveway.
- ▶ ‘Access / Accessibility’ were the second top words used by respondents to describe values and vision for this waterfront park. This refers to waterfront access generally as well as consideration and provision of amenities that support universal access to the foreshore, for all ages and abilities.
- ▶ Improving waterfront access was emphasized as a top priority throughout community engagement events.
- ▶ There is an existing web of informal trails to the beach that were formed by the private use of the property up until 2018. These trails meander through the foreshore area and are not accessible for those with mobility limitations.
- ▶ There is concern that visitor numbers will increase now that this property is public and this will degrade the foreshore vegetation if foot traffic is not managed.
- ▶ The concept of providing designated beach access routes defined by low fencing was strongly supported by participants.
- ▶ Input indicated that beach access at this location should be focused on accommodating pedestrians. Providing amenity for specialized access, such as kayak launching, was not supported by respondents. Feedback indicated that this is not a preferred launch site due to the distance to the water.



Existing beach access is not easily visible and does not meet best practices for universal trail design.



Today, Challoner Road is not welcoming or known in the community as a public beach access point.

Design Considerations:

- ▶ Improve beach access by creating three designated paths to the beach. Define path routes through the use of low cedar fencing that communicates a natural and rustic character (see adjacent images for examples).
- ▶ Flooding and storm impacts are a consideration for any improvements within the low-lying foreshore area. Any improvements here will need to be designed to consider or withstand future flooding or sea level rise.
- ▶ Encourage restoration in the areas outside of the designated beach access path routes and include information signage that encourages people to use identified access points (see Recommendation #18).
- ▶ Create seating nodes along the designated path routes that include benches and waste receptacles. Consider opportunities for additional seating to be natural elements such as placed logs and boulders (see Recommendation #6).

- ▶ Path surface to be natural material. Prioritize the route from Challoner Road to be accessible through use of imported compacted crushed gravel.
- ▶ Use signage at access points and main junctions to communicate beach access information and general park and waterfront wayfinding information (see Recommendation #18).



(Above) Proposed Beach Access Routes

-  **Primary Beach Access Route**
Prioritize this route as accessible for all ages and abilities, including crushed compacted gravel surfacing, signage, and rest areas. Edge with rustic cedar fencing.
-  **Secondary Beach Access Route**
Natural material surfacing, edged with rustic cedar fencing
-  **Seating Node**
With view, seating, and some with waste/recycle receptacle

Inspiration: Natural material pathway surfaces that are accessible and rustic character cedar fencing to protect vegetation.

Related Recommendations:

- ▶ #3 Develop a Pedestrian Pathway Network
- ▶ #6 Integrate Outdoor Seating & Picnic Areas
- ▶ #10 Restore and Enhance the Park Foreshore
- ▶ #13 Integrate Native and Pollinator-Friendly Plantings
- ▶ #18 Integrate Park Signage and Wayfinding

12 MANAGE THE PARK TREE CANOPY (UPLAND AREAS)

TIME
FRAME

1 YEAR
& ONGOING

CAPITAL
ESTIMATE

\$\$

Description:

Retain significant existing trees within the park and carry out a tree inventory and assessment to inform tree management strategies for succession and expansion of the park's tree canopy.

Rationale:

- ▶ Public input communicated that the park's mature tree canopy is a priority that is highly valued and a key definition of the park's visual appearance and character.
- ▶ Preliminary site review indicates that several of the mature trees on site (especially Western Red Cedars) have been previously impacted (topped / pruned) and may be in poor health or reaching their lifespan.
- ▶ Feedback supported a general aim for retaining trees, but also recognized and supported limited removal of impacted trees (topped / poor health) as a consideration in the transition of this property into a public park and to support programming objectives.
- ▶ Former building sites may provide opportunities for tree planting to support succession or tree replacement if removals are required.



The park's mature tree canopy is highly valued, but some trees have been previously impacted (topped/pruned) and may be reaching their lifespan. A tree management plan will support ongoing tree health for the future.

Design Considerations:

- ▶ Create a tree management plan for the park including a tree survey, inventory, and assessment by a trained Arborist to provide information about existing tree species, size, health, potential risks, recommended removals, protection and mitigation measures, and ongoing tree management and care.
- ▶ Tree assessment is especially important for areas where new amenities such as trails, play area, picnic shelter, and outdoor classroom are proposed (See Recommendations #3,4,5,7, respectively).
- ▶ Consider windfall hazards and assess trees along pathways and at edges, applying recommended mitigation measures as needed.
- ▶ Where possible, trim hazardous trees to create snags for wildlife, rather than removing the entire tree.
- ▶ Confirm trees for removal. Complete any tree removals and major pruning as part of the initial stages of park development.
- ▶ Protect trees, including their root zones:
 - » Route new trails and amenities around drip lines of large trees whenever possible.
 - » Erect tree protection fencing surrounding trees when construction activity is in close proximity.
- ▶ Tree Planting:
 - » Plan replacement tree planting in the park to provide healthy succession of tree canopy. Tree replacement ratios are to be determined by the Arborist based on the size and species being removed.
 - » Develop succession planting strategies to ensure regeneration of trees over time, including diversification of both species and size of trees, to create a layered canopy.
 - » Prioritize native species and strive to increase diversity within the park to help support a continuous, healthy tree canopy.

- » Work with Qualicum First Nation and local stewardship groups such as Qualicum Beach Streamkeepers to coordinate tree planting efforts and cultivate community and stewardship building for the park.
- » Limit tree planting in select central areas in order to provide multi-purpose open space (see Recommendation #8), and to protect welcoming view corridors into the park and through to the waterfront.
- » Focus tree planting in groupings and to the perimeter of the site and site amenities.

Related Recommendations:

- ▶ #3 Develop a Pedestrian Pathway Network
- ▶ #4 Provide a Covered Picnic / Gathering Shelter
- ▶ #5 Provide a Play Area for All Ages
- ▶ #6 Integrate Outdoor Seating & Picnic Areas
- ▶ #7 Create an Informal Outdoor Classroom
- ▶ #8 Provide Multi-Purpose Open Space
- ▶ #13 Integrate Native & Pollinator-Friendly Plantings



(Left) Tree Removal & Planting Considerations

- Potential View Corridor**
As part of the tree inventory and assessment for removals and new tree planting areas, identify and protect at least two view corridors into the park from the highway, and three view corridors to the waterfront.
- No Tree Planting Zones**
As part of the review of existing trees, and planning for planting new trees, identify and protect at least two central areas as designated 'Open Space'. Area extents are to be confirmed based on tree assessment and planned removals.
- Potential Tree Removal**
Several of the Western Red Cedars in the centre of the site have been topped and should be evaluated for tree health. Trees identified as hazardous or in poor health should be removed early as part of the initial stages of park development.



Inspiration: Plan tree planting for succession to ensure a continuous canopy



Inspiration: Where possible, trim hazardous trees to create snags for birds and wildlife



Inspiration: Focus on native species that are adapting well to climate changes – in particular drier and warmer summer conditions. Douglas Fir appear to be adaptive where Western Red Cedar have been noted in decline in some areas.

13

INTEGRATE NATIVE AND POLLINATOR-FRIENDLY PLANTINGS

TIME
FRAME

1-3 YEAR
& ONGOING

CAPITAL
ESTIMATE

\$\$

Description:

Remove select areas of lawn or invasive species and integrate plantings that attract pollinators to increase biodiversity and habitat values while decreasing long-term maintenance needs.

Rationale:

- ▶ The majority of the site is currently lawn area which has high maintenance requirements and low habitat and ecological values.
- ▶ There are a number of areas with lawn that are underutilized or are not large enough to accommodate other desired park uses.
- ▶ B.C.'s roughly 450 native bee species are in rapid decline due to habitat loss and pesticide use. Native bees are essential to ecosystems because they pollinate plants that produce fruit, nuts, and seeds — foods that birds and animals rely on to survive.
- ▶ This park site is situated across the highway from a natural area and in close proximity to the Little Qualicum River and estuary. Integration of pollinator plantings in the park will increase connectivity for bees and other pollinators.
- ▶ Participants in the Concept Plan process expressed an interest in this idea and the opportunity for stewardship and collaboration within the park.



Underutilized lawn areas could be converted to planting areas that feature native under-storey plants and pollinator-friendly plantings.

Design Considerations:

- ▶ Plan for incremental conversion of lawn to integrate native and pollinator-friendly planting in areas that:
 - » Are highly visible and enjoyed by park users (e.g. adjacent to picnic table or bench);
 - » Provide structure to direct pedestrian circulation;
 - » Benefit from a visual buffer;
 - » Provide a habitat benefit or connected habitat corridor; or
 - » Are difficult to access and mow lawn area.
- ▶ Target planting areas in the following locations:
 - » Park entry points
 - » Around the proposed outdoor classroom
 - » Adjacent to the proposed play area
 - » Around the park washroom facility
 - » Buffer around the northwest property line
 - » Buffer between Buller Road and the park
 - » Others as identified in collaboration with the Town and volunteers
- ▶ Planting areas should contain primarily native or adaptive species that produce pollen and nectar throughout the growing seasons such as Lavender, Nootka Rose, Oceanspray, Oregon Grape, Red Flowering Currant, Snowberry, etc. Planting character to be naturalized not manicured.

- ▶ Provide hose-bibs nearby planting areas for establishment and supplemental watering during dry summer months.
- ▶ Add pathways and benches within planting areas to support volunteer groups maintaining the gardens and encourage park users to enjoy the spaces. Consider addition of a small storage shed for tools.
- ▶ Partner with local community groups to establish and maintain planting areas. Form agreements with volunteer groups to ensure maintenance continues to be provided after plantings are installed.
- ▶ Provide educational and interpretive signage to foster education and stewardship of these areas.
- ▶ Resources for planning and implementing Pollinator Gardens include:
 - » Island Pollinator Initiative: www.islandpollinatorinitiative.ca
 - » Pollinator Partnership Canada: www.pollinator.org/canada



Inspiration: Nootka Rose is a native plant that forms an effective buffer and is a good resource for pollinators and wildlife.



Inspiration: Integrate signage to delineate pollinator planting areas and provide information about pollinator gardens and local efforts to establish these areas.

Related Recommendations:

- ▶ #1 Complete a Feasibility Assessment for the Lodge Building
- ▶ #2 Provide a Park Washroom and Change Room
- ▶ #3 Develop a Pedestrian Pathway Network
- ▶ #5 Provide a Play Area for All Ages
- ▶ #6 Integrate Outdoor Seating and Picnic Areas
- ▶ #7 Create an Outdoor Classroom
- ▶ #10 Restore and Enhance the Park Foreshore
- ▶ #18 Integrate Park Signage and Wayfinding

14 PROVIDE A CROSSWALK AND TRAIL CONNECTION

TIME
FRAME

1-3 YEAR

CAPITAL
ESTIMATE

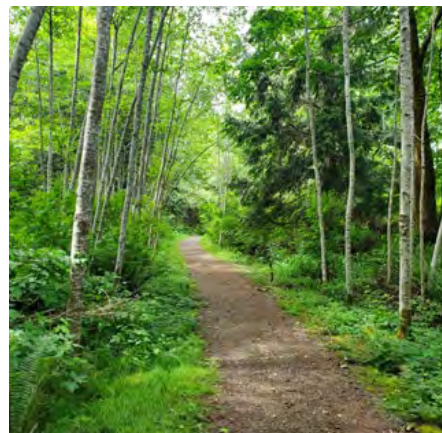
\$\$

Description:

Establish a pedestrian crosswalk on Highway 19A with an associated primary park entry area (near Challoner Road) and extend a trail connection to the existing Laburnum-Park Ridge Connector trail (to the south of the Challoner Road right-of-way).

Rationale:

- ▶ Respondents expressed strong support for providing a crosswalk across Highway 19A and a connection to the existing Laburnum Park Ridge Connector Trail.
- ▶ A crosswalk and trail connection was identified as the sixth top priority for the park.
- ▶ There is no designated pedestrian crossing on Highway 19A for more than 1.5km in either direction of the park (the closest is at Bay Street to the east).
- ▶ Respondents voiced concern about the speed of motorists along Highway 19A, and that it would be difficult to access the park safely by foot/bike from the other side of the highway without a crossing.
- ▶ A pedestrian activated crossing could support traffic calming along this stretch of the highway.
- ▶ The existing Laburnum Park Ridge Connector Trail is a pleasant and safe route for people to connect to the park from the south side of the highway. Since there not currently sidewalks on the highway, this trail provides a valuable alternate route.
- ▶ Although 19A is a highway, it is within the jurisdiction of the Town of Qualicum Beach. There are successful precedents in other communities for establishing crosswalks across the highway to improve safety and connectivity.



The existing Laburnum Park Ridge Trail provides a pleasant pedestrian connection to the park from south of Highway 19A.

Design Considerations:

- ▶ Work with engineering to design and provide a pedestrian-activated crossing signal and crosswalk. Engage with the Ministry of Transportation and Infrastructure as needed.
- ▶ If possible, provide a pedestrian refuge island in the crossing, or an offset crosswalk with refuge. Both of these design approaches support pedestrian safety and comfort (see figures next page).
- ▶ Orient the crossing end entry plaza to provide a strong view through the park to core amenities such as the play area.
- ▶ Provide unique seating elements, wayfinding signage, and bicycle amenities as part of the entry experience.
- ▶ Design the crosswalk and trail connection for universal accessibility.
- ▶ Design the crosswalk layout and adjacent path connections to anticipate future streetscape improvements along Highway 19A (e.g. sidewalks).



Image: BC Road Safety Toolkit Module 1

Inspiration: A crosswalk with a pedestrian refuge island increases pedestrian safety and comfort.



Image: BC Road Safety Toolkit Module 1

Inspiration: An offset crosswalk with pedestrian refuge island increases the visibility of pedestrians and encourages them to face drivers and make eye contact during crossing.



Inspiration: The crosswalk is recommended to include signage and pedestrian activated flashers.



(Left) Crosswalk and Trail Connection Recommendations

- Recommended crosswalk location, complete with pedestrian-activated flasher and consideration for pedestrian refuge island (see images above).
- Recommended trail connection within the Challoner Road right-of-way, adjacent to proposed angled parking and undeveloped Town-owned property.
- Existing Laburnum Park Ridge Connector Trail

Related Recommendations:

- ▶ #3 Develop a Pedestrian Pathway Network
- ▶ #15 Provide Bus Drop-off
- ▶ #17 Retain Service / Maintenance Vehicle Access
- ▶ #18 Integrate Park Signage and Wayfinding
- ▶ #19 Develop and Implement a Parking Strategy

15 PROVIDE A BUS PULLOUT AND DROP-OFF

TIME
FRAME | 1-3 YEAR

CAPITAL
ESTIMATE | \$\$

Description:

Establish a bus pullout and drop off space along the highway frontage to provide safe and convenient bus and group access to the park.

Rationale:

- ▶ Providing a bus pull-out and drop-off is an efficient way to provide convenient bus access to the site. A bus turnaround would require significantly more space.
- ▶ The location on Highway 19A is recommended as it does not require crossing the highway or reversing on Buller or Challoner Roads.
- ▶ Respondents expressed interest in a shuttle bus to the park for special events and for school groups and other service groups to have ready access to the site.
- ▶ Providing for bus access may help reduce the demand for car parking stalls.
- ▶ A bus pullout can also provide fire truck or emergency access that is outside of the highway travel lanes.



Design Considerations:

- ▶ Integrate the bus drop-off with the park pathway network and main entry by the corner of Challoner Road (see Recommendation #3).
- ▶ Include wayfinding and code of conduct signage along with bus pullout area (see Recommendation #18).
- ▶ Design the area to accommodate a range of vehicles including school bus, transit bus, and typical tour bus.
- ▶ Ensure adequate sightlines around the proposed adjacent crosswalk.
- ▶ Review BC Transit route '98 Qualicum Beach' which turns off the highway at Garret Road (~150 m east of the park). Consider extending the transit route (year round, or seasonally) to the park.

Related Recommendations:

- ▶ #3 Develop a Pedestrian Pathway Network
- ▶ #7 Create an Outdoor Classroom
- ▶ #14 Provide a Crosswalk and Trail Connection
- ▶ #18 Integrate Park Signage and Wayfinding
- ▶ #19 Develop and Implement a Parking Strategy

16 PROVIDE CYCLIST AMENITIES

Description:

Support cyclists and promote active transportation by providing end-of-trip facilities in the park including secure bike parking, electric bike charging, and bicycle repair station with pump and basic tools.

Rationale:

- ▶ The majority of respondents indicated they are most likely to visit the park by car or by walking. Many indicated a preference to walk or cycle more if there were improved connections and facilities to support multi-modal transportation.
- ▶ Providing end-of-trip facilities in this park that support cyclists and pedestrians can help to encourage active transportation choices in the Town of Qualicum Beach.
- ▶ The site is primarily accessed via Highway 19A which does not currently provide sidewalks or designated bicycle lanes in this section. However, the existing Laburnum Park Ridge Connector trail provides an alternate, parallel route.
- ▶ Since vehicle parking for the park will be limited, encouraging alternate modes of transportation can help to reduce the demand for vehicle parking stalls. Bicycle and pedestrian amenities require significantly less space and investment than vehicle parking amenities.



To encourage park visitors to arrive using active transportation means there need to be both on-site improvements as well as improvements to off-site routes and connections.

Design Considerations:

- ▶ Provide convenient, secure bike parking at:
 - » The northern park entrance from Challoner Road (by the beach access);
 - » Near the play area / picnic shelter (can be a shared location with above, or an additional location)
 - » At the northern park entrance off of Buller Road; and
 - » Near the washrooms (final location to be confirmed, see Recommendation #2).
- ▶ Provide amenities to support bikes and electric (e-bikes) including:
 - » An electric bike charging station.
 - » Bicycle repair station with air pump and tools necessary to perform basic bike repairs and maintenance.
- ▶ Include a covered area for bike parking at one location on site. The cover can be provided by integrating with another site structure such as the washrooms, picnic shelter, or entrance kiosk, or as a stand-alone structure. Cover is ideal for an electric bike charging station and provides for added comfort for any cyclist visiting the park.
- ▶ Bicycle parking should be designed to accommodate a range of bicycles including electric bicycles, bike trailers for children, and recumbent bicycles.
- ▶ Bicycle parking area design should provide adequate distance around bike rack structures for users to maneuver in and out of the space with their bicycles. Often bicycle parking areas are designed to accommodate bike racks but without adequate space for maneuvering around them.



Inspiration: Secure covered bicycle parking is an ideal amenity for cyclists. Cover can be provided with a stand-alone structure as shown here, or on a smaller-scale as an integrated component to a park building or entry kiosk.



Inspiration: Providing amenities like e-bike charging and bike repair stations support active transportation users.

Related Recommendations:

- ▶ #3 Develop a Pedestrian Pathway Network
- ▶ #14 Provide a Highway Crosswalk and Trail Connection
- ▶ #18 Integrate Park Signage and Wayfinding
- ▶ #19 Develop and Implement a Parking Strategy

17 RETAIN SERVICE / MAINTENANCE VEHICLE ACCESSTIME
FRAME**1 YEAR**CAPITAL
ESTIMATE

\$

Description:

Provide a driveway, turnaround, and parking for maintenance and service vehicle access to the park.

Rationale:

- ▶ Maintain a convenient site access point for maintenance and service vehicles to: perform custodial works for the washrooms, change rooms, play area, and picnic shelter; provide landscape maintenance related to the park lawns, trees, and grounds; and to perform routine maintenance for the buildings and park structures.
- ▶ The existing site driveway off of Highway 19A is a convenient location that minimizes any new site impact or disturbance.
- ▶ Maintenance access off of Highway 19A is particularly important if the lodge building is going to be renovated or remain.

Design Considerations:

- ▶ Maintenance access is to include a driveway, turnaround, and parking space for up to two service vehicles.
- ▶ The current driveway access location should be reviewed based on the outcome of feasibility assessment for the St. Andrews lodge building (see Recommendation #1). If the lodge is removed then the maintenance access point location can be reconsidered. See alternate location considerations illustrated in the figure below.

*(Left) Maintenance Access Recommendations*

Alternate maintenance access consideration at northwest corner off of Buller Road pending the final determination of the park washroom location (see Recommendation #2)

Secondary maintenance access at end of Challoner Road (closer access to picnic areas and waterfront)

Primary maintenance access off of Highway 19A from existing driveway and modified turnaround / parking area for general site access (to be reviewed based on determination to retain or remove the existing lodge building, see Recommendation #1)

Alternate maintenance access consideration at former site access across from the Shorewater driveway

Related Recommendations:

- ▶ #1 Complete a Feasibility Assessment for the Lodge Building
- ▶ #2 Provide a Park Washroom and Change Room
- ▶ #19 Develop and Implement a Parking Strategy

18 INTEGRATE PARK SIGNAGE AND WAYFINDING

TIME
FRAME | 1-3 YEAR
& ONGOING

CAPITAL
ESTIMATE | \$\$

Description:

Develop and implement entry, wayfinding, interpretive, and code of conduct signage throughout the park.

Rationale:

- ▶ There is no existing park signage as all current signage is for the previous use as the private lodge and cottages.
- ▶ Public input suggested that maps, interpretive signage, and informational signage, including information about park history and ecological characteristics, would be welcomed.
- ▶ A well-developed sign system is an attractive and effective method to facilitate wayfinding, strengthen park identity and sense of place, help reduce potential conflicts, and support a positive user experience.



Existing signage from the former private lodge and cottages should be removed and replaced with park signage.

Design Considerations:

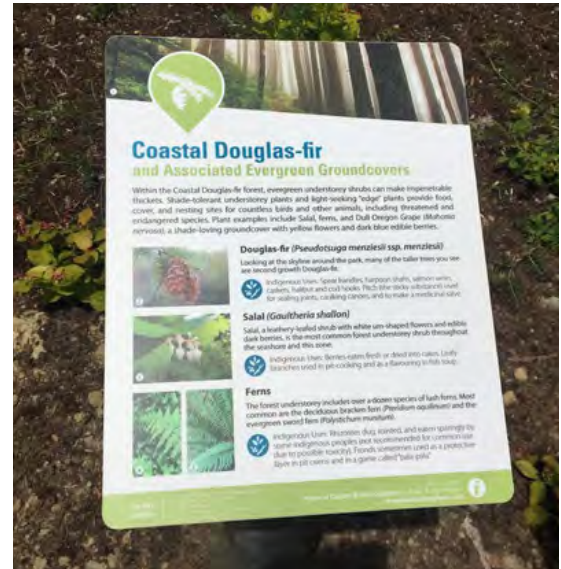
- ▶ Remove the existing signage from the former private site use.
- ▶ Coordinate the graphic style of new park signage with the recent efforts for signage at Seaside Nature Park and Grandon Creek to create a unified and recognizable character for signage at the Town of Qualicum Beach's waterfront and nature-focused parks.
- ▶ Coordinate signage structure materials with the materials and character of other built structures in the park to create a cohesive visual park identity.
- ▶ Implement a hierarchy of different signs that work as a system, including:
 - » Large Entry Sign: Visible from the highway to vehicle and pedestrian traffic, including the park name and address. Located along the highway frontage towards Challoner Road.
 - » Welcome Kiosk Signs: Highly visible, including a context map with information about the surrounding waterfront and nearby areas, a detailed park map with information about park uses, amenities and circulation, key regulatory information about park hours and use guidelines, and an area for posting changing information such as seasonal messages or community events. Design with universal accessibility considerations. Located at key park entry points including: the highway pedestrian crossing by Challoner Road, the beach access at the end of Challoner Road, and the northwest entry off Buller Road.
 - » Directional Signs: Large or small, on sign post, directing to key amenities such as parking, washrooms, and beach area. Located at key path intersections.
 - » Code of Conduct Signs: To communicate regulations and code of conduct information, mounted on post, bollard, or railings. Located at vehicle parking areas, bicycle parking areas, bus parking, beach accesses, the picnic shelter, and nature restoration zones.
 - » Educational / Interpretive Signs: To communicate natural, cultural, or historical information. Design for universal accessibility. Integrate at key site landmarks such as the St. Andrews Lodge site.
- ▶ Use plain and clear language throughout signage.
- ▶ Where there are multiple types of information to be provided at one location, integrate the information on one sign, rather than having a collection of signs.



Inspiration: Kiosk signs provide maps, information about park amenities and events



Inspiration: Wayfinding signage helps to locate park users



Inspiration: Educational / interpretive signage can be mounted to fences to convey information about restoration processes or sensitive habitat areas



Inspiration: Interpretive signage provides information about the park area and surrounding context to enrich the park visitor experience and understanding of the local area.

Related Recommendations:

- ▶ #1 Complete a Feasibility Assessment for the Lodge Building
- ▶ #2 Provide a Park Washroom and Change Room
- ▶ #3 Develop a Pedestrian Pathway Network
- ▶ #10 Restore and Enhance the Park Foreshore
- ▶ #11 Improve Beach Access with Designated Routes
- ▶ #12 Manage the Park Tree Canopy
- ▶ #13 Integrate Native and Pollinator-Friendly Plantings
- ▶ #16 Provide Cyclist Amenities
- ▶ #19 Develop and Implement a Parking Strategy

19 DEVELOP AND IMPLEMENT A PARKING STRATEGY

TIME FRAME | 1-3 YEAR

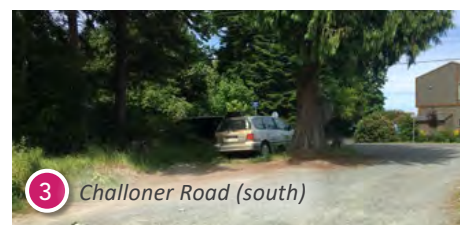
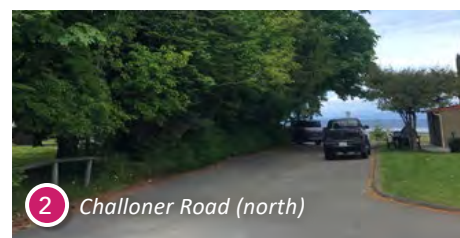
CAPITAL ESTIMATE | \$\$\$

Description:

Develop a parking strategy and implement designated public parking areas as well as strategies for overflow and special event parking.

Rationale:

- ▶ The top concern and challenge indicated by respondents was for providing public parking for the park.
- ▶ Public input indicated that preservation of the park open green space and natural areas is a key priority, including limiting the addition of impervious surfaces and site development.
- ▶ The only considerations supported for on-site parking were:
 - » For limited stalls within the footprint of the existing paved areas on-site (e.g. existing driveways);
 - » Or at the lodge site if the building is removed.
- ▶ The planned programming and amenities for the park indicate there will be moderate parking capacity needs that could be satisfied by developing adjacent off-site parking to minimize development within the park site.
- ▶ Neighbouring residents along Buller Road and at the Shorewater along Challoner Road voiced concerns for potential impacts to road access and access to private property and driveways as a result of public parking.



Existing road right-of-way on Buller Road, Challoner Road North, and Challoner Road South provide opportunities for developing parking areas.

Design Considerations:

- ▶ Implement ~30 parking stalls by developing parking areas including:
 - 1 **Buller Road (~7 stalls):** Develop parallel parking stalls within the road right-of-way, clear and outside of the road surface, in proximity to the area cleared by removal of two former cottages. Include an accessible parking stall closest to the park entry. Considerations for locating stalls include: existing utility poles, avoiding significant trees, providing clear distance around the community mailbox, designating a no-parking area to facilitate vehicle turnaround, and respecting adjacent private properties.
 - 2 **Challoner Road North (~8 stalls):** Develop parallel parking stalls within the road right-of-way. Include an accessible parking stall closest to the beach access pathway. Development of parking and one-lane access will require revision to the Shorewater landscaping that is currently encroaching within the right-of-way.
 - 3 **Challoner Road South (~15 stalls):** Develop a row of parking stalls within the undeveloped road right-of-way for Challoner Road that is south of Highway 19A. Coordinate with the neighbouring restaurant for shared access, but designated separate parking areas. If possible, retain and protect the existing mature cedar tree near the entry (see adjacent figure). One central cedar tree to the south would be removed.

- ▶ General design considerations, particularly for any on-site parking development:
 - » Integrating stormwater management best practices
 - » Providing shade to paved areas through trees or plantings
 - » Integration of electric vehicle charging station (or consideration for future provision)
 - » Integrating welcome signage and clear pedestrian trail connections (see Recommendation #3 and #18).
- ▶ Coordinate shuttle bus service to support special event use of the park (see Recommendation #15).
- ▶ Consider alternate areas for parking development if additional parking capacity is required:
 - » Highway 19A: Requires coordination with broader plans for this section of Highway 19A. Potential for on-road parking to be developed along with complimentary streetscape improvements.
 - » On-site Parking Area: Requires resolution of the existing lodge building (upgrade or removal).



Continued collaboration will be essential to move the park vision to implementation.



4 | IMPLEMENTATION

- This section summarizes a phased approach to implementing the recommendations developed in the Concept Plan.

CONTENTS

- 4.1 IMPLEMENTATION OVERVIEW
- 4.2 RECOMMENDATION TIME FRAMES
- 4.3 RECOMMENDATION ACTIONS & CAPITAL COSTS

4.1 IMPLEMENTATION OVERVIEW

While the Town's Planning Department is key to overseeing this plan, successful implementation will require participation and collaboration from a number of groups including, but not limited to:

- ▶ Town Mayor and Council;
- ▶ Town Departments (Parks, Planning and Development Services, Engineering and Operations, Finance)
- ▶ Ministry of Transportation and Infrastructure (MOTI);
- ▶ Community Associations;
- ▶ Stakeholders Groups; and
- ▶ Community Members.

This plan is complementary to the OCP and Waterfront Master Plan.

4.2 RECOMMENDATION TIME FRAMES

The sum of changes envisioned in this plan will require a +10-year outlook. However, the majority of the recommendations are targeted for the near (1 year) and short term (1-3 year) time frames in order to successfully establish this new community park.

- ▶ **Time Frame:** Identifies the relative phasing for implementation of the recommendation:
 - » 1 year (near)
 - » 1-3 year (short-term)
 - » 3-10 year (medium-term)
 - » +10 year (long-term)
 - » Ongoing: Recurring, no defined time frame

Near and Short-Term Recommendations (0-3 years)

Near and short-term recommendations are prioritized due to:

- ▶ Garnering the most public input during the Concept Plan process;
- ▶ Potential to have high positive impact on the park's establishment;
- ▶ Need for completion as a first step in a phased implementation process; and/or
- ▶ Opportunity or funding that currently exists to implement the recommendation.

SUMMARY TABLE: RECOMMENDATION TIME FRAMES

A Determine a Park Name	1 year
UPLAND AREA AMENITIES	
1 Complete a Feasibility Assessment for the Lodge Building*	1 year
2 Provide a Park Washroom and Change Room*	1-3 year
3 Develop a Pedestrian Pathway Network	1-3 year
4 Provide a Covered Picnic / Gathering Shelter	3-10 year
5 Provide a Play Area for All Ages	3-10 year
6 Integrate Outdoor Seating & Picnic Areas	1-3 year
7 Create an Outdoor Classroom	1-3 year
8 Provide Multi-Purpose Open Space	1 year
9 Consider Future Recreation Space Needs	3-10 year
NATURAL AREAS	
10 Restore and Enhance the Park Foreshore	1-3 year & Ongoing
11 Improve Beach Access with Designated Routes	1 year
12 Manage the Park Tree Canopy (Upland Areas)*	1 year & Ongoing
13 Integrate Native and Pollinator-Friendly Plantings	1-3 year & Ongoing
ACCESS & PARKING	
14 Provide a Crosswalk and Trail Connection	1-3 year
15 Provide Bus Pullout and Drop-off	1-3 year
16 Provide Cyclist Amenities	1-3 year
17 Retain Service / Maintenance Vehicle Access	1 year
18 Integrate Park Signage and Wayfinding	1-3 year & Ongoing
19 Develop and Implement a Parking Strategy*	1 year

* Time frame identified is for the initial action. Outcomes from the initial action will define subsequent action time frames.

4.3 RECOMMENDATION ACTIONS & CAPITAL COSTS

- ▶ **Action:** Steps to implementing the recommendation
- ▶ **Preliminary Capital Cost Allowance:** Identifies a cost estimate for planning purposes.
 - » Estimates are developed using unit costs and quantities based on general assumptions and historical construction cost data from similar projects and are provided to assist with long-range budget planning.
 - » Cost estimating for all projects will need to be updated during future detailed design.
 - » Costs for infrastructure can vary widely depending on site constraints, design, market forces or other variables.
 - » **Cost Breakdown:**
 - » **\$:** \$0 to \$15,000
 - » **\$\$:** \$15,000 to \$50,000
 - » **\$\$\$:** \$50,000 to \$150,000
 - » **\$\$\$\$:** \$150,000+

SUMMARY TABLE:

ACTIONS, TIME FRAMES, AND PRELIMINARY CAPITAL COST ALLOWANCES

REC. #	ACTION	TIME FRAME	PRELIMINARY CAPITAL COST ALLOWANCE
1	LODGE BUILDING REVIEW		
1.1	Conduct a feasibility and needs assessment for the existing lodge building to determine whether it is viable for the Town to retain, upgrade, and operate for future community use.	1 year	\$\$
1.2	Based on the outcomes of the feasibility assessment (see Action 1.1), remove or renovate the lodge building.	1-3 year	\$\$\$\$
2	WASHROOM / CHANGE ROOM		
2.1	Design and build / renovate a park washroom and change room facility that is accessible, efficient, and connected within the park.	1-3 year	\$\$\$
3	PATHWAY NETWORK		
3.1	Design and implement a hierarchy of primary, secondary, and tertiary pathways that provide universal access for the park. Remove former paved routes that are no longer needed.	1-3 year	\$\$
4	COVERED PICNIC / GATHERING SHELTER		
4.1	Design and construct a covered picnic / gathering shelter that includes secured electrical access and potable water. The design should be accessible, inviting, durable, maintain views through the site, provide views to the waterfront, and relate to the park's visual character.	3-10 year	\$\$\$
5	PLAY AREA FOR ALL AGES		
5.1	Design and construct an integrated adventure and nature-based play area that supports the growth and development of children of all ages and abilities.	3-10 year	\$\$\$\$
6	OUTDOOR SEATING & PICNIC AREAS		
6.1	Design and incorporate seating opportunities throughout the park to create an inviting space for visitors of all ages and abilities. Include benches, natural seating elements, picnic tables, as well as waste/ recycle receptacles and dog waste stations.	1-3 year	\$\$\$
7	OUTDOOR CLASSROOM		
7.1	Design and build an informal outdoor classroom area with seating and a visual backdrop in an area that provides drainage, wind protection, and shade.	1-3 year	\$\$

REC. #	ACTION	TIME FRAME	PRELIMINARY CAPITAL COST ALLOWANCE
8	MULTI-PURPOSE OPEN SPACE		
8.1	After completing building feasibility studies (see Action 1.1 and 1.2) and the park tree management plan (see Action 12.1), reserve areas in the park as open space to provide flat, sunny areas to support multi-purpose needs such as lawn games and small gatherings.	1 year	\$
9	FUTURE RECREATION SPACE NEEDS		
9.1	If there is future demand for beach volleyball in Qualicum Beach, consider siting at this park.	3-10 year	N/A
10	PARK FORESHORE		
10.1	Conduct an environmental review and develop a management plan for the foreshore area including a habitat assessment, restoration objectives, and prescriptive restoration strategies including identification and removal of invasive species, installation of native plantings, and ongoing maintenance efforts.	1 year	\$
10.2	Perform garbage clean-up, planned invasive plant removals, and restoration planting of high-quality native vegetation. Support the planting efforts by installing low cedar fencing and educational signage. Promote stewardship by partnering with local volunteer groups for work parties.	1-3 year & ongoing	\$\$
11	BEACH ACCESS DESIGNATED ROUTES		
11.1	After review of the foreshore and management plan development (see Action 10.1), construct designated beach access paths that are defined by low cedar fencing. Include signage and at least one route that is designed for universal access.	1 year	\$
12	PARK TREE CANOPY		
12.1	Create a tree management plan for the park including a park tree survey, inventory, and assessment by a certified Arborist to provide information about tree species, size, health, potential risks, recommended removals, protection and mitigation measures, and ongoing tree management and care.	1 year	\$
12.2	Complete planned tree removals and major pruning as part of the initial stages of park development. Leave wildlife snags in some areas instead of removing the entire tree.	1 year	\$
12.3	Complete planned tree planting, including replacement planting. Prioritize native species and strive to increase diversity and to help support a continuous, healthy tree canopy in the park.	1-3 year	\$

REC. #	ACTION	TIME FRAME	PRELIMINARY CAPITAL COST ALLOWANCE
13	NATIVE AND POLLINATOR-FRIENDLY PLANTINGS		
13.1	Remove select areas of lawn or invasive species and integrate planted areas of native or adapted species that attract pollinators to increase biodiversity and habitat value. Include soil, amendments, mulch, and provide signage and hose-bibs nearby planting areas.	1-3 year & ongoing	\$\$
14	CROSSWALK AND TRAIL CONNECTION		
14.1	Plan and construct a crosswalk with refuge island and pedestrian-activated crossing signal across Highway 19A.	1-3 year	\$\$
15	BUS PULLOUT AND DROP-OFF		
15.1	Design and build a bus pullout and drop-off zone along the Highway 19A frontage of the park that includes wayfinding signage and path connections.	1-3 year	\$\$
16	CYCLIST AMENITIES		
16.1	Provide secure bike parking at 2-4 locations in the park including one covered bike parking area that includes an electric bike charging station and a bicycle repair station with air pump and basic bike tools.	1-3 year	\$\$
17	SERVICE / MAINTENANCE VEHICLE ACCESS		
17.1	After the lodge building feasibility assessment (see Action 1.1), confirm location for a driveway, turnaround, and parking for maintenance and service vehicle access to the park.	1 year	\$
18	PARK SIGNAGE AND WAYFINDING		
18.1	Develop a park signage and wayfinding plan that includes entry, welcome kiosk, wayfinding, directional, interpretive, and code of conduct signage throughout the park.	1-3 year	\$
18.2	Fabricate and install park signs including entry, welcome, wayfinding, directional, interpretive, and code of conduct signage at: Park entries, beach access points, path intersections, vehicle parking, bike parking, bus parking, picnic shelter, nature restoration zones, and the St. Andrews lodge site	1-3 year & ongoing	\$\$
19	PARKING		
19.1	Develop a parking strategy and engineering / landscape designs for public parking areas as well as overflow and special event parking solutions. Use stormwater management best practices, provide shade to paved areas, and include signage.	1 year	\$
19.2	Implement designated public parking areas with stormwater management best practices, planting, and signage	1-3 year	\$\$\$



TOWN OF
QUALICUM BEACH

**Town of Qualicum Beach
M E M O R A N D U M**

TO: Luke Sales, Director of Planning

FOR: Council Meeting, February 5, 2020

FROM: Rebecca Augustyn, Planner

SUBJECT: Development Variance Permit: 530 Crescent Road West

RECOMMENDATION

THAT Council directs staff to issue a Development Variance Permit for 530 Crescent Road West as described in the February 5, 2020 Planning memo to Council.

PURPOSE

To consider a Development Variance Permit that would reduce the rear lot line setback by 0.6m to permit an addition to the existing house.

BACKGROUND

A Development Variance Permit has been requested to reduce the rear lot line setback from 3.0m to 2.4m. The Residential 1 (R1) zone requires a 3.0m rear lot line setback for structures less than 4.5m in height. The proposed addition is less than 4.5m in height and is within the 3.0m setback, however, the proposed overhang for the addition projects 0.6m into the setback.

Staff have sent notifications to those properties located within 50m of the subject property. The notifications were sent more than 10 days prior to the public meeting and meet the legislative requirements.



Figure 1: Subject Property

Zoning

The subject property is zoned Residential 1 (R1), which specifies a minimum rear lot line setback of 3.0m for structures that have a maximum height of 4.5m.

DISCUSSION

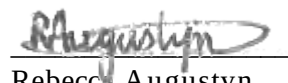
The owner of 530 Crescent Road West has applied to vary the minimum rear lot line in order to accommodate an addition to the existing house. The proposed addition would add approximately 14m² (107sqft) for a laundry room. The proposed house addition requires a variance because the overhang projects 0.6m into the setback. Staff at this time do not anticipate that the addition will have a significant impact on neighbouring properties. In the opinion of staff, it is reasonable to consider a variance.

SUMMARY

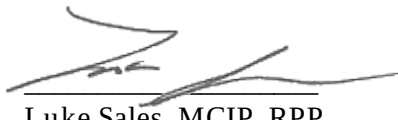
The proposed variance for 530 Crescent Road West would reduce the rear lot line setback from 3.0m to 2.4m to accommodate a house addition. Without the benefit of formal community input, staff recommend Council consider the issuance of a Development Variance Permit for the subject property.

ALTERNATIVES

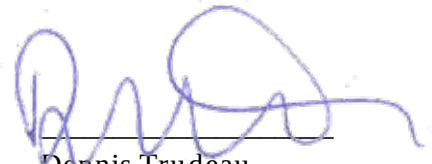
1. Refuse the Development Variance Permit for 530 Crescent Road West; or
2. Provide alternative direction to staff.



Rebecca Augustyn
Planner
Report Writer



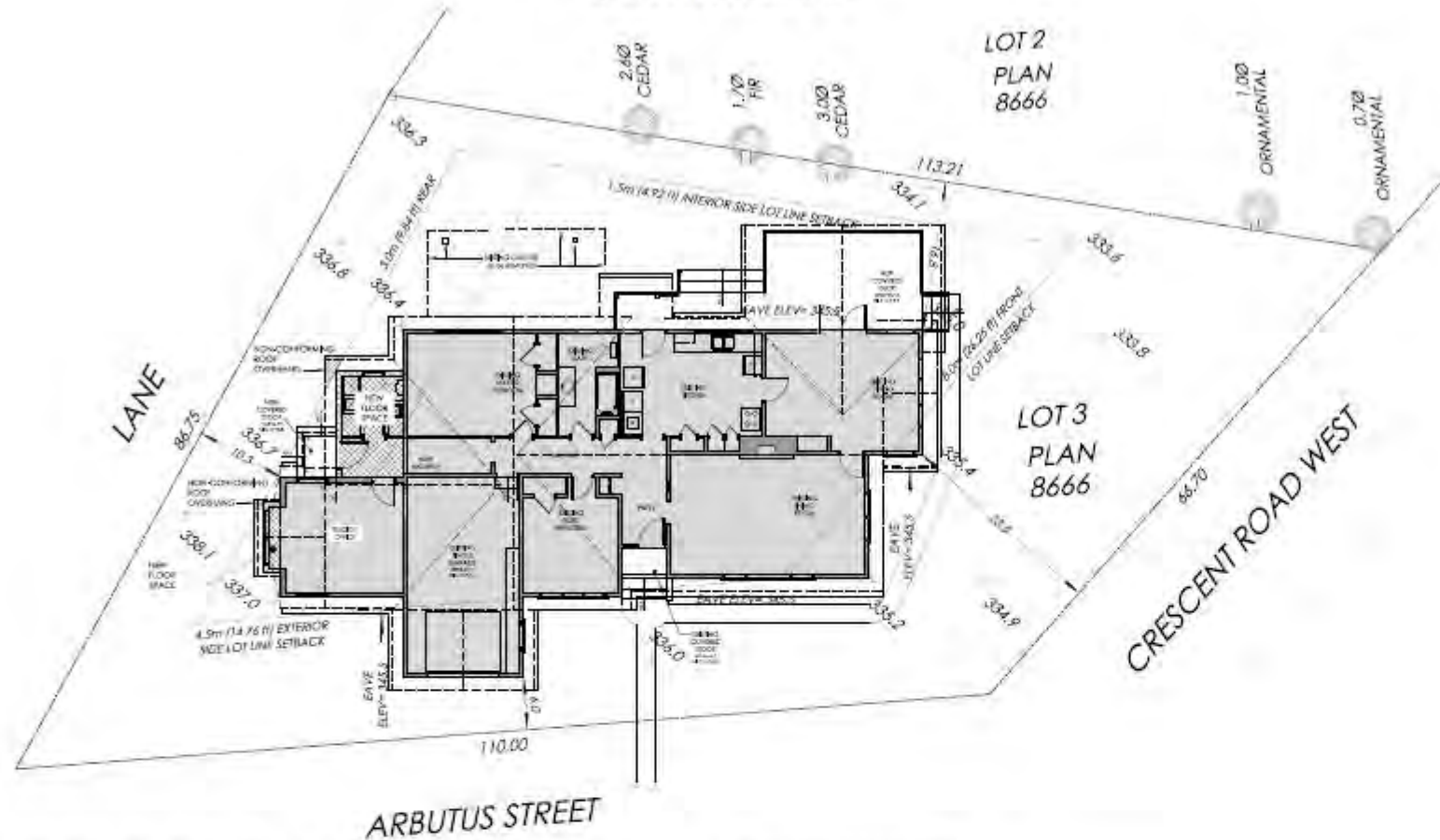
Luke Sales, MCIP, RPP
Director of Planning
Concurrence



Dennis Trudeau
Acting CAO
Concurrence

530 Crescent Road West

Qualicum Beach, B.C.



SITE PLAN / SURVEY

provided by: SIMS ASSOCIATES LAND SURVEYING LTD.

LIST of DRAWINGS

A-1	SITE PLAN / SURVEY & GENERAL NOTES	
A-2	FLOOR PLAN	- Existing
A-3	FLOOR PLAN	- Proposed
A-4	ELEVATIONS	- Existing & Proposed
A-5	ELEVATIONS	- Existing & Proposed
A-6	ELEVATIONS	- Existing & Proposed
A-7	DETAILS	- Reinforcement
A-8	DETAILS	- Reinforcement
A-9	DETAILS	- Reinforcement

PROJECT SUMMARY	
Client Address:	530 Crescent Road West, Qualicum Beach, B.C.
Project Details:	- Lot: 5 - Block: 1 - Section: 1 - Zone: R-1 - Area: 1.00
Owner:	Mr. & Mrs. [Name]
Architect:	[Firm Name]
Engineer:	[Firm Name]
BUILDING COVERAGE	
Proposed:	3,000.0 sq. ft. (including deck / porch)
Existing:	1,200.0 sq. ft. (including deck / porch)
TOTAL COVERAGE	
Proposed:	3,000.0 sq. ft. (including deck / porch)
Existing:	1,200.0 sq. ft. (including deck / porch)
Total:	4,200.0 sq. ft. (including deck / porch)

GENERAL CONSTRUCTION NOTES

ALL ARE NOT APPLICABLE

1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE BC BUILDING CODE (SANS 1000), EXCEPT WHERE LOCAL BYLAWS PROVIDE OTHERWISE.
2. FOUNDATION SHALL BE CONSTRUCTED TO BE PROTECTED FROM WALL DRAINAGE, (SEE FOUNDATION DETAIL).
3. CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE BC BUILDING CODE (SANS 1000), EXCEPT WHERE LOCAL BYLAWS PROVIDE OTHERWISE.
4. CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE BC BUILDING CODE (SANS 1000), EXCEPT WHERE LOCAL BYLAWS PROVIDE OTHERWISE.
5. FOUNDATION SHALL BE CONSTRUCTED TO BE PROTECTED FROM WALL DRAINAGE, (SEE FOUNDATION DETAIL).
6. CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE BC BUILDING CODE (SANS 1000), EXCEPT WHERE LOCAL BYLAWS PROVIDE OTHERWISE.
7. FOUNDATION SHALL BE CONSTRUCTED TO BE PROTECTED FROM WALL DRAINAGE, (SEE FOUNDATION DETAIL).
8. FOUNDATION SHALL BE CONSTRUCTED TO BE PROTECTED FROM WALL DRAINAGE, (SEE FOUNDATION DETAIL).
9. FOUNDATION SHALL BE CONSTRUCTED TO BE PROTECTED FROM WALL DRAINAGE, (SEE FOUNDATION DETAIL).
10. FOUNDATION SHALL BE CONSTRUCTED TO BE PROTECTED FROM WALL DRAINAGE, (SEE FOUNDATION DETAIL).
11. FOUNDATION SHALL BE CONSTRUCTED TO BE PROTECTED FROM WALL DRAINAGE, (SEE FOUNDATION DETAIL).
12. FOUNDATION SHALL BE CONSTRUCTED TO BE PROTECTED FROM WALL DRAINAGE, (SEE FOUNDATION DETAIL).
13. FOUNDATION SHALL BE CONSTRUCTED TO BE PROTECTED FROM WALL DRAINAGE, (SEE FOUNDATION DETAIL).
14. FOUNDATION SHALL BE CONSTRUCTED TO BE PROTECTED FROM WALL DRAINAGE, (SEE FOUNDATION DETAIL).
15. FOUNDATION SHALL BE CONSTRUCTED TO BE PROTECTED FROM WALL DRAINAGE, (SEE FOUNDATION DETAIL).
16. FOUNDATION SHALL BE CONSTRUCTED TO BE PROTECTED FROM WALL DRAINAGE, (SEE FOUNDATION DETAIL).
17. FOUNDATION SHALL BE CONSTRUCTED TO BE PROTECTED FROM WALL DRAINAGE, (SEE FOUNDATION DETAIL).
18. FOUNDATION SHALL BE CONSTRUCTED TO BE PROTECTED FROM WALL DRAINAGE, (SEE FOUNDATION DETAIL).

GENERAL DEMOLITION NOTES

ALL ARE NOT APPLICABLE

1. CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE BC BUILDING CODE (SANS 1000), EXCEPT WHERE LOCAL BYLAWS PROVIDE OTHERWISE.
2. CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE BC BUILDING CODE (SANS 1000), EXCEPT WHERE LOCAL BYLAWS PROVIDE OTHERWISE.
3. CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE BC BUILDING CODE (SANS 1000), EXCEPT WHERE LOCAL BYLAWS PROVIDE OTHERWISE.

GENERAL GLAZING NOTES

ALL ARE NOT APPLICABLE

1. GLAZING SHALL BE IN ACCORDANCE WITH THE BC BUILDING CODE (SANS 1000), EXCEPT WHERE LOCAL BYLAWS PROVIDE OTHERWISE.
2. GLAZING SHALL BE IN ACCORDANCE WITH THE BC BUILDING CODE (SANS 1000), EXCEPT WHERE LOCAL BYLAWS PROVIDE OTHERWISE.
3. GLAZING SHALL BE IN ACCORDANCE WITH THE BC BUILDING CODE (SANS 1000), EXCEPT WHERE LOCAL BYLAWS PROVIDE OTHERWISE.
4. GLAZING SHALL BE IN ACCORDANCE WITH THE BC BUILDING CODE (SANS 1000), EXCEPT WHERE LOCAL BYLAWS PROVIDE OTHERWISE.
5. GLAZING SHALL BE IN ACCORDANCE WITH THE BC BUILDING CODE (SANS 1000), EXCEPT WHERE LOCAL BYLAWS PROVIDE OTHERWISE.
6. GLAZING SHALL BE IN ACCORDANCE WITH THE BC BUILDING CODE (SANS 1000), EXCEPT WHERE LOCAL BYLAWS PROVIDE OTHERWISE.
7. GLAZING SHALL BE IN ACCORDANCE WITH THE BC BUILDING CODE (SANS 1000), EXCEPT WHERE LOCAL BYLAWS PROVIDE OTHERWISE.
8. GLAZING SHALL BE IN ACCORDANCE WITH THE BC BUILDING CODE (SANS 1000), EXCEPT WHERE LOCAL BYLAWS PROVIDE OTHERWISE.

GENERAL PLUMBING / MECHANICAL NOTES

ALL ARE NOT APPLICABLE

1. ALL PLUMBING / MECHANICAL INSTALLATIONS SHALL BE IN ACCORDANCE WITH THE BC BUILDING CODE (SANS 1000), EXCEPT WHERE LOCAL BYLAWS PROVIDE OTHERWISE.
2. PLUMBING / MECHANICAL INSTALLATIONS SHALL BE IN ACCORDANCE WITH THE BC BUILDING CODE (SANS 1000), EXCEPT WHERE LOCAL BYLAWS PROVIDE OTHERWISE.
3. PLUMBING / MECHANICAL INSTALLATIONS SHALL BE IN ACCORDANCE WITH THE BC BUILDING CODE (SANS 1000), EXCEPT WHERE LOCAL BYLAWS PROVIDE OTHERWISE.
4. PLUMBING / MECHANICAL INSTALLATIONS SHALL BE IN ACCORDANCE WITH THE BC BUILDING CODE (SANS 1000), EXCEPT WHERE LOCAL BYLAWS PROVIDE OTHERWISE.
5. PLUMBING / MECHANICAL INSTALLATIONS SHALL BE IN ACCORDANCE WITH THE BC BUILDING CODE (SANS 1000), EXCEPT WHERE LOCAL BYLAWS PROVIDE OTHERWISE.
6. PLUMBING / MECHANICAL INSTALLATIONS SHALL BE IN ACCORDANCE WITH THE BC BUILDING CODE (SANS 1000), EXCEPT WHERE LOCAL BYLAWS PROVIDE OTHERWISE.
7. PLUMBING / MECHANICAL INSTALLATIONS SHALL BE IN ACCORDANCE WITH THE BC BUILDING CODE (SANS 1000), EXCEPT WHERE LOCAL BYLAWS PROVIDE OTHERWISE.
8. PLUMBING / MECHANICAL INSTALLATIONS SHALL BE IN ACCORDANCE WITH THE BC BUILDING CODE (SANS 1000), EXCEPT WHERE LOCAL BYLAWS PROVIDE OTHERWISE.

AT LEAGUE
MAUREEN BERRIS
2000 COLWOOD DRIVE, NORTH VANCOUVER, BC V6P 6B9

DYSON RESIDENCE
PROPOSED ADDITION
530 Crescent Road West, Qualicum Beach, B.C.
Lot 5 / Block 1 / Section 1

REVISIONS:

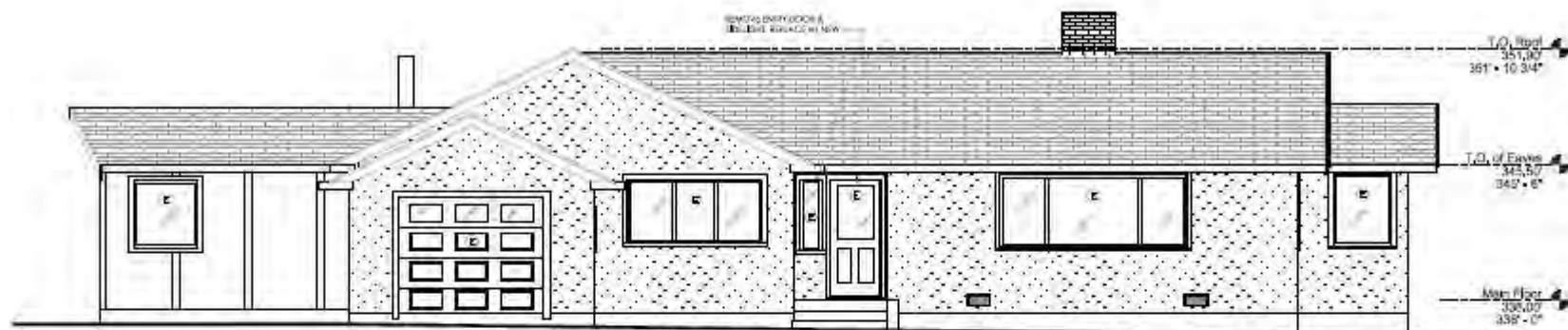
SCALE:
1/8" = 1'-0"

DATE:
Jan 10, 2018

PROJECT NO.:

DRAWING NO.:

A-1



EXISTING EAST ELEVATION



PROPOSED EAST ELEVATION



REVISIONS

SCALE

1/4" = 1'-0"

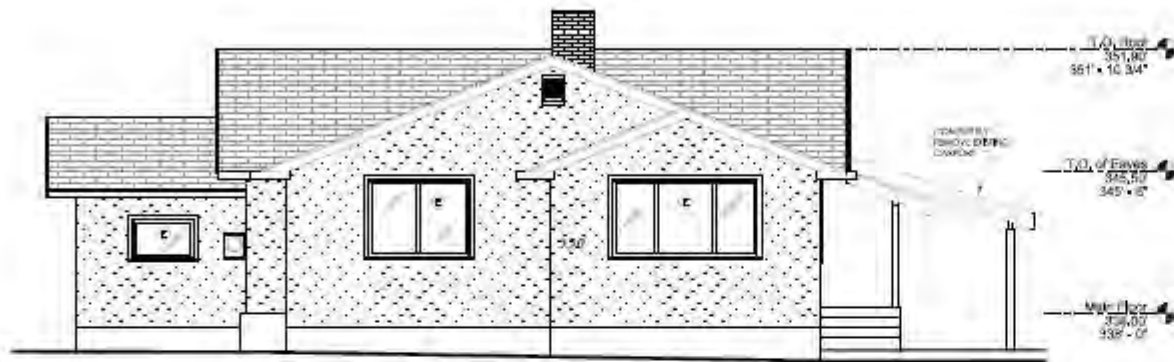
DATE

Jan 17, 2017

PROJECT NO.

DRAWING NO.

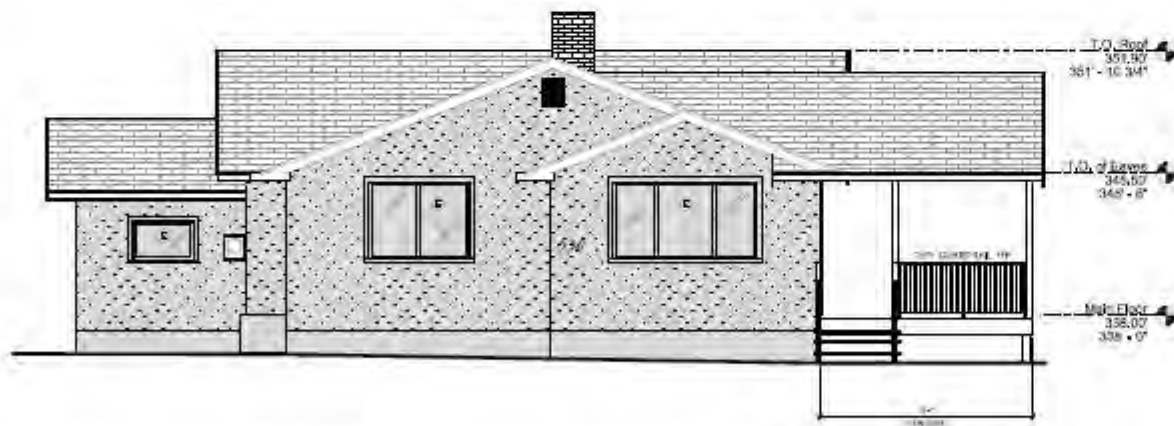
A-4



EXISTING NORTH ELEVATION



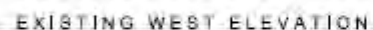
EXISTING SOUTH ELEVATION



PROPOSED NORTH ELEVATION



PROPOSED SOUTH ELEVATION



**Town of Qualicum Beach
M E M O R A N D U M**

TO: Luke Sales, Director of Planning

FOR: Council Meeting, February 5, 2020

FROM: Rebecca Augustyn, Planner

SUBJECT: Development Permit: 703 Beach Road

RECOMMENDATION

THAT Council authorizes staff to issue a Development Permit for 703 Beach Road, as attached to the February 5, 2020 Planning memo to Council.

PURPOSE

To consider a Development Permit that would allow a 12m² (130sqft) addition to the building at 703 Beach Road.

BACKGROUND

A Development Permit application has been received for 703 Beach Road to permit a 12m² addition. A Development Permit is required because the property is located within Development Permit Area C1 – Uptown Commercial.

In September 2018, a Development Permit was approved for a 126m² addition to the existing building. The applicant has since come back with an application to add an additional 12m² for a receiving room and a file storage loft. When completed, the building is still intended to be used as a veterinary clinic.



Figure 1: Subject Property

DISCUSSION

Given the small size of the addition being proposed, the addition having a consistent design with the previous addition and existing building, and the addition adhering to the Development Permit Area policy for building scale and access, staff do not recommend that the application be referred to the Advisory Planning Commission

SUMMARY

The Development Permit application for 703 Beach Road is to allow a 12m², or 130sqft, addition to the existing building for a receiving room and a file storage loft. The applicant was approved for a Development Permit in 2018 to permit a 126m² addition to the existing building. The proposed addition is designed to be cohesive with the previous addition and existing building. The proposed use of the building as a veterinary clinic, as well as the height, setbacks, and parking all meet the C1 zoning requirements. Given the small size of the addition being proposed, the addition having a consistent design with what was previously proposed, and the addition adhering to the Development Permit Area policy for building scale and access, staff recommend issuing a Development Permit.

ALTERNATIVES

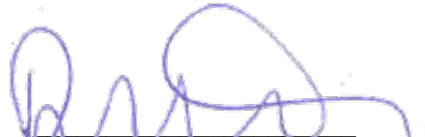
1. THAT Council refers the Development Permit for 703 Beach Road to the Advisory Planning Commission;
2. THAT Council refuse the Development Permit for 703 Beach Road; or
3. THAT Council provide alternative direction to staff.



Rebecca Augustyn
Planner
Report Writer



Luke Sales, MCIP, RPP
Director of Planning
Concurrence



Dennis Trudeau
Acting CAO
Concurrence

LANE
EDGE OF ASPHALT

0° 51' 24" BEARING ORIGIN PLAN EPP14452

15.25

IRON POST FOUND

WALL

PARKING LOT

LOT 4
BLOCK 10
PLAN 1894
POSTING PLAN 50326

CATCH BASIN

Proposed Addition

EXISTING BUILDING
703 BEACH AVENUE
QUALICUM BEACH BC



BEACH ROAD

IRON POST FOUND

WALL

LOT 5
BLOCK 10
PLAN 1894
PLAN OF SURVEY OF LOT 4 BLOCK 10
DISTRICT LOT 78, NEWCASTLE DISTRICT,
PLAN 1894

PID 000-091-838

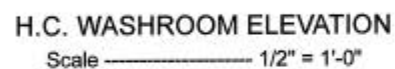
SCALE:



PROJECT DATA:
GROUP 'D' OCCUPANCY
2 STORIES, FACING 2 STREETS
BUILDING AREAS:
178.4 sq.M MAIN
140 sq.M 2nd (including deck)
Occupant load @ 1/9.3 sq.M = 34
Max travel distance = 25M

PETER T. MASON
BRITISH COLUMBIA LAND SURVEYOR
P.O. BOX 185
BOWSER, B.C.
V0R 1G0
TEL: (250)757-8788
EMAIL: SURVEYOR-ARK@UNISERVE.COM
FILE: 18-4059 DRWG: \drawgs\5059.MC

REVISION-2	SPRINKLERS REMOVED	G.J.C. AUG 30, 2019
REVISION-1	SPRINKLERS & METRIC SETBACKS FOR SPATIAL SEPARATION ADDED	G.J.C. APR 1, 2019
	Project	Addition & renovation for Q.B. Animal Hospital
	703 Beach Road, Qualicum Beach BC.	
Date	Feb. 27, 2018	
Scale	As Shown	
Sheet No.	A1 of 6	



- ① 1/2" THRESHOLD
- ② AUTOMATIC DOOR SWITCHED IN AND OUT
- ③ WEATHERSTRIPPING AND SELF CLOSER
- ④ GRASPABLE PULL 8" LONG 12" FROM HINGE AND 36" OFF OF FLOOR
- ⑤ FOLD DOWN GRAB BAR
- ⑥ DOOR LOCK CONFIGURED FOR OPENING FROM OUTSIDE IN EMERGENCY

BUILDING ASSEMBLIES

FOOTINGS (EXTERIOR ONLY)
-18" W/ 3000psi REINF. AS DETAILED
-4" PERFORATED PERIMETER DRAINAGE
RUNNING TO APPROVED CATCHMENT LOCATION
-C/W 6" COVERAGE DRAIN ROCK
-CONCRETE WALLS 6" - 8"

INTERIOR WALLS
-2x4 @ 16" o.c.
-2x6 @ 16" o.c. LOAD BEARING &
PLUMBING LOCATIONS WHERE NEEDED
-1/2" GWD APPLIED TO EACH SIDE
5/8" TYPE 'X' E/S FOR FIRE SEPARATIONS & BEARING

CONCRETE FLOOR SLABS (ON GRADE)
-4" STEEL TROWELLED (3000PSI
RECOMMENDED)
-6 MIL. POLY. V.B. CAW# LAPPED
JOINTS OVER
-3/4" MINUS COMPACTED GRANULAR
FILL IN MAXIMUM 8" LIFTS
-UNDISTURBED NATURAL SOIL
-PROVIDE DRAINAGE TO SUIT SITE CONDITIONS

CEILING
-FINISH TO OWNERS SPEC'S. ON
5/8" TYPE "X" GIBS
-4 MIL. POLY. V. BARRIER
-ROOF TRUSSES @ 24" o.c. OR AS NOTED
-R-30 BLOWN INSUL. OR R-32
BATT INSULATION @ VAULTS
-VENTED ATTIC SPACE

FRAMED FLOOR (MAIN)
-3/4" T&G PLYWOOD SUBFLOOR
-FLOOR JOISTS AS SPECIFIED ON PLANS
w/ BRIDGING AT MIDSPAN OR AS
ENGINEERED FLOOR PLAN SPECIFICATIONS

ROOF DRAINAGE
-CONTINUOUS GUTTERS ONLY w/ DOWNSPOUTS
CONNECTED TO 3" RAINWATER
COLLECTION RUNNING TO CATCHMENT
IN APPROVED LOCATION

EXTERIOR WALLS
-SIDING AS SPECIFIED
-TREATED 3/4"x2" STRAPPING @16" o.c.
-2 LAYERS 30 MIL. BUILDING PAPER OR HOUSE WRAP
-1/2" PLYWOOD SHEATHING
-2x6 @ 16" o.c. (SPF STUD GRADE)
-R-24 F.G.L. INSUL.
-5 MIL. SEALED POLY. V.B.
-1/2" or 5/8" GYPSUM WALLBOARD (GWB)
-PAINT FINISH

ROOF DECK
2-PLY, SBS ROOF MEMBRANE ON
3/4" EXTERIOR GRADE PLYWOOD ON
EXISTING DECK SHEATHING ON
EXISTING TRUSSES c/w
R-30 BATT INSUL.
6 MIL POLY 'B' AND
5/8" TYPE 'X' GYPSUM BOARD CEILING

ROOF
FIBREGLASS SHINGLES
-15lb. RO-INOROF UNDERLAYMENT
5/8" PLYWOOD SHEATHING

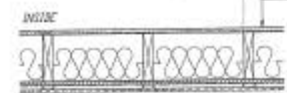
VULTURED ROOFING
FIBREGLASS SHINGLES ON
2-PLY 15 lb. BUILDING PAPER ON
5/8" PLYWOOD SHEATHING ON
2x12" ROOF JOISTS @ 24" o.c.
ONE 3" AIRSPACE OVER
R-28 BATT INSULATION
6 MIL POLY V.S. AND
5/8" TYPE 'X' GYPSUM BOARD CEILING



SCALE $\frac{1}{4}'' = 1'-0''$

REVISION-3	A8-BUILT REVISIONS	G.J.C. JULY 25, 2019		
REVISION-2	ADDED COFFEE COUNTER, ROLL IN SHOWER & NON-COMBUSTIBLE WALLS REVISED STAIRS	G.J.C. APR. 15, 2018		
REVISION-1	ADDED ATTIC ACCESS HATCHES	G.J.C. APR. 1, 2019		
 GARY CARNIATO ARCHITECTS, INC. 703 REACH ROAD, SUITE 200 BEACH, FL 33433 TEL: 561-991-1776 FAX: 561-991-1776	Project Addition & renovation for Q.B. Animal Hospital 703 Reach Road, Ocala/Jackson Beach BC.	Date Feb. 27, 2018	Scale As Shown	Sheet No. A2 of

WALL TYPES



W1 1 HOUR F.R.



W2 NON COMBUSTIBLE 1 HOUR F.R.



W3 1 HOUR F.R. INSIDE 2 HOUR F.R. FIREWALL



W4 1 HOUR F.R. - 210 SB



W5 TYPICAL PLUMBING STACK WALL



W6 TYPICAL BATHROOM WALL AND WINDOW INDICATED



W7 TYPICAL INTERIOR WALL



W8 1 HOUR F.R.

2" GYPSUM WALLBOARD (GWB)
5/8" POLY. VAPOUR BARRIER
2x6 STUDS @ 16" o.c.
R-24 BATT INSULATION
1" PL WOOD SHEATHING
TYVEK BUILDING WRAP
3/8" x 2" TREATED VERT. RAINDOOR STRAPPING
16" o.c. OVER STUD LOCATIONS
HARDY PLANK OR HARDY SHINGLE SIDING

2" GYPSUM WALLBOARD (GWB)
5/8" POLY. VAPOUR BARRIER
2x6 METAL STUDS @ 16" o.c.
R-24 BATT INSULATION
2" GYPSUM WALLBOARD (GWB)
TYVEK BUILDING WRAP
WATERWAY RAINDOOR MESH
METAL WIRE LATH
MORTAR AND CULTURED STONE

ALTERNATE SIDING
2" HARDYPLANK VERT STRIPS
HARDYPLANK OR HARDY SHINGLE SIDING

5/8" GWB
5/8" POLY. VAPOUR BARRIER
2x6 STUDS @ 16" o.c.
R-20 BATT INSULATION
1 LAYER BUILDING PAPER
1" AIRSPACE
8" CONCRETE BLOCK SEALED

3" TYPE 'X' GWB
2x4 STUDS @ 16" o.c.
R-14 ROXUL INSULATION
1/2" AIR SPACE
1/2" PLYWOOD BRACED PANEL
2x4 STUDS @ 16" o.c.
R-14 ROXUL INSULATION
3" TYPE 'X' GWB

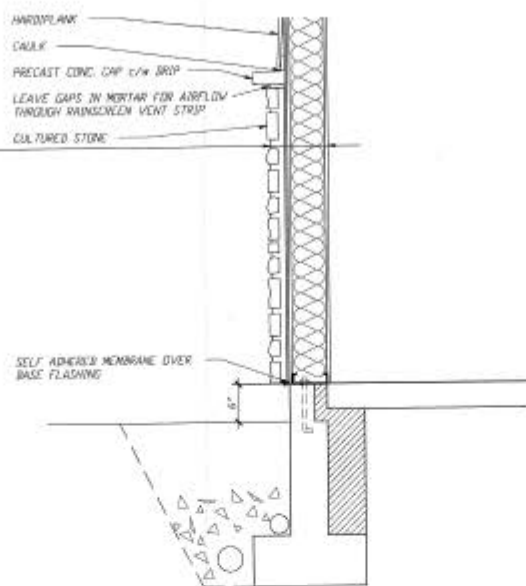
NOTE: DO NOT BACK
ELECTRICAL BOXES TO EACH
OTHER

1" GWB
2x6 STUDS @ 16" o.c.
STANDARD BATT INSULATION
1" GWB

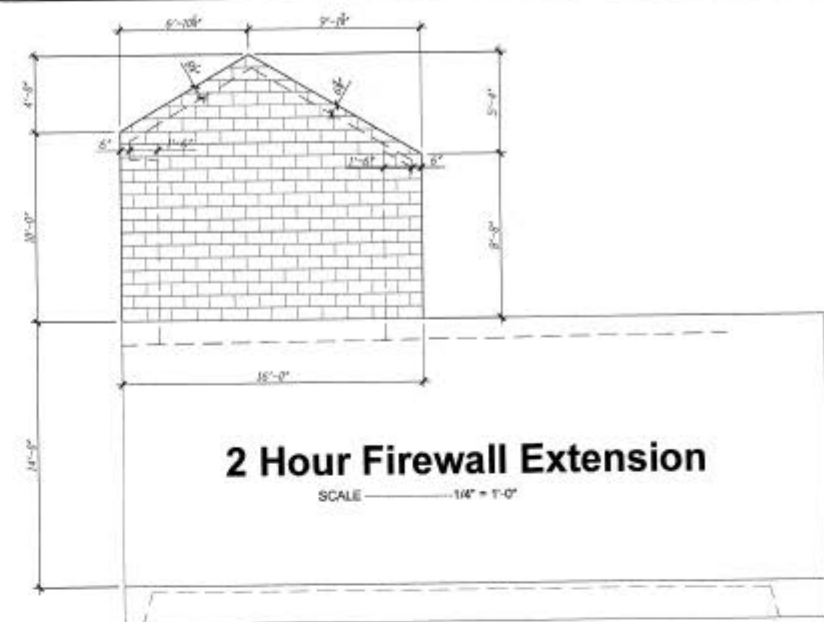
1" GWB
2x4 STUDS @ 16" o.c.
STANDARD BATT INSULATION
1" GWB

1" GWB
2x4 STUDS @ 16" o.c.
1" GWB

1" TYPE 'X' GWB
2x4 OR 2x6 STUDS @ 16" o.c.
1" TYPE 'X' GWB



Cultured Stone Application

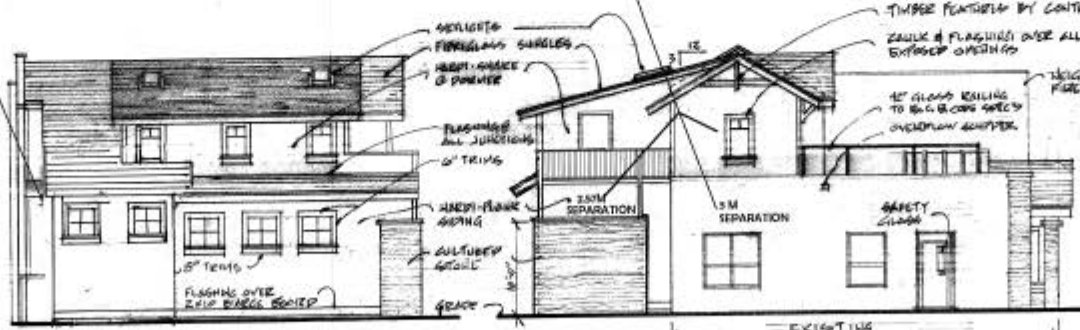


2 Hour Firewall Extension

SCALE 1/4" = 1'-0"

NORTH ELEVATION AT STAIR NOT SHOWN
25.5 SQ.M EXPOSING BUILDING FACE
1.2M LIMITING DISTANCE FOR WALL CONSTRUCTION
ZERO OPENINGS, 1 HOUR FIRE RATED CONSTRUCTION
PROJECTING OVERHANGS AND SOFFIT TO BE
NON COMBUSTIBLE CONSTRUCTION
NON COMBUSTIBLE WALL CONSTRUCTION

83.5 SQ.M EXPOSING BUILDING FACE
3M LIMITING DISTANCE FOR UNPROTECTED OPENINGS
1/2 = 1.5M LIMITING DISTANCE ALLOWS 8% FOR OPENINGS
6.31 SQ.M OPENINGS = 7.6%
NON COMBUSTIBLE WALL AND OVERHANG CONSTRUCTION



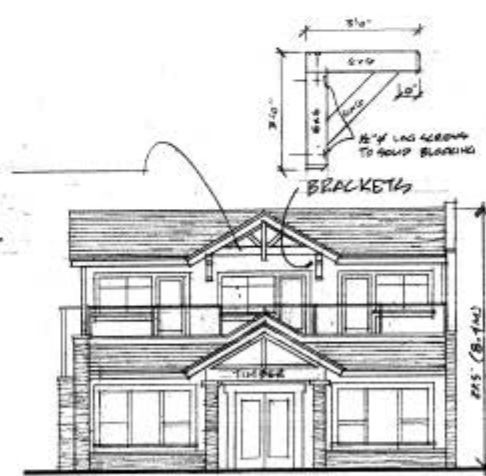
WEST ELEVATION

SCALE 1/8" = 1'-0"



SOUTH ELEVATION

SCALE 1/8" = 1'-0"

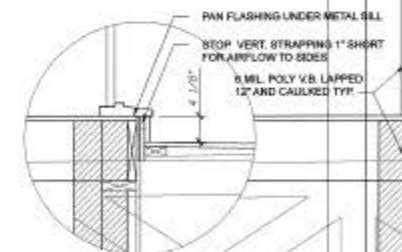
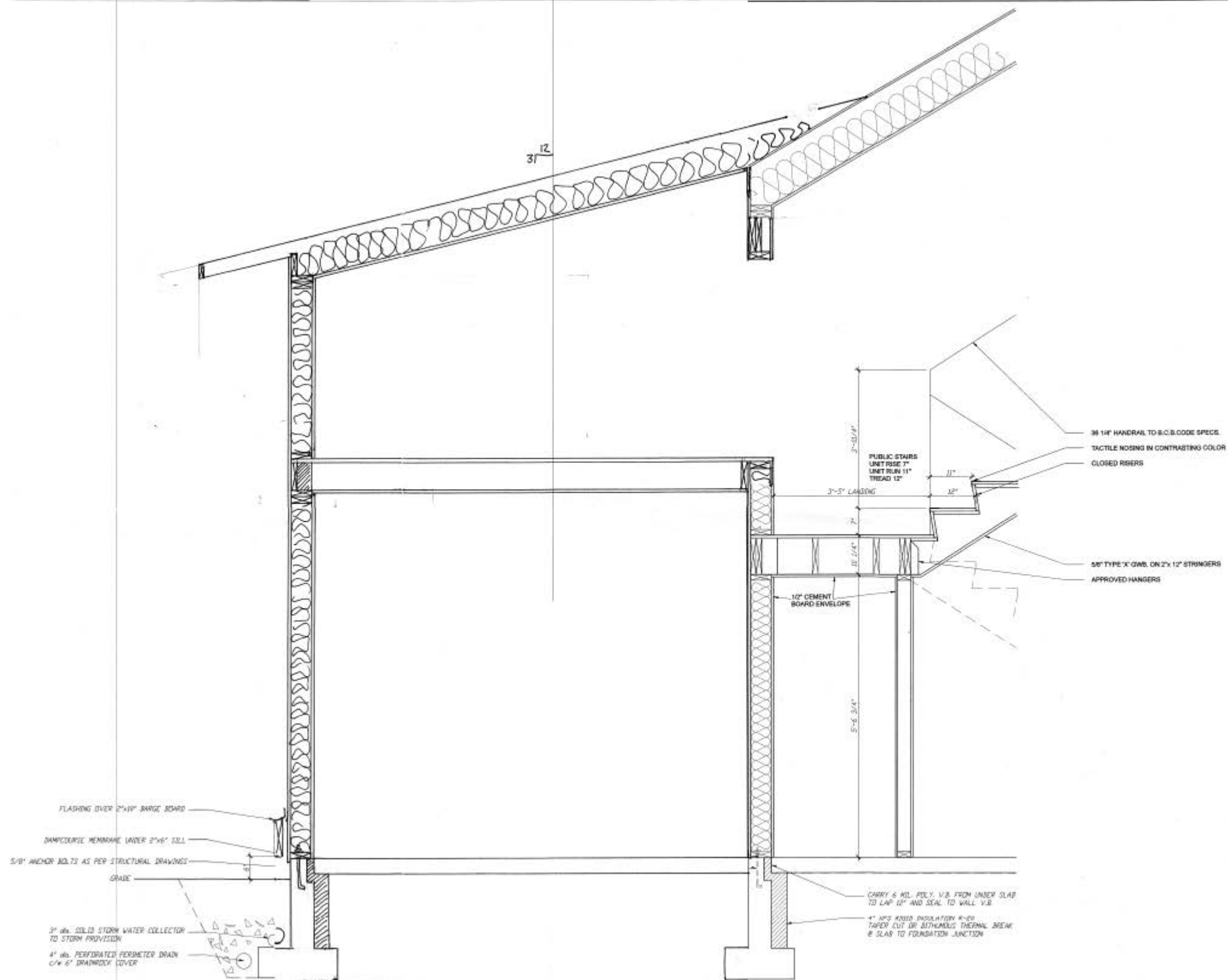


EAST ELEVATION

SCALE 1/8" = 1'-0"

Firewall Parapet

REVISION - 3	AS BUILT REVISIONS	G.J.C. AUG.30.2019
REVISION - 2	ADDED NON-COMBUSTIBLE WALLS & DETAILS	G.J.C. APR. 15. 2019
REVISION - 1	ADDED BRATIAL SEPARATION CALCULATIONS, WALL TYPE 8 REVISED WALL TYPE 4 AND SLAB INSULATION JUNCTION	G.J.C. APR. 1. 2019
GARY GARNHART 1000 HURSTVIEW RD DANFORTH, ONT. M1W 1L3 TEL: 416-299-1176	Project Addition & renovation for Q.B. Animal Hospital 703 Beach Road, Qualicum Beach BC.	Date Feb. 27, 2018 Scale As Shown Sheet No. A5 of 6



Door Sill Condition

Envelope Wa

SCALE 1" = 1'-0"

REVISION	
REVISION	
REVISION	

**Town of Qualicum Beach
M E M O R A N D U M**

TO: Luke Sales, Director of Planning

FOR: Council Meeting, February 5, 2020

FROM: Rebecca Augustyn, Planner

SUBJECT: Development Variance Permit: 363 Judges Row

RECOMMENDATION

THAT Council directs staff to issue a Development Variance Permit for 363 Judges Row as described in the February 5, 2020 Planning memo to Council.

PURPOSE

To consider a Development Variance Permit that would reduce the front lot line setback by 4.34m and the setback from the natural boundary by 7.0m to permit a storage building for beach equipment with a covered area.

BACKGROUND

The property at 363 Judges Row is zoned Residential 1 (R1), which requires a minimum front lot line setback of 8.0m. Since the property is on the waterfront, the minimum setback from the natural boundary is 15.0m. A Development Variance Permit has been requested to reduce the front lot line setback from 8.0m to 3.66m and to reduce the setback from the natural boundary from 15.0m to 8.0m. The applicant is requesting to vary the front lot line setback and natural boundary setback to accommodate a storage building for beach equipment with a covered area.

Staff have sent notifications to those properties located within 50m of the subject property. The notifications were sent more than 10 days prior to the public meeting and meet the legislative requirements.



Figure 1: Subject Property

DISCUSSION

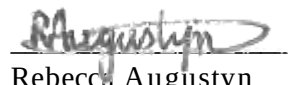
The proposed building will have a covered area that is open and will be the only building on the property. Due to the property having a depth of approximately 24m, it would be impossible to build a structure that adheres to the setbacks. From Judges Row, the building will be less than one storey in height due to the flat roof and the lower ground floor elevation. In the opinion of staff, it is reasonable to consider a variance.

SUMMARY

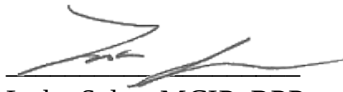
The proposed variance for 363 Judges Row would reduce the front lot line setback from 8.0m to 3.66m and reduce the setback from the natural boundary from 15.0m to 8.0m. Without the benefit of formal community input, staff recommend Council consider the issuance of a Development Variance Permit for the subject property.

ALTERNATIVES

1. Refuse the Development Variance Permit for 363 Judges Row; or
2. Provide alternative direction to staff.



Rebecca Augustyn
Planner
Report Writer



Luke Sales, MCIP, RPP
Director of Planning
Concurrence



Dennis Trudeau
Acting CAO
Concurrence



SITE PLAN OF LOT A, DISTRICT LOTS 63 AND 64,
NEWCASTLE DISTRICT, PLAN 22028

Upton Residence Beach Storage

363 Judges Row

Date: January 9, 2017

Print Date: January 7, 2020

Drawn By: TH

Scale: 1/4" = 1'

Paper Size: 18" x 24"

Preliminary

Page Title:

Cover

Sheet #:

C1



COLLINS CUSTOM
CONTRACTING CORP.

Specializing in Custom Homes and Millwork

#1-1009 Harting Quay
Parksville, BC V8P 2N1
P: (250) 548-8116
E: info@borntobuild.ca

www.borntobuild.ca

All Drawings are copyright protected
and are not to be reproduced
without the expressed permission of
Collins Custom Contracting Corp.

Upton Residence Beach Storage

363 Judges Row

Date: January 9, 2017

Print Date: January 9, 2020

Drawn By: TH

Scale: 1/4" = 1'

Paper Size: 18" x 24"

Preliminary

Page Title:

Views

Sheet #:

C2



COLLINS CUSTOM
CONTRACTING CORP.
Specializing in Custom Homes and Millwork

#1-1025 Herring Gulf
Parkville, BC V0P 2N1
P: (250) 548-8115
E: info@collinsbuild.ca

www.born2obuild.ca

All Drawings are copyright protected
and are not to be reproduced
without the expressed permission of
Collins Custom Contracting Corp.

Upton Residence Beach Storage

363 Judges Row

Date: January 9, 2017

Print Date: January 7, 2026

Drawn By: TH

Scale: 1/8" = 1'-0"

Paper Size: 18" x 24"

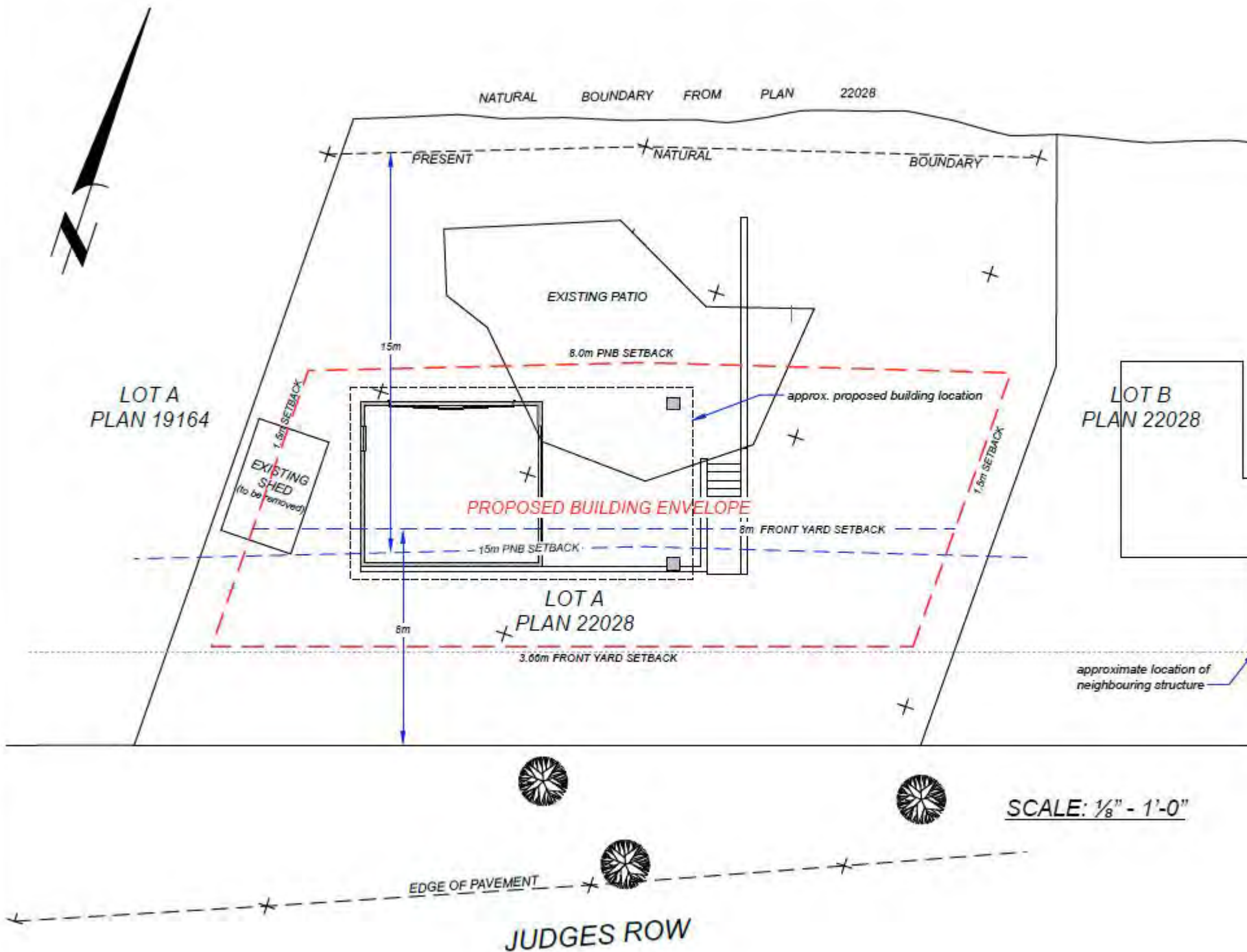
Preliminary

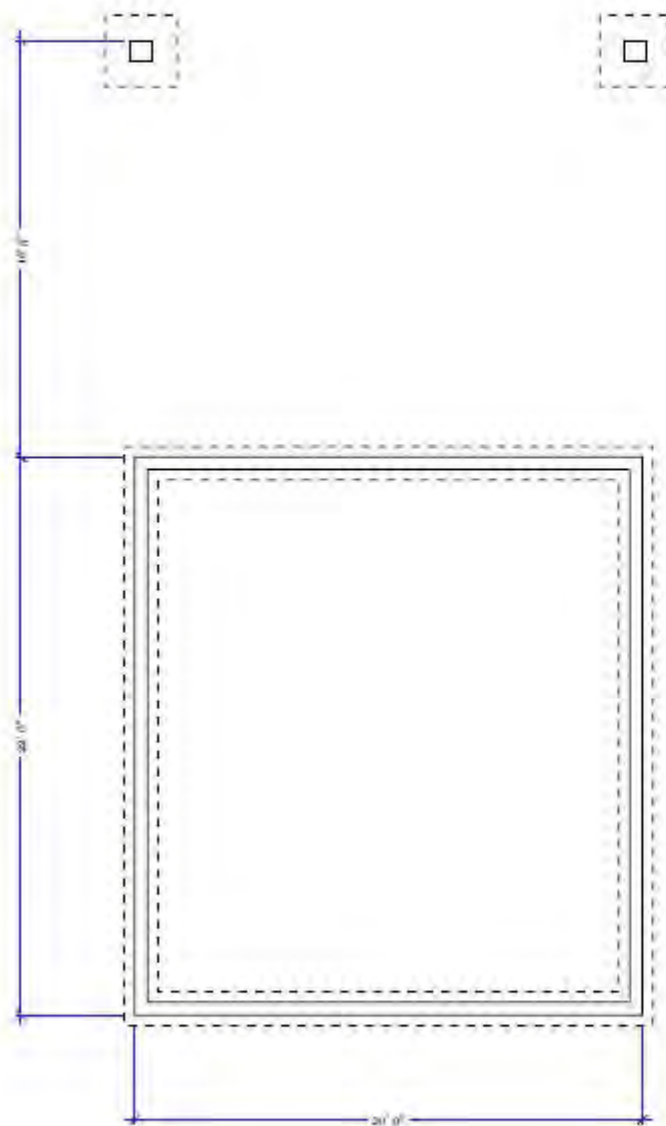
Page Title:

Site Plan

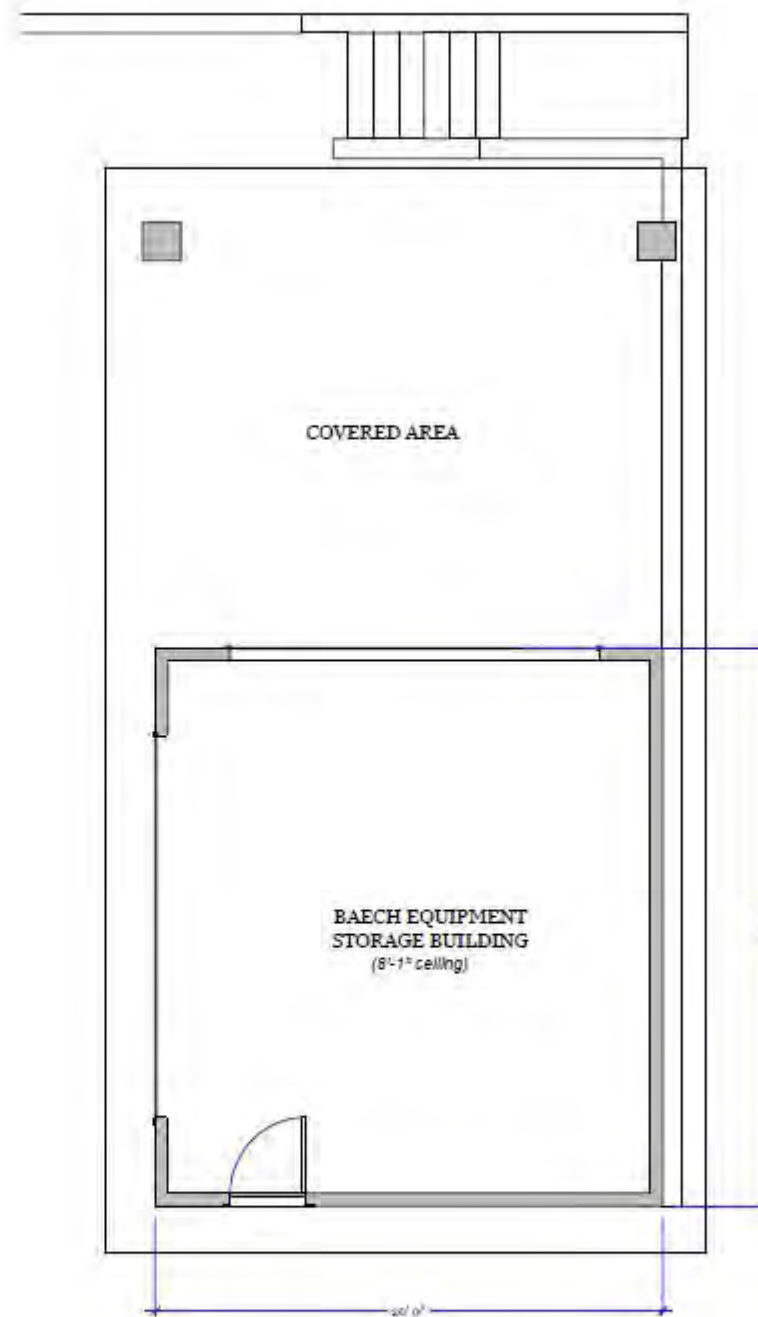
Sheet #:

C2





Foundation



Floorplan

TOTAL FLOOR AREA: 407 SQ.FT.



#1-1028 Herring Gul.
Petaluma, CA 94952-1111
P. (707) 248-4115
E. info@borntobuild.ca

www.borntobuild.ca

All Drawings are copyright protected
and are not to be reproduced
without the expressed permission of
Collins Custom Contracting Corp.

Upton Residence Beach Storage

363 Judges Row

Date: January 9, 2017

Print Date: January 9, 2020

Drawn By: TH

Scale: 1/4" = 1'

Paper Size: 18" x 24"

Preliminary

Page Title:
**Foundation/
Floorplan**

Sheet #:

C2



COLLINS CUSTOM
CONTRACTING CORP.

Specializing in Custom Homes and Remodels

#1-1009 Harting Court
Hickory, NC 28626
P: (252) 248-8116
E: info@collinsbuild.ca

www.born2obuild.ca

All Drawings are copyright protected
and are not to be reproduced
without the expressed permission of
Collins Custom Contracting Corp.

Upton Residence Beach Storage

363 Judges Row

Date: January 9, 2017

Print Date: January 7, 2020

Drawn By: TH

Scale: 1/4" = 1'

Paper Size: 48" x 24"

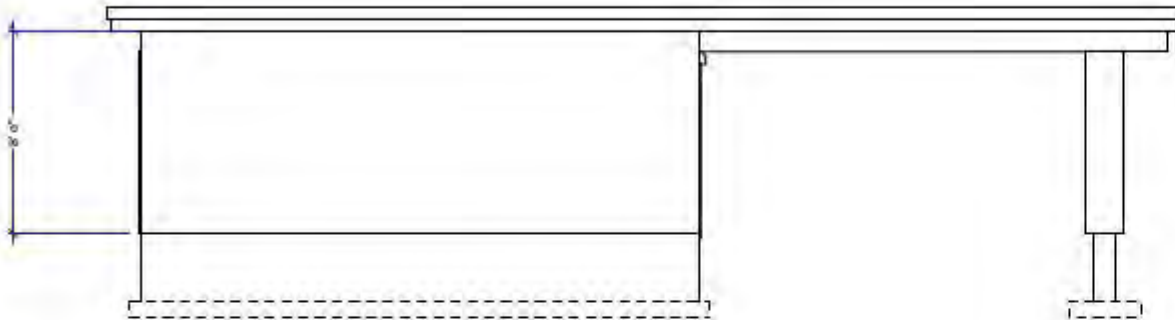
Preliminary

Page Title:

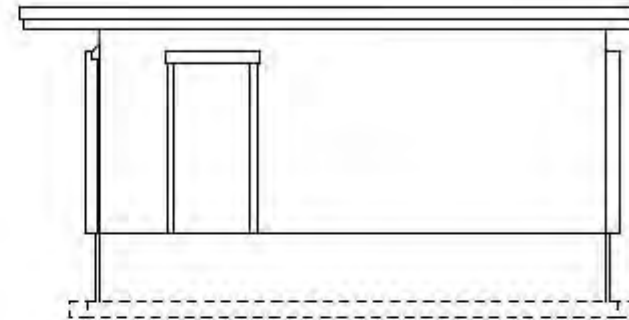
Elevations

Sheet #:

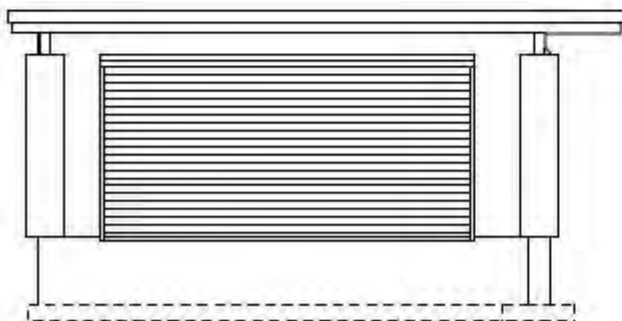
C2



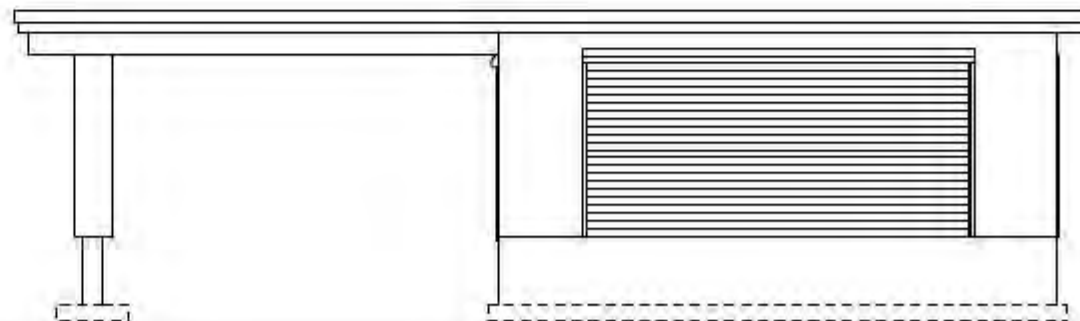
South Elevation



West Elevation



East Elevation



North Elevation

Town of Qualicum Beach
MEMORANDUM

TO: Luke Sales, Director of Planning

FOR: Council Meeting, February 5, 2020

FROM: Rebecca Augustyn, Planner

SUBJECT: Regional Social Needs Assessment and Strategy - Grant Opportunity

RECOMMENDATION

THAT the Town of Qualicum Beach supports the Regional District of Nanaimo (RDN) as primary applicant to the UBCM Poverty Reduction Planning & Action grant program for a Social Needs Assessment and Strategy and authorizes the Regional District of Nanaimo to receive and manage the grant funding on its behalf.

PURPOSE

To consider a joint application to the UBCM Poverty Reduction Planning & Action grant program.

BACKGROUND

The RDN Strategic Plan 2019-2022 directs the preparation of a social needs assessment study to identify the broad range of social service providers at the local level and include a strategy that identifies the RDN role. The overall purpose of a social needs assessment and strategy is to improve the wellbeing of a community.

The proposed Social Needs Assessment and Strategy is eligible for a UBCM Poverty Reduction Planning & Action grant. This grant program is available to local governments and funds up to \$25,000 for a single applicant and up to \$150,000 for regional projects. The grant application deadline is February 28, 2020. The RDN has invited the Town and other regional partners to submit a joint application.

DISCUSSION

The Social Needs Assessment and Strategy is envisioned to address social needs throughout the region, including electoral areas and municipalities. By making a “regional” grant application under the definition in the grant program, the scope of the assessment would not change, but the accompanying strategy would identify not only the RDN role but also the role of partnering municipalities and the Islands Trust.

The RDN has a \$60,000 budget for this project for consulting fees and public engagement. An additional \$150,000 would be allocated to additional depth and breadth of public engagement and broadening the accompanying strategy’s focus on not only potential RDN actions but also those of municipalities and the Islands Trust.

A regional partnership and the corresponding funds should the grant application be successful, will enable the Social Needs Assessment and Strategy to expand from a focus on identifying the RDN role in addressing social needs to also identifying the role of member municipalities. It is expected this will result in a strategy with the potential for greater regional impact.

The Town is not planning an application to the UBCM Poverty Reduction Planning & Action grant program, so the Town's participation in this application will better equip the Town to address social issues in the area without forgoing any other opportunities.

SUMMARY

A regional grant application, if successful, will enable the Social Needs Assessment and Strategy to expand from a focus on identifying the RDN role in addressing social needs to also identifying the role of member municipalities and the Gabriola Island Local Trust Committee. It is expected this will result in a strategy with the potential for greater regional impact. Staff recommend supporting a collaborative application for this program.

ALTERNATIVES

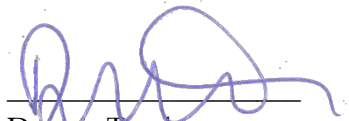
1. Provide alternative direction to staff.



Rebecca Augustyn
Planner
Report Writer



Luke Sales, MCIP, RPP
Director of Planning
Concurrence



Dennis Trudeau
Acting CAO
Concurrence

Town of Qualicum Beach
M E M O R A N D U M

TO: Luke Sales, Director of Planning

FOR: Council, February 5, 2020

FROM: Rebecca Augustyn, Planner

SUBJECT: Zoning Amendment: 595 Spruce Street

RECOMMENDATION

1. THAT prior to the bylaw entitled “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (595 Spruce Street) Bylaw No. 580.115, 2019” being adopted, that the developer makes a contribution to the Village Neighbourhood Sidewalk Reserve Account equivalent to the value of constructing a sidewalk for this property.
2. THAT the bylaw entitled “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (595 Spruce Street) Bylaw No. 580.113, 2019” be given second reading;
3. THAT Council hold a Public Hearing on February 26, 2020 at 3:30 pm at the Qualicum Beach Town Hall, 660 Primrose Street, Qualicum Beach in regard to “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (595 Spruce Street) Bylaw No. 580.113, 2019”

BACKGROUND

The owner of 595 Spruce Street has made an application to amend the zoning for the subject property to permit two single-family dwellings. The proposal is to subdivide the property into two parcels, with one single-family dwelling on each property. The proposed subdivision would create two separate parcels, both with an area of approximately 582m².

The subject property is currently zoned Residential 14 (R14) and is identified as Mixed Residential 1 in the Official Community Plan. The zoning amendment will change the zoning classification from ‘Residential’ 14 (R14) to ‘Small Lot Residential 1’ (SLR1). The SLR1 zone permits one single-family dwelling per parcel, as well as a secondary dwelling in the form of a carriage house or secondary suite. A maximum of two dwelling units are permitted per parcel.

On December 16, 2019, Council passed the following motions:

- THAT the bylaw entitled “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (595 Spruce Street) Bylaw No. 580.113, 2019” be introduced and given first reading.
- THAT Council refers the development application for 595 Spruce Street to the Advisory Planning Commission for comment, subject to the following changes:
 - Revision of the landscape plan to include a landscaped boulevard and sidewalk area along Spruce Street.
- THAT the existing green laneways study be brought to a future Council meeting for information.
- THAT, prior to adoption of a zoning amendment bylaw for 595 Spruce Street, the following be completed:

- Execution of a Works and Services Agreement to ensure completion of the adjacent works and services;
- Execution of a Section 219 Form and Character covenant to ensure that the development is constructed in conformance with the presentation to Council.

The application went before the Advisory Planning Commission (APC) on January 8, 2020, and the APC passed the following motions:

- THAT the Advisory Planning Commission supports the application for 595 Spruce Street, subject to the following changes;
 - Revisions to the landscape plan dated January 2, 2020 be presented to identify those trees that may be retained and identify the location and species of replacement trees that addresses the concerns that the Commission and neighbouring residents have expressed.
 - That the location of the sidewalk as a future 1.5 sidewalk alignment adequately addresses the need for future sidewalks.
- THAT the Advisory Planning Commission recommends that Council put in place a clear and definitive tree management and tree placement policy for developments within the Town.

The minutes from the January 8, 2020 APC meeting are attached to this memo.



Figure 1: Subject Property

DISCUSSION

Following is an overview of land use regulations and design guidelines relevant to the subject property.

LAND USE

Zoning: The proposed use complies with the SLR1 zone, which permits one single-family dwelling per parcel. The SLR1 zone permits a maximum of two dwellings per parcel, and permits a carriage house or secondary suite in addition to the single-family dwelling.

Density: The proposed density of one unit per parcel (17 units per hectare) is significantly lower than the 60 units per hectare that is identified as the maximum density for Mixed Residential 1 in the Official Community Plan.

Height: The maximum building height under the SLR1 zone is 9.0m. The applicant has confirmed that the proposed development will comply with the maximum height in the SLR1 zone.

Setbacks: The SLR1 setbacks are as follows: front lot line setback to building face is 4.0m, front lot line setback to front facing garage is 6.0m, rear lot line setback is 3.0m and the interior side lot lines are 1.5m. The proposal is to have the garages in the back so the front lot line setback would be to the building face and would be 4.0m.

Parcel Coverage: The maximum parcel coverage for SLR1 is 45%. The applicant has confirmed that the proposed development will meet the SLR1 zoning requirements.

Parking: The off-street parking requirements require two stalls per single family dwelling unit. The garage can accommodate two vehicles; therefore, the applicant meets the requirement for two off-street parking spaces per dwelling unit.

2018 Official Community Plan (OCP):

The property is located within the “Village Neighbourhood” land use designation in the 2018 Official Community Plan (OCP), the area where development, redevelopment and densification are encouraged. The Village Neighbourhood General Policies are as follows:

1. The Town shall support the redevelopment of the “Village Neighbourhood” in a manner that demonstrates the vision of the Sustainability Plan, encouraging expanded services, compact residential development, and tourism facilities while maintaining a strong village character.

Staff Comment: The proposed development is not considered to be a compact residential development due to the low density (17 units per hectare) being proposed.

2. The Town shall discourage owners from restricting occupation or ownership of a residential unit because of age.

Staff Comment: Given that the proposed development is two single family dwellings that are not strata titled, staff do not anticipate age restrictions will be placed on the properties. If Council is concerned, a covenant could be registered on both properties that would prohibit age restrictions.

3. The emphasis of street design shall be pedestrian-friendly, rather than car-friendly.

Staff Comment: The proposed development allocates an area along Spruce Street for a sidewalk in the future. Staff recommend a contribution be made to the Village Neighbourhood Sidewalk Reserve Account.

4. In order to support school enrollment, the Town shall explore ways to attract young families to the Town and school catchment area.

Staff Comment: The proposal is for single family dwellings that are one-storey, which would meet the needs of most demographics, including young families.

5. The Town shall require new developments in the Village Neighbourhood to submit a Rainwater Management Plan as part of the development approval and permitting process.
Staff Comment: A stormwater management plan has been submitted with a recommendation that each parcel have an on-site rock pit with a swale or perforated drain. The Town's Engineering Department agrees with this recommendation.
6. The Town shall discourage multi-family housing projects that seek to separate themselves from the surrounding community by containing the development within walled or fenced enclaves with centralized and/or controlled access points.
Staff Comment: The proposal does not separate itself from the surrounding community.
7. Through various methods including rezonings, regulatory bylaws, incentive programs and education, the Town shall encourage a diversity of housing to meet the needs of people of all ages, income levels and special needs.
Staff Comment: The proposal for two single family dwellings does not diversify the Town's housing stock.
8. Through various methods including rezonings, regulatory bylaws, incentive programs and education, the Town shall explore opportunities to improve the energy efficiency of subdivisions and building construction.
Staff Comment: The proposed development will meet Energy Star standards.
9. The Town shall encourage the efficient use of land within the Village Neighbourhood.
Staff Comment: The proposal is not an efficient use of land given the low density of the proposal and the housing type.
10. The Town shall require a site-specific tree and vegetation management and conservation plan for all new development proposals in the Village Neighbourhood.
Staff Comment: The applicant submitted a tree inventory report and a revised landscape plan. The revised landscape plan shows three trees per property, in addition to a hedge along Spruce Street.
11. As part of the off-site works and services related to a building permit or subdivision, the Town shall consider the requirement that owners provide for improvements to the street frontage, including sidewalks, street trees, and street lighting.
Staff Comment: Staff recommend that an agreement for works and services be entered into prior to adoption of the zoning.
12. Buildings should be a maximum of three storeys in height. However, the Town may consider taller buildings on a case-by-case basis with consideration to factors such as topography, solar access, compatibility with adjacent uses, neighbourhood impact, views and community amenities. The Town will also recognize increases in typical ceiling heights in the consideration of height limits.
Staff Comment: The proposed development is a single-storey and the zoning permits a maximum of two-storeys so the buildings will not exceed the maximum height outlined in this policy.

The following policies are specific to Mixed Residential 1 designation:

1. The Town recognizes existing single-family and two-family dwellings within the area designated as 'Mixed Residential', as shown on map 'Schedule 2.2'.
Staff Comment: The proposed development is for two single-family dwellings, which meets this policy.
2. The Town will consider rezonings for multi-family residential uses within the area designated 'Mixed Residential', as shown on map 'Schedule 2.2'.
Staff Comment: The proposed development is not for multi-family residential.
3. The maximum density for residential dwellings in the Mixed Residential 1 area shall be up to 60 dwellings/ha. However, the Town will consider density bonuses in order to provide affordable housing, underground parking, 'green' buildings, adaptable design features, public amenities and public open space as part of multi-family residential development within the "Village Neighbourhood".
Staff Comment: The property has a proposed density of approximately 17 dwellings/ha, which is well below the maximum of 60 dwellings/ha.
4. The Town shall develop a suitable multi-family residential zoning for the 'Mixed Residential' area that will encourage small-scale developments in accordance with 'Development Permit Area M1' design guidelines.
Staff Comment: The proposed development is not for multi-family residential, therefore the Development Permit Area M1 guidelines do not apply.
5. The implementing bylaws and policies of the Town shall ensure that existing trees are retained where possible, as part of the on-site landscape requirements for multi-family residential developments.
Staff Comment: The applicant submitted a tree inventory report and a revised landscape plan. No existing trees are to be retained. The revised landscape plan includes three trees per parcel, in addition to a hedge along Spruce Street. A revision to the plan is pending as the hedge should be located with the property lines.
6. Sidewalks, curbs and gutters, grass boulevards, trees, and pedestrian-friendly streetscapes shall be encouraged as part of multi-family developments.
Staff Comment: A revised landscape plan has been submitted, which includes designates a portion of the streetscape for a future sidewalk. Two trees along Spruce Street, one tree per parcel, has also been added.
7. Building designs and site development for multi-family residential developments shall conform to the 'Development Permit Area M1' design guidelines.
Staff Comment: The proposed development is for single-family dwellings, therefore, the Development Permit Area M1 design guidelines do not apply. Staff recommend that a Section 219 Covenant outlining design guidelines be registered on title to ensure the development is built as proposed.

8. The Town shall develop more detailed design guidelines for ('Development Permit Area M1'). After development of design guidelines, the densities for Mixed Residential 1 and Mixed Residential 2 should be reviewed to ensure compatibility with the design guidelines.
Staff Comment: Additional detailed guidelines have not been developed at this time.

SUMMARY

The proposed development for 595 Spruce Street requires a rezoning from R14 to SLR1 to allow two single-family dwellings on two separate parcels. Due to the proposed development being single family dwellings. The Development Permit Area M1 design guidelines also do not apply. The proposed development is not a compact development and the proposal does not diversify the housing stock; however, it is a more efficient use of land than what is currently on the parcel and the development is compatible with the neighbourhood. Staff recommend that the zoning amendment bylaw for 595 Spruce Street receive second reading and that a Public Hearing be scheduled.

ALTERNATIVES

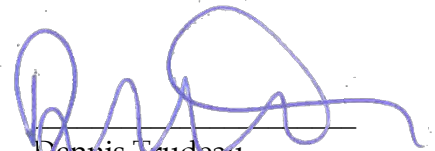
1. **THAT** Council requests the following changes to the proposed development at 595 Spruce Street: *[insert changes]*
2. **THAT** Council denies the zoning amendment application for 595 Spruce Street;
3. **THAT** Council provides alternative direction to staff.



Rebecca Augustyn
Planner
Report Writer



Luke Sales, MCIP, RPP
Director of Planning
Concurrence



Dennis Trudeau
Acting CAO
Concurrence

TOWN OF QUALICUM BEACH
BYLAW NO. 580.113

A BYLAW TO AMEND THE TOWN OF QUALICUM BEACH
LAND USE AND SUBDIVISION BYLAW NO. 580, 1999

WHEREAS the Council may, under Section 479 of the *Local Government Act*, divide the municipality into zones, regulate within a zone the use of land, buildings and structures, the density of use of land, buildings and structures, and the siting, size and dimensions of buildings and structures and may, under Section 482 of the *Local Government Act*, establish different density regulations for a zone depending on whether conditions relating to the provision of amenities or affordable or special needs housing are met, and may designate an area within a zone for particular types of housing, and

WHEREAS the owner of the land described in this Bylaw has consented to the designations set out in the Bylaw;

The Council of the Town of Qualicum Beach, in open meeting lawfully assembled, hereby enacts as follows: "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999" is hereby amended as follows:

1. "Schedule 6A - Zoning Map" is hereby amended by changing the zoning designation of Lot 8, Block 5, District Lot 55, Newcastle District, Plan 2005 from Residential 14 Zone (R14) to Small Lot Residential 1 (SLR1) as shown outlined in heavy black line on Schedule 'A' which is attached to, and forms part of, this Bylaw.
2. This bylaw may be cited as "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (595 Spruce Street) Bylaw No. 580.113, 2019."

INTRODUCED FOR FIRST READING this 16th day of December, 2019.

READ A SECOND TIME this >>> day of >>>, 2019.

Notice published pursuant to Section 182 of the *Local Government Act* on the >>> day of >>>, 2019 and the >>> day of >>>, 2019.

PUBLIC HEARING held this >>> day of >>>, 2019.

READ A THIRD TIME this >>> day of >>>, 2019.

ADOPTED this >>> day of >>>, 2019.

Brian Wiese, Mayor

Heather Svensen, Corporate Administrator

Schedule 'A' - BYLAW NO. 580.113

577	PINE ST	578	579	SPRUCE ST	322
587		586	587		588
601		598	595		596
367		604	603		321
MILL RD					
621	PINE ST	348	336	SPRUCE ST	620
			629		

Fern Road Consulting Ltd.

Our File: 19-211-Z

2019-11-06

Town of Qualicum Beach
201-660 Primrose Street
Qualicum Beach,
B.C. V9K 1S4

Date Received

NOV 07 2019

File No.

3900-20-580.113

☐ Acknowledgement

☐ Response

Letter

Attention: Luke Sales

LS/RA/BW/PC/LH

Dear Luke:

**RE: Proposed Rezoning of Lot 8, Block 5, District Lot 55, Newcastle District,
Plan 2005 – 595 Spruce Street, Qualicum Beach**

On behalf of our client, Heritage Park Homes Ltd., we are submitting an application for a zoning amendment of the above property, from R14, Subdivision District 'D' (minimum lot size 700m²) to SLR1, Subdivision District, 'J' (minimum lot size 500m²) to facilitate a two lot subdivision. Each new lot would be approximately 582m².

BACKGROUND

This 1,164m² lot is on the west side of Spruce Street within the 'Village Neighbourhood' and is designated as Mixed Residential 1 in the Official Community Plan (OCP). There is a laneway running along the rear of the property. The existing older house, approximately in the middle of the property, will be removed prior to completion of the subdivision.

Topography is relatively level and this property contains no environmentally sensitive features.

PROPOSAL

The 'Village Neighbourhood' designation in the OCP encourages a spectrum of housing choices, and the OCP explains it is "desirable to have higher density developments where smaller private areas around residences are compensated by proximity to services, amenities, green spaces, squares, and a livable, attractive neighbourhood". The density proposed is compatible for the surrounding neighbourhood.

Our clients wish to subdivide into two 582m² lots. The width of each lot would be 15.8m which conforms to the Subdivision District 'J' minimum lot width of 12.0m (Bylaw No. 580 – Part 7 – Subdivision Regulations - Section 7.6.3).

As per our conversation, the laneway will be constructed to driveway standards up to the end of this property. CA Design has prepared a set of Plans showing conceptual house designs and siting on the proposed lots. Primary access for the dwellings would be from the laneway with some allowance for street parking on Spruce Street.

In anticipation of this development, a Tree Survey was prepared by Toth and Associates Environmental Services dated September 12, 2019. In addition, a Landscape Plan is being prepared by Cara MacDonald, Landscape Architect, of MacDonald Gray to demonstrate a landscaping plan based on the conceptual house plans.

A Stormwater Management Plan has been prepared by ParkCity Engineering Ltd. and is submitted with this application. An on-site rock pit designed by a geotechnical engineer with swale or perforated drain to the rock pit for each lot is recommended.

ENCLOSURES

In support of this application, we are enclosing:

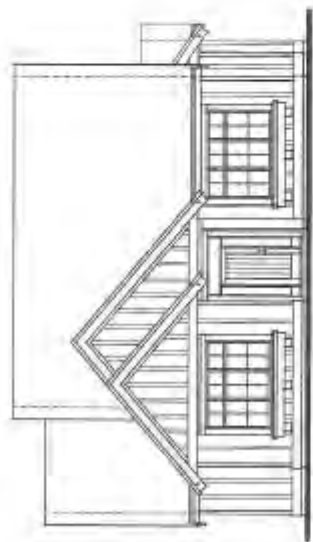
- Clients cheque for \$4,000
- Bylaw amendment application form
- Title search
- Proposed subdivision plan prepared by Sims Associates Land Surveying Ltd.
- Conceptual house plans prepared by CA Design
- Stormwater Management Plan prepared by ParkCity Engineering Ltd.
- Tree Survey prepared by Toth and Associates Environmental
- Landscape Plan prepared by MacDonald Gray (under separate cover)

We look forward to working with you on this application. Please phone or email me if you need any additional information. We would appreciate this application being on the next Council meeting.

Yours truly,

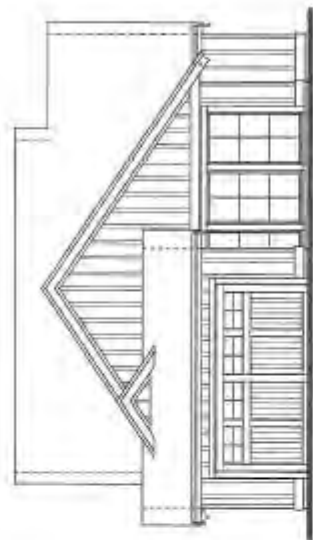


Rachel Hamling
Enclosures



East Elevation (Front)

Scale = 1/4" = 1'-0"



West Elevation (Rear)

Scale = 1/4" = 1'-0"



South Elevation (Side)

Scale = 1/4" = 1'-0"





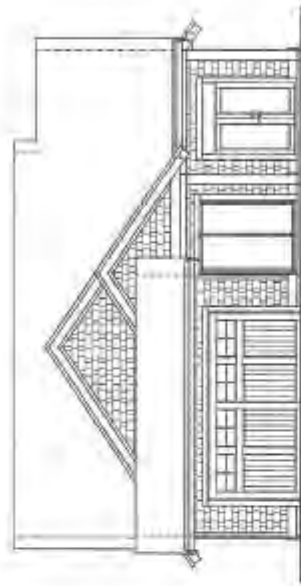
LOT - B



 Main Floor Plan
Floor Area = 1,894 sq. ft.



East Elevation (Front)
Scale = 1/4" = 1'0"



West Elevation (Back)
Scale = 1/4" = 1'0"



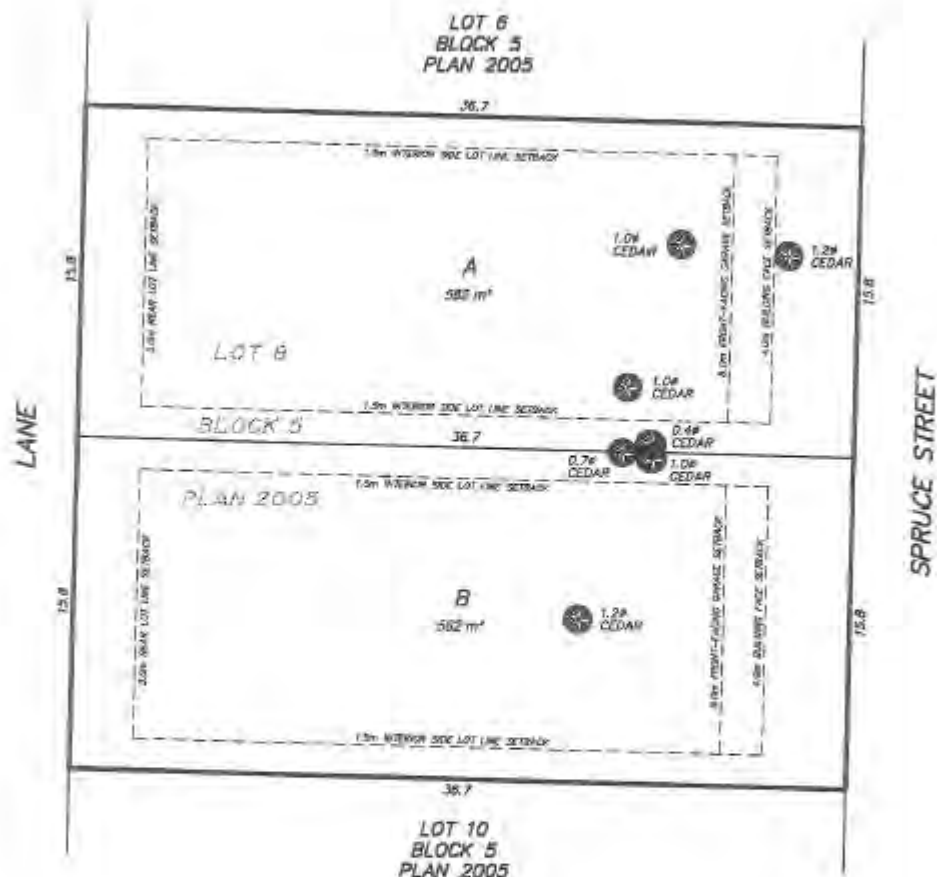
South Elevation (Side)
Scale = 1/4" = 1'0"





**PROPOSED SUBDIVISION PLAN OF LOT 8, DISTRICT LOT 55,
NEWCASTLE DISTRICT, PLAN 2005.**

SCALE 1:200



NOTE:

SETBACKS SHOWN ARE FOR BURT ZONING

LEGEND

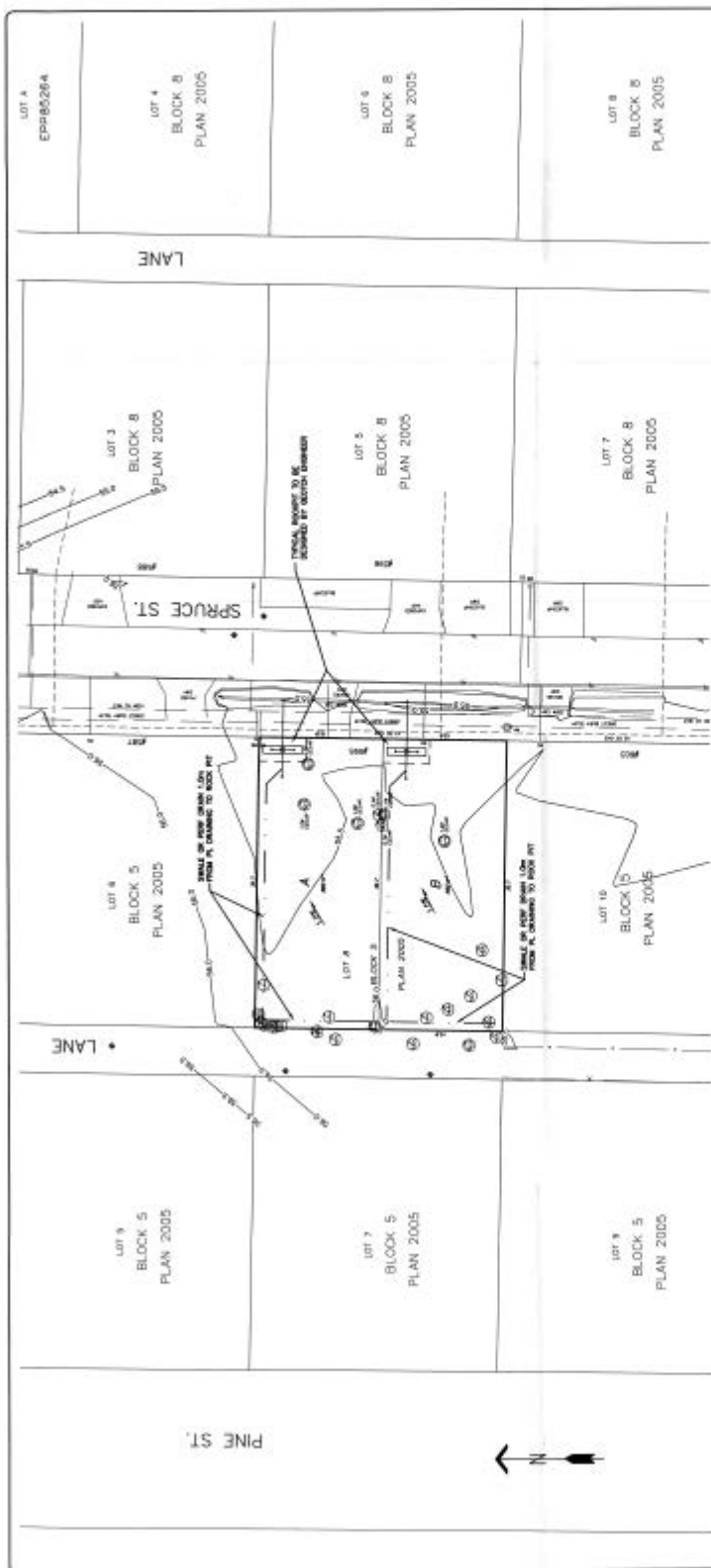
ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF.
ALL DISTANCES ALONG CURVES ARE ARC DISTANCES.
ALL DIMENSIONS AND AREA ARE SUBJECT TO FINAL SURVEY.
DL DENOTES DISTRICT LOT
REM DENOTES REMAINDER
HL DENOTES HECTARES
1.0m CEDAR DENOTES TREE TYPE AND DIAMETER (IN METRES)

No. DATE REVISION

1	2019/09/24	2 LOT SUBDIVISION

SIMS ASSOCIATES

LAND SURVEYING LTD.
223 FERN ROAD W.
QUALICUM BEACH, B.C. V0K 1S4
PHONE: 250-752-9121
FAX: 250-752-2241
FILE NUMBER: 19-211-2
DRAWING NUMBER: 19-211 PLDING
DATE: 2019/09/24



1000000

- [illegible]

PROVIDE NPL & CWP
ON PROPERTY PLASTIC



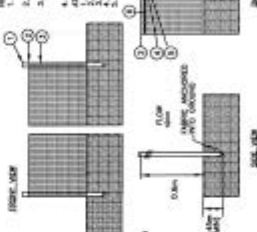
1000

1. CONTRACTOR TO COMPLY WITH ALL APPLICABLE SECTIONS OF ENVIRONMENTAL PROTECTION ACT AND LOCAL COUNCIL REQUIREMENTS AT ALL TIMES DURING THE PROJECT.
2. CONTRACTOR TO OBTAIN ANY NECESSARY CONSENTS FROM THE LOCAL AUTHORITY FOR THE WORK.
3. CONTRACTOR TO OBTAIN ANY NECESSARY CONSENTS FROM THE LOCAL AUTHORITY FOR THE WORK.

MANAGEMENT AND INFORMATION CONTROLS

- [illegible]

579



① ② ③ ④ ⑤ ⑥

1. POST OR TIGER MARK,
2. NAIL DRIVING
3. NAIL POSITIONING METHOD
4. FABRIC
5. NAIL
6. NAIL

LT. FORCE DETAIL

HERITAGE PARK
HOMES
LOT 8, DL 55, PLAN 2005
NEWCASTLE DISTRICT

1. ☐ **Yes** ☐ **No** ☐ **Don't know**
 2. ☐ **Yes** ☐ **No** ☐ **Don't know**
 3. ☐ **Yes** ☐ **No** ☐ **Don't know**
 4. ☐ **Yes** ☐ **No** ☐ **Don't know**
 5. ☐ **Yes** ☐ **No** ☐ **Don't know**
 6. ☐ **Yes** ☐ **No** ☐ **Don't know**
 7. ☐ **Yes** ☐ **No** ☐ **Don't know**
 8. ☐ **Yes** ☐ **No** ☐ **Don't know**
 9. ☐ **Yes** ☐ **No** ☐ **Don't know**
 10. ☐ **Yes** ☐ **No** ☐ **Don't know**
 11. ☐ **Yes** ☐ **No** ☐ **Don't know**
 12. ☐ **Yes** ☐ **No** ☐ **Don't know**
 13. ☐ **Yes** ☐ **No** ☐ **Don't know**
 14. ☐ **Yes** ☐ **No** ☐ **Don't know**
 15. ☐ **Yes** ☐ **No** ☐ **Don't know**
 16. ☐ **Yes** ☐ **No** ☐ **Don't know**
 17. ☐ **Yes** ☐ **No** ☐ **Don't know**
 18. ☐ **Yes** ☐ **No** ☐ **Don't know**
 19. ☐ **Yes** ☐ **No** ☐ **Don't know**
 20. ☐ **Yes** ☐ **No** ☐ **Don't know**
 21. ☐ **Yes** ☐ **No** ☐ **Don't know**
 22. ☐ **Yes** ☐ **No** ☐ **Don't know**
 23. ☐ **Yes** ☐ **No** ☐ **Don't know**
 24. ☐ **Yes** ☐ **No** ☐ **Don't know**
 25. ☐ **Yes** ☐ **No** ☐ **Don't know**
 26. ☐ **Yes** ☐ **No** ☐ **Don't know**
 27. ☐ **Yes** ☐ **No** ☐ **Don't know**
 28. ☐ **Yes** ☐ **No** ☐ **Don't know**
 29. ☐ **Yes** ☐ **No** ☐ **Don't know**
 30. ☐ **Yes** ☐ **No** ☐ **Don't know**
 31. ☐ **Yes** ☐ **No** ☐ **Don't know**
 32. ☐ **Yes** ☐ **No** ☐ **Don't know**
 33. ☐ **Yes** ☐ **No** ☐ **Don't know**
 34. ☐ **Yes** ☐ **No** ☐ **Don't know**
 35. ☐ **Yes** ☐ **No** ☐ **Don't know**
 36. ☐ **Yes** ☐ **No** ☐ **Don't know**
 37. ☐ **Yes** ☐ **No** ☐ **Don't know**
 38. ☐ **Yes** ☐ **No** ☐ **Don't know**
 39. ☐ **Yes** ☐ **No** ☐ **Don't know**
 40. ☐ **Yes** ☐ **No** ☐ **Don't know**
 41. ☐ **Yes** ☐ **No** ☐ **Don't know**
 42. ☐ **Yes** ☐ **No** ☐ **Don't know**
 43. ☐ **Yes** ☐ **No** ☐ **Don't know**
 44. ☐ **Yes** ☐ **No** ☐ **Don't know**
 45. ☐ **Yes** ☐ **No** ☐ **Don't know**
 46. ☐ **Yes** ☐ **No** ☐ **Don't know**
 47. ☐ **Yes** ☐ **No** ☐ **Don't know**
 48. ☐ **Yes** ☐ **No** ☐ **Don't know**
 49. ☐ **Yes** ☐ **No** ☐ **Don't know**
 50. ☐ **Yes** ☐ **No** ☐ **Don't know**
 51. ☐ **Yes** ☐ **No** ☐ **Don't know**
 52. ☐ **Yes** ☐ **No** ☐ **Don't know**
 53. ☐ **Yes** ☐ **No** ☐ **Don't know**
 54. ☐ **Yes** ☐ **No** ☐ **Don't know**
 55. ☐ **Yes** ☐ **No** ☐ **Don't know**
 56. ☐ **Yes** ☐ **No** ☐ **Don't know**
 57. ☐ **Yes** ☐ **No** ☐ **Don't know**
 58. ☐ **Yes** ☐ **No** ☐ **Don't know**
 59. ☐ **Yes** ☐ **No** ☐ **Don't know**
 60. ☐ **Yes** ☐ **No** ☐ **Don't know**
 61. ☐ **Yes** ☐ **No** ☐ **Don't know**
 62. ☐ **Yes** ☐ **No** ☐ **Don't know**
 63. ☐ **Yes** ☐ **No** ☐ **Don't know**
 64. ☐ **Yes** ☐ **No** ☐ **Don't know**
 65. ☐ **Yes** ☐ **No** ☐ **Don't know**
 66. ☐ **Yes** ☐ **No** ☐ **Don't know**
 67. ☐ **Yes** ☐ **No** ☐ **Don't know**
 68. ☐ **Yes** ☐ **No** ☐ **Don't know**
 69. ☐ **Yes** ☐ **No** ☐ **Don't know**
 70. ☐ **Yes** ☐ **No** ☐ **Don't know**
 71. ☐ **Yes** ☐ **No** ☐ **Don't know**
 72. ☐ **Yes** ☐ **No** ☐ **Don't know**
 73. ☐ **Yes** ☐ **No** ☐ **Don't know**
 74. ☐ **Yes** ☐ **No** ☐ **Don't know**
 75. ☐ **Yes** ☐ **No** ☐ **Don't know**
 76. ☐ **Yes** ☐ **No** ☐ **Don't know**
 77. ☐ **Yes** ☐ **No** ☐ **Don't know**
 78. ☐ **Yes** ☐ **No** ☐ **Don't know**
 79. ☐ **Yes** ☐ **No** ☐ **Don't know**
 80. ☐ **Yes** ☐ **No** ☐ **Don't know**
 81. ☐ **Yes** ☐ **No** ☐ **Don't know**
 82. ☐ **Yes** ☐ **No** ☐ **Don't know**
 83. ☐ **Yes** ☐ **No** ☐ **Don't know**
 84. ☐ **Yes** ☐ **No** ☐ **Don't know**
 85. ☐ **Yes** ☐ **No** ☐ **Don't know**
 86. ☐ **Yes**

2 LOT
SUBDIVISION
STORMWATER MANAGEMENT
PLAN

100% 1.000 997.000	Inventory's Number No.	227-05-4
	Batch No.	



SINGLE FAMILY RESIDENTIAL

LANE

PROPOSED ACCESS TO GARAGE
BUILDING SETBACK LINES, TYPICAL.
CONCRETE RETAINING WALL ALONG
NORTH PROPERTY LINE AS REQUIRED.
TIMBER FENCE, TYPICAL.

SINGLE FAMILY RESIDENTIAL

PASTING TREES TO BE REMOVED, TYPICAL.
REFER TO TREE SURVEY PREPARED BY
TOTH AND ASSOCIATES

PROPERTY LINE

2.00, TYPICAL

1.50

REFER TO CIVIL PLANS PREPARED BY
PARK CITY ENGINEERING LTD. FOR
STORMWATER MANAGEMENT PLAN.
FUTURE 1.5m SIDEWALK ALIGNMENT

ON-SITE DECIDUOUS TREES,
REFER TO SHEET L2

SPRUCE STREET

EXISTING EDGE OF PAVEMENT TO REMAIN

PROPOSED ACCESS TO FRONT
ENTRANCE, TYPICAL OF (2)
PROPOSED PARKING AREA SURFACE
TYPICAL OF GRASS OVER
COMPACTED SUBGRADE

ON-SITE EVERGREEN DROUGHT
TOLERANT HEDGE

EXISTING UTILITY POLE &
OVERHEAD WIRES

BUILDING SETBACK LINES, TYPICAL.
CONCRETE RETAINING WALL ALONG SOUTH
PROPERTY LINE AS REQUIRED
TIMBER FENCE, TYPICAL

PROPOSED LANE IMPROVEMENTS TO
EXTEND TO MILL ROAD. LANE SURFACE
SHALL BE 100mm (4") OF GRASS OVER
300mm (12") OF FILL RUN

SINGLE FAMILY RESIDENTIAL

GRAVEL
DRAIN

1:2.5
1:1



SINGLE FAMILY RESIDENTIAL

SITE PLAN

Date: January 27, 2020

Drawn: CM

Scale: 1:200 metric

Project Number: 19-0251

DRAWING NUMBER: L1 of 2

595 Spruce Street
Heritage Park Homes
Qualicum Beach, BC



macdonald gray

2nd Street/4th Street, Parksville, BC V9P 1S1
TEL: 250-596-2000 FAX: 250-596-2001
www.mcdonaldgray.ca

PLANT LEGEND

SYMBOL	BOTANICAL / COMMON NAME	SIZE	SPACING	QTY.	NOTES
TREES					
	CHAMAECYPARIS NOOTKATENSIS "JUBILEE" WEEDING ALASKA CEDAR	1.2m	3.0m O.C.	2	
	PINUS STROBUS "ASTIGATA" COLUMNAR EASTERN WHITE PINE	1.2m	3.0m O.C.	2	
	PICEA CANADENSIS "OLIVAND SELECT" ORNAMENTAL PEAR	3.0m CAL.	SEE PLAN	2	
SPRUELS					
	VIBURNUM TINUS "GARDEN LANTANA" ORIENTAL LANTANA	#1 POT	1.0m O.C.	29	



PLANT LEGEND & PHOTOS

Date: January 27, 2020
 Drawn: CM
 Scale: Not to Scale
 Project Number: 19-0251

DRAWING NUMBER: L2 of 2

595 Spruce Street
 Heritage Park Homes
 Qualicum Beach, BC



macdonald gray

214 Glenwood Drive, Victoria, BC V8P 1G1
 TEL: 250-382-2222 FAX: 250-382-2222
 www.mcdonaldgray.ca



Toth and Associates Environmental Services

6821 Harwood Drive, Lantzville, B.C. V0R 2H0

Tel: (250) 390-7602

E-mail: stoth@shaw.ca

September 12, 2019

Bruce Paddon,

C/o Sims Associates Land Surveying Ltd.

223 Fern Road West,

Qualicum Beach, V9K 1S4



Re: Tree Survey of 595 Spruce Street (PID# 006-628-281), Qualicum Beach.

Toth and Associates Environmental Services conducted an inventory of trees on 595 Spruce Street in Qualicum Beach on September 12, 2019. The 0.1172 ha subject property is not identified as within a Tree Preservation or Tree Protection Area by the Town of Qualicum Beach's Tree Protection Bylaw No. 559, 1995. The subject property is designated as within a Village Neighbourhood Development Permit Area on Schedule 2.3 of the Official Community Plan Bylaw No. 800, 2018. It is our understanding that the proposed development of the property includes subdivision into two lots.

The subject property consists of a previously developed small residential property with an older single family home, gravel driveway, carport, yard, garden and mature trees.

A total of 48 trees were identified on the property. Trees were flagged with blue flagging tape and labelled according to their respective GPS waypoint. The majority of native trees on the subject property are western redcedar, with a few shore pine, grand-fir and 1 western hemlock. Non-native trees included golden chain, chestnut, apple, plum, English holly and chokecherry. Most of the trees on the property appear healthy, although all of the mature redcedar have evidence of wood boring beetle infestation. Several of the trees on the property have poor shape or form either due to shading / competition or as a result of previous topping (e.g. multiple leaders). Several of the mature redcedars on the property are > 100 cm diameter-at-breast-height (dbh).

Table 1 provides details for all of the trees on the property and Figure 1 shows the approximate location of all of the trees on the property. Site photographs are included at the end of this report.

Please contact us if you require any additional information.

Sincerely,

Steve Toth, ASCT, R.P.Bio.

Toth and Associates Environmental Services

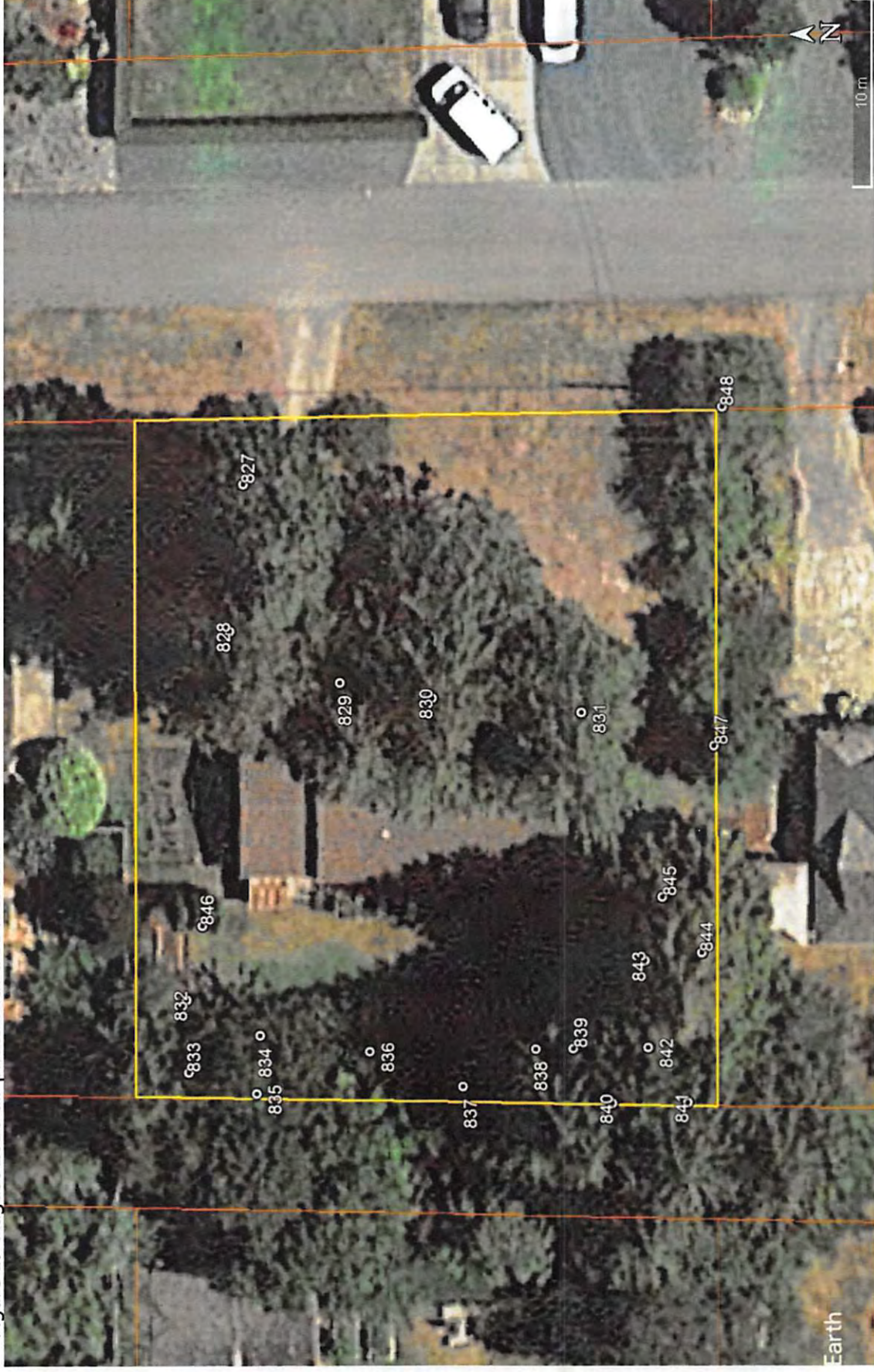


Table 1. 595 Spruce Street - Tree Survey Results

Species Codes: Cw = Western redcedar, Pl = Shore pine, Hw = Western hemlock, Bg = Grand-fir									
Waypoint	UTM Coordinates			Native				Non	Comment
				Cw	Pl	Hw	Bg	Native	
827	10U	394375	5467409	1					100 cm, banana trubk
828	10U	394367	5467410	1					101 cm
829	10U	394364	5467404	1					87 cm
830	10U	394363	5467399	3					95, 71 & 43 cm, clump of 3 joined
831	10U	394362	5467391	1					106 cm, 3 leaders
832	10U	394347	5467413					1	Mature spartan apple
833	10U	394343	5467413	1	4		1		In northwest corner
834	10U	394345	5467409					1	Cherry
835	10U	394342	5467409	2				3	Golden chain (Laburnum sp.)
836	10U	394344	5467403	4				1	Plum
837	10U	394342	5467398					2	1 chestnut, 1 purple plum
838	10U	394344	5467394	1					38 cm
839	10U	394344	5467392	1					69 cm, multi-leader
840	10U	394341	5467390	1					90 cm
841	10U	394341	5467386					1	Chestnut
842	10U	394344	5467388	1					64 cm
843	10U	394349	5467388	1					37 cm
844	10U	394349	5467385	1					34 cm
845	10U	394352	5467387	1					95 cm
846	10U	394351	5467412					3	Cedar hedge
847	10U	394360	5467384						847 - 848 = border of 1 Hw, 2 Bg, 5 Cw, 1 holly and 1 choke cherry
848	10U	394378	5467383	5		1	2	2	
Total Trees:		48	Subtotals:	26	4	1	3	14	

Note: All measurement are diameter-at-breast-height (dbh)

Figure 1. August 2016 air photo with tree locations





Photograph 1. View west from Spruce Street to front yard with cedars (L to R) 831, 830, and 829.



Photograph 2. View east from driveway to Spruce Street with cedars 828 and 827.



Photograph 3. View of pine, cedar and grand-fir bordering fence at waypoint 833.



Photograph 4. View north along the rear fence from waypoint 842.



Photograph 5. View east along the south side of the property.



Photograph 6. View of cedars with multiple leaders at 839 and 842.

**DRAFT Minutes of the 2:00 pm Wednesday, January 8, 2020 Town of Qualicum Beach
Advisory Planning Commission Meeting held in Committee Room, Municipal Office,
660 Primrose Street, Qualicum Beach, BC**

PRESENT: Mark Johnston
Bill Scott
Dawn Setter
Petronella Vander Valk

ABSENT: Susan Hong

Staff Present: Luke Sales, Director of Planning
Rebecca Augustyn, Planner

Staff called the meeting to order at 2:00pm

ADOPTION OF THE AGENDA

D. Setter MOVED and P. Vander Valk SECONDED, THAT the Advisory Planning Commission adopts the January 8, 2020 Advisory Planning Commission meeting agenda as amended.

CARRIED

APPROVAL OF THE MINUTES

M. Johnston MOVED and D. Setter SECONDED, THAT the Commission approves the minutes of the September 4, 2019 meeting of the Advisory Planning Commission Minutes with the following changes:

- Reverse the words "Development Permit" and "zoning amendment" in the motion so the motion now reads, "THEREFORE, BE IT RESOLVED THAT, should the zoning amendment for 126, 130, 134, 144 and 148 Second Avenue East be approved, the Development Permit for 233 Fern Road East be amended, as follows:"

CARRIED

BUSINESS ARISING FROM THE MINUTES

Nil

NEW BUSINESS

(1) Zoning Amendment: 191 Fourth Avenue West

Staff introduced the item.

The applicant presented on the item.

The Commission discussed the following:

- Tree management plan;
- Landscape plan;
- Sidewalk alignment;
- Driveway alignment;

- Rainwater management plan; and,
- Form and character.

D. Setter MOVED and M. Johnston SECONDED, THAT the Advisory Planning Commission supports the application for 191 Fourth Avenue West, subject to the following changes;

- Modifying the landscaping plan, dated November 28, 2019, to identify the location of the sidewalk as a future 1.5 sidewalk alignment and to adhere to the Town design standards.

CARRIED

P. Vander Valk MOVED and D. Setter SECONDED, THAT the Advisory Planning Commission recommends that Council establish a reserve fund for future sidewalk construction and at time of development some developments will make contributions to the fund rather than constructing a single portion of sidewalk.

CARRIED

(2) Zoning Amendment: 595 Spruce Street

Staff introduced the item.

The applicant presented on the item.

The Commission discussed the following:

- Zoning amendment from Residential 14 (R14) to Small Lot Residential 1 (SLR1);
- Type of housing and density;
- Landscape plan;
- Retention of existing trees; and,
- Laneway access.

M. Johnston MOVED and D. Setter SECONDED THAT the Advisory Planning Commission supports the application for 595 Spruce Street, subject to the following changes;

- Revisions to the landscape plan dated January 2, 2020 be presented to identify those trees that may be retained and identify the location and species of replacement trees that addresses the concerns that the Commission and neighbouring residents have expressed.
- That the location of the sidewalk as a future 1.5 sidewalk alignment adequately addresses the need for future sidewalks.

CARRIED

P. Vander Valk MOVED and M. Johnston SECONDED, THAT the Advisory Planning Commission recommends that Council put in place a clear and definitive tree management and tree placement policy for developments within the Town.

CARRIED

(2) ADJOURNMENT

M. Johnston MOVED and D. Setter SECONDED, THAT the Advisory Planning Commission adjourns the meeting.

CARRIED

MEETING ADJOURNED: 4:00pm

Certified Correct:

Bill Scott, Chair

Town of Qualicum Beach
M E M O R A N D U M

TO: Luke Sales, Director of Planning

FOR: Council, February 5, 2020

FROM: Rebecca Augustyn, Planner

SUBJECT: Zoning Amendment: 191 Fourth Avenue West

RECOMMENDATION

1. THAT the Town establishes a “Village Neighbourhood Sidewalk Reserve Account” to receive contributions for sidewalk improvements where it is not practical to construct a sidewalk at the time of development.
2. THAT prior to the bylaw entitled “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (191 Fourth Avenue W) Bylaw No. 580.115, 2019” being adopted, that the developer makes a contribution to the Village Neighbourhood Sidewalk Reserve Account equivalent to the value of constructing a sidewalk for this property.
3. THAT the bylaw entitled “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (191 Fourth Avenue W) Bylaw No. 580.115, 2019” be given second reading;
4. THAT Council hold a Public Hearing on February 26, 2020 at 3:30 pm at the Qualicum Beach Town Hall, 660 Primrose Street, Qualicum Beach in regard to “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (191 Fourth Avenue W) Bylaw No. 580.115, 2019”

BACKGROUND

The owner of 191 Fourth Avenue West has made an application to amend the zoning for the subject property to permit a duplex. The subject property is currently zoned Residential 14 (R14) and is identified as Mixed Residential 2 in the Official Community Plan. The zoning amendment will change the zoning classification from ‘Residential’ 14 (R14) to ‘Residential 19’ (R19). The R19 zone permits single family dwellings and duplexes.

On December 16, 2019, Council passed the following motions:

- THAT the bylaw entitled “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (191 Fourth Avenue W) Bylaw No. 580.115, 2019” be introduced and given first reading;
- THAT Council refers the development application for 191 Fourth Avenue West to the Advisory Planning Commission for comment, subject to the following:
 - Submission of a tree and vegetation management plan; and,
 - Submission of a Rainwater Management Plan.
- THAT, prior to adoption of a zoning amendment bylaw for 191 Fourth Avenue West, the following be completed:
 - Execution of a Works and Services Agreement to ensure completion of the adjacent works and services.

The application went before the Advisory Planning Commission (APC) on January 8, 2020, and the APC passed the following motions:

- THAT the Advisory Planning Commission supports the application for 191 Fourth Avenue West, subject to the following changes;
 - Modifying the landscaping plan, dated November 28, 2019, to identify the location of the sidewalk as a future 1.5 sidewalk alignment and to adhere to the Town design standards.
- THAT the Advisory Planning Commission recommends that Council establish a reserve fund for future sidewalk construction and at time of development some developments will make contributions to the fund rather than constructing a single portion of sidewalk.

The minutes from the January 8, 2020 APC meeting are attached to this memo.

The first recommendation will be addressed by the applicant, while the second recommendation will be addressed prior to the public hearing.



Figure 1: Subject Property

DISCUSSION

Following is an overview of land use regulations and design guidelines relevant to the subject property.

LAND USE

Zoning: The proposed zoning amendment would change the zoning from R14 to R19. A zoning amendment is required for this development proposal because the R14 zone does not permit duplexes. The R19 zone permits single family dwellings and duplexes, and the number of dwelling units permitted is based on parcel size. Given the parcel size of the property, a maximum of two units would be permitted.

Density: The proposed density is 32 units per hectare, which is significantly lower than the 80 units per hectare that is identified as the maximum density for Mixed Residential 2 in the Official Community Plan.

Height: The maximum building height is 9.0m, which is within the maximum height specified in the R19 zone. This height is equal to the maximum height in other residential zones.

Setbacks: The proposed setbacks are as follows: the front lot line setback is 3.0m, the interior lot line setback is 1.5m, the exterior lot line setback is 3.5m and the rear lot line setback is 2.0m. These setbacks are significantly reduced when compared to the setbacks in the R14 zone.

Parcel Coverage: The maximum parcel coverage for R19 is 50%.

Parking: The number of off-street parking spaces required is one space per dwelling unit for multi-dwelling developments. The duplex has two dwelling units, which requires a total of two off-street parking spaces. This proposal meets the parking requirements.

2018 Official Community Plan (OCP):

The property is located within the “Village Neighbourhood” land use designation in the 2018 Official Community Plan (OCP), the area where development, redevelopment and densification are encouraged. The Village Neighbourhood General Policies are as follows:

1. The Town shall support the redevelopment of the “Village Neighbourhood” in a manner that demonstrates the vision of the Sustainability Plan, encouraging expanded services, compact residential development, and tourism facilities while maintaining a strong village character.

Staff Comment: The proposed development is not considered to be a compact residential development due to the low density being proposed (32 dwellings per hectare) in an area that is designated to accommodate greater density (up to 80 dwellings per hectare).

2. The Town shall discourage owners from restricting occupation or ownership of a residential unit because of age.

Staff Comment: No confirmation has been given regarding age restrictions. If Council is concerned, a covenant could be registered that would prohibit age restrictions.

3. The emphasis of street design shall be pedestrian-friendly, rather than car-friendly.

Staff Comment: The proposed development includes a sidewalk and grass boulevard. Staff recommend that the land for the sidewalk and grass boulevard be dedicated, but that the alignment of the sidewalk, as well as the materials and letdowns to the roadway, be reviewed.

4. In order to support school enrollment, the Town shall explore ways to attract young families to the Town and school catchment area.

Staff Comment: The proposal is for a two storey duplex. The configuration of the dwelling units would meet the needs of most demographics, including young families.

5. The Town shall require new developments in the Village Neighbourhood to submit a Rainwater Management Plan as part of the development approval and permitting process.
Staff Comment: A rainwater management plan has been submitted. Staff are in the process of reviewing the plan.
6. The Town shall discourage multi-family housing projects that seek to separate themselves from the surrounding community by containing the development within walled or fenced enclaves with centralized and/or controlled access points.
Staff Comment: The proposal does not separate itself from the surrounding community.
7. Through various methods including rezonings, regulatory bylaws, incentive programs and education, the Town shall encourage a diversity of housing to meet the needs of people of all ages, income levels and special needs.
Staff Comment: The proposal for a duplex, which does diversify the Town's housing stock.
8. Through various methods including rezonings, regulatory bylaws, incentive programs and education, the Town shall explore opportunities to improve the energy efficiency of subdivisions and building construction.
Staff Comment: The proposed development will be built to Energy Star or Built Green standards.
9. The Town shall encourage the efficient use of land within the Village Neighbourhood.
Staff Comment: The proposal is a more efficient use of land than a single family dwelling; however, the proposal has a significantly lower density than what is permitted.
10. The Town shall require a site-specific tree and vegetation management and conservation plan for all new development proposals in the Village Neighbourhood.
Staff Comment: A tree and vegetation management plan has not been submitted. The applicant confirmed through correspondence with staff that none of trees on the site will be retained. This correspondence is attached to this memo. A landscape plan has been submitted for the property. The landscape plan does not identify any existing trees to be retained; however, boulevard trees have been added.
11. As part of the off-site works and services related to a building permit or subdivision, the Town shall consider the requirement that owners provide for improvements to the street frontage, including sidewalks, street trees, and street lighting.
Staff Comment: The proposed development includes street trees. Staff recommend that an agreement for works and services be entered into prior to adoption of the zoning.
12. Buildings should be a maximum of three storeys in height. However, the Town may consider taller buildings on a case-by-case basis with consideration to factors such as topography, solar access, compatibility with adjacent uses, neighbourhood impact, views and community amenities. The Town will also recognize increases in typical ceiling heights in the consideration of height limits.
Staff Comment: The proposed development does not exceed the maximum height outlined in this policy.

The following policies are specific to Mixed Residential 2 designation:

1. The Town recognizes existing single-family and two-family dwellings within the area designated as 'Mixed Residential', as shown on map 'Schedule 2.2'.
Staff Comment: The proposal is for a duplex, which aligns with this policy.
2. The Town will consider rezonings for multi-family residential uses within the area designated 'Mixed Residential', as shown on map 'Schedule 2.2'.
Staff Comment: The subject property is located within the 'Mixed Residential' area. The proposed development is considered to be multi-family residential.
3. The maximum density for multi-family developments in the "Mixed Residential 2" area shall be of up to 80 dwellings/ha. However, the Town will consider density bonuses in order to provide affordable housing, underground parking, 'green' buildings, adaptable design features, public amenities and public open space as part of multi-family residential development within the "Village Neighbourhood".
Staff Comment: The property has a proposed density of approximately 32 dwellings/ha, which is well below the maximum of 80 dwellings/ha.
4. The Town shall develop a suitable multi-family residential zoning for the 'Mixed Residential' area that will encourage small-scale developments in accordance with 'Development Permit Area M1' design guidelines.
Staff Comment: Multi-family residential zoning has not yet been developed.
5. The implementing bylaws and policies of the Town shall ensure that existing trees are retained where possible, as part of the on-site landscape requirements for multi-family residential developments.
Staff Comment: The applicant confirmed through correspondence with staff that none of trees on the site will be retained. A landscape plan has been submitted for the property. The landscape plan does not identify any existing trees to be retained; however, boulevard trees have been added. A revision to the plan is pending as the hedge should be located within the property lines.
6. Sidewalks, curbs and gutters, grass boulevards, trees, and pedestrian-friendly streetscapes shall be encouraged as part of multi-family developments.
Staff Comment: A sidewalk and boulevard trees will be incorporated into the development. Staff recommend that the land for the sidewalk and grass boulevard be dedicated, but that the alignment of the sidewalk, as well as the materials and letdowns to the roadway, be reviewed. A contribution should be made to the Village Neighbourhood Sidewalk Reserve Account.
7. Building designs and site development for multi-family residential developments shall conform to the 'Development Permit Area M1' design guidelines.
Staff Comment: The guidelines are discussed later in this memo.
8. The Town shall develop more detailed design guidelines for 'Development Permit Area M1'. After development of design guidelines, the densities for Mixed Residential 1 and Mixed Residential 2 should be reviewed to ensure compatibility with the design guidelines.
Staff Comment: Additional detailed guidelines have not been developed at this time.

Development Permit Area M1 – Village Neighbourhood: The subject property is in the “M1 – Village Neighbourhood” Development Permit Area (DPA). If this development proceeds through the zoning amendment process, Council would consider issuance of a Development Permit in conjunction with adoption of the proposed zoning amendment bylaw. Following is a review of the M1 Development Permit Area Guidelines.

1. Developments shall be at a scale to complement the existing single-family residential uses while creating a transition area for the commercial and institutional uses.

Staff Comment: The scale of the proposed development is within the maximum height for single-family dwellings and complements the existing single-family residential uses.

2. The shape of developments shall avoid massive building components in favour of more intimate clustered designs. Such designs could include varied rooflines, ground floor access to individual units, courtyards and landscaping that stress the human scale of buildings and site improvements.

Staff Comment: The design is at the human scale and includes varied rooflines and ground floor access.

3. Public spaces for community gathering should be integrated into designs wherever possible.

Staff Comment: There are no public spaces for community gathering; however, given the location of the parcel, the size of the parcel and the number of units proposed, staff find the lack of public space acceptable.

4. Parking facilities shall be integrated with the site landscaping and buffered from adjoining parcels and buildings on site through the use of trees, shrubs and screens. Smaller clusters are preferable.

Staff Comment: Parking facilities are integrated on the site and additional layby parking is included.

5. Driveways, and off-street parking areas shall be located off lanes and shall be avoided along major and local streets to produce a streetscape that is visually more pleasing and to reduce the conflict with pedestrians.

Staff Comment: The proposed development utilizes access off Beach Road and the laneway, and as a result, the access off of Beach Road is in conflict with this policy. However, it is not feasible to provide both accesses from the laneway.

SUMMARY

The proposed development for 191 Fourth Avenue West requires a rezoning from R14 to R19 to permit a duplex on the parcel. The proposed development is generally aligned with OCP policies and objectives that encourage compact residential development in the ‘Village Neighbourhood’, housing diversity and multi-family housing types. The proposal is in conflict with the policy that specifies access shall be off of laneways; however, it is not feasible for both parcels to be accessed off the laneway. Staff recommend that second reading be given and a public hearing be scheduled.

ALTERNATIVES

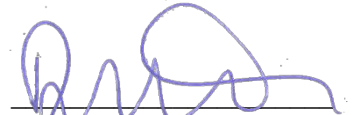
1. **THAT** Council requests the following changes to the proposed development at 191 Fourth Avenue West: *[insert changes]*
2. **THAT** Council denies the zoning amendment application for 191 Fourth Avenue West;
3. **THAT** Council provides alternative direction to staff.



Rebecca Augustyn
Planner
Report Writer



Luke Sales, MCIP, RPP
Director of Planning
Concurrence



Dennis Trudeau
Acting CAO
Concurrence

TOWN OF QUALICUM BEACH
BYLAW NO. 580.115

A BYLAW TO AMEND THE TOWN OF QUALICUM BEACH
LAND USE AND SUBDIVISION BYLAW NO. 580, 1999

WHEREAS the Council may, under Section 479 of the *Local Government Act*, divide the municipality into zones, regulate within a zone the use of land, buildings and structures, the density of use of land, buildings and structures, and the siting, size and dimensions of buildings and structures and may, under Section 482 of the *Local Government Act*, establish different density regulations for a zone depending on whether conditions relating to the provision of amenities or affordable or special needs housing are met, and may designate an area within a zone for particular types of housing, and

WHEREAS the owner of the land described in this Bylaw has consented to the designations set out in the Bylaw;

The Council of the Town of Qualicum Beach, in open meeting lawfully assembled, hereby enacts as follows: "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999" is hereby amended as follows:

1. "Schedule 6A - Zoning Map" is hereby amended by changing the zoning designation of Lot 12, Block 12, District Lot 78, Newcastle District, Plan 1894 from Residential 14 Zone (R14) to Residential 19 Zone (R19) as shown outlined in heavy black line on Schedule 'A' which is attached to, and forms part of, this Bylaw.
2. This bylaw may be cited as "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (191 Fourth Avenue W) Bylaw No. 580.115, 2019."

INTRODUCED FOR FIRST READING this 16th day of December, 2019.

READ A SECOND TIME this >>> day of >>>, 2019.

Notice published pursuant to Section 182 of the *Local Government Act* on the >>> day of >>>, 2019 and the >>> day of >>>, 2019.

PUBLIC HEARING held this >>> day of >>>, 2019.

READ A THIRD TIME this >>> day of >>>, 2019.

ADOPTED this >>> day of >>>, 2019.

Brian Wiese, Mayor

Heather Svensen, Corporate Administrator

Schedule 'A' - BYLAW NO. 580.115

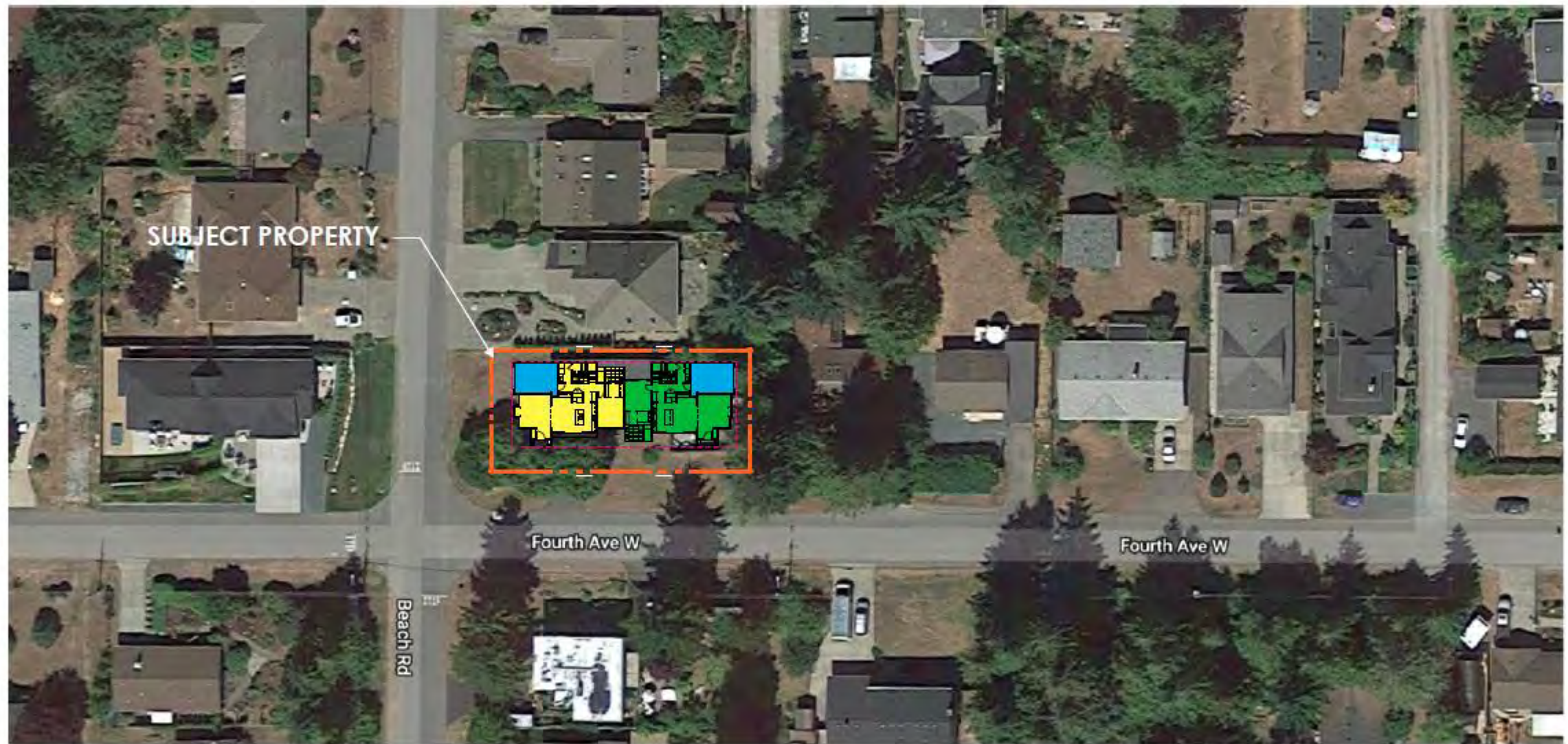




191 FOURTH AVENUE WEST - QUALICUM BEACH



LOCATION MAP
SCALE: NTS



CONTEXT PLAN
SCALE: NTS



Site Plan Data

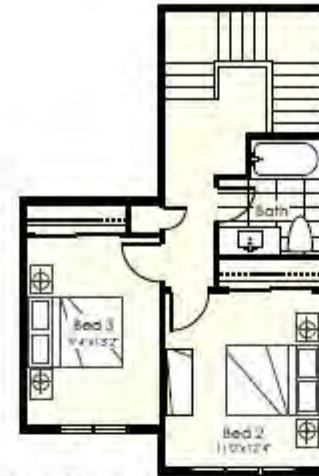
See page 4

LEGAL DESCRIPTION:	LOT 12, BLOCK 12, DISTRICT LOT 78, NEWCASTLE DISTRICT, PLAN VIP1894
CIVIC ADDRESS:	191 FOURTH AVE WEST, QUALICUM BEACH, B.C.
SITE AREA:	623.7 sq. m. (6713.45 sq. ft.)

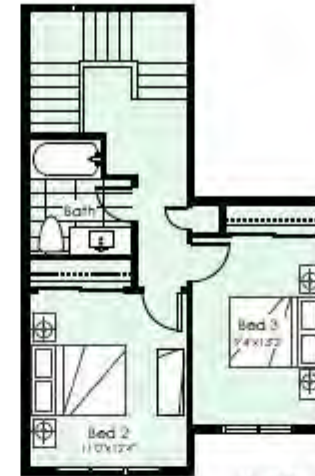
Site Plan Data

LEGAL DESCRIPTION: LOT 12, BLOCK 12, PLAN 1894, NEWCASTLE DISTRICT, DISTRICT LOT 78
CIVIC ADDRESS: 191 FOURTH AVENUE, QUALICUM BEACH, B.C.

STATISTICS	EXISTING	PROPOSED	NOTES
ZONING	RESIDENTIAL 14 (R-4)	RESIDENTIAL 19 (R19)	N/A
OCP LAND USE DESIGNATION	VILLAGE NEIGHBOURHOOD, MIXED RESIDENTIAL 2	VILLAGE NEIGHBOURHOOD, MIXED RESIDENTIAL 2	N/A
PERMITTED USES	Home Occupation, Residential, Bed & Breakfast	Home Occupation, Residential	N/A
PARCEL AREA	624 sq. m. (6714 sq. ft.)	624 sq. m. (6714 sq. ft.)	
PARCEL COVERAGE	42%	50%	(Approximate)
FLOOR AREA RATIO	N/A	N/A	
MAXIMUM HEIGHT	9.0m	9.0m (see notes)	Total designed height of proposed building = 7.1m
SETBACKS			
FRONT	5.5m - 6.0m	3.0m (see notes)	All proposed setbacks are measured to building face Maximum overhang projection 0.6m
REAR	3.0m - 6.0m	2.0m (see notes)	
EXTERIOR SIDE	4.5m	3.5m (see notes)	
INTERIOR SIDE	1.5m	1.5m (see notes)	
INTERIOR SIDE LOT LINE ADJACENT TO A LANE	3m	2.0m (see notes)	



Unit A - Upper Floor
Floor Area = 557 sq. ft.



Unit B - Upper Floor
Floor Area = 557 sq. ft.



Unit A - Main Floor
Floor Area = 1337 sq. ft.
Not incl. garage

Unit B - Main Floor
Floor Area = 1339 sq. ft.
Not incl. garage



East Elevation (Right)
Scale = 3/16" = 1'0"



West Elevation (Left)
Scale = 3/16" = 1'0"



West Perspective (Left)



South West Corner Persepective



South East Corner Persepective



Lewkowich Engineering Associates Ltd.
geotechnical • health, safety & environmental • materials testing

Mr. John Larson
184-C West Second Avenue
Qualicum Beach, BC
V9K 2T5

File No: F7878.01
Date: January 6, 2020

Attention: Mr. John Larson

PROJECT: 191 FOURTH AVENUE WEST, QUALICUM BEACH, BC

SUBJECT: PRELIMINARY RAINWATER MANAGEMENT ASSESSMENT

Dear Mr. Larson:

1. INTRODUCTION

As requested, Lewkowich Engineering Associates Ltd. (LEA) has conducted a preliminary rainwater management assessment regarding the suitability for on-site rain water disposal for the proposed development.

2. BACKGROUND

- a. The proposed development consists of the construction of a residential duplex.
- b. The purpose of the rainwater management assessment was to determine the suitability for on-site storm water disposal measures for the subject development.

3. SURFICIAL GEOLOGY

Based on the existing surficial geology soil maps and previous experience by our firm in proximity to the subject property, we expect the subject site soils consist predominantly of sand and/or sand and gravel. The sand and gravel layers in this area of Qualicum Beach are typically over 10m thick at the ground surface.

4. EXISTING GROUNDWATER CONDITIONS

The soils in the area would be classified as “well drained” suggesting that the subject soils have little to no excess moisture for most of the year. However, ground water levels are expected to fluctuate seasonally, with increased groundwater flows during rainy months.



5. PRELIMINARY OPTIONS FOR STORMWATER MANAGEMENT

Based on our preliminary review of the attached concept plans in relation to our desktop study of the site and expected surficial soils, it is LEA's opinion that the site may be suitable for the following rainwater management measures:

5.1 Roof Drain System

Direct roof leaders to the surrounding ground surface as overland flow or to the existing ditch located on the west side of the property. If directing roof leaders to the surrounding ground surface as overland flows, the roof drains should be directed onto splash pads or another non-erodible surface. To mitigate the potential for surface flows leaving site, the roof drains must be located so not to direct surface flows to the neighboring properties and should be directed into absorbent landscaping areas and/or bioswales. If directing roof water to the existing ditch, ensure that the roof drain outlet is as close to the top of the ditch as possible.

5.2 Perimeter Drain to Rock Pit

- a. Separating the Roof Drains from the Perimeter Drain would isolate the perimeter drain system and allow for the construction of a rock pit in the southwest corner of the property.
- b. Based on the anticipated soil conditions, we expect ground water flows surrounding the proposed foundation to be minimal. Therefore, the size of the proposed rock pit is significantly decreased. We expect that constructing a rock pit to accommodate only the perimeter drain system is achievable given the areal limitations of the property.
- c. Final lot grading surrounding the house foundation should be graded at 2.0% minimum for a distance of 2.0m from the foundation.

Client: Mr. John Larson
Project: 191 Fourth Avenue, Qualicum Beach, BC
File #: F7878.01
Date: January 6, 2020
Page: 3 of 4



6. LIMITATIONS

The preliminary conclusions and recommendations submitted in this report are based upon the data obtained from a visual site assessment and desktop review of the local surficial geology. The nature and extent of soil variations may not become evident until construction or further investigation. The recommendations given are based on the subsurface soil conditions encountered during our Preliminary Rainwater Management Assessment, current construction techniques, and generally accepted engineering practices. No other warrantee, expressed or implied, is made. If unanticipated conditions become known during construction or other information pertinent to the development becomes available, the recommendations may be altered or modified in writing by the undersigned.

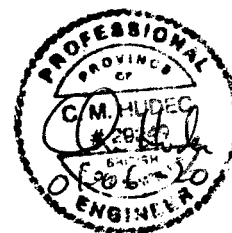
7. CLOSURE

Lewkowich Engineering Associates Ltd. trusts that the information presented above meets your current requirements. If you have any questions, or require further information, please contact us at your convenience.

Respectfully Submitted,
Lewkowich Engineering Associates Ltd.

A handwritten signature in black ink, appearing to read 'LC', is written over a light blue horizontal line.

Louis Chapdelaine, P.Geo
Project Geoscientist



Chris Hudec, M.A.Sc., P.Eng
Senior Project Engineer

Client: Mr. John Larson
Project: 191 Fourth Avenue, Qualicum Beach, BC
File #: F7878.01
Date: January 6, 2020
Page: 4 of 4

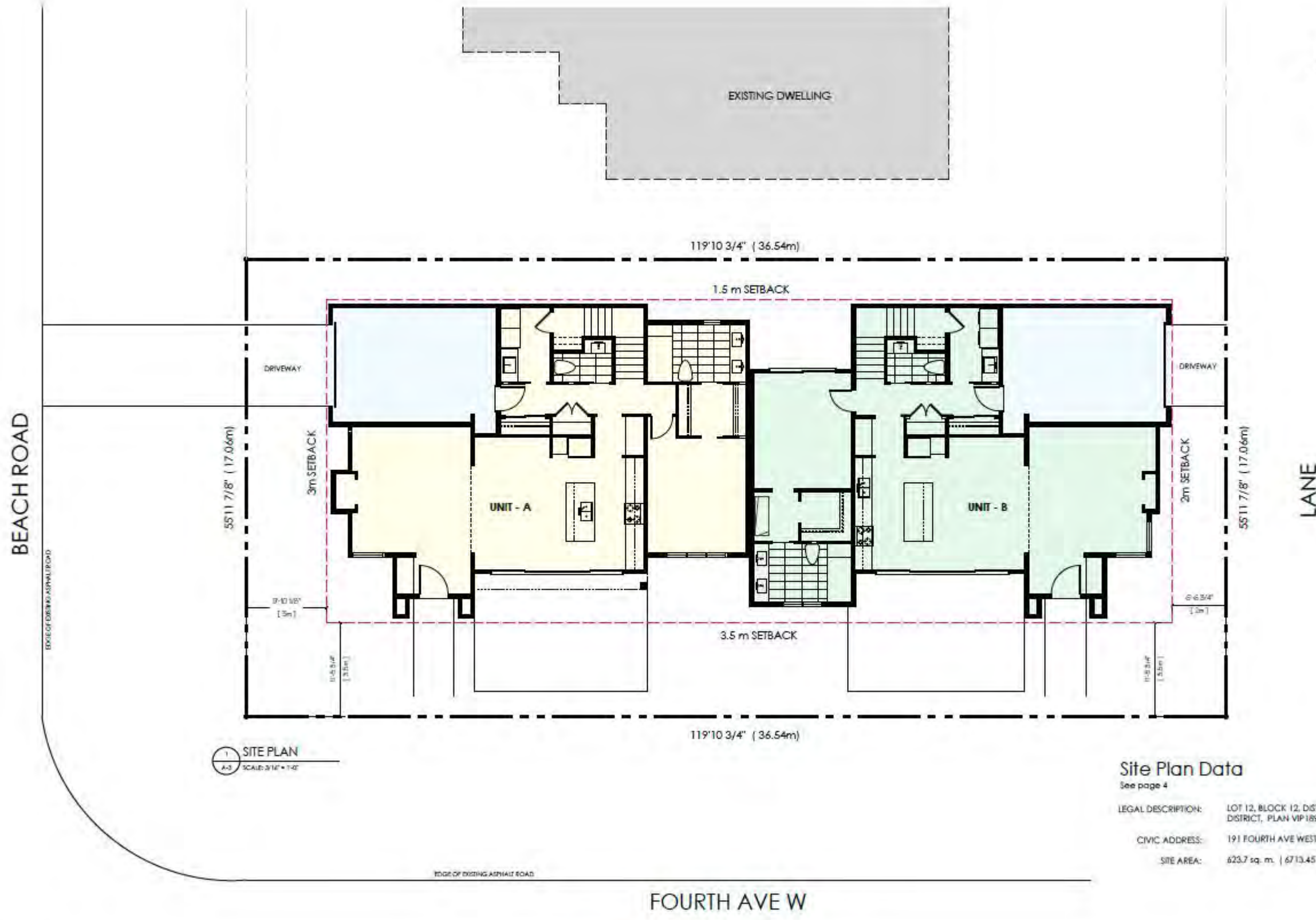


ATTACHMENT

C.A. Design – 191 Fourth Avenue West, Qualicum Beach, BC – Concept Plan, Sheet 4

RESOURCE

1. BC Water Resources Atlas: <http://maps.gov.bc.ca/ess/hm/wrbc/>
2. Soils of South Vancouver Island, British Columbia, Soil Survey Report No. 44, Sheet 3



1 SITE PLAN
A-3 SCALE: 3/16" = 1'-0"

Site Plan Data	
See page 4	
LEGAL DESCRIPTION:	LOT 12, BLOCK 12, DISTRICT LOT 78, NEWCASTLE DISTRICT, PLAN VIP1894
CIVIC ADDRESS:	191 FOURTH AVE WEST, QUALICUM BEACH, B.C.
SITE AREA:	623.7 sq. m. 6713.45 sq. ft.



BEACH ROAD



LANDSCAPE PLAN
SCALE 3/16" = 1'

FOURTH AVE W

Rebecca Augustyn

From: John Larson <john@ca-design.ca>
Sent: January 6, 2020 9:33 AM
To: Rebecca Augustyn
Cc: Luke Sales
Subject: Re: 191 Fourth Ave

Good Morning Rebecca,

I hope you enjoyed a nice holiday break.

Thank you for your email.

I have spoken with our Geotech and he has promised the rainwater management report by end of day today. I will forward it to you as soon as I receive it.

As for the tree management plan, we have determined that it will not be possible to maintain the existing trees on site. There are approximately 10 trees on site or in the road allowance. They are clustered together in the Southwest corner. Due to the construction of the building and related on and offsite works the trees will need to be removed. Given that all trees will be removed, in place of the tree management plan we have submitted a landscape plan. This plan demonstrates the location of new boulevard trees to be planted as part of the redevelopment.

I will be back in touch with the rainwater management plan later today.

Regards,

John Larson, ASTTBC-BD, CRD
C.A. Design
184 C West 2nd Avenue
Qualicum Beach, B.C., V9K 2T5
250.752.2222

On Jan 2, 2020, at 2:40 PM, Rebecca Augustyn <RAugustyn@qualicumbeach.com> wrote:

Hi John,

Can you send us the tree management plan and rain water management plan as soon as you have it completed? We are hoping to send the plans to the APC prior to the meeting on January 8th.

Kind regards,
Rebecca

From: John Larson [<mailto:john@ca-design.ca>]
Sent: December 17, 2019 4:35 PM

To: Luke Sales <LSales@qualicumbeach.com>; Rebecca Augustyn <RAugustyn@qualicumbeach.com>

Subject: 191 Fourth Ave

Hi Luke & Rebecca,

I was please to see we received first reading for the Fourth Ave Rezoning. As per the recommendations I am getting to work on the tree management and rain water management plans. I was hoping to get in to meet with one or both of you along with Bob to discuss the drainage and sidewalk. Please let me know if there is a time that works for you.

In addition, can you confirm for me when the next possible APC meeting will be.

Thanks

John Larson, ASTTBC-BD, CRD

C.A. Design

184 C West 2nd Avenue

Qualicum Beach, B.C., V9K 2T5

250.752.2222

**DRAFT Minutes of the 2:00 pm Wednesday, January 8, 2020 Town of Qualicum Beach
Advisory Planning Commission Meeting held in Committee Room, Municipal Office,
660 Primrose Street, Qualicum Beach, BC**

PRESENT: Mark Johnston
Bill Scott
Dawn Setter
Petronella Vander Valk

ABSENT: Susan Hong

Staff Present: Luke Sales, Director of Planning
Rebecca Augustyn, Planner

Staff called the meeting to order at 2:00pm

ADOPTION OF THE AGENDA

D. Setter MOVED and P. Vander Valk SECONDED, THAT the Advisory Planning Commission adopts the January 8, 2020 Advisory Planning Commission meeting agenda as amended.

CARRIED

APPROVAL OF THE MINUTES

M. Johnston MOVED and D. Setter SECONDED, THAT the Commission approves the minutes of the September 4, 2019 meeting of the Advisory Planning Commission Minutes with the following changes:

- Reverse the words "Development Permit" and "zoning amendment" in the motion so the motion now reads, "THEREFORE, BE IT RESOLVED THAT, should the zoning amendment for 126, 130, 134, 144 and 148 Second Avenue East be approved, the Development Permit for 233 Fern Road East be amended, as follows:"

CARRIED

BUSINESS ARISING FROM THE MINUTES

Nil

NEW BUSINESS

(1) Zoning Amendment: 191 Fourth Avenue West
Staff introduced the item.

The applicant presented on the item.

The Commission discussed the following:

- Tree management plan;
- Landscape plan;
- Sidewalk alignment;
- Driveway alignment;

- Rainwater management plan; and,
- Form and character.

D. Setter MOVED and M. Johnston SECONDED, THAT the Advisory Planning Commission supports the application for 191 Fourth Avenue West, subject to the following changes;

- Modifying the landscaping plan, dated November 28, 2019, to identify the location of the sidewalk as a future 1.5 sidewalk alignment and to adhere to the Town design standards.

CARRIED

P. Vander Valk MOVED and D. Setter SECONDED, THAT the Advisory Planning Commission recommends that Council establish a reserve fund for future sidewalk construction and at time of development some developments will make contributions to the fund rather than constructing a single portion of sidewalk.

CARRIED

(2) Zoning Amendment: 595 Spruce Street

Staff introduced the item.

The applicant presented on the item.

The Commission discussed the following:

- Zoning amendment from Residential 14 (R14) to Small Lot Residential 1 (SLR1);
- Type of housing and density;
- Landscape plan;
- Retention of existing trees; and,
- Laneway access.

M. Johnston MOVED and D. Setter SECONDED THAT the Advisory Planning Commission supports the application for 595 Spruce Street, subject to the following changes;

- Revisions to the landscape plan dated January 2, 2020 be presented to identify those trees that may be retained and identify the location and species of replacement trees that addresses the concerns that the Commission and neighbouring residents have expressed.
- That the location of the sidewalk as a future 1.5 sidewalk alignment adequately addresses the need for future sidewalks.

CARRIED

P. Vander Valk MOVED and M. Johnston SECONDED, THAT the Advisory Planning Commission recommends that Council put in place a clear and definitive tree management and tree placement policy for developments within the Town.

CARRIED

(2) ADJOURNMENT

M. Johnston MOVED and D. Setter SECONDED, THAT the Advisory Planning Commission adjourns the meeting.

CARRIED

MEETING ADJOURNED: 4:00pm

Certified Correct:

Bill Scott, Chair

**Town of Qualicum Beach
M E M O R A N D U M**

TO: Luke Sales, Director of Planning

FOR: Council, February 5, 2020

FROM: Rebecca Augustyn, Planner

SUBJECT: Zoning Amendment: 634 Rye Road

RECOMMENDATION

1. THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (634 Rye Road) Bylaw No. 580.116, 2020" be introduced and given first reading;
2. THAT Council refers the development application for 634 Rye Road to the Advisory Planning Commission for comment, subject to the following:
 - a. Submission of a Tree and Vegetation Management Plan;
 - b. Submission of a Landscape Plan; and,
 - c. Submission of a Rainwater Management Plan.
3. THAT, prior to adoption of a zoning amendment bylaw for 634 Rye Road, the following be completed:
 - a. Execution of a Works and Services Agreement to ensure completion of the adjacent works and services;
 - b. Execution of a Section 219 Form and Character covenant to ensure that the development is constructed in conformance with the presentation to Council.

BACKGROUND

The owner of 364 Rye Road has made an application to amend the zoning for the subject property to permit five single family dwellings. The subject property is currently zoned Residential 14 (R14) and is identified as Mixed Residential 1 in the Official Community Plan. The zoning amendment will change the zoning classification from 'Residential' 14 (R14) to Residential 19 (R19). The R19 zone is a zone that allows a higher density than the R14 zone.



Figure 1: Subject Property

DISCUSSION

Following is an overview of land use regulations and design guidelines relevant to the subject property.

LAND USE

Zoning: The proposed zoning amendment would change the zoning from R14 to R19. A zoning amendment is required for this development proposal because the R14 zone permits a maximum of two single family dwellings. The R19 zone permits one dwelling unit per 250m². The parcel size is 1,654m², which would permit a maximum of six units. However, staff recommend that a Section 219 Form and Character Covenant be placed on the property so that the development is built as proposed with a maximum of five dwelling units.

Density: The proposed density is 30 units per hectare, which is significantly lower than the 60 units per hectare that is identified as the maximum density for Mixed Residential 1 in the Official Community Plan. However, it is a significant increase in density from what is currently on the site, and is compatible with the neighbourhood.

Height: The maximum building height is 7.3m, which is within the maximum height specified in the R19 zone. This height is equal to the maximum height in other residential zones.

Setbacks: The proposed setbacks are as follows: the front lot line setback is 3.0m, the rear setback is 3.0m, and the interior lot line setback is 1.5m. The proposed development meets the setbacks, except for the minimum interior lot line setback adjacent to a lane, which is a minimum of 2.0m. Through the zoning amendment process, the setback adjacent to the laneway can be varied. Staff are waiting for confirmation on the setbacks to ensure they do not project more than 0.6m into the setback, as provide by the R19 zone. These setbacks are significantly reduced when compared to adjacent residential zones.

Parcel Coverage: The maximum parcel coverage is 25%, which is within the maximum parcel coverage for the R19 zone.

Parking: The number of off-street parking spaces required is two spaces per single family dwelling, which results in a total of 10 off-street parking spaces. The proposed development provides 6 off-street parking spaces, which is 4 spaces less than required. Council has the ability to require the number of off-street parking spaces, or to take cash-in-lieu of parking. In the opinion of staff, more parking could be added, however, it would take away from the limited greenspace provided.

2018 Official Community Plan (OCP):

The property is located within the “Village Neighbourhood” land use designation in the 2018 Official Community Plan (OCP), the area where development, redevelopment and densification are encouraged. The Village Neighbourhood General Policies are as follows:

1. The Town shall support the redevelopment of the “Village Neighbourhood” in a manner that demonstrates the vision of the Sustainability Plan, encouraging expanded services, compact residential development, and tourism facilities while maintaining a strong village character.
Staff Comment: The proposed development is relatively low density (30 units per hectare) as the dwellings units are five single family dwellings.
2. The Town shall discourage owners from restricting occupation or ownership of a residential unit because of age.
Staff Comment: No information has been given regarding age restrictions. If Council would like to prohibit age restrictions, a covenant could be registered on both properties that would prohibit age restrictions.
3. The emphasis of street design shall be pedestrian-friendly, rather than car-friendly.
Staff Comment: The street design is not improved given the layby parking on Rye Road and Hemlock Street; however, parking is accessed from the rear of the property. Staff recommend that features be added to the streetscape, including a future sidewalk alignment so the Town has the option to add sidewalks, and boulevard treatments.
4. In order to support school enrollment, the Town shall explore ways to attract young families to the Town and school catchment area.
Staff Comment: The proposal is for single family dwellings that are two storeys, which would meet the needs of most demographics, including young families.
5. The Town shall require new developments in the Village Neighbourhood to submit a Rainwater Management Plan as part of the development approval and permitting process.
Staff Comment: The applicant has committed to a bioswale, which will be connected to a rock pit. The applicant confirmed that they will be submitting a detailed rainwater management plan as part of the zoning amendment application. Staff recommend that the rainwater management plan be submitted prior to the application going before the Advisory Planning Commission.
6. The Town shall discourage multi-family housing projects that seek to separate themselves from the surrounding community by containing the development within walled or fenced enclaves with centralized and/or controlled access points.
Staff Comment: The proposed development does not separate itself from the surrounding community.
7. Through various methods including rezonings, regulatory bylaws, incentive programs and education, the Town shall encourage a diversity of housing to meet the needs of people of all ages, income levels and special needs.
Staff Comment: Single family dwellings do not typically diversify the Town’s housing stock; however, a cluster of five cottage sized homes on a single large lot is new to the Town and is approaching housing using a new model. Similar “cottage clusters” can be found in other cities such as Seattle and Portland, Oregon.
8. Through various methods including rezonings, regulatory bylaws, incentive programs and education, the Town shall explore opportunities to improve the energy efficiency of subdivisions and building construction.
Staff Comment: The proposed development will meet Step 4 of the BC Energy Step Code.

9. The Town shall encourage the efficient use of land within the Village Neighbourhood.
Staff Comment: The proposal could be more efficient, given the low density of the proposal and the housing type.
10. The Town shall require a site-specific tree and vegetation management and conservation plan for all new development proposals in the Village Neighbourhood.
Staff Comment: The applicant has noted that it is anticipated that the majority of trees will have to be removed from the site to accommodate the proposed development. The applicant confirmed that they will submit a tree and vegetation management plan. Staff recommend that a tree and vegetation management plan be submitted prior to the application going before the Advisory Planning Commission.
11. As part of the off-site works and services related to a building permit or subdivision, the Town shall consider the requirement that owners provide for improvements to the street frontage, including sidewalks, street trees, and street lighting.
Staff Comment: Staff recommend that an agreement for works and services be entered into prior to adoption of the zoning.
12. Buildings should be a maximum of three storeys in height. However, the Town may consider taller buildings on a case-by-case basis with consideration to factors such as topography, solar access, compatibility with adjacent uses, neighbourhood impact, views and community amenities. The Town will also recognize increases in typical ceiling heights in the consideration of height limits.
Staff Comment: The proposed development is two storeys, which meets this policy.

The following policies are specific to Mixed Residential 1 designation:

1. The Town recognizes existing single-family and two-family dwellings within the area designated as 'Mixed Residential', as shown on map 'Schedule 2.2'.
Staff Comment: The proposed development is for five single family dwellings, which meets this policy.
2. The Town will consider rezonings for multi-family residential uses within the area designated 'Mixed Residential', as shown on map 'Schedule 2.2'.
Staff Comment: The proposed development is not for multi-family residential.
3. The maximum density for residential dwellings in the Mixed Residential 1 area shall be up to 60 dwellings/ha. However, the Town will consider density bonuses in order to provide affordable housing, underground parking, 'green' buildings, adaptable design features, public amenities and public open space as part of multi-family residential development within the "Village Neighbourhood".
Staff Comment: The property has a proposed density of approximately 30 dwellings/ha, which is well below the maximum of 60 dwellings/ha.
4. The Town shall develop a suitable multi-family residential zoning for the 'Mixed Residential' area that will encourage small-scale developments in accordance with 'Development Permit Area M1' design guidelines.
Staff Comment: The proposed development is not for multi-family residential, therefore the Development Permit Area M1 guidelines do not apply.

5. The implementing bylaws and policies of the Town shall ensure that existing trees are retained where possible, as part of the on-site landscape requirements for multi-family residential developments.

Staff Comment: A tree and vegetation management plan has not been submitted. Staff recommend that a tree and vegetation management plan be submitted prior to the application going before the Advisory Planning Commission.

6. Sidewalks, curbs and gutters, grass boulevards, trees, and pedestrian-friendly streetscapes shall be encouraged as part of multi-family developments.

Staff Comment: The proposed development does not make improvements to the street. Staff recommend that the streetscape be revised to include boulevards, trees and alignment for a future sidewalk.

7. Building designs and site development for multi-family residential developments shall conform to the 'Development Permit Area M1' design guidelines.

Staff Comment: The proposed development is for single-family dwellings, therefore, the Development Permit Area M1 design guidelines do not apply. Staff recommend that a Section 219 Covenant outlining design guidelines be registered on title to ensure the development is build as proposed.

8. The Town shall develop more detailed design guidelines for ('Development Permit Area M1'). After development of design guidelines, the densities for Mixed Residential 1 and Mixed Residential 2 should be reviewed to ensure compatibility with the design guidelines.

Staff Comment: Additional detailed guidelines have not been developed at this time.

Advisory Planning Commission

Staff consider the proposal to be compatible with the neighbourhood and supported by the Official Community Plan. Council may choose to move forward on the basis of staff review. Staff recommend that the application be referred to the Advisory Planning Commission for comment on form and character of the proposed building for two reasons:

1. APC members may have suggestions that make the proposal even more complementary to the neighbourhood.
2. It has been the Town's practice to refer zoning amendments to the APC for comment.

SUMMARY

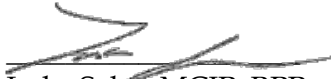
The proposed development for 634 Rye Road requires a rezoning from R14 to R19 to allow five single family dwellings. The R19 zone would permit a maximum of six dwelling units, as such, staff recommend a Section 219 Form and Character covenant be registered on title to ensure the development is built as proposed, specifically that a maximum of five dwelling units are built. The proposed development includes six parking spaces, which does not meet the parking requirements of two spaces per dwelling unit. Staff recommend that either four spaces be added, or the Town receive cash-in-lieu of the parking. While the proposed development does not diversify the housing stock and has a lower density than what is encouraged in the OCP, the proposal does increase the density from what is existing on the site and is generally aligned with OCP policies and objectives that encourage compact residential development in the 'Village Neighbourhood'. Staff recommend that first reading be given and the application be referred to the Advisory Planning Commission (APC) for comment.

ALTERNATIVES

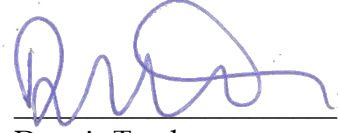
1. **THAT** Council requests the following changes to the proposed development at 634 Rye Road: *[insert changes]*
2. **THAT** Council denies the zoning amendment application for 634 Rye Road;
3. **THAT** Council provides alternative direction to staff.



Rebecca Augustyn
Planner
Report Writer



Luke Sales, MCIP, RPP
Director of Planning
Concurrence



Dennis Trudeau
Acting CAO
Concurrence

TOWN OF QUALICUM BEACH
BYLAW NO. 580.116

A BYLAW TO AMEND THE TOWN OF QUALICUM BEACH
LAND USE AND SUBDIVISION BYLAW NO. 580, 1999

WHEREAS the Council may, under Section 479 of the *Local Government Act*, divide the municipality into zones, regulate within a zone the use of land, buildings and structures, the density of use of land, buildings and structures, and the siting, size and dimensions of buildings and structures and may, under Section 482 of the *Local Government Act*, establish different density regulations for a zone depending on whether conditions relating to the provision of amenities or affordable or special needs housing are met, and may designate an area within a zone for particular types of housing, and

WHEREAS the owner of the land described in this Bylaw has consented to the designations set out in the Bylaw;

The Council of the Town of Qualicum Beach, in open meeting lawfully assembled, hereby enacts as follows: "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999" is hereby amended as follows:

1. "Schedule 6A – Zoning Map" is hereby amended by changing the zoning designation of Lot A (DD E67746), Block 10, District Lot 56, Newcastle District, Plan 2005 from Residential 14 Zone (R14) to Residential 19 Zone (R19) as shown outlined in heavy black line on Schedule 'A' which is attached to, and forms part of, this Bylaw.
2. This bylaw may be cited as "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (634 Rye Road) Bylaw No. 580.116, 2020."

INTRODUCED FOR FIRST READING this >>> day of >>>, 2020.

READ A SECOND TIME this >>> day of >>>, 2020.

Notice published pursuant to Section 182 of the *Local Government Act* on the >>> day of >>>, 2020 and the >>> day of >>>, 2020.

PUBLIC HEARING held this >>> day of >>>, 2020.

READ A THIRD TIME this >>> day of >>>, 2020.

ADOPTED this >>> day of >>>, 2020.

Brian Wiese, Mayor

Heather Svensen, Corporate Administrator

Schedule 'A' - BYLAW NO. 580.116





Town of Qualicum Beach
201 – 660 Primrose Street
Qualicum Beach, BC V9K 1S7

November 29, 2019

RE: 634 RYE ROAD - REZONING APPLICATION
Lot A, Block 10, Plan VIP2005, District Lot 56, Newcastle Land District, (DDE67746)



Dear Mayor and Council,

According to the current Official Community Plan, Schedule 2.1, the Land Use designation for this site is Village Neighbourhood which is characterized by pedestrian-friendly streets, a mix of housing types, parks, recreation facilities and natural areas within walking distance of the commercial core.

The current zoning is R14 Residential 14 which permits residential uses of one and two single family dwelling units, secondary suite and garden suite. The current FSR is 6%. We are proposing a new comprehensive development zone to allow for an increase in FSR to 26% and five single family dwelling units.

This particular neighbourhood has undergone densification in recent years. Some examples of this are nearby Qualicum Park Village at 255 First Avenue as well as the new homes on Mill Road between Hemlock Street and Cedar Street. We feel that the proposed redevelopment of 634 Rye Road is in keeping with the surrounding context of this evolving community.

The parcel at 634 Rye Road extends from Rye Road to Hemlock Street and is flanked on the north property boundary by a lane which is currently not activated. The lot, which has been owned by the Taylor family for a generation, is quite large and currently accommodates one modest single family dwelling unit.

The proposed vision for the project is a small, sustainable community-oriented cluster of homes modeled in the spirit of the Washington State based Cottage Company. The goal of the development is to create an inclusive, low impact, affordable and sustainable community which will welcome a variety of age groups. A healthy life begins with your home – we encourage our clients to wish for less and reduce their impact with good design and sensible, compact spaces.

Each home has a front porch which is oriented to a central greenspace envisioned as a “community living room” for the residents. It could contain urban agriculture as well as family-oriented social space. One of the goals of the proposal is to create a safe place which has a sense of both privacy and community, and where neighbours look out for one another.

There will be a small separate storage structure which can accommodate cars, kayaks, bicycles and garden tools. By keeping these functions detached from the homes there is a better opportunity to foster social interaction between residents. The roof of this structure will receive PV panels for charging electric cars. One parking stall per home will be provided as well as one visitor parking stall. There will be 4 additional temporary parking spaces for visitors lay-bys which will be located on Rye Road and Hemlock Street. There will be a lockable storage with each parking stall and one site storage area for garbage and recycling.

The five homes will be a combination of 2 and 3 bedroom on two floors ranging in size from 79m² to 94m² respectively and will be designed to meet BC Energy Step Code **Step 4**.



In terms of construction, the homes will be assembled from factory-made prefabricated components. There are a number of significant benefits to choosing this type of construction including, but not limited to the following:

- components are fabricated in a controlled environment using export-grade materials.
- waste is minimized due to material optimization
- walls are factory insulated to ensure airtightness
- construction period is reduced as factory work can proceed while foundations are being built
- walls arrive on site as panels and are assembled quickly
- construction period is estimated to be between 6 and 12 months

We are proposing a number of strategies which we consider to be "healthy" choices:

- foundations will be insulated concrete forms (ICF) which eliminates the need for formwork and will reduce chemicals leaching from the concrete into other materials
- there will be no combustion in the homes, which is better for people and the planet
- the houses will be so airtight and well-insulated that minimal heating will be required
- some heat will be provided by sunlight, appliances and occupants
- supplementary heating will be provided by high-efficiency electric heaters
- heat recovery ventilator (HRV) will be installed and will be able to recover 80% of the heat from ventilation

The strategy for storm water management is to divert roof rainwater to a bioswale which will form one of the main features in the central greenspace. The bioswale will be connected to a rock pit which will allow the water to slowly recharge the aquifer. Further detailed design by a Civil engineer will be undertaken at a later date.

Most of the mature conifers will have to be sacrificed. Many of the root systems are very close to, and in some cases, above the ground. There is an impact on the footprint of the proposed dwelling units as well as the proposed PV array. An appropriate replacement planting scheme will be developed as part of the development. Further detailed analysis by an Arborist will be undertaken at a later date.

If additional information or explanation is required, please do not hesitate to request.
Otherwise, we trust the above is sufficient for submission requirements.

Sincerely,

Heather Spinney, Architect AIBC
Principal, Praxis Architects Inc.

Parking

There are six on site spaces; 1 space for each dwelling and one additional space. The dwellings are close to the downtown core, and one space per dwelling is within the town bylaws (CITE BYLAW). Access is on the laneway. Two additional public spaces on both Rye and Hemlock road are proposed for visitor parking. It is expected that the spaces on Rye will also be used for access to the Canada Post mail boxes.

Sustainability plan

The development is consistent with the sustainability plan in the following ways:

- Compact design: The density is 30% which is close to recent submissions that have been considered compact designs.
- Low Impact Transportation
 - Electric vehicle charging infrastructure will be included in the parking area.
- Non carbon fuels.
 - Only non carbon fuels will be used in the buildings.
 - High efficiency electric heating equipment will be used.
 - Water will be heated with high efficiency electric tanks
 - Kitchen appliances and laundry will be electric
 - Solar panels are planned for the parking stalls to supply power to the EV chargers and landscape lighting.
- Bicycle storage is planned to encourage non motorized transport. The central walkway allows residents immediate access by foot or bicycle transport corridors.
- The buildings will meet step 4 of the building code. The building system will minimize electricity consumption.
- The dwellings are within 15 minutes of the uptown retail area.

If you have any questions, please contact me at your convenience.

Sincerely,



Robert Taylor

Demographics

The dwellings are meant to appeal to young families as well as less well-off retirees. The development will be a strata, and age restrictions will not be included in the Strata bylaws.

Pedestrian friendly

The central East west walkway allows for direct walking and biking access to Uptown from all the dwellings. Parking is minimized in order to allow for common areas and encourage alternative modes of transport.

Rainwater Management Plan

A rainwater management plan will be submitted as part of the rezoning application. This will be developed in conjunction with the tree and vegetation management plan and Praxis Architecture Inc. The objective is use low impact development techniques as outlined in the Green Building Policy (3008-4). For example, methods to store water for on-site use, infiltration technology in paved areas, and the use of bioswales will be implemented where feasible.

Tree and vegetation management Plan

A Tree and vegetation management plan will be developed as part of the rezoning application. Native vegetation and low water requirements will be emphasised in the plan. Landscaping will stress the human scale of the buildings and will use vegetation rather than walls or fences for privacy. There are several conifers over 40cm in diameter at 1.4 m, as noted on the 2017 survey. I anticipate that many, if not all these trees, will have to be removed in order to increase density and on-site parking.

Density and Efficiency

The property is 1654 m² and the proposed density is 30 units/ ha. Although lower than the 60 units/ha maximum for M1, we think 30 is compatible with the neighbourhood. Higher densities are possible, but common area would have to be converted to dwellings and parking, and the final design would not reflect the neighbourhood. We think that the design meets the requirements to be considered a 'compact design'.

Height

Roof lines and heights vary, but do not exceed 7.5m.

Setbacks

Setbacks are 3.0 m fronting Rye and Hemlock and 1.5 m on the interior and laneway. These setbacks are necessary to achieve higher density while providing private and common spaces and allow for adequate parking. These setbacks are consistent with recent development in the neighbourhood.

Parcel coverage

The parcel coverage is 25%. This is generally lower than recent developments in the area.

Site analysis and neighbourhood land use

The parcel was originally subdivided in the early 1900's into two lots which were combined into one large 1654m² lot in the mid 1970's. The current zoning is R14 and there is a one story single-family dwelling on site dating from the late 1940's with a density of 6 units per ha. The building has reached the end of its useful lifespan. Water, sewer and hydro are on site but will need to be upgraded for any development. There are no sidewalks and the laneway on the north side is undeveloped, although there is a culvert in place. The lot slopes gently from Hemlock to Rye rd, with a 2.5m elevation difference.

The property is designated as Mixed Residential 1 (M1) in the Village neighbourhood of the Official Community Plan (OCP). M1 is characterized by pedestrian friendly streets, a mix of housing types, densities of up to 60 units per ha and multifamily dwellings. Due to its size and the laneway it is well suited to being developed in line with the OCP requirements for M1. There are no waterways or sensitive soils nearby. It is anticipated that OCP amendments will not be required to develop the site. The site is under-utilized and is well suited to be developed according to the OCP criteria for the M1 land use area.

The neighbourhood (one blocks east, west, and north) is all in the M1 land use area. The area is zoned mainly as R14, with some SLR1 and R2 properties nearby. Most dwellings are single family, 1-1.5 story buildings developed between the 1940's-2019. In general, the architectural style is craftsman; typical of the Qualicum Beach aesthetic. Qualicum Beach Community Park, containing a multi use pathway, ball fields, and aquatic centre is one block south. Bike trails and greenways are nearby. Most development in the area is in fill and usually results in increased density. The Uptown area is within a 10 minute walk (500 meters).

Design rationale

This application is to rezone the parcel at 634 Rye to accommodate building single family dwellings in strata. The intent is to diversify the town's housing stock by supplying attainable housing for a wide demographic in alignment with the 2019 OCP, sustainability plan, and strategic plan. Please see the Praxis letter for more details.

The application is for a comprehensive development, but I understand that it could also be used as a template for a new multifamily zone or adjusted to fit an existing zone.

OCP

Village character

Building Heights, massing, design features, and landscaping will fit into the neighbourhood. The dwellings will be separate units in the strata, mimicking the existing single-family dwellings in the area. Colours and materials will be chosen to fit into the neighbourhood character. The design is clustered and will not separate itself from the surrounding community. The dwellings facing Rye and Hemlock will maintain a visually pleasing streetscape, achieved by incorporating street facing patios, viewsapes along the central walkway, and vegetation-based screening rather than walls or fences. Parking can be accessed from Rye and hemlock and is decentralized. There will be varied roof lines and heights.

December 20, 2019

Town of Qualicum Beach
#201-660 Primrose Street, Box 130
Qualicum Beach, B.C.
V9K 1S7

Dear Mayor and Council,

Re: Zoning Amendment Application -Lot A, block 10 Plan 2005 / 634 Rye road, Qualicum Beach

Attached is the application and supporting documents a proposed rezoning of 634 Rye Road

Attachments

Enclosed with this submission are:

- Letter from Praxis Architecture Inc.
 - Site analysis and neighbourhood land use characteristics
 - Design rationale
 - Cheque for application fee
 - Application form 3A
 - Title search and associated covenants(if any)
 - Topographic survey with existing buildings
 - Site plan
 - Site cross sections
 - Building cross sections and elevations
 - Floor plans;
 - Two bedroom
 - Three bedroom
 - Perspective renderings from Rye and Hemlock
- ↳ - USB STICK W FILES.

This submission discusses, but does not contain, a finished Vehicular circulation plan, Rainwater management plan, or details of building colours and materials. I understand these are necessary to complete the rezoning process. These will be submitted in the new year as part of the rezoning application.



VIEW FROM HEMLOCK STREET



VIEW FROM RYE ROAD

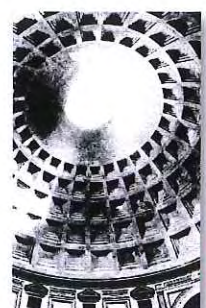


ZONING MAP



VIEW FROM GOOGLE EARTH

- AFFORDABLE
- INCLUSIVE
- LOW IMPACT
- SUSTAINABLE



PRAXIS
architects inc.

634 RYE ROAD
QUALICUM BEACH BC
PROJECT NO.18-024

RYE ROAD AFFORDABLE INFILL

TITLE PAGE
2019 12 20

A0



② HEMLOCK STREET - STREET VIEW



③ NE VIEW OF COMMONS



④ NE VIEW OF HOUSES FROM PARKING



⑤ NW VIEW FROM LANE



⑥ RYE ROAD - STREET VIEW

PROJECT INFORMATION

LEGAL DESCRIPTION LOT A, BLOCK 10, PLAN VIP2005, DISTRICT LOT 56, NEWCASTLE LAND DISTRICT (ODE67746)

CIVIC ADDRESS 634 RYE ROAD

EXISTING ZONING R14 (RESIDENTIAL 14)

REZONE TO NEW COMPREHENSIVE ZONE

SITE AREA 0.16 Ha / 0.41 Ac / 1,654 m² / 17,803.5 R²

NO. UNITS 5 SMALL SINGLE FAMILY DWELLINGS

PARKING PROVIDED 6

FLOOR AREA RATIO 0.26 : 1 +/-

PARCEL COVERAGE 25% +/- (PERMITTED = 35%)

SETBACKS
 FRONT (RYE) 3.0m (9.8')
 REAR (HEMLOCK) 3.0m (9.8')
 INTERIOR (LANE) 1.5m (4.9')
 INTERIOR (SOUTH) 1.5m (4.9')

BLDG.	TYP.	AREA	AV. GR.	T.O. RIDGE	INT. HEAT. SP.
1	3 BDR, 2 BATH	94.30 m ²	50.35 m	7.305 m	5.520 m
2	3 BDR, 2 BATH	94.30 m ²	50.64 m	7.200 m	5.415 m
3	2 BDR, 1 BATH	79.05 m ²	50.93 m	6.285 m	5.260 m
4	2 BDR, 1 BATH	79.05 m ²	51.79 m	6.270 m	5.245 m
5	3 BDR, 2 BATH	94.30 m ²	52.31 m	7.249 m	5.464 m

MATERIALS LIST

01 FIBRE CEMENT PANEL	VERTICAL BOARD AND BATTEN	*)
02 FIBRE CEMENT PLANK	HORIZONTAL	
03 IKO ROOFING SHINGLES	CAMBRIDGE - DRIFTWOOD	

* COLOURS TO BE SELECTED



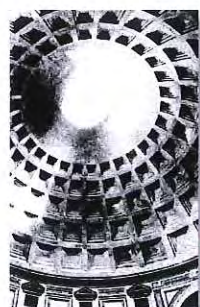
① SITE PLAN
1:100

RYE ROAD AFFORDABLE INFILL

634 RYE ROAD
 QUALICUM BEACH BC
 PROJECT NO.18-024

SITE PLAN

2019 12 20



PRAXIS
 architects inc.



A1



① SITE SECTION EAST - WEST 1
1 : 100



② SITE SECTION EAST - WEST 2
1 : 100



③ SITE SECTION NORTH - SOUTH
1 : 100



PRAXIS
architects inc.

RYE ROAD AFFORDABLE INFILL

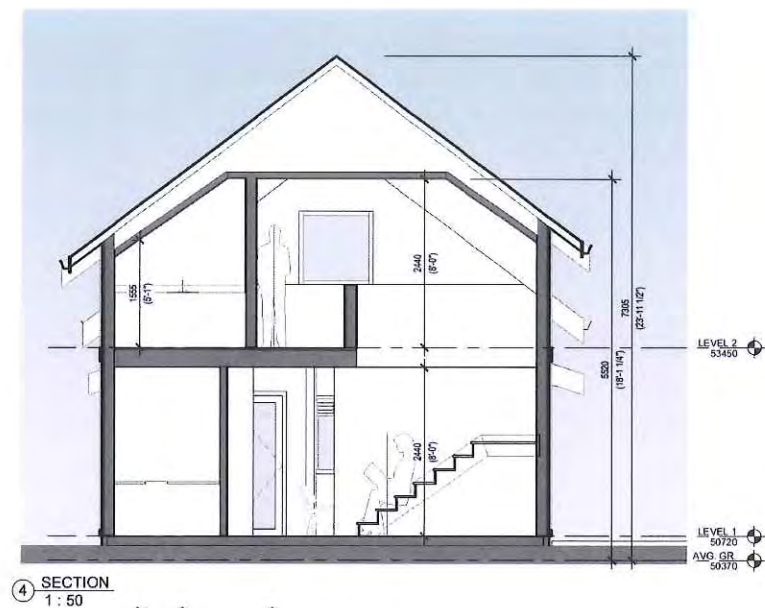
634 RYE ROAD
QUALICUM BEACH BC
PROJECT NO.18-024

SITE SECTIONS

2019 12 20



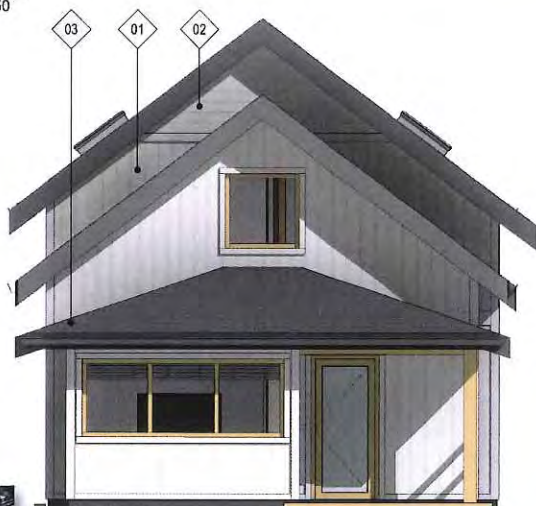
A2



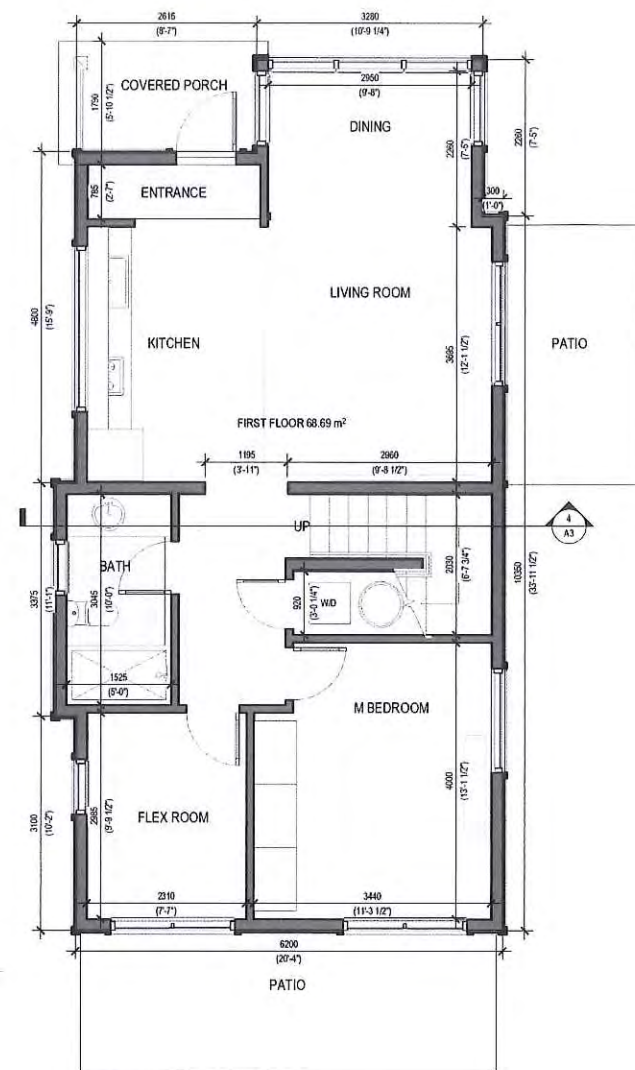
4 SECTION
1:50



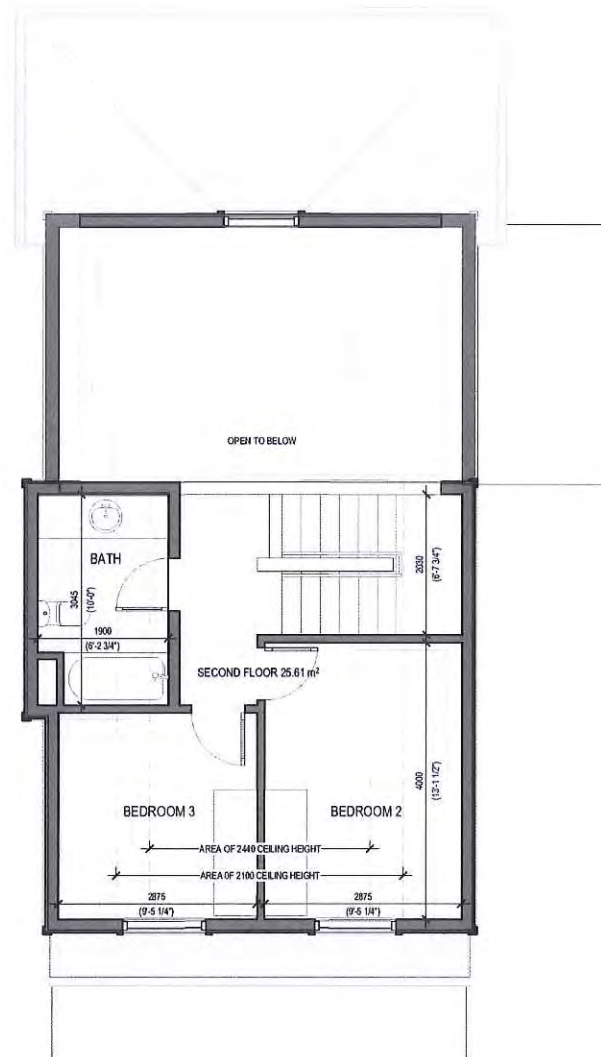
5 WEST
1:50



6 EAST
1:50



1 LEVEL 1
1:50



2 LEVEL 2
1:50



3 ROOF 1
1:50



7 SOUTH
1:50



8 NORTH
1:50



P R A X I S
architects inc.

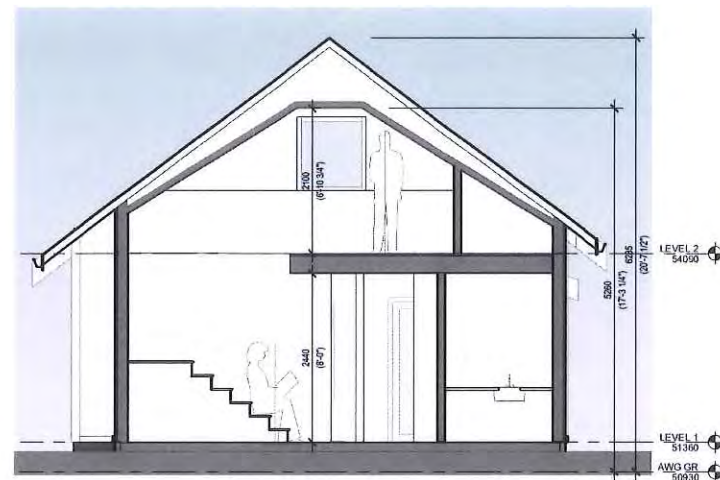
RYE ROAD AFFORDABLE INFILL
634 RYE ROAD
QUALICUM BEACH BC
PROJECT NO.18-024

TYPICAL PLANS (1 - 2 - 5) - SECTION - ELEVATIONS

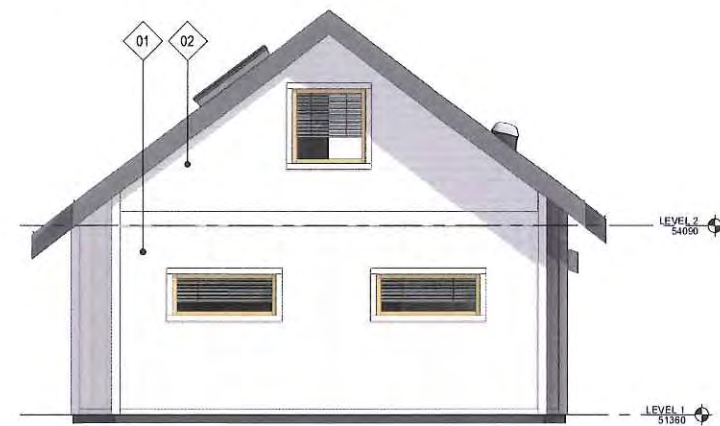
2019 12 20



A3



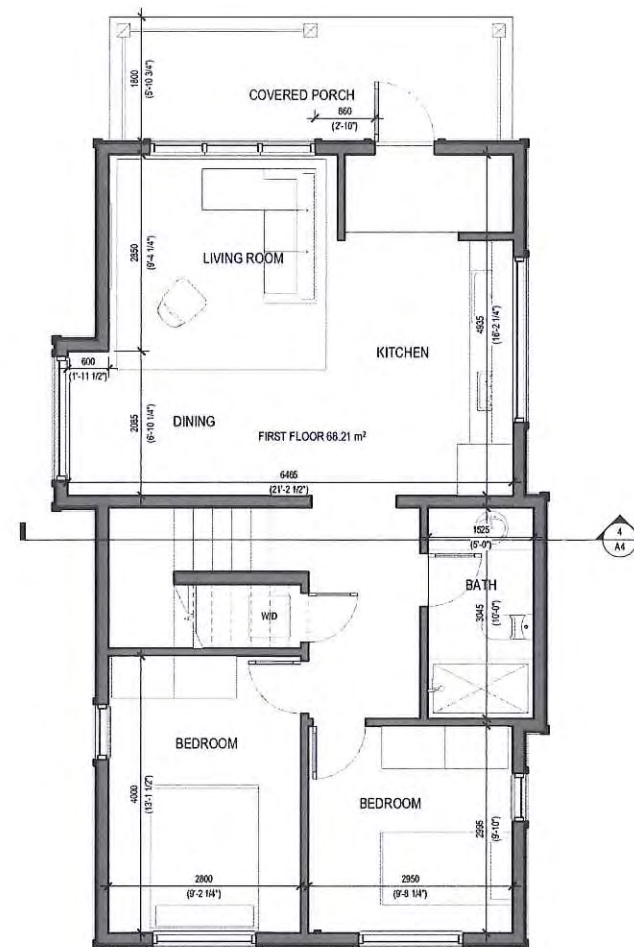
4 SECTION
1 : 50



5 SOUTH
1 : 50



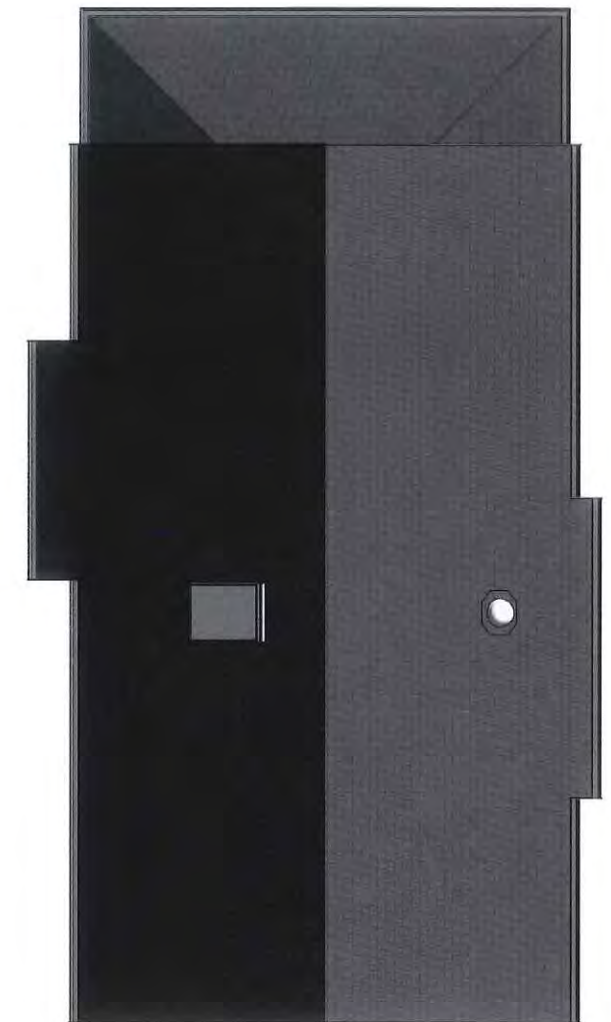
6 NORTH
1 : 50



1 LEVEL 1
1 : 50



2 LEVEL 2
1 : 50



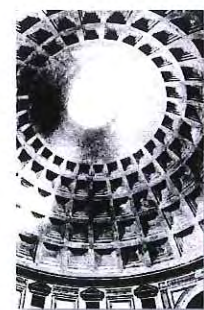
3 ROOF
1 : 50



7 EAST
1 : 50



8 WEST
1 : 50



PRAXIS
architects inc.

RYE ROAD AFFORDABLE INFILL
634 RYE ROAD
QUALICUM BEACH BC
PROJECT NO.18-024

TYPICAL PLANS (3 - 4) - SECTION - ELEVATIONS

2019.09.06



A4

TOPOGRAPHIC SITE PLAN OF LOT A (DD E67746), BLOCK 10, DL 56, NEWCASTLE DISTRICT, PLAN 2005.

CIVIC ADDRESS:

634 RYE ROAD
QUALICUM BEACH, BC
PID: 006-631-231

SCALE 1:192 (1/16" = 1')

0 10' 20' 30'

THE INTENDED PLOT SIZE IS 17" X 22" (C SIZE)
DIMENSIONS ARE SHOWN IN METRES
AND ARE DERIVED FROM PLAN 2005.

LEGEND

- DENOTES IRON POST FOUND
- +0.0 DENOTES SPOT ELEVATION
- 0.0 DENOTES STEEL CULVERT AT INVERT ELEVATION
- WM DENOTES WATER METER
- MH DENOTES SANITARY MANHOLE
- HP DENOTES HYDRO POLE
- DENOTES ROOF OVERHANG

NOTES

ELEVATIONS ARE METRIC AND ASSUMED.
CONTOUR INTERVAL IS 0.5M
JURISDICTION: TOWN OF QUALICUM BEACH
ZONING (2018): BYLAW 580, R-14

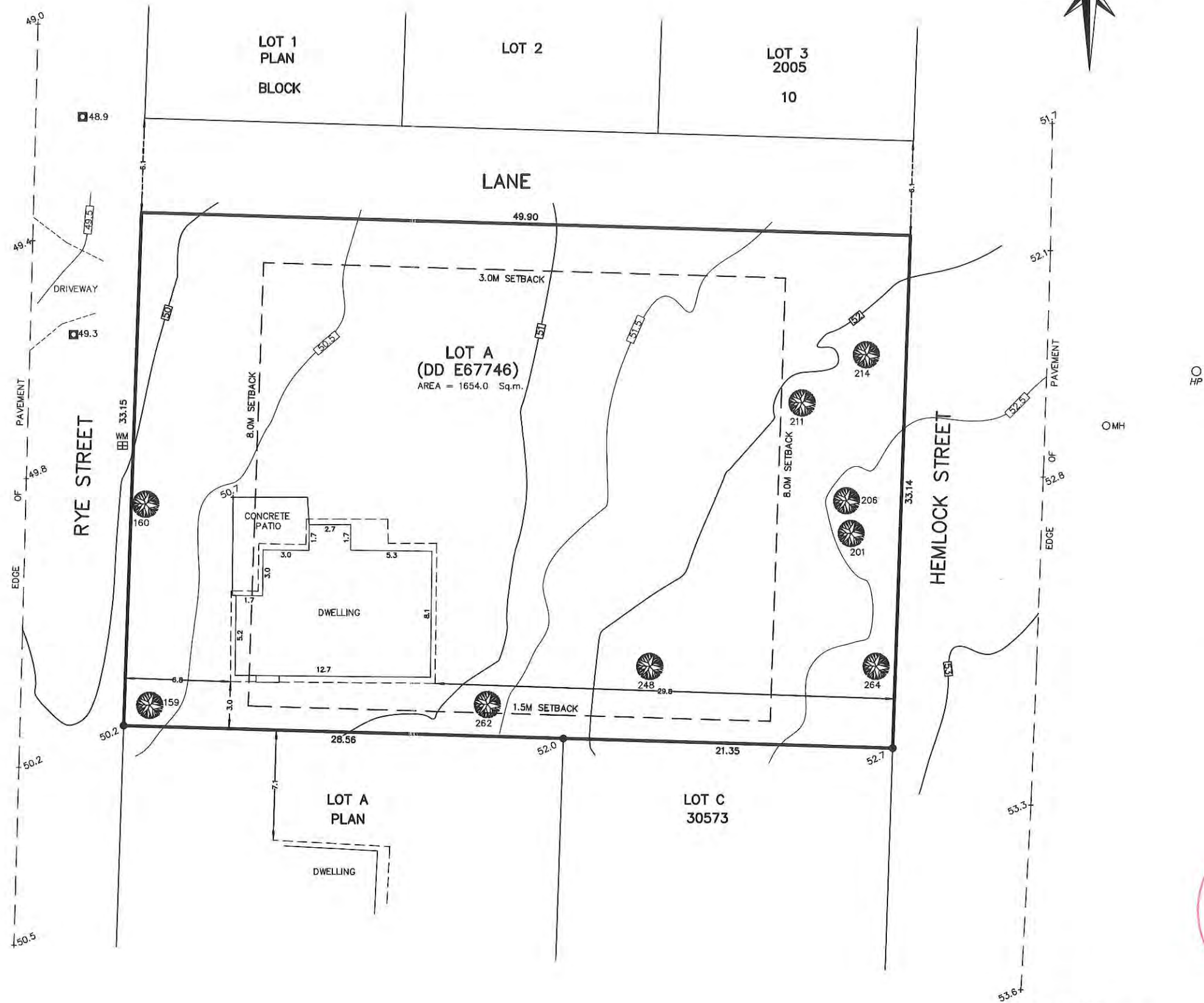
LOTS A (DD E67746) IS SUBJECT TO
THE FOLLOWING NON FINANCIAL
CHARGES AND INTERESTS:
M76300.

THIS PLAN WAS PREPARED FOR
ARCHITECTURAL AND SITE SERVICING
PURPOSES AND IS FOR THE EXCLUSIVE USE
OF OUR CLIENT. PACIFIC RIM LAND
SURVEYING LTD. ACCEPTS NO
RESPONSIBILITY OR LIABILITY FOR ANY
DAMAGES THAT MAY BE SUFFERED BY A
THIRD PARTY AS A RESULT OF
REPRODUCTION, TRANSMISSION OR
ALTERATION TO THIS DOCUMENT WITHOUT
CONSENT FROM PACIFIC RIM LAND
SURVEYING LTD.

TREE TABLE		
POINT #	SPECIES	DIAMETER(M)
159	CHESTNUT	6 STEMS
160	FIR	0.7
201	FIR	0.6
206	FIR	0.6
211	FIR	0.4
214	FIR	0.7
248	FIR	0.8
262	FIR	0.5
264	FIR	0.5
TREE DIAMETER AND SPECIES TO BE CONFIRMED BY ARBORIST		

○ HP

MAIL



HP

OMH



PACIFIC RIM
LAND SURVEYING LTD.
PHONE: 250-248-7268
EMAIL: JAMES@PACIFICRIMSURVEYING.COM
FILE: 1030T1.DWG
DATE: 2018-07-11

Town of Qualicum Beach
M E M O R A N D U M

TO: Luke Sales, Director of Planning **FOR:** Council Meeting, February 5, 2020

FROM: Rebecca Augustyn, Planner

SUBJECT: Railway Street and Village Way Affordable Housing Zoning Amendment

RECOMMENDATION:

1. THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (Part of Village Way and Railway Street) Bylaw No. 580.117, 2020" be given second reading as amended;
2. THAT Council schedule a Public Information Meeting on February 19, 2020 at 7:00 pm at the Qualicum Beach Civic Centre, 747 Jones Street, Qualicum Beach in regard to "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (Part of Village Way and Railway Street) Bylaw No. 580.117, 2020";
3. THAT Council hold a Public Hearing on February 26, 2020 at 3:30 pm at the Qualicum Beach Town Hall, 660 Primrose Street, Qualicum Beach in regard to "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (Part of Village Way and Railway Street) Bylaw No. 580.117, 2020".

PURPOSE

To consider a zoning amendment to permit a medium-density attainable housing development on the Town-owned lands located at Railway Street and Village Way.

BACKGROUND

In March 2019, the Town received approximately 725m² of land located at the intersection of Village Way West and Railway Street from the Province of BC. This land was consolidated with the existing Railway Street and Village Way right of way. Due to the property being a right of way, the zoning from adjacent properties applies half way into the right of way. As a result, the property has multiple zones attached to it, which include institutional and residential. The total area of the parcel is approximately 7,600m²; however, the area considered for development is approximately 5,900m². The Town is currently in a Request for Proposals (RFP) process to identify a partner for the attainable housing project.

On November 20, 2019, the following Notice of Motion was received by Council:

WHEREAS the Strategic Plan timeline aims to "plan and construct an affordable housing project" BE IT RESOLVED THAT the Town owned land at Railway Street and Village Way West commence first reading on a site specific Comprehensive Development Zone for an affordable rental housing development.

Zoning Amendment: Railway Street & Village Way Housing Zoning Amendment
February 5, 2020 Council Report

On December 16, 2019, Council passed the following motion:

THAT Council directs staff to prepare a site-specific amendment to the zoning bylaw that would allow a medium-density attainable housing development on the Town-owned land at Railway Street and Village Way West, for consideration at the January 15, 2020 Regular Council meeting.

On January 15, 2019, Council passed the following motions:

- THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (Part of Village Way and Railway Street) Bylaw No. 580.117, 2020" be introduced and given first reading, as amended by designating the Community Garden and green space area as institutional.
- THAT Council instructs staff to use the word "affordable" in place of "attainable" in all future documentation relating to this housing project.

Staff have commissioned a survey to reflect the two distinct areas; the community garden and adjacent greenspace (Area A), and the land for the Railway Street and Village Way affordable housing project (Area B). Area A is 0.18ha (1,800m²) while Area B is 0.59ha (5,900m²). Through this zoning amendment process, Area A will be designated institutional and Area B will be designated multi-residential.

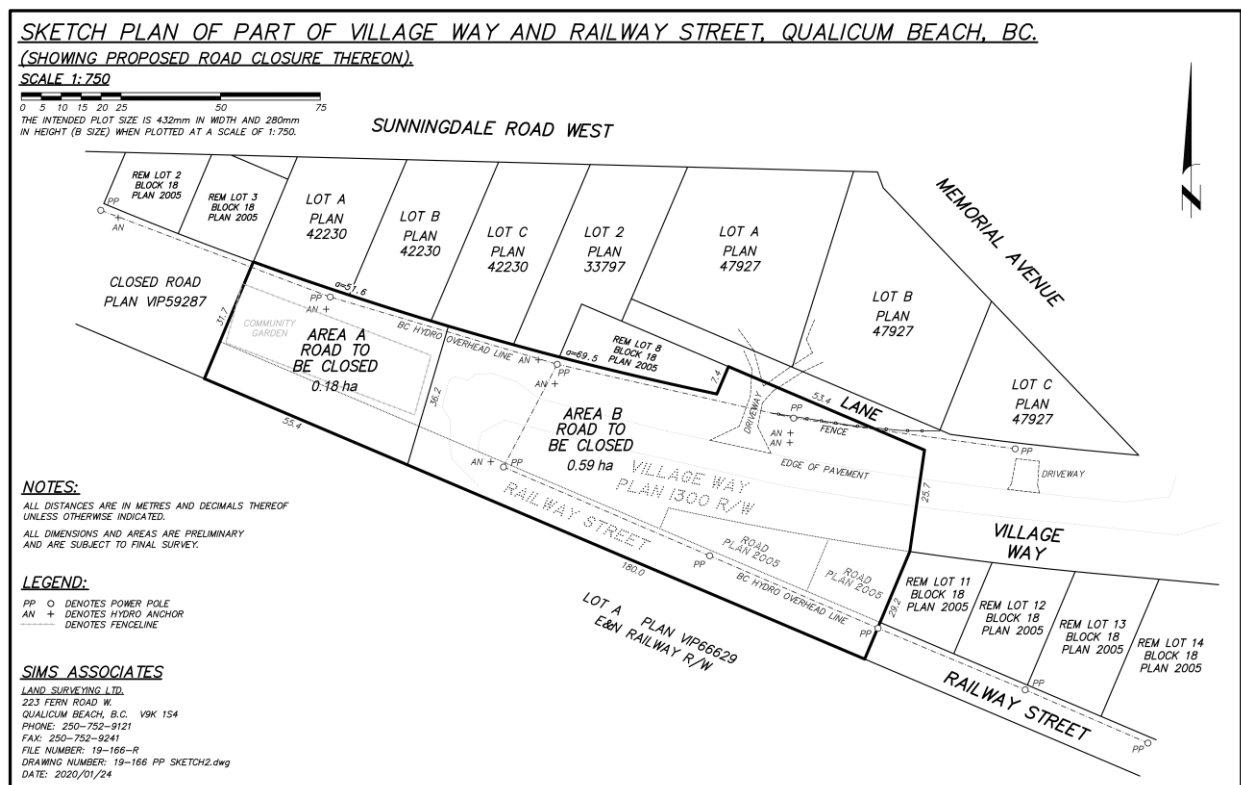


Figure 1: Subject Property

DISCUSSION

Following is an overview of land use regulations and design guidelines relevant to the subject property.

LAND USE

Zoning: The lands are proposed to be rezoned to Residential 20 (R20). The R20 zone is a new residential zone that was created for the proposed development at 103 Railway Street.

Density: The parcel area is 5,900m², which would permit 47 dwelling units (excluding density bonuses) under the R20 zone. Staff anticipate that the multi-residential development would be eligible for the maximum density bonus of 50%, which would comprise of the affordable housing density bonus and the energy efficiency density bonus. Through density bonuses, the maximum number of dwelling units would increase from 47 dwelling units to 71 dwelling units, which is more than what is currently anticipated for the site.

The subject property is designated Mixed Residential 1 in the Official Community Plan, which outlines a maximum density of up to 60 units per hectare. For a parcel that has an area of 5,900m², the maximum number of dwelling units would 35 units. The maximum number of dwelling units permitted under the R20 zone is significantly higher than the 35 units; however, the property is town-owned, which means Council will have final say as to how many units are built.

Height: The maximum building height in the R20 zone is 12.75m, which would permit a three storey building. The maximum height is higher than the adjacent residential zone.

Setbacks: The setbacks for R20 are as follows: the minimum front lot line setback is 2.7m, the minimum interior lot line setback is 3.0m, the minimum exterior lot line is 3.5m, the minimum rear lot line setback is approximately 2.0m.

Parcel Coverage: The proposed parcel coverage is 61%, which is higher than most other residential zones.

Parking: The number of off-street parking spaces required is one space per dwelling unit. The parking requirements could be varied through the Development Permit process.

2018 Official Community Plan (OCP):

The property is located within the “Village Neighbourhood” land use designation in the 2018 Official Community Plan (OCP), the area where development, redevelopment and densification are encouraged. The property is designated as Mixed Residential in the OCP and falls within Development Permit Area M1 – Village Neighbourhood. Typically, staff would include a detailed review of the project using the OCP policies; however, in this case, the zoning amendment is being prepared prior to any plans being proposed for this property. Since the land is Town-owned, the Town retains complete control over any development. In addition, by rezoning the property to multi-residential early in the process, the risk is reduced for any future partner. Since the property falls within the Development Permit Area M1 – Village Neighbourhood, any plans for a multi-residential development would require a Development

Permit approved by Council. As such, any plans for development will go back before Council prior to being built.

Public Engagement

Since the property is Town-owned, and given the proposal is for multi-residential, staff recommend that a Public Information Meeting be scheduled. Having a Public Information Meeting provides the public with an additional opportunity to provide feedback and gives the Town a more informal setting to engage with the public. Staff recommend that the Public Information Meeting be scheduled for February 19, 2020. Staff recommend that the Public Hearing be scheduled for the February 26, 2020 Council meeting.

SUMMARY

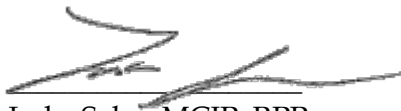
At the January 15, 2020 Council meeting, Council gave first reading to the bylaw and directed staff to revise the survey to separate the community garden and adjacent lands from the multi-residential area of the Railway Street and Village Way property. A revised survey has been provided. Bylaw 580.117 will rezone Area A to institutional and Area B to multi-residential. Staff recommend that as part of the zoning amendment process, a Public Information Meeting be held in addition to the Public Hearing. Staff recommend that the Public Information Meeting be held on February 19, 2020 at 7:00pm and the Public Hearing be held on February 26, 2020 at 3:30pm. Council has the ability to change the proposed dates of the meetings.

ALTERNATIVES

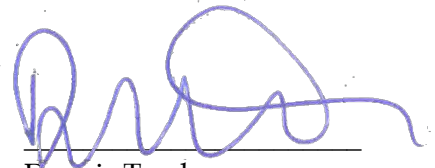
1. THAT Council refuses the zoning amendment for Part of Village Way and Railway Street;
or,
2. THAT Council provide alternative direction to staff.



Rebecca Augustyn
Planner
Report Writer



Luke Sales, MCIP, RPP
Director of Planning
Report Writer



Dennis Trudeau
Acting CAO
Concurrence

TOWN OF QUALICUM BEACH
BYLAW NO. 580.117
A BYLAW TO AMEND THE TOWN OF QUALICUM BEACH
LAND USE AND SUBDIVISION BYLAW NO. 580, 1999

WHEREAS the Council may, under Section 479 of the *Local Government Act*, divide the municipality into zones, regulate within a zone the use of land, buildings and structures, the density of use of land, buildings and structures, and the siting, size and dimensions of buildings and structures and may, under Section 482 of the *Local Government Act*, establish different density regulations for a zone depending on whether conditions relating to the provision of amenities or affordable or special needs housing are met, and may designate an area within a zone for particular types of housing, and WHEREAS the owner of the land described in this Bylaw has consented to the designations set out in the Bylaw;

The Council of the Town of Qualicum Beach, in open meeting lawfully assembled, hereby enacts as follows: "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999" is hereby amended as follows:

1. "Part 6 – Land Use Regulations" is hereby amended by adding 'Section 6.4.80.9 Residential 20 (R20) as shown on Schedule 'A' which is attached to, and forms part of, this bylaw.
2. "Schedule 6A – Zoning Map" is hereby amended by changing the zoning designation of "Part of Village Way and Railway Street" to Institutional 2 (P2) as shown outlined in a heavy black line and identified as "Area A Road to be Closed" on Schedule 'B' which is attached to, and forms part of, this Bylaw.
3. "Schedule 6A – Zoning Map" is hereby amended by changing the zoning designation of "Part of Village Way and Railway Street" to Residential Zone 20 (R20) as shown outlined in a heavy black line and identified as "Area B Road to be Closed" on Schedule 'B' which is attached to, and forms part of, this Bylaw.
4. This bylaw may be cited as "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (Part of Village Way and Railway Street) Bylaw No. 580.117, 2020."

INTRODUCED FOR FIRST READING this 15th day of January, 2020.

READ A SECOND TIME this day of, 2020.

Notice published pursuant to Section 466 of the *Local Government Act* on the day of, 2020 and the day of, 2020.

PUBLIC HEARING held on the day of, 2020.

READ A THIRD TIME this day of, 2020.

ADOPTED this day of, 2020.

Mayor

Corporate Administrator

Schedule 'A' – Bylaw No. 580.117

Section 6.4.80.10
(580.110)

RESIDENTIAL 20

R20

Permitted Uses and Minimum Site Area

Permitted Use	Required Site Area
a) Home Occupation Use	n/a
b) Residential Use - per dwelling unit	124 m ²

i. Density Bonus for Amenity

For density bonuses, please refer to Section 6.3(19) "Density Bonuses".

Maximum Number and Size of Buildings and Structures

Accessory buildings	- combined floor area of 10 m ² per dwelling unit
Height	12.75 m
Parcel Coverage	61%
Floor Area Ratio	2.3

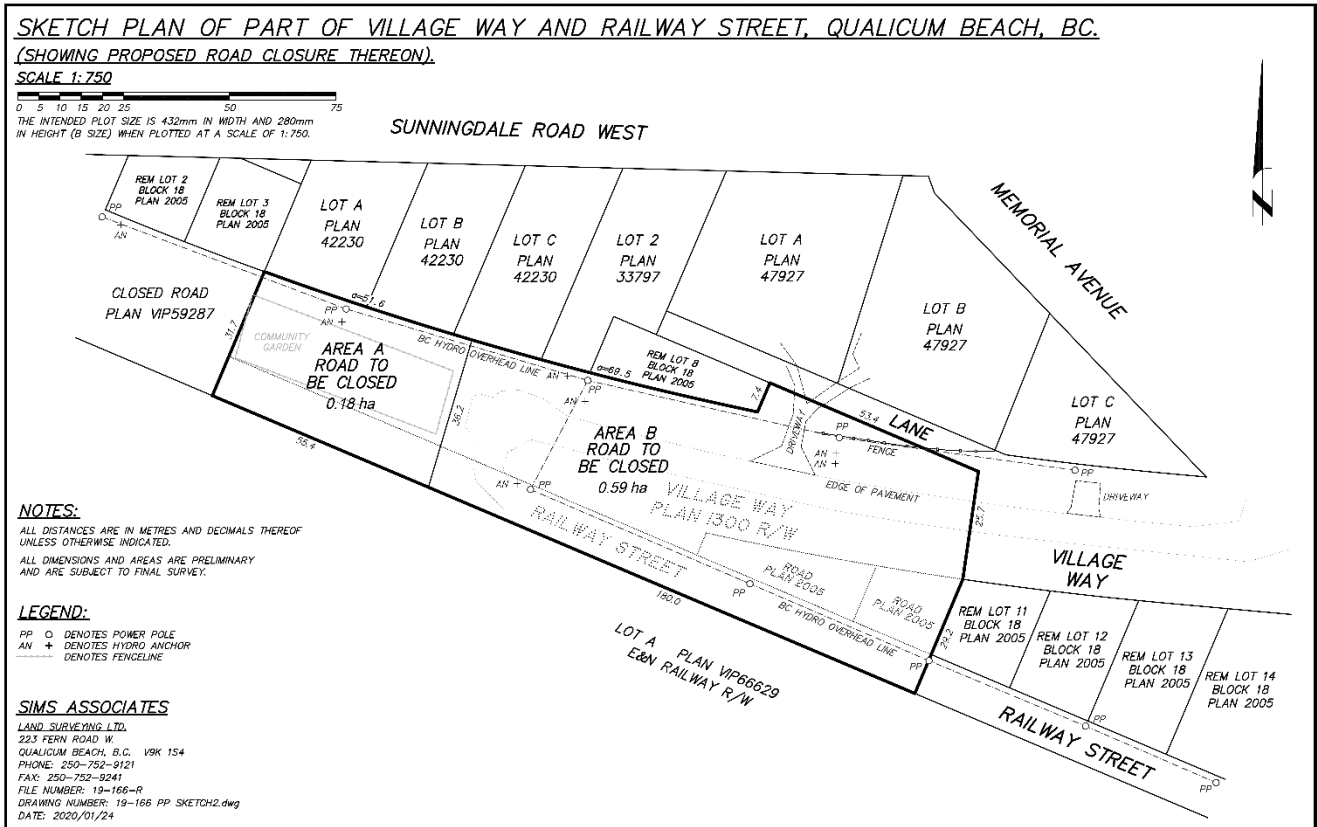
Minimum Setback Requirements

Front lot line	2.7 m
Rear lot line	2.0 m
Exterior side lot line	3.5 m
Interior side lot line	3.0 m

Except:

- a) where any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 3 of this Part shall apply.

Schedule 'B' - Bylaw No. 580.117



Town of Qualicum Beach
M E M O R A N D U M

TO: Dennis Trudeau, Acting CAO

FOR: Regular Council February 5, 2020

FROM: John Marsh, Director of Finance

SUBJECT: Town of Qualicum Beach Financial Plan (2020 – 2024) Bylaw No. 738, 2019

RECOMMENDATION:

1. THAT the bylaw entitled “Town of Qualicum Beach Financial Plan (2020-2024) Bylaw No. 738, 2019” be given second reading.
2. THAT the bylaw entitled “Town of Qualicum Beach Financial Plan (2020-2024) Bylaw No. 738, 2019” be referred to the Committee of the Whole meeting on February 13, 2020 at 10AM.

PURPOSE

The purpose of this report is to provide Council with the proposed 2020 – 2024 Financial Plan including information outlining changes from 2019. A ten-year proposed capital expenditure plan is also included. A suggested process and timing to complete the Financial Plan review is also outlined.

BACKGROUND

In accordance with the *Community Charter*, the Town must adopt, by bylaw, a five-year financial plan before May 15, 2020. Prior to adoption, Council is required to consult with the public regarding the proposed financial plan. The preparation of the Town’s 2020 – 2024 Financial Plan (FP) could be scheduled to be reviewed and adopted in accordance with the following draft schedule. First reading (introduction) was given on October 7, 2019.

- | | |
|---|--|
| • 3:30 p.m., Wednesday, February 5, 2019 | Second Reading |
| • 10:00 a.m., Thursday, February 13, 2019 | FP Review and Public Input Opportunity |
| • 3:30 p.m., Wednesday, March 11, 2019 | Third Reading |
| • 3:30 p.m., Wednesday, April 1, 2019 | Adoption |

An annual Tax Rate Bylaw is also part of the Financial Plan process. To complete the Tax Rate Bylaw, the Town requires 2020 tax requisition information from the Regional District, Hospital District and Library. This other information will not be available until the spring of 2020. Also, tax rate information from the provincial government for school taxes is normally received in April.

COMMENTS

The Town’s 2020 – 2024 Financial Plan Bylaw Number 738 is based on the 1st reading document plus new information that has become available in the 4th quarter of 2019. Adjustments have also been made to account for Council initiatives and resolutions including linkages to the Strategic Plan.

The total proposed Financial Plan for 2020 includes \$12,952,000 in operating costs plus \$10,976,000 for capital (\$10,427,000) and debt (\$549,000) for total expenditures of \$23,928,000. These expenditures are funded from \$23,928,000 in revenue and transfers: \$10,591,000 in taxes, \$2,750,000

in fees and charges, \$1,406,000 other revenue, \$3,867,000 government grants, \$875,000 borrowing (fire truck), \$3,517,000 sales of assets (carried over from 2019), and \$922,000 transfer from reserves. The operating costs represent the costs to maintain services and operate the Town. They are broken down as follows: \$2,211,000 general government, \$2,909,000 protective (Fire and RCMP), \$2,613,000 public works (roads and drainage), \$2,180,000 environmental (water, sewer, solid waste), \$1,208,000 community development, and \$1,831,000 parks, for a total of \$12,952,000.

Highlights of the \$10,427,000 for capital expenditures are listed below. Please note that many of these projects are carried over from 2019 or are new 2020 projects conditionally approved by Council but subject to government grant.

2019 Council Approved Projects Carried Forward to 2020:

- \$3,800,000 Memorial Avenue Completion and Roundabout
- \$545,000 Airport Terminal Renovations and Long Term Parking (grant approved)
- \$674,783 QB Elementary School Connector Trail (grant approved)
- \$185,000 Rodway Trail Improvements
- \$175,000 Hemsworth Water Pump Station

New projects for 2020 Approved by Council and Subject to Government Grant:

- \$450,000 Airport Fuel System
- \$175,000 Airport Backup Generator
- \$1,066,800 Airport Lighting
- \$300,000 Airport Sewer Servicing

New Proposed Projects for 2020:

- \$875,000 Fire Department Rescue Pumper Truck (Funding from a 5 year MFA Lease)
- \$410,800 Public Works and Parks Equipment
- \$265,000 Storm Drainage Projects
- \$580,000 Water Projects (Generator, Berwick 5 Wellhead, AC Replacement)
- \$478,000 Building Improvements (St. Andrews, PW Yard, FD Training, Other)

STRATEGIC PLAN LINKAGE

The 2020 to 2024 is prepared in accordance with Council's Strategic Plan. The linkages between the Financial Plan and the Strategic Plan are shown below.

Strategic Initiative #1: Improved Governance Practices

Capital improvements to the Council Chambers to improve streaming Council and other meetings is budgeted. Protocol arrangement with first nations continue to be pursued.

Strategic Initiative #2: Engage land for strategic local and regional initiatives

Capital improvements are budgeted for St. Andrews property, East Village, Bus Garage and Airport.

Strategic Initiative #5: Mobility and Alternative Transportation

Capital improvements have been budgeted for Rodway Trail, School Connector Trail, Airport Improvements and completion of Memorial Avenue.

Strategic Initiative #6: Efficient Provision of Services

The Town's strategic initiative for efficient provision of services identified developing policies and procedures to improve the efficiency of municipal operations, as well as to improve transparency and to provide Council with better policy tools to guide operational practices at a high level. Council specifically identified four areas to review. Staff action on these are listed after each item.

1. Develop a ten-year capital plan
 - o A ten-year capital plan is attached.
2. Complete an Asset Management Strategy
 - o An Asset Management Strategy is being prepared for Council for review and consideration.
3. Implementation of the Asset Management Strategy
 - o The Asset Management Strategy outlines steps and processes to implement the Strategy. This is a long term process.
4. Document and confirm Existing Levels of Service
 - o The Asset Management Strategy identifies a process for completing Level of Service documents.

Throughout the budget process, the planned Asset Management initiatives outlined above have been considered. In some departments this necessitated re-distributing funding to assist with asset management priorities.

Strategic Initiative #7: Strategic Support and Partnerships

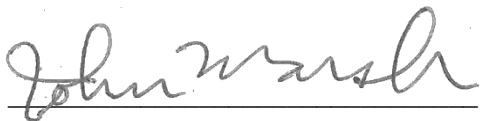
Funds have been budgeted to support the Perfect Storm Group in performing a feasibility study. Partnership funding has also been identified for a number of community groups and organizations including the Golf Club, Curling Club, Museum and Chamber of Commerce.

Documents Attached

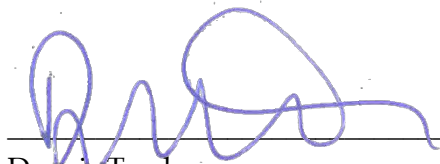
Attached is a 2020 Budget Support Package. This package includes Revenue and Expenditure Information for 2020 compared to 2019. Also included in the support package is a Summarized Financial Plan Report – 2019 to 2024 and a Capital Projects report for 2020 to 2029.

ALTERNATIVES

1. Provide alternate direction to staff



John K. Marsh, CPA, CMA
Director of Finance
Report Writer



Dermis Trudeau
Acting CAO
Concurrence

TOWN OF QUALICUM BEACH
BYLAW NO. 738

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

1. Schedule "A" attached hereto, and forming part of this Bylaw, is hereby adopted and is the Financial Plan of the Town of Qualicum Beach for the five-year period from January 1, 2020 to December 31, 2024.
2. Schedule "B" attached hereto, and forming part of this Bylaw, is hereby adopted and is the Statement of Objectives and Policies of the Town of Qualicum Beach for the five-year period from January 1, 2020 to December 31, 2024.
3. This Bylaw may be cited for all purposes as "Town of Qualicum Beach Financial Plan 2020 - 2024 Bylaw No. 738, 2019".

READ A FIRST TIME on the 7th day of October, 2019.

PUBLIC INFORMATION MEETING held the ____ day of _____, 2020.

READ A SECOND TIME on the ____ day of _____, 2020.

READ A THIRD TIME on the ____ day of _____, 2020.

ADOPTED on the ____ day of _____, 2020.

Brian Wiese, Mayor

Heather Svensen, Corporate Administrator

SCHEDULE "A"
QUALICUM BEACH FINANCIAL PLAN BYLAW NO. 738, 2019
FOR THE FIVE YEAR PERIOD 2020 TO 2024

Revenues	2020	2021	2022	2023	2024
Property Value Taxes					
Municipal Taxation	9,280,000	9,697,000	10,133,000	10,589,000	11,066,000
Grants in Lieu of Taxes	416,000	425,000	434,000	445,000	457,000
Parcel Taxes	895,000	896,000	897,000	899,000	903,000
Fees and Charges	2,750,000	2,973,000	3,071,000	3,173,000	3,285,000
Other Sources					
Own Sources	1,406,000	1,281,000	1,288,000	1,302,000	1,331,000
Government Grants	3,867,000	3,005,000	1,224,000	4,478,000	1,288,000
Total Revenues	18,614,000	18,277,000	17,047,000	20,886,000	18,330,000
Expenditures	2020	2021	2022	2023	2024
Other					
Debt Interest	86,000	95,000	82,000	73,000	62,000
Amortization Expense	3,300,000	3,350,000	3,400,000	3,450,000	3,500,000
Municipal Purposes					
General Government	2,211,000	2,287,000	2,341,000	2,398,000	2,472,000
Protective Services	2,909,000	3,027,000	3,136,000	3,239,000	3,365,000
Transportation Services	2,613,000	2,695,000	2,788,000	2,885,000	2,986,000
Environmental Health	2,180,000	2,388,000	2,471,000	2,558,000	2,647,000
Community Development	1,208,000	955,000	985,000	1,016,000	1,048,000
Parks and Recreation	1,831,000	1,855,000	1,915,000	1,964,000	2,020,000
Total Expenditures	16,338,000	16,652,000	17,118,000	17,583,000	18,100,000
Annual Surplus/Deficit	2,276,000	1,625,000	-71,000	3,303,000	230,000
Other Non Operating Items	2020	2021	2022	2023	2024
Amortization	3,300,000	3,350,000	3,400,000	3,450,000	3,500,000
Capital Expenditures	-10,427,000	-7,205,000	-4,146,000	-5,779,000	-2,747,000
Debt Principal	-463,000	-626,000	-629,000	-920,000	-929,000
Proceeds from Sale of Assets	3,517,000	10,000	10,000	10,000	10,000
Proceeds from Borrowing	875,000	2,000,000	1,500,000	0	0
Transfer from Surplus/Reserves	986,000	910,000	0	0	0
Transfer to Surplus/Reserves	-64,000	-64,000	-64,000	-64,000	-64,000
Total Other Non Operating	-2,276,000	-1,625,000	74,000	-3,303,000	-230,000
Financial Plan Balance	0	0	0	0	0

SCHEDULE "B"

STATEMENT OF OBJECTIVES AND POLICIES FOR BYLAW NO. 738 FOR THE FIVE-YEAR PERIOD 2020 TO 2024

In accordance with Section 165(3.1) of the *Community Charter*, the Town of Qualicum Beach is required to include in the Five-Year Financial Plan, objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the *Community Charter*;
2. The distribution of property taxes among the property classes, and
3. The use of permissive tax exemptions.

FUNDING SOURCES

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2020. Property taxes form the greatest proportion of revenue. As a revenue source, property taxation offers a number of advantages; for example, it is simple to administer and it is fairly easy for residents to understand. It offers a stable and reliable source of revenue for services that are difficult or undesirable to fund on a user-pay basis. These include services such as general administration, fire protection, police services, bylaw enforcement and public works.

User fees and charges form the second largest portion of planned revenue. Many services can be measured and charged on a user-pay basis. Services where fees and charges can be easily administered include water and sewer usage, building permits, business licences, and sale of services – these are charged on a user-pay basis. User fees attempt to apportion the value of a service to those who use the service.

Objective

Over the next five years, the Town will continue to review the proportion of revenue that is received from user fees and charges to determine whether the user-fee component could be increased to lessen the requirement for property taxation.

Policies

- The Town will review all user-fee levels to ensure that they are adequately meeting the costs of the service. This will include garbage, recycling, kitchen waste, cemetery, airport, licences and permits, and all other fees and charges.
- Water metering will be reviewed to ensure that appropriate user fees are being collected for water and sewer usage and, perhaps, reduce the reliance on the parcel tax component.
- Where possible, the Town will endeavour to supplement revenues from user fees and charges, rather than taxation, to lessen the burden on a limited property tax base. This will include a comprehensive review of all fees and charges bylaws.

Table 1 Funding Sources

Revenue Source	% of Total Revenue	Dollar Value
Property taxes	45.81%	\$10,591,000
User fees and charges	11.90%	\$2,750,000
Other sources	6.08%	\$1,406,000
Government grants	16.73%	\$3,867,000
Other transfers/revenue	19.48%	\$4,503,000
Total	100%	\$23,117,000

DISTRIBUTION OF PROPERTY TAXES

Table 2 outlines the distribution of property taxes among the property classes for the Town's portion of the property taxes. The residential property class provides the largest proportion of property tax revenue. This is appropriate, as this class also forms the largest portion of the assessment base and consumes the majority of Town services.

The 2020 property taxes are based on a 3.5% increase over the 2019 property taxes plus 1% in new construction taxes. The Town's portion of the property taxes represents approximately 50% of the total tax bill sent to property owners. The other tax levies are not included in the figures below. These other taxes include the Regional District, School, Hospital, Library and BC Assessment, and Municipal Finance Authority. The 2019 Town tax rate is shown, as final 2020 property assessment information has not been received from the BC Assessment Authority. Once assessments are received, tax rates are calculated and this could change the distribution shown on the table below.

Table 2 Property Tax Distribution

Class of Property	2019 Town Property Taxes		2019 Town Tax Rate
Residential	\$8,018,045	90.268%	2.743
Utility	\$44,730	0.504%	37.5000
Commercial/Other	\$792,032	8.917%	6.6381
Managed Forest	\$337	0.004%	1.3715
Recreation/Non-Profit	\$27,096	0.305%	6.6381
Farm	\$182	0.002%	1.3715
Total	\$8,882,422		

Objectives

- Over the next five years, the tax burden between residential and commercial should continue to be reviewed to ensure fairness.
- Maintain the property tax rate for Commercial/Other (Class 6) at a rate competitive with surrounding communities.
- Tax increases should be stable and, where possible, targeted to specific areas.

Policies

- Supplement, where possible, revenues from user fees and charges to help offset the burden on the entire property tax base.
- Continue to maintain and encourage community and appropriate economic development initiatives designed to enhance the community.
- Align the distribution of tax rates among the property classes with the social and community development initiatives established by Council.
- Regularly review and compare the Town's taxes with comparable surrounding communities.

Property Tax Projections

Over the next 10 years, property taxes are projected to increase as shown below. These projections are reviewed annually and are subject to change, based on a number of factors. These factors could include inflation, infrastructure conditions, economic climate, environmental considerations, public input and Council priorities.

- 2020 to 2029 – 3.5% tax increase comprised of 1.5% inflation, 1% for service changes and 1% for capital projects related to asset management program.

PERMISSIVE TAX EXEMPTIONS

The Town of Qualicum Beach annually exempts from property taxes those properties that are non-profit in nature and provide a community benefit, as determined by Council. Places of public worship are also exempted. These properties are annually advertised and then exempted by bylaw.



2020 Budget Support

Table of Contents

Revenue	1 - 2
Summary of Operating Expenditures	3
Operating Expenditures:	
General Government	4 - 5
Protective Services	6 - 7
Public Works	8 - 9
Utilities	10 - 11
Community Development	12 - 13
Parks & Buildings	14 - 15
10 Year Capital Plan	16 - 19
Summarized Financial Plan Report	20 - 23

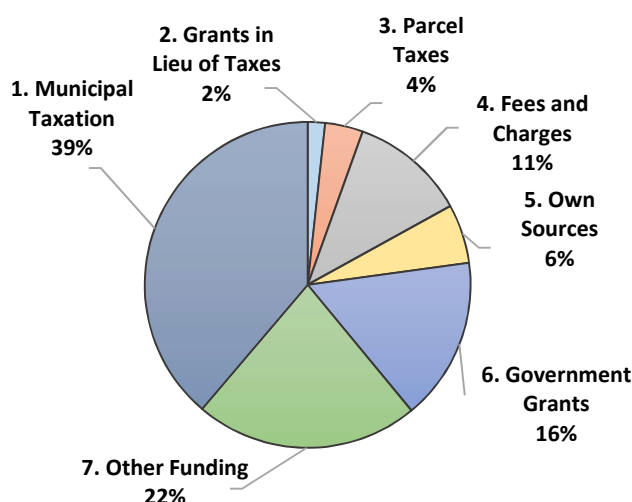
Revenue and Other Funding

The Town of Qualicum Beach's revenues are collected from a variety of sources, including, Municipal taxes, fees and charges, own source revenues and government grants. The Town also obtains funding through transfers from reserves, sale of assets and borrowing.

Budget Summary:

2020 Budgeted Revenues & Other Funding	\$ 23,928,000
2019 Budgeted Revenues & Other Funding	\$ 22,482,958
Budgeted Revenue & Other Funding Increase	\$ 1,445,042
Percentage Change	6.4%

2020 Budget Breakdown



1. Municipal Taxation – \$9,280,000

Municipal Taxation includes the municipal portion of property taxes. Taxes are increased by 3.5%. There is also an additional 1% for new construction revenue.

2. Grants in Lieu – \$416,000

Grants in Lieu include the grants paid by the Post Office, BC Hydro and Fortis BC. Also included are property tax exemption revenues and grants for 1% utility taxes.

3. Parcel Taxes – \$895,000

The Town has a water parcel tax (\$160) and a sewer parcel tax (\$35).

4. Fees and Charges – \$2,750,000

Fees and charges includes charges for water, sewer, solid waste and other services.

5. Own Source Revenue – \$1,406,000

Own source revenue includes licences, permits, leases, interest, airport services, facility rental fees and miscellaneous revenues.

6. Government Grants – \$3,867,000

Government grants include annual Federal Gas Tax, RDN fire and other service contributions and other grants expected to be received during the year.

7. Other Funding - \$5,314,000

Other funding includes funds obtained from borrowing, sale of assets and transfers from reserves.

Revenue and Other Funding				
	2020 Budget	2019 Budget	Change \$	Change %
Municipal Taxation	9,280,000	8,880,097	399,903	4.5%
Grants in Lieu & 1% Utility Tax	416,000	407,085	8,915	2.2%
Parcel Taxes (Water & Sewer)	895,000	959,200	-64,200	-6.7%
Total Municipal Taxes	10,591,000	10,246,382	344,618	3.4%
Public Works Services	34,000	34,000	0	0.0%
Waste Removal Fees	600,000	567,000	33,000	5.8%
Cemetery Services	46,000	45,000	1,000	2.2%
Water Rates	1,410,000	1,310,000	100,000	7.6%
Sewer Rates	660,000	625,000	35,000	5.6%
Total Fees and Charges	2,750,000	2,581,000	169,000	6.5%
Licences and Permits	226,000	217,800	8,200	3.8%
Leases and Rentals	500,000	500,000	0	0.0%
Interest on Investments and Taxes	112,000	131,000	-19,000	-14.5%
Airport Services	173,000	170,908	2,092	1.2%
Civic Centre & Community Hall	168,000	163,914	4,086	2.5%
Miscellaneous Revenues	227,000	186,000	41,000	22.0%
Total Own Source	1,406,000	1,369,622	36,378	2.7%
Government Grants & Other	3,867,000	4,162,000	-295,000	-7.1%
Total Revenue	18,614,000	18,359,004	254,996	1.4%
Proceeds from Borrowing	875,000	0	875,000	0.0%
Proceeds from Sale of Assets	3,517,000	3,785,000	-268,000	-7.1%
Other Non-Operating Items & Transfers	922,000	338,954	-402,954	-118.9%
Total Other Funding	5,314,000	4,123,954	1,190,046	28.9%
Total Revenue and Transfers	23,928,000	22,482,958	1,445,042	6.4%

Summary of Operating Expenditures

The Town of Qualicum Beach's operating expenses are broken down into six departments, as follows:

- General Government
- Protective Services
- Public Works
- Utilities
- Community Development
- Parks & Buildings

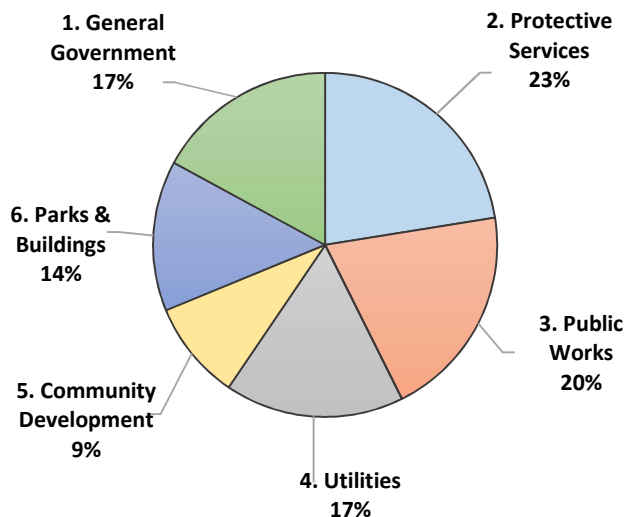
Budget Summary:

2020 Budgeted	\$ 12,952,000
2019 Budgeted	\$ 12,238,000
Budget Change	\$ 714,000
Percentage Change	5.8%

Staffing Levels:

2020 FTEs	60.5
2019 FTEs	60.0
Change	0.5

2020 Budget Breakdown



1. General Government – \$2,211,000

General Government includes Legislative Services, Administrative Services, Finance, Information Technology and Common Services

2. Protective Services – \$2,909,000

Protective Services includes the Fire Department, Police Protection and other protective services.

3. Public Works – \$2,613,000

Public Works includes Public Works Administration, Equipment Maintenance, Roadways and the Airport.

4. Utilities – \$2,180,000

Utilities includes Solid Waste, Water and Sanitary Sewer.

5. Community Development – \$1,208,000

Community Development includes Planning, Community Events, Community Development Other and Community Groups.

6. Parks & Buildings – \$1,831,000

Parks and Buildings includes Parks Administration, Recreation Facilities, Parks Buildings, Parks and Landscaping and Other Parks Services.



General Government

The general government department is broken down into five different cost centres as follows:

- Legislative Services
- Administrative Services
- Finance
- Information Technology
- Common Services

General Government includes costs required to oversee the governance of the Town of Qualicum Beach and costs required to support various other departments within the Town.

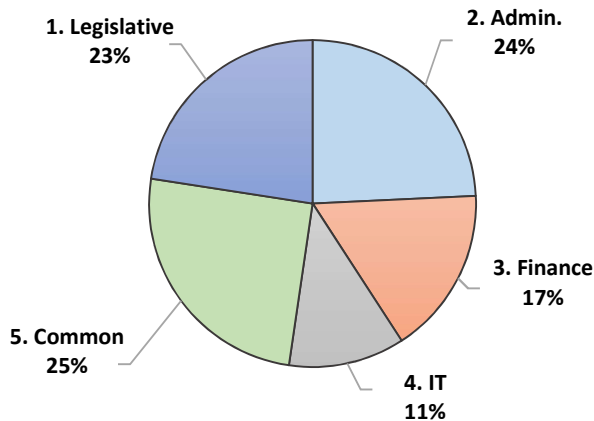
Budget Summary:

2020 Budgeted	\$ 2,211,000
2019 Budgeted	\$ 2,141,000
Budget Change	\$ 70,000
Percentage Change	3.3%

2020 Staffing Levels:

FTE's	16.5
Allocations	(7.7)
Net FTE's	8.8

2020 Budget Breakdown



1. Legislative Services – \$499,000

Costs included in this area are Council remuneration and training, permissive tax exemptions and other grants in aid.

2. Administration – \$536,000

This area includes costs related to wages, training and dues for the office of the CAO and administrative staff.

3. Finance – \$367,000

This area includes costs related to wages, training and dues for finance staff.

4. Information Technology – \$254,000

The IT department services the entire organization. This area includes costs related to wages, training and dues for IT staff and

5. Common Services – \$555,000

This area encompasses operations and maintenance for Town Hall, insurance, legal, audit, office supplies and other general expenditures.

General Government Expenses				
Expenses	2020 Budget	2019 Budget	Change \$	Change %
Legislative - Council	253,000	245,000	8,000	3.3%
Permissive Tax Exemptions	246,000	242,000	4,000	1.7%
Total Legislative	499,000	487,000	12,000	2.5%
Administrative Services	536,000	519,800	16,200	3.1%
Finance	367,000	338,000	29,000	8.6%
Information Technology	254,000	241,200	12,800	5.3%
Common Services	555,000	555,000	0	0.0%
Total General Government	2,211,000	2,141,000	70,000	3.3%
The increase in the total 2020 budget outlined above of \$70,000 represents inflationary changes for goods, services and wages. Additionally, it includes funding for the following items: • An additional Information Technology position which has been partially funded through the Public Works, Water, Sewer and Parks and Buildings departments • A 60% part time administrative position has been converted to full time.				

Protective Services

The Protective Services department is broken down into three different cost centres, as follows:

- Fire Department
- Police Protection
- Other Protective Services

Protective Services includes costs to provide fire and policing and emergency services to residents. It also includes costs to ensure residents are following the Town's bylaws and building codes.

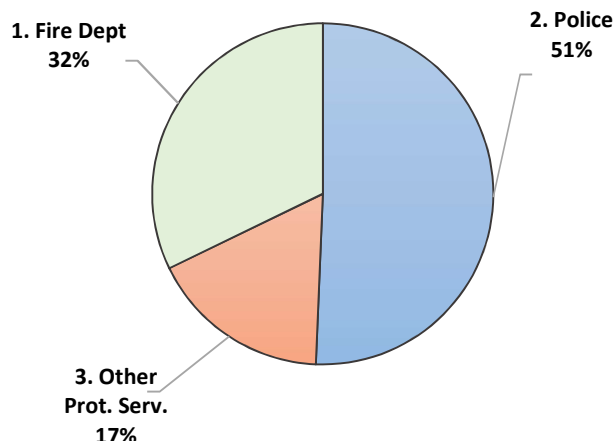
Budget Summary:

2020 Budgeted	\$ 2,909,000
2019 Budgeted	\$ 2,699,000
Budget Change	\$ 210,000
Percentage Change	7.8%

2020 Staffing Levels:

FTE's	5.4
Allocations	0.4
Net FTE's	5.8

2020 Budget Breakdown



1. Fire Department – \$1,005,000

The costs within the Fire Department are broken down further into:

- **Fire Administration** – remuneration for full time staff and volunteers.
- **Training** – costs to meet training requirements for all fire fighters
- **Equipment** – costs for maintenance of equipment and replacement of non-capital operating equipment
- **Fire Station** – Operations and maintenance costs for the Fire Hall including landscaping maintenance

2. Police Protection – \$1,421,000

This budget covers all costs associated with Policing including costs for eight RCMP members and two clerical staff.

3. Other Protective Services – \$483,000

This area includes wages and expenditures related to Bylaw Enforcement, Emergency Measures, Building Inspection and security/vandalism.

Protective Services Expenses				
Expenses	2020 Budget	2019 Budget	Change \$	Change %
Fire Administration	696,000	568,000	128,000	22.5%
Fire Training	72,000	70,000	2,000	2.9%
Fire Equipment	124,000	120,000	4,000	3.3%
Fire Station	113,000	110,000	3,000	2.7%
Total Fire Department	1,005,000	868,000	137,000	15.8%
Police Protection	1,421,000	1,360,000	61,000	4.5%
Bylaw Enforcement	130,000	126,000	4,000	3.2%
Emergency Measures	199,000	195,000	4,000	2.1%
Building Inspection	108,000	105,000	3,000	2.9%
Security/Vandalism Expenses	46,000	45,000	1,000	2.2%
Total Other Protective Services	483,000	471,000	12,000	2.5%
Total Protective Services	2,909,000	2,699,000	210,000	7.8%
The increase in the total 2020 budget outlined above of \$210,000 represents inflationary changes for goods, services and wages. Additionally, it includes funding for the following items: • Addition of a Deputy Fire Chief position • Funds to cover an increase to RCMP wages.				

Public Works

Public Works is broken down into four different cost centres, as follows:

- Public Works Administration
- Equipment Maintenance
- Roadways
- Airport

Public Works is responsible for the operations and maintenance of all of the roads, sidewalks, storm drainage, drainage ditches, signs, street lights and Town owned equipment. This department is also responsible for the maintenance and operations of the airport. Public Works staff maintain approximately 110 km of roadways, 8,400 m of sidewalks, 35 km of engineered storm sewer, 45 km of miscellaneous storm drainage, 2,700 signs and 67 pieces of equipment.

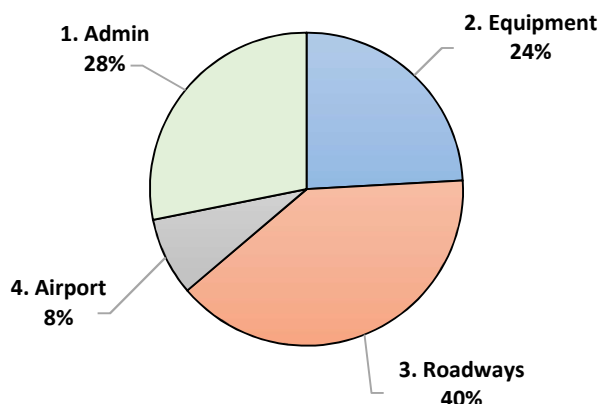
Budget Summary:

2020 Budgeted	\$ 2,613,000
2019 Budgeted	\$ 2,551,000
Budget Change	\$ 62,000
Percentage Change	2.4%

2020 Staffing Levels:

FTE's	14.1
Allocations	3.1
Net FTE's	17.2

2020 Budget Breakdown



1. Administration – \$ 715,000

Public Works administration costs include general Public Works wages, maintenance and operation costs for the public works yard, safety costs and other general public works materials.

2. Equipment Maintenance – \$613,000

Equipment maintenance includes all costs related to fleet vehicles and equipment including insurance and fuel costs.

3. Roadways – \$1,080,000

Roadways includes all costs related to maintenance and operations of road surfaces, road shoulders, sidewalks, storm drainage and street lights. This cost area has been reduced in 2019 as a result of redeploying staff to other cost centres including parks.

4. Airport – \$205,000

Airport costs include the operations and maintenance costs for the airport terminal, airside operations and airport fuel.

Public Works Expenses				
Expenses	2020 Budget	2019 Budget	Change \$	Change %
Administration - Public Works	715,000	796,000	-81,000	-10.2%
Equipment Maintenance	613,000	590,000	23,000	3.9%
Roadway Surfaces	270,000	235,000	35,000	14.9%
Road Allow/Inter/Appro	110,000	115,000	-5,000	-4.3%
Sidewalk Maintenance	66,000	64,000	2,000	3.1%
Drainage Ditches	52,000	70,000	-18,000	-25.7%
Storm Sewers	144,000	102,000	42,000	41.2%
Street Cleaning/Flushing	65,000	67,000	-2,000	-3.0%
Snow & Ice Removal	115,000	89,000	26,000	29.2%
Signs - Maint/Install	45,000	44,000	1,000	2.3%
Other Road Transport	21,000	20,000	1,000	5.0%
Street Lighting	192,000	187,000	5,000	2.7%
Total Roadways	1,080,000	993,000	87,000	8.8%
Airside	158,000	127,000	31,000	24.4%
Airport Terminal/Grounds	56,000	55,000	1,000	1.8%
Aviation Fuel	-9,000	-10,000	1,000	-10.0%
Total Airport	205,000	172,000	33,000	19.2%
Total Public Works	2,613,000	2,551,000	62,000	2.4%
The overall increase to the Public Works budget represents inflationary increases for goods, services and wages. Additionally, the budget has been re-allocated to different areas of the Public Works budget to represent projects planned for 2020; including: • Repair Bennet Rd railway crossing • Repairs to the storm system identified during Storm Sewer infrastructure data collection for Asset Management.				

Utilities

Utilities is broken down into three different cost centres, as follows:

- Solid Waste
- Water
- Sanitary Sewer

Utilities is responsible for the operations and maintenance of the water system and the sanitary sewer system. Costs for the removal of solid waste, recycling and green bins are also included in this department. Staff in this department maintain 110 km of water pipes, 9 wells, 4 booster pump stations, 5 water treatment facilities and 77 km of sanitary sewer pipes. In addition, staff are also responsible for the collection of garbage from street cans.

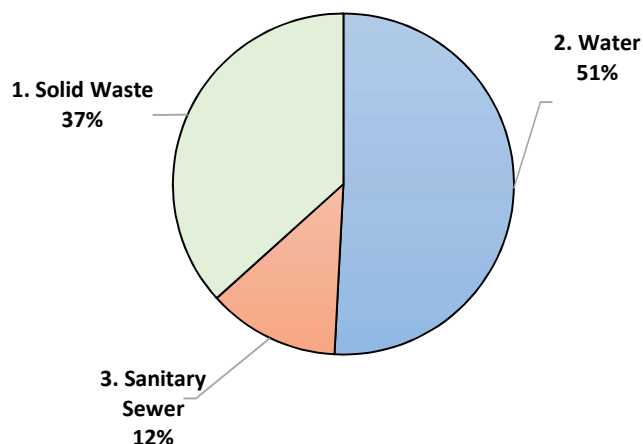
Budget Summary:

2020 Budgeted	\$ 2,180,000
2019 Budgeted	\$ 2,027,000
Budget Change	\$ 153,000
Percentage Change	7.5%

2020 Staffing Levels:

FTE's	6.4
Allocations	2.5
Net FTE's	8.9

2020 Budget Breakdown



1. Solid Waste – \$ 799,000

Solid waste includes costs for fees paid to the RDN for single family residential garbage, recycling and green bin pickup for 4,000 properties. Wages for garbage removal for Town cans, chipping and litter pickup are included in this cost area as well.

2. Water – \$1,108,000

Water includes the costs to maintain and operate the Town's water system. The water system includes wells, water reservoirs, pump stations, water mains and water service lines. The Town provides water to over 3,900 properties.

3. Sanitary Sewer – \$273,000

The Sanitary Sewer function has two parts, the collection system owned and maintained by the Town and the sewage treatment plant and foreshore interceptor owned and operated by the RDN. The above budget is only for the operations and maintenance of the Town's collection system.

Utilities Expenses				
Expenses	2020 Budget	2019 Budget	Change \$	Change %
Solid Waste	185,000	173,000	12,000	6.9%
RDN Recycling & Green Bin	614,000	580,000	34,000	5.9%
Total Solid Waste	799,000	753,000	46,000	6.1%
Water	1,108,000	1,055,000	53,000	5.0%
Sewer	273,000	219,000	54,000	24.7%
Total Utilities	2,180,000	2,027,000	153,000	7.5%
The budget increase outlined above of \$153,000 is comprised of the following budget initiatives: • Solid waste has increased to cover funding for inflation and the potential future costs associated with the automatic solid waste (recycling, food waste and garbage) collection beginning in 2020. • A portion of the water and sewer budget increases represent inflationary increases for goods, services and wages. • The water and sewer budgets have also been increased to ensure that there is appropriate funding to cover maintenance initiatives identified through Asset Management for our water and sanitary sewer systems				

Community Development

The Community Development department is broken down into four different cost centres, as follows:

- Planning
- Community Events
- Community Development Other
- Community Groups

Community Development includes costs for planning and development, Town events and miscellaneous Town initiatives. Also included in this department are operations and maintenance costs for Town owned buildings that are leased or not included in other departments.

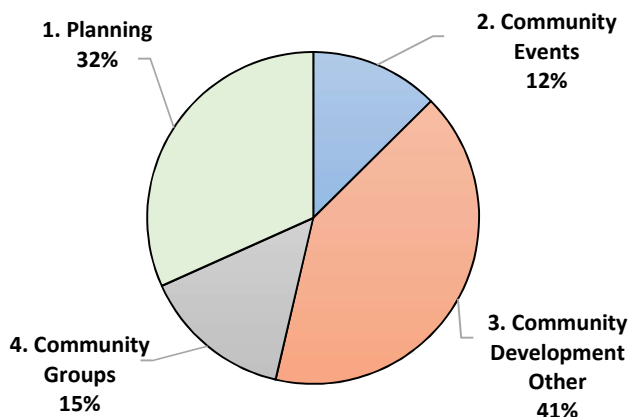
Budget Summary:

2020 Budgeted	\$ 1,208,000
2019 Budgeted	\$ 1,032,000
Budget Change	\$ 176,000
Percentage Change	17.1%

2020 Staffing Levels:

FTE's	2.0
Allocations	0.3
Net FTE's	2.3

2020 Budget Breakdown



1. Planning – \$ 383,000

This cost area includes expenditures related to wages, training and dues for planning staff along with fees for professional services for various plans and studies.

2. Community Events – \$152,000

The Town contributes through either funding or staff time to the following events: Family Day, Timberfest, Show N' Shine, Volunteer Appreciation Tea, Beach Day, Parades, QF Fireworks, Halloween, and various other smaller community events.

3. Community Development Other – \$496,000

Community Development Other includes costs for various community initiatives and costs for the maintenance of miscellaneous Town-owned buildings. The 2020 budget includes \$105,000 for Community Partnerships which represents funding to the Oceanside Community Action Team and the Coastal Communities Social Procurement Initiative. These expenditures are offset by additional grant revenue.

4. Community Groups – \$177,000

Other Community Development includes the Museum's fee for service agreement and fees paid to the Qualicum Beach Chamber and the Parksville Qualicum Beach Tourism Association.

Community Development Expenses				
Expenses	2020 Budget	2019 Budget	Change \$	Change %
Planning	383,000	345,000	38,000	11.0%
Community Events	152,000	103,000	49,000	47.6%
Community Development Other				
Community Initiatives	321,000	216,000	105,000	48.6%
Community Partnerships	105,000	100,000	5,000	5.0%
Waterfront Park (St. Andrews)	70,000	100,000	-30,000	-30.0%
Community Groups				
Museum	98,000	92,000	6,000	6.5%
QB Chamber & Other	79,000	76,000	3,000	3.9%
Total Community Development	1,208,000	1,032,000	176,000	17.1%
The 2020 budget outlined above includes the following special projects: • \$49,000 for the Town's new event, Timberfest • \$75,000 for funding to the Perfect Storm Group • \$70,000 for St. Andrews Waterfront Park • \$20,000 for professional services for an Affordable Housing Development • \$15,000 for consultants for East Village				

Parks and Buildings

The Parks and Buildings Department is broken down into five different cost centres, as follows:

- Parks Administration
- Recreation Facilities
- Parks Buildings & Washrooms
- Parks & Landscaping
- Other

The Parks and Buildings department maintains and enhances the Town's parks, flower beds, landscaping, trails, cemetery, recreation facilities, public washrooms and cultural buildings. This department is responsible for the maintenance of all of these areas including 20,000 square metres of flower beds and 23,000 metres of trails.

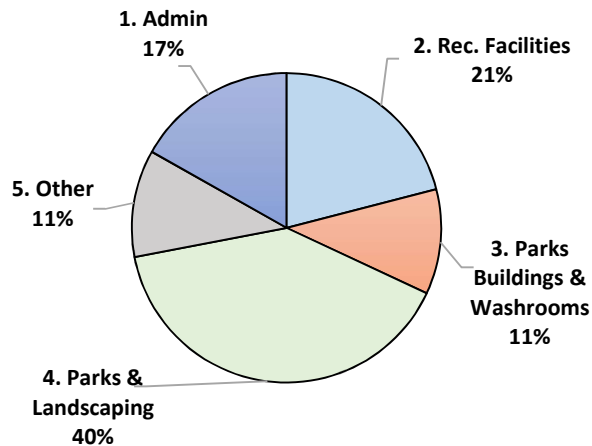
Budget Summary:

2020 Budgeted	\$ 1,831,000
2019 Budgeted	\$ 1,788,000
Budget Change	\$ 43,000
Percentage Change	2.4%

2020 Staffing Levels:

FTE's	16.1
Allocations	1.4
Net FTE's	17.5

2020 Budget Breakdown



1. Administration – \$308,000

Administration includes supervisory wages, overhead costs and parks-related asset management costs not specifically attributable to other parks cost centres. Previously, most asset management costs were recorded in the public works department.

2. Recreation Facilities – \$384,000

The Town operates two recreation facilities, the Community Hall and the Civic Centre. Costs consist of the maintenance and operations costs of these facilities.

3. Parks Buildings & Washrooms – \$201,000

This area encompasses the operations and maintenance costs for the Town's public washrooms, parks yard and cultural buildings.

4. Parks and Landscaping – \$733,000

The parks and landscaping area includes all costs related to the maintenance of gardens and greenspace within Town. Specifically, this includes landscape maintenance, lawn maintenance, beautification and irrigation for parks, fields, the beach, boulevards, planters and hanging baskets.

5. Other – \$205,000

Other areas of work performed by the Parks and Recreation department include bench installation and maintenance, tree work, cemetery maintenance and operation costs and trail maintenance.

Parks and Buildings Expenses				
Expenses	2020 Budget	2019 Budget	Change \$	Change %
Administration - Parks	308,000	302,000	6,000	2.0%
Community Hall	43,000	46,000	-3,000	-6.5%
Civic Centre	341,000	336,000	5,000	1.5%
Total Recreation Facilities	384,000	382,000	2,000	0.5%
Parks Yard/Shop	50,000	54,000	-4,000	-7.4%
Public Washrooms	52,000	55,000	-3,000	-5.5%
Beach Washrooms	50,000	48,000	2,000	4.2%
Cultural Buildings/Grounds	49,000	51,000	-2,000	-3.9%
Total Parks Buildings	201,000	208,000	-7,000	-3.4%
Community Park	167,000	167,000	0	0.0%
Beach Park	80,000	60,000	20,000	33.3%
Garden and Park Areas	486,000	469,000	17,000	3.6%
Total Parks and Landscaping	733,000	696,000	37,000	5.3%
Trails	115,000	110,000	5,000	4.5%
Benches and Other	35,000	35,000	0	0.0%
Cemetery Maintenance	55,000	55,000	0	0.0%
Total Other	205,000	200,000	5,000	2.5%
Total Parks & Buildings	1,831,000	1,788,000	43,000	2.4%
The increase in the total 2020 budget outlined above of \$43,000 represents inflationary changes for goods, services and wages. Additionally, it reflects budget re-allocations to ensure that the following items are budgeted for: • Additional operating costs to maintain Memorial Ave • Additional operating costs to maintain the new Seaside Nature Park (previously the Brant Viewing Area)				

Town of Qualicum Beach 2020-2029 Capital Budget

February 5, 2020

		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
ANNUAL ALLOCATIONS											
Paving											
	Eaglecrest pavement overlay	-	300,000	-	-	-	-	-	-	-	-
	Bay St	-	250,000	-	-	-	-	-	-	-	-
	Seacrest Rd	-	-	125,000	-	-	-	-	-	-	-
	Butterball St	-	-	-	50,000	-	-	-	-	-	-
	Unallocated (Asset Management Dependent)	198,617	53,120	224,358	150,709	553,311	578,210	604,229	631,420	659,833	689,526
	Total Paving	198,617	603,120	349,358	200,709	553,311	578,210	604,229	631,420	659,833	689,526
Equipment											
	Allocation for Equipment					553,311	578,210	604,229	631,420	659,833	689,526
	Fire Dept - Command 56 Replacement	75,000	-	-	-	-	-	-	-	-	-
	Fire Dept - Auto Extraction Tools	35,000	-	-	-	-	-	-	-	-	-
	Reserve Funding - Auto Extraction Tools	(18,000)	-	-	-	-	-	-	-	-	-
	Civic Centre Generator	45,000	-	-	-	-	-	-	-	-	-
	PW - U58 2010 Ford F350 Pickup 4x4 (Miller)	45,000	-	-	-	-	-	-	-	-	-
	PW - U30 2001 Ford F250 - replace with F350 4x4	40,000	-	-	-	-	-	-	-	-	-
	PW - 3500lb Utility Trailer	3,500	-	-	-	-	-	-	-	-	-
	PW - Airport Plow	25,000	-	-	-	-	-	-	-	-	-
	Pks - U59 2004 Ford F150 (Cam) Pick up 4x4	28,000	-	-	-	-	-	-	-	-	-
	Pks - U62 2005 Ford F250 2x4 (Lindsay) Pickup	32,000	-	-	-	-	-	-	-	-	-
	Shop Tool - Vehicle Scanner	10,000	-	-	-	-	-	-	-	-	-
	2001 Chev (Civic Centre) Van 2WD	27,000	-	-	-	-	-	-	-	-	-
	2013 John Deere Mower JDX754	16,700	-	-	-	-	-	-	-	-	-
	John Deere JDX740 Mower	14,300	-	-	-	-	-	-	-	-	-
	2010 John Deere JDX740 Mower	14,300	-	-	-	-	-	-	-	-	-
	Fire Dept - Engine 51 Rescue Pumper (1999)	875,000	-	-	-	-	-	-	-	-	-
	MFA Fire Truck Lease	(875,000)	-	-	-	-	-	-	-	-	-
	Fire Dept - Auto Extraction Tools	-	35,000	-	-	-	-	-	-	-	-
	Pks - U2 2006 Ford 550/Dump	-	79,000	-	-	-	-	-	-	-	-
	2007 Chev 2WD (Tom) Cube Van	-	60,000	-	-	-	-	-	-	-	-
	2011 Ford F250 Reg Cab Pick Up 4x2 (Andy) (add gate)	-	34,500	-	-	-	-	-	-	-	-
	2011 Nissan Leaf (Office) Hatchback Electric Car	-	43,300	-	-	-	-	-	-	-	-
	2007 Vermeer Chipper BC1000XL	-	50,000	-	-	-	-	-	-	-	-
	2000 Ubilt Express Flatdeck Trailer	-	3,600	-	-	-	-	-	-	-	-
	2004 Ford Ranger (Cheryl) Pick Up	-	25,000	-	-	-	-	-	-	-	-
	2011 Ford F250 Reg Cab (Brian) Pick Up 4x4	-	34,000	-	-	-	-	-	-	-	-
	2005 Ford Ranger (Cam) Pick Up	-	28,000	-	-	-	-	-	-	-	-
	2011 Ford F250 Reg Cab Pick Up 4x2	-	23,000	-	-	-	-	-	-	-	-
	2007 Toyota Camry (Office) Hybrid Car	-	22,800	-	-	-	-	-	-	-	-
	2011 Ford Ranger (Don M) 4x2 XL Supercab	-	16,000	-	-	-	-	-	-	-	-
	2006 Wardhaul WHT2600 Flatdeck Trailer	-	8,500	-	-	-	-	-	-	-	-
	2011 Ford Ranger (Parks) 4x2 XL Supercab	-	17,800	-	-	-	-	-	-	-	-
	2008 Ford 250 (Ben M) Pick Up 2WD	-	24,900	-	-	-	-	-	-	-	-
	2010 Ford F150 Crew Cab Pick Up	-	27,000	-	-	-	-	-	-	-	-
	2012 Ford F250 (Stew) Pick Up 4x4 Supercab	-	30,300	-	-	-	-	-	-	-	-

Town of Qualicum Beach 2020-2029 Capital Budget

February 5, 2020

		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	2005 Ford F150 (Lynette) Pick Up Super Cab	-	35,200	-	-	-	-	-	-	-	-
	Fire Dept - Command 50 Replacement	-	-	60,000	-	-	-	-	-	-	-
	1986 Ford (Parks) 2910 Tractor	-	-	25,000	-	-	-	-	-	-	-
	2004 Ford Ranger (Toni) Pick Up	-	-	28,700	-	-	-	-	-	-	-
	2012 Chev Volt (Office) HB Electric /Gas Car	-	-	46,300	-	-	-	-	-	-	-
	Fire Dept - Ladder 58 Replacement	-	-	1,500,000	-	-	-	-	-	-	-
	MFA Fire Truck Lease	-	-	(1,500,000)	-	-	-	-	-	-	-
	2008 Ford 250 (Scott) Pick Up 2WD	-	-	-	28,600	-	-	-	-	-	-
	2007 Ford Econo E350 (Tom) Cube Van	-	-	-	31,700	-	-	-	-	-	-
	2011 Ford F350 Water Truck	-	-	-	44,300	-	-	-	-	-	-
	2008 Ford 450 Chipper Truck Dump Truck 1 Ton	-	-	-	60,900	-	-	-	-	-	-
	2008 Ford F450 Bucket Truck	-	-	-	64,100	-	-	-	-	-	-
	Total Equipment	392,800	597,900	160,000	229,600	553,311	578,210	604,229	631,420	659,833	689,526
	Drainage System Improvements										
	Misc. Drainage System Improvements	-	50,000	50,000	50,000	150,000	150,000	150,000	150,000	150,000	150,000
	Village Neighbourhood - Laneway Engagement	-	50,000	50,000	50,000	-	-	-	-	-	-
	Culvert relining	-	50,000	50,000	50,000	-	-	-	-	-	-
	Nenzel Rd Drainage	35,000	-	-	-	-	-	-	-	-	-
	Trio Lane Outlet	75,000	-	-	-	-	-	-	-	-	-
	Berwick 4th to Fern - Some developer funding	155,000	-	-	-	-	-	-	-	-	-
	Total Drainage System Improvements	265,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
	Misc. Age Friendly Trans Plan Improvements	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
	TOTAL ANNUAL ALLOCATIONS	906,417	1,401,020	709,358	630,309	1,306,622	1,356,420	1,408,459	1,462,839	1,519,667	1,579,052
	PROJECTS										
	Unallocated Projects (Asset Management Dependent)	68,000	12,329	111,642	147,928	50,378	1,203,580	1,409,541	1,668,161	2,010,333	2,030,948
	Airport Improvements and Parking	575,000	-	-	-	-	-	-	-	-	-
	Airport Grant	(343,000)	-	-	-	-	-	-	-	-	-
	Bike Path - School Connector Route	674,783	-	-	-	-	-	-	-	-	-
	Grant - Bike Path School Connector Route	(506,087)	-	-	-	-	-	-	-	-	-
	Fire Dept - Training Building	105,000	-	-	-	-	-	-	-	-	-
	Fire Dept - Training Building (Grant Funding)	(75,000)	-	-	-	-	-	-	-	-	-
	Memorial Ave Ph3 Completion	3,800,000	-	-	-	-	-	-	-	-	-
	Memorial Funded from Reserves	(3,800,000)	-	-	-	-	-	-	-	-	-
	PW Yard Re-Location	100,000	250,000	1,000,000	250,000	900,000	-	-	-	-	-
	St. Andrews Lodge	100,000	-	-	-	-	-	-	-	-	-
	Old Firehall Roof	25,000	-	-	-	-	-	-	-	-	-
	Golf Club Improvements	25,000	-	-	-	-	-	-	-	-	-
	Sunningdale Roof	38,000	-	-	-	-	-	-	-	-	-
	Rodway Trail	185,000	-	-	-	-	-	-	-	-	-
	Seawall Extension (COUNCIL RESOLUTION 2020)	50,000	-	-	-	-	-	-	-	-	-
	Airport signage project (Grant funded)	10,000	-	-	-	-	-	-	-	-	-

Town of Qualicum Beach 2020-2029 Capital Budget

February 5, 2020

		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	NCED Grant - Airport Signage	(10,000)	-	-	-	-	-	-	-	-	-
	Council Chamber Upgrades	85,000	-	-	-	-	-	-	-	-	-
	Airport Backup Generator	175,000	-	-	-	-	-	-	-	-	-
	Airport Generator Grant	(131,250)	-	-	-	-	-	-	-	-	-
	Airport Fuel System	450,000	-	-	-	-	-	-	-	-	-
	Airport Fuel System Grant	(337,500)	-	-	-	-	-	-	-	-	-
	Airport Runway Lighting (ACAP Funded)	1,066,800	-	-	-	-	-	-	-	-	-
	ACAP Funding	(1,066,800)	-	-	-	-	-	-	-	-	-
	Eaglecrest Dr Drainage - At same time as watermain	-	450,000	-	-	-	-	-	-	-	-
	Funding from Reserves		(380,000)								
	Hwy 19A & Village Way Roundabout	-	1,986,651	-	-	-	-	-	-	-	-
	Grant - Hwy 19A and Village Way	-	(1,788,000)	-	-	-	-	-	-	-	-
	East Village Work	-	2,000,000	-	-	-	-	-	-	-	-
	Debt/LAS Funding for Infrastructure Work	-	(2,000,000)	-	-	-	-	-	-	-	-
	East Village - Town Share (Parking Lot)	-	300,000	-	-	-	-	-	-	-	-
	Funded from Reserves		(300,000)								
	Fiber Optic Expansion - Town Hall to PW Yard	-	135,000	-	-	-	-	-	-	-	-
	Fiber Optic Expansion - To Hemsworth & VW Res	-	-	150,000	-	-	-	-	-	-	-
	Fiber Optic Expansion - To College Rd Booster Stn	-	-	150,000	-	-	-	-	-	-	-
	Grandon Creek Stairs	-	-	45,000	-	-	-	-	-	-	-
	Judges Row Stairs	-	-	40,000	-	-	-	-	-	-	-
	Turf Field	-	30,000	30,000	4,340,763	-	-	-	-	-	-
	Grant App - 73.33% Funded (Turf Field)	-	-	-	(3,227,000)	-	-	-	-	-	-
	TOTAL PROJECTS	1,262,946	695,980	1,526,642	1,511,691	950,378	1,203,580	1,409,541	1,668,161	2,010,333	2,030,948
	TOTAL NET GENERAL CAPITAL	2,169,363	2,097,000	2,236,000	2,142,000	2,257,000	2,560,000	2,818,000	3,131,000	3,530,000	3,610,000
	WATER CAPITAL										
	Miscellaneous (Asset Management Dependent)	-	-	170,000	170,000	450,000	470,000	490,000	510,000	530,000	550,000
	Eaglecrest Dr Water Main	-	450,000	-	-	-	-	-	-	-	-
	Hemsworth Pump Station	175,000	-	-	-	-	-	-	-	-	-
	Backup Generator - River Well Field	155,000	-	-	-	-	-	-	-	-	-
	Berwick 5 - Well Head	350,000	-	-	-	-	-	-	-	-	-
	AC/Cast Iron Main Replacement	75,000	150,000	150,000	150,000	-	-	-	-	-	-
	Berwick Seismic Upgrades	-	-	50,000	50,000	-	-	-	-	-	-
	Water Reserves	(385,000)	(230,000)	-	-	-	-	-	-	-	-
	TOTAL NET WATER CAPITAL	370,000	370,000	370,000	370,000	450,000	470,000	490,000	510,000	530,000	550,000
	SEWER CAPITAL										
	Miscellaneous Sewer Capital	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
	Airport Sewer Servicing	300,000	-	-	-	-	-	-	-	-	-
	Sewer Reserves	(94,000)	-	-	-	-	-	-	-	-	-
	Airport Sewer Servicing Grant	(205,906)	-	-	-	-	-	-	-	-	-
	TOTAL NET SEWER CAPITAL	40,094	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
	GRAND TOTAL NET CAPITAL	2,579,457	2,507,000	2,646,000	2,552,000	2,747,000	3,070,000	3,348,000	3,681,000	4,100,000	4,200,000

Town of Qualicum Beach 2020-2029 Capital Budget

February 5, 2020

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
SUMMARY OF CAPITAL EXPENDITURES AND FUNDING										
TOTAL CAPITAL	10,427,000	7,205,000	4,146,000	5,779,000	2,747,000	3,070,000	3,348,000	3,681,000	4,100,000	4,200,000
Less funding from other sources	(7,847,543)	(4,698,000)	(1,500,000)	(3,227,000)	-	-	-	-	-	-
TOTAL NET CAPITAL FUNDING FROM REVENUE	2,579,457	2,507,000	2,646,000	2,552,000	2,747,000	3,070,000	3,348,000	3,681,000	4,100,000	4,200,000
FUNDING BREAKDOWN										
Grants	2,675,543	1,788,000	-	3,227,000	-	-	-	-	-	-
Debt	875,000	2,000,000	1,500,000	-	-	-	-	-	-	-
Reserves	4,297,000	910,000	-	-	-	-	-	-	-	-
Sub Total Funding from Other	7,847,543	4,698,000	1,500,000	3,227,000	-	-	-	-	-	-
Revenue	2,579,457	2,507,000	2,646,000	2,552,000	2,747,000	3,070,000	3,348,000	3,681,000	4,100,000	4,200,000
Total Capital Funding	10,427,000	7,205,000	4,146,000	5,779,000	2,747,000	3,070,000	3,348,000	3,681,000	4,100,000	4,200,000
Annual Funding from Revenue for Capital										
Capital projects funded from revenue	2,579,457	2,507,000	2,646,000	2,552,000	2,747,000	3,070,000	3,348,000	3,681,000	4,100,000	4,200,000
Capital projects funded from debt payments	695,000	695,000	685,000	956,000	969,000	730,000	552,000	319,000	-	-
	3,274,457	3,202,000	3,331,000	3,508,000	3,716,000	3,800,000	3,900,000	4,000,000	4,100,000	4,200,000

**TOWN OF QUALICUM BEACH
SUMMARIZED FINANCIAL PLAN REPORT - 2019 to 2024**

	Budget 19	Budget 20	Budget 21	Budget 22	Budget 23	Budget 24
<u>REVENUES:</u>						
PROPERTY VALUE TAXES						
Municipal Property Taxation						
Municipal Taxation	8,880,097	9,280,000	9,697,000	10,133,000	10,589,000	11,066,000
Total Municipal Property Taxation	8,880,097	9,280,000	9,697,000	10,133,000	10,589,000	11,066,000
Other Gov't Taxes (nets to nil)						
School District #69	5,031,001	5,150,000	5,304,000	5,463,000	5,626,000	5,794,000
Other - Regional District	2,336,688	2,400,000	2,472,000	2,546,000	2,622,000	2,700,000
Sewer Tax Rate Levy	1,630,938	1,700,000	1,751,000	1,803,000	1,857,000	1,912,000
V.I. Regional Library	528,420	540,000	556,000	573,000	590,000	607,000
Regional Hospital District	527,977	540,000	556,000	573,000	590,000	607,000
B C Assessment Authority	129,976	133,000	137,000	141,000	145,000	149,000
Municipal Finance Authority	1,000	1,000	1,000	1,000	1,000	1,000
Sub Total Other Gov't Taxes Collected	10,186,000	10,464,000	10,777,000	11,100,000	11,431,000	11,770,000
Less Taxes Paid To Other Gov'ts	-10,186,000	-10,464,000	-10,777,000	-11,100,000	-11,431,000	-11,770,000
Total Net Other Gov't Taxes	0	0	0	0	0	0
Grants In Lieu Of Taxes & 1% Utility Tax						
Grants in Lieu of Property Taxes	263,646	269,000	274,000	279,000	286,000	294,000
Grants For 1% Utility Taxes	143,439	147,000	151,000	155,000	159,000	163,000
Total Grants In Lieu & 1% Utility Tax	407,085	416,000	425,000	434,000	445,000	457,000
PARCEL TAXES - WATER & SEWER						
Parcel Tax - Water	796,000	732,000	733,000	734,000	735,000	738,000
Parcel Tax - Sewer	163,200	163,000	163,000	163,000	164,000	165,000
TOTAL PARCEL TAXES	959,200	895,000	896,000	897,000	899,000	903,000
TOTAL PROPERTY VALUE TAXES	10,246,382	10,591,000	11,018,000	11,464,000	11,933,000	12,426,000
FEES AND CHARGES						
Public Works Services	34,000	34,000	34,000	34,000	34,000	35,000
Waste Removal Fees	567,000	600,000	750,000	772,000	795,000	819,000
Cemetery Services	45,000	46,000	47,000	48,000	49,000	55,000
Water Rates	1,310,000	1,410,000	1,459,000	1,510,000	1,563,000	1,618,000
Sewer Rates	625,000	660,000	683,000	707,000	732,000	758,000
TOTAL FEES AND CHARGES	2,581,000	2,750,000	2,973,000	3,071,000	3,173,000	3,285,000
OWN SOURCES						
Licences and Permits	217,800	226,000	226,000	226,000	226,000	226,000
Leases and Rentals	500,000	500,000	500,000	500,000	500,000	500,000
Interest on Investments and Taxes	131,000	112,000	106,000	107,000	112,000	115,000
Airport Services	170,908	173,000	175,000	177,000	180,000	185,000
Civic Centre & Comm Hall	163,914	168,000	172,000	176,000	180,000	185,000
Miscellaneous Revenues	186,000	227,000	102,000	102,000	104,000	120,000
TOTAL OWN SOURCES	1,369,622	1,406,000	1,281,000	1,288,000	1,302,000	1,331,000

TOWN OF QUALICUM BEACH
SUMMARIZED FINANCIAL PLAN REPORT - 2019 to 2024

	Budget 19	Budget 20	Budget 21	Budget 22	Budget 23	Budget 24
GOVERNMENT GRANTS AND OTHER						
Revenue Sharing	467,000	467,000	467,000	467,000	467,000	480,000
Other Government Grants	2,995,000	2,688,000	1,801,000	13,000	3,240,000	30,000
RDN Fire and Other Services	260,000	280,000	286,000	293,000	300,000	307,000
Gax Tax Grants	440,000	432,000	451,000	451,000	471,000	471,000
TOTAL GOVERNMENT GRANTS	4,162,000	3,867,000	3,005,000	1,224,000	4,478,000	1,288,000
TOTAL OPERATING REVENUES	18,359,004	18,614,000	18,277,000	17,047,000	20,886,000	18,330,000

EXPENDITURES:

OPERATING EXPENDITURES

General Government

Legislative Services	245,000	253,000	258,000	264,000	271,000	279,000
Grants in Aid & Tax Exemptions	242,000	246,000	252,000	255,000	260,000	268,000
Administrative	519,800	536,000	552,000	568,000	585,000	603,000
Finance	338,000	367,000	380,000	391,000	403,000	415,000
Information Technology	241,200	254,000	284,000	294,000	304,000	315,000
Common Services	555,000	555,000	561,000	569,000	575,000	592,000
Total General Government	2,141,000	2,211,000	2,287,000	2,341,000	2,398,000	2,472,000

Protective Services

RCMPolice Protection	1,360,000	1,421,000	1,474,000	1,516,000	1,549,000	1,600,000
Bylaw Compliance	126,000	130,000	135,000	140,000	145,000	150,000
Emergency Services	195,000	199,000	203,000	207,000	211,000	216,000
Building Inspection	105,000	108,000	112,000	116,000	120,000	125,000
Security/Vandalism	45,000	46,000	48,000	50,000	52,000	54,000
Fire Department Services	868,000	1,005,000	1,055,000	1,107,000	1,162,000	1,220,000
Total Protective Services	2,699,000	2,909,000	3,027,000	3,136,000	3,239,000	3,365,000

Transportation Services

P/W Administration	711,000	605,000	640,000	665,000	690,000	720,000
P/W Common Services	85,000	110,000	114,000	118,000	123,000	127,000
Road Surfaces	235,000	270,000	256,000	263,000	271,000	278,000
Road Allowances	115,000	110,000	111,000	114,000	118,000	122,000
Sidewalk Maintenance	64,000	66,000	67,000	69,000	71,000	73,000
Drainage Ditches	70,000	52,000	57,000	60,000	62,000	64,000
Storm Sewers	102,000	144,000	144,000	147,000	149,000	151,000
Street Cleaning	67,000	65,000	65,000	70,000	75,000	80,000
Snow and Ice Removal	89,000	115,000	120,000	125,000	130,000	135,000
Signs	44,000	45,000	46,000	47,000	48,000	50,000
Other Road Transport	20,000	21,000	32,000	33,000	34,000	35,000
Airport Services	172,000	205,000	210,000	216,000	222,000	228,000
Street Lighting	187,000	192,000	198,000	204,000	210,000	216,000
Equipment Operating	590,000	613,000	635,000	657,000	682,000	707,000
Total Transportation Services	2,551,000	2,613,000	2,695,000	2,788,000	2,885,000	2,986,000

TOWN OF QUALICUM BEACH
SUMMARIZED FINANCIAL PLAN REPORT - 2019 to 2024

	Budget 19	Budget 20	Budget 21	Budget 22	Budget 23	Budget 24
Environmental Health						
Garbage Pickup Services	81,000	81,000	83,000	85,000	87,000	89,000
Other Solid Waste	92,000	104,000	105,000	106,000	107,000	108,000
RDN Solid Waste Contract	580,000	614,000	764,000	787,000	811,000	835,000
Water Maintenance	1,055,000	1,108,000	1,152,000	1,198,000	1,246,000	1,296,000
Sewer Maintenance	219,000	273,000	284,000	295,000	307,000	319,000
Total Envir. and Public Health	2,027,000	2,180,000	2,388,000	2,471,000	2,558,000	2,647,000
Community Development						
Planning and Zoning	345,000	383,000	394,000	406,000	418,000	430,000
Community Dev. - Town Functions	216,000	321,000	250,000	260,000	270,000	280,000
Comm. Dev. - Partnerships	100,000	105,000	0	0	0	0
Community Dev. - St. Andrews	100,000	70,000	25,000	26,000	27,000	28,000
Community Dev. - Special Events	103,000	152,000	105,000	108,000	111,000	115,000
Community Dev. - Museum	92,000	98,000	100,000	102,000	104,000	107,000
Community Dev. - Chamber & D/T Bus.	76,000	79,000	81,000	83,000	86,000	88,000
Total Community Development	1,032,000	1,208,000	955,000	985,000	1,016,000	1,048,000
Parks And Recreation						
Administration	302,000	308,000	318,000	327,000	337,000	347,000
Common Services	54,000	50,000	52,000	54,000	56,000	58,000
Community Hall	46,000	43,000	50,000	52,000	53,000	55,000
Civic Centre	336,000	341,000	352,000	362,000	370,000	381,000
Other Park Buildings	106,000	101,000	104,000	107,000	111,000	114,000
Other Park Functions	90,000	90,000	93,000	96,000	99,000	102,000
Community Park	167,000	167,000	173,000	179,000	182,000	188,000
Garden and Park Areas	469,000	486,000	491,000	507,000	520,000	532,000
Beach	108,000	130,000	119,000	124,000	126,000	130,000
Trails	110,000	115,000	103,000	107,000	110,000	113,000
Total Parks And Recreation	1,788,000	1,831,000	1,855,000	1,915,000	1,964,000	2,020,000
TOTAL OPERATING EXPENDITURES	12,238,000	12,952,000	13,207,000	13,636,000	14,060,000	14,538,000
NET OPERATING BALANCE	6,121,004	5,662,000	5,070,000	3,411,000	6,826,000	3,792,000
LESS CAPITAL AND DEBT	15,584,000	16,338,000	16,652,000	17,118,000	17,583,000	18,100,000
Debt Charges						
Debt Interest	96,000	86,000	95,000	82,000	73,000	62,000
Debt Principal	463,000	463,000	626,000	629,000	920,000	929,000
Total Debt Charges	559,000	549,000	721,000	711,000	993,000	991,000
Capital Expenditures						
			7,205,000	6,565,000		
General Capital	9,285,958	9,332,000	6,565,000	3,736,000	5,369,000	2,257,000
Water Capital	360,000	755,000	600,000	370,000	370,000	450,000
Sewer Capital	40,000	340,000	40,000	40,000	40,000	40,000
Total Capital Expenditures	9,685,958	10,427,000	7,205,000	4,146,000	5,779,000	2,747,000
TOTAL DEBT AND CAPITAL	10,244,958	10,976,000	7,926,000	4,857,000	6,772,000	3,738,000
BALANCE AFTER CAPITAL & DEBT	-4,123,954	-5,314,000	-2,856,000	-1,446,000	54,000	54,000

**TOWN OF QUALICUM BEACH
SUMMARIZED FINANCIAL PLAN REPORT - 2019 to 2024**

	Budget 19	Budget 20	Budget 21	Budget 22	Budget 23	Budget 24
NON OPERATING ITEMS AND TRANSFERS						
Proceeds from Borrowing	0	875,000	2,000,000	1,500,000	0	0
Proceeds from Sale of Assets	3,785,000	3,517,000	10,000	10,000	10,000	10,000
Amortization Expense	3,250,000	3,300,000	3,350,000	3,400,000	3,450,000	3,500,000
Internal Amortization	-3,250,000	-3,300,000	-3,350,000	-3,400,000	-3,450,000	-3,500,000
Transfer from Water/Sewer Surplus	0	481,000	230,000	0	0	0
Transfer from General Surplus/Reserves	402,954	505,000	680,000	0	0	0
Transfer to Reserves	-14,000	-14,000	-14,000	-14,000	-14,000	-14,000
Transfer to Water Fund	-50,000	-50,000	-50,000	-50,000	-50,000	-50,000
TOTAL NON OPERATING	4,123,954	5,314,000	2,856,000	1,446,000	-54,000	-54,000
FINANCIAL PLAN BALANCE	0	0	0	0	0	0