

**Agenda for the 3:30 pm Wednesday, November 18, 2020, Town of Qualicum Beach
Regular Council Meeting to be held in the Council Chamber, Municipal Office,
660 Primrose Street, Qualicum Beach, BC**

Pursuant to the March 26, 2020 Ministerial Order No. M083 [Local Government Meetings and Bylaw Process (COVID-19)] members of Council may participate in this meeting utilizing electronic or other communication facilities and members of the public will not be allowed to attend this open meeting of Council. The public is encouraged to view and listen to the meeting recording online via the Town's website. Meeting recordings may be viewed at www.qualicumbeach.com.

Page No.

(This meeting may be recorded)

1. ADOPTION OF THE AGENDA

- 1-5 THAT Council adopts the November 18, 2020, regular Council meeting agenda.

2. ADOPTION OF THE CONSENT AGENDA

THAT the following items be adopted by general consent:

- 6 (1) **Correspondence Log** – November 18, 2020 – For Information
- (2) **Announcement of Council Meeting Motions**
 – Motion from the October 28, 2020 In-Camera Meeting
 (a) THAT Council supports development of a greenhouse pilot project as described in the October 5, 2020 proposal by Qualicum Community Education Society on town-owned Agriculture Land Reserve land in the vicinity of Qualicum Road and View Road.
- 7 (3) **Monthly Building Permit Report** – October, 2020 – For Information
- 8 (4) **Monthly Bylaw Report** – October, 2020 – For Information

3. APPROVAL OF THE MINUTES

- 9-21 THAT Council approves the October 28, 2020 regular Council meeting minutes and the November 6, 2020 special Council meeting minutes.

4. BUSINESS ARISING FROM THE MINUTES

- (1) **Notice of Motion from the October 28, 2020 Regular Council Meeting (Councillor Harrison)**

THAT Council directs staff to discuss with BC Housing the use of Town land for a temporary cold weather shelter for individuals with mild to moderate needs and report back to Council.

22-32 (2) **Letter of Support – Victoria Electric Vehicle Association**

Motion from the July 15, 2020 Regular Council Meeting:

THAT Council directs staff to bring forward a draft letter of support to the next Regular Council meeting supporting the core principles from the July 2, 2020 letter from Victoria EV Association, with the letter to be sent to MLA Michelle Stilwell; Honorable Selina Robinson; and David Grove, President, Victoria Electric Vehicle Association.

Staff Recommendation:

THAT the draft letter of support titled “Access to Electric Vehicle Charging in Multiple Unit Residential Buildings” attached to the November 18, 2020 regular Council agenda be approved and sent to the MLA for Parksville-Qualicum; the Minister of Municipal Affairs and Housing; and David Grove, President, Victoria Electric Vehicle Association.

5. DELEGATIONS

- (1) Jonathan Parker, 2313 Island Highway West - Burning Restrictions

6. PUBLIC AND STATUTORY HEARINGS

Pursuant to Ministerial Order 192 [Local Government Meetings & Bylaw Process], this Public Hearing will be conducted using Zoom telecommunications software.

The public may speak at the Public Hearing by joining the Zoom meeting via telephone or over the Internet using a smartphone, tablet or computer. Those who wish to speak are asked to pre-register. To register, and for more information, visit qualicumbeach.com/publichearing.

(1) **Zoning Amendment: 634 Rye Road**

To change the zoning of the subject property (634 Rye Road) from Residential 14 (R14) to Residential 19 (R19) to permit five single family dwellings on the parcel. The current zoning permits a single family dwelling and a secondary suite or garden suite

(2) **OCP Amendment and Zoning Amendment: 189 Sunningdale Road West
OCP Amendment: 187 Sunningdale Road West**

To change the zoning of the subject property (189 Sunningdale Road West) from Residential 14 (R14) to Small Lot Residential 1 (SLR1); to change the Subdivision District from Subdivision District ‘D’ to Subdivision District ‘K’; and to change the OCP designation of 189 Sunningdale Road West and 187 Sunningdale Road West from Institutional to Residential.

7. BYLAWS

- 33-69 (1) **Zoning Amendment: 634 Rye Road**
Staff Recommendation:
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 read a third time.
- 70-79 (2) **OCP Amendment and Zoning Amendment: 189 Sunningdale Road West**
OCP Amendment: 187 Sunningdale Road West
Staff Recommendation:
a. THAT the bylaw entitled "Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018 Amendment (189 and 187 Sunningdale Road West) Bylaw No. 800.04, 2020" be read a third time.
b. THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (189 Sunningdale Road West) Bylaw 580.121, 2020" be read a third time.
- 80-85 (3) **Town of Qualicum Beach Financial Plan (2021 - 2025) Bylaw No. 752, 2020**
Staff Recommendation:
THAT the bylaw entitled "Town of Qualicum Beach Financial Plan (2021-2025) Bylaw No. 752, 2020" be read a second time.
- 86-96 (4) **Waterworks Rate and Regulation Bylaw**
Staff Recommendation:
THAT the bylaw entitled "Town of Qualicum Beach Waterworks Rate and Regulation Amendment Bylaw 753, 2020" be read a second time.
- 97-98 (5) **Sewer User Rates Bylaw**
Staff Recommendation:
THAT the bylaw entitled "Town of Qualicum Beach Sewer User Rates Bylaw 754, 2020" be read a second time.

8. COMMITTEE & LIAISON REPORTS

- (1) **General Government** (Mayor Brian Wiese)
- (2) **Parks & Recreation** (Councillor Robert Filmer)
Notices of Motion:
(a) THAT Council instructs staff to work with the Chamber of Commerce to issue a public statement, along with posted signage encouraging residents and visitors to wear face masks in indoor public spaces within the Town boundaries.
(b) THAT Council directs staff to issue a public statement, along with posted signage encouraging members of the public to wear face masks in the Town Hall building located at 660 Primrose Street.

**Recommendations from the Select Committee on Parks & Recreation
from the October 14, 2020 Meeting**

- (a) THAT the Select Committee on Parks & Recreation recommends to Council THAT staff be directed to consider a community beautification project to paint the Town's fire hydrants with colourful sea life, and report back to Council with recommendations.
- (b) THAT the Select Committee on Parks & Recreation recommends to Council THAT staff be directed to provide the Select Committee on Parks & Recreation Committee with outstanding action items for the Waterfront Master Plan for the purposes of the Committee providing input on item prioritization.
- (3) **Community Development** (Councillor Scott Harrison)
- (4) **Arts & Culture** (Councillor Adam Walker)
- (5) **Protective Services** (Councillor Teunis Westbroek)

9. STAFF REPORTS

- 99-124 (1) **Corporate Administrator** (Heather Svensen)
 - (a) **2020 Motions Index** – For Information
- 125-127 (2) **Planning** (Luke Sales, Director of Planning)
 - (a) **Development Variance Permit – Lot 23, Plan EPP28954, DL 78, Newcastle District**
Staff Recommendation:
 - a. THAT Council directs staff to fulfill statutory notification requirements so that Council can consider issuance of a Development Variance Permit for Lot 23, Plan EPP28954, DL 78, Newcastle District (SW corner of the West Ridge subdivision) at the December 9, 2020 Council meeting, as detailed in the November 18, 2020 Planning memo to Council.
 - b. THAT Council directs staff to allocate \$15,000 from the sale of land in the West Ridge subdivision to thicken and beautify landscaping in the buffer area between West Ridge Way and Laburnum Road, as detailed in the November 16, 2020 Planning memo to Council.

- 128-131 (3) **Fire Department** (Marc Norris, Fire Chief)
(a) **Rescue Pumper Apparatus Replacement Purchase**
Staff Recommendation:

THAT Council authorize the purchase of a new custom Rescue Pumper on a Spartan chassis from Fort Garry Fire Trucks based on the proposal price of \$908,355.10 Canadian dollars (including PST) and a total project price including a contingency of \$920,000.

10. Review of Comments from the Public

Comments for this regular Council meeting must be received no later than 12:00 pm two days following the meeting (November 20, 2020). Submissions must be regarding business discussed by Council at the meeting, be 300 words or fewer, and any submissions relating to closed public hearing topics, or unrelated to Council business discussed at the meeting, will not be distributed to Council. Submissions that meet these guidelines will be distributed to all Council, posted on the Town's website, and a brief summary of the comments will be included in the meeting minutes. Comments must include a full name and address in order to be submitted for the record.

To submit a comment please use one of the following options:

- Mail: Box 130, Qualicum Beach, BC V9K 1S7
- Phone: 250-752-6921
- Email: communications@qualicumbeach.com

11. ADJOURNMENT

THAT Council adjourns the meeting.

NEXT SCHEDULED

REGULAR COUNCIL MEETING: December 9, 2020 at 3:30 pm

THE TOWN OF
QUALICUM BEACH



COUNCIL CORRESPONDENCE LOG
November 09, 2020

DATE REC'D	FROM	TOPIC	ACTION
Nov 9	J Phillips	634 Rye Rd - Comments	Rec'd for Information
Nov 6	L Sharpe	Recycling	Rec'd for Information
Nov 6	R Luck	Electric Carts	Referred to staff
Nov 6	K Braun	Recycling of Non-Curbside Pickup Items	Rec'd for Information
Nov 6	D Pfeifer	Rat Poison Ban	Rec'd for Information
Nov 3	T Hitch	Cell Tower	Rec'd for Information
Nov 2	Ministry Of Child & Family Development	Adoption Awareness Month	Rec'd for Information
Oct 28	QB Chamber Of Commerce	634 Rye Rd - Support	Rec'd for Information
Oct 28	P Jacobson	Hazardous Tree Policy	Referred to staff
Oct 28	R Bieg	230 Higson - Opposed	Rec'd for Information
Oct 28	I McClure	230 Higson - Opposed	Rec'd for Information
Oct 28	J & T Fulton	230 Higson – Support	Rec'd for Information
Oct 28	B Laing	230 Higson - Opposed	Rec'd for Information
Oct 27	QB Museum	Signage	Rec'd for Information
Oct 26	J Bergot	Municipal Spending	Rec'd for Information
Oct 26	R & S Gioia	East Village	Rec'd for Information
Oct 26	T & J Provost	Cell Tower	Rec'd for Information
Oct 26	A Button	Artificial Turf Field	Rec'd for Information
VARIOUS	Various	St. Andrew's - Save Lodge	Rec'd for Information
VARIOUS	Various	St. Andrew's – Do Not Save Lodge	Rec'd for Information

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.



TOWN OF QUALICUM BEACH 2020 Construction and Building Permit Report

R E S I D E N T I A L																	
No.	Permit #	Roll #	Civic	Street	Scope of Work	Contractor	# of Units SFD	# of Units Sec. Suites	# of Units Multi	Additions and/or Renos	SFD (new)	Multi (new)	Commercial	Institutional	Industrial	Recreational	Totals
Year to Date as at September 30, 2020							10	4	16	\$1,195,000	\$5,055,000	\$2,415,000	\$106,000	\$10,000	\$600,000	\$40,000	\$9,421,000
OCTOBER																	
65	5600	1087.000	323	Hall Rd	Accessory building	(self)				\$26,000							
66	5647	10039.426	1021	Eaglecrest Dr	Single Family Dwelling	AD Construction	1				\$700,000						
67	5649	823.000	156	Fern Rd W	Renovation	(self)							\$20,000				
68	5650	1102.017	641	Tyee Cres	Renovation	(self)				\$20,000							
69	5651	10039.478	461	Eaglecrest Dr	Renovation	DT Carpentry				\$10,000							
70	5653	664.100	250	First Ave W	Multi-family	Saywell Contracting			3			\$475,000					
71	5654	103.025	580	Crescent Rd W	Secondary Suite	A. Vega		1		\$38,000							
72	5655	1012.500	977	Hollywood Rd	Accessory building	Don May Construction				\$50,000							
73	5656	941.002	560	Hemsworth Rd	Reno/Garage addition	Galloway Bros Const.				\$150,000							
74	5658	920.000	680	Berwick Rd	Brewery	Triple H Construction									\$1,200,000		
75	5659	1.025	217	Higson Cres	Demolition	Doyle Constr.											
76	5660	1.025	221	Higson Cres	Demolition	Doyle Constr.											
Year to Date as at October 31, 2020							1	1	3	\$294,000	\$700,000	\$475,000	\$20,000	\$0	\$1,200,000	\$0	\$2,689,000
Year to Date as at September 30, 2020							11	5	19	\$1,489,000	\$5,755,000	\$2,890,000	\$126,000	\$10,000	\$1,800,000	\$40,000	\$12,110,000

MONTHLY BYLAW REPORT - October 2020 - DM

AREAS PATROLLED	NUMBER OF PATROLS			VIOLATIONS NOTED DURING PATROLS IN THESE AREAS						
	Foot	Drive	Bike		Animal	Traffic	Signs	Other	Other Notes	
Community Park	9	16			2					
Other Parks										
Community Park Trails	8				2					
Dollymount Trail	3									
Heritage Forest Trails	8									
Museum Area Trails	7									
Other Trails		2								
Homeless Patrols										
Town Centre Patrols	21	31				3			4	4 homeless issues addressed at leigh house
Residential Areas		34				7	4			2 crtsy tkts, 5 moved wehen asked / 1 directional arrow sign removed
Main Beach Patrols		26				2	2			2 election signs removed
Other Beach Patrols										
TOTALS	56	109	0		4	12	6	4		
COMPLAINTS, CALLS, INQUIRIES RECEIVED and ACTIONS / ENFORCEMENT TAKEN										
	Complaints/Calls Received	Voluntary Compliance	Orders / MTI's Removed / Other	Courtesy Tickets Issued	Letters/emails Info sent	Personal visits Follow up/patrols	Notes			
Animal Control	10				7	19	dangerous dog concern x 3/ dogs on field/horses on beach/cruelty			
Burning Outdoor										
Business Licence	3				3	3	report of business in residential area creating noise /bus. del. liquor.			
Homeless Issues	7	2	3		2	8	garbage & smoking on Town Prop./ Leigh House			
Illegal Dumping	3				2	4				
Noise	11				11	13	loud music/ barking dog/ generator noise/ faulty home alarm			
Parks / Trails / Beaches										
Sign	2				2	2	election signs			
Traffic	14	4		5	5	36	ongoing monitoring /parking on Hwy 19A during const./e-vehicles			
Tree Removal	9				6	10				
Unsightly Premises	15	1			14	36	ongoing monitoring @ several properties/remedial action inq./			
Vandalism										
Zoning / Building	10				8	11	chickens x 3/ fence/building permit & RTB concerns/short term rental			
Other	14		1		15	14	prop. damage/ recycle pick up/ covid /FOIPPA x4/smoking/fence			
TOTALS	98	7	4	5	75	156	discarded item removed/town keys/car tire inq./hunting x 3			

Minutes of the 3:30 pm Wednesday, October 28, 2020, Town of Qualicum Beach Regular Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

Pursuant to the March 26, 2020 Ministerial Order No. M083 [Local Government Meetings and Bylaw Process (COVID-19)] members of Council may participate in this meeting utilizing electronic or other communication facilities and members of the public were not allowed to attend this open meeting of Council. The public is encouraged to view and listen to the meeting recording online via the Town's website. Meeting recordings may be viewed at www.qualicumbeach.com.

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

ALSO PRESENT: Staff: Daniel Sailland, CAO
Heather Svensen, Deputy CAO/Corporate Administrator
Bob Weir, Director of Engineering and Operations
Luke Sales, Director of Planning
Arnold Schwabe, Manager of Operations
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 October 28, 2020 Regular Council meeting agenda, with the addition of Late Item 6(3), Correspondence, Remembrance Day Services.

CARRIED UNANIMOUSLY

ADOPTION OF THE CONSENT AGENDA

Council removed Item 2(b)(iii) from the October 14, 2020 In-Camera meeting from the Consent Agenda to be considered separately.

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT the following items be adopted by general consent:

(a) Correspondence Log – October 28, 2020 – For Information

(b) Announcement of Council Meeting Motions

Motions from the October 21, 2020 In-Camera meeting:

- i. THAT Council instructs staff to enter into an agreement with MKM Projects for Construction Management Services for the New Child Care Facility located at the Town of Qualicum Beach Community Park as submitted on September 24, 2020.

- ii. THAT Council not be permitted to bring cellular or recording devices to all in-camera meetings.
- iii. THAT Council instructs staff to communicate with local realtors and the Association of BC Realtors outlining the areas of encroachments in the Town boundaries to notify perspective purchasers before properties are sold.

Motions from the October 14, 2020 In-Camera Meeting:

- i. THAT Council instructs staff to work with Mayor Wiese, Councillor Filmer and the Legion to present 19 Mission Support Squadron, CFB Comox the key to the Town of Qualicum Beach and allow them Freedom to the Town through a Town Resolution.
 - ii. THAT Council directs staff to inform the Qualicum Beach Community Education and Wellness Society that the Town will not be redirecting time and resources away from other strategic priorities at this time, and therefore will not be further collaborating on the development of a viable business plan and capital funding plan for the former St. Andrews Lodge.
 - iii. THAT Council instructs staff to work with the Qualicum Beach Historical Museum Society to create interpretive signage outlining the history of the St. Andrews' Lodge to be displayed on the property including inclusion of the four posts of where the lodge building was originally located.
 - iv. THAT Council directs staff to conclude negotiations and proceed with a lease agreement with TELUS Communications Inc. for a proposed communications site at 2045 Island Highway, as described in the October 14, 2020 in-camera memo to Council, subject to a legal and market review of the draft agreement.
 - v. THAT Council approves the Service Provider Agreement between the Town of Qualicum Beach and The Old School House effective October 15, 2020; AND FURTHER THAT Council agrees to add the Old School House to the Town of Qualicum Beach insurance policy held with the Municipal Insurance Association of British Columbia via the Associate Member program.
- (c) Monthly Finance Report – September, 2020 – For Information
(d) Monthly Fire Department Report – September, 2020 – For Information

CARRIED UNANIMOUSLY

Discussion on the motion:

Councillor Filmer MOVED and Councillor Walker SECONDED, THAT Council rescinds the following motion: THAT Council directs staff to move forward with the relocation or demolition of the former St. Andrews Lodge building, with preference to proponents that will reuse the building or materials from the building no later February 1, 2021.

MOTION FAILED

IN FAVOUR: Councillor Filmer, Councillor Walker

OPPOSED: Mayor Wiese, Councillor Harrison, Councillor Westbroek

APPROVAL OF THE MINUTES

Councillor Harrison MOVED and Councillor Filmer SECONDED, THAT Council approves the following Council meeting minutes:

- October 7, 2020 Regular Council Meeting;
- October 14, 2020 Special Council Meeting (9:00 am);
- October 14, 2020 Special Council Meeting (3:30 pm);
- October 21, 2020 Special Council Meeting.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

(1) Motions referred from the September 16, 2020 Regular Council Meeting

- a. Councillor Walker MOVED and Councillor Harrison SECONDED, THAT funding be approved to install a new wildlife tree/snag sign to be provided by the Brown Property Preservation Society in the Heritage Forest.

Councillor Walker MOVED and Councillor Westbrook SECONDED, THAT Council defer the motion on the floor to a future meeting for discussion around signage.

CARRIED UNANIMOUSLY

- b. Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT staff be directed to consult with the Heritage Forest Commission in the drafting of a plan for the Hemsworth Road trail tree planting.

CARRIED UNANIMOUSLY

DELEGATIONS

- (1) **Lally Grauer, Sarah Chezick, and Elizabeth Northcott** of the Arrowsmith Groundwater Alliance appeared before Council to request that Qualicum Beach become a 'Blue Community', supporting the right to water and sanitation.

Councillor Walker MOVED and Councillor Westbrook SECONDED, THAT Council refers the request from the Arrowsmith Groundwater Alliance that Qualicum Beach become a "Blue Community" to staff to prepare a report for Council's consideration at a future meeting.

CARRIED UNANIMOUSLY

CORRESPONDENCE

- (1) **Qualicum Community Education and Wellness Society** – October 5, 2020 – Food Security – This item was referred to an in-camera discussion.

- (2) **Bard to Broadway Theatre Society** – October 5, 2020 - Request for use of Qualicum Beach Civic Centre Amphitheatre
Councillor Westbroek MOVED and Councillor Filmer SECONDED, THAT due to COVID-19 restrictions, Council instructs staff to work with the Bard to Broadway Theatre Society to explore options to utilize town-owned land, as performance space alternatives, to host the Society's 2021 performance season.
CARRIED UNANIMOUSLY
- (3) **LATE ITEM – Remembrance Day Services**
Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council authorize the closure of Veterans Way, between Memorial Avenue and Berwick Road North, on the following days and times, ensuring Town requirements are met, including emergency services notification, and ensuring all provincial health guidelines related to the COVID-19 pandemic are followed:
- Tuesday, November 10, 2020 from 2:30 pm to 4:30 pm for the private Remembrance Day candlelight service at the Qualicum Beach Legion;
 - Wednesday, November 11, 2020 from 9:30 am to 11:30 am for the private Remembrance Day service at the Qualicum Beach Legion;
- AND FURTHER THAT Council authorizes in-kind support for the Remembrance Day services through Town provision of barricades.
CARRIED UNANIMOUSLY

PUBLIC AND STATUTORY HEARINGS

Pursuant to Ministerial Order 192 [Local Government Meetings & Bylaw Process], this Public Hearing was conducted using Zoom telecommunications software. The public was invited to speak at the Public Hearing by joining the Zoom meeting via telephone or over the Internet using a smartphone, tablet or computer.

- (1) **Zoning Amendment: 230 Higson Crescent**
At 4:27 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 (230 Higson Crescent) Bylaw 580.118, 2020".

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

- John Wood, 466 Troon Close, spoke in favour of the proposed development, noting the cooperation from the owner to adjust the proposal in conjunction with the neighbourhood, the innovative design, and the use of the land.
- Ronald Bieg, 209 Higson Crescent, spoke in opposition to the proposed development, noting the reduction in road setbacks and that the development is not in keeping with the form and character of the existing neighbourhood.

Mr. Bieg suggested covenants be applied to the remaining properties in the subdivision.

- Nory Johrden, 224 Higson Crescent, spoke in opposition of the proposed development, expressing concern with the community impact of increased traffic, overcrowding of the neighbourhood, and the impact on natural resources.

The Mayor called a second time for any persons who deemed themselves affected by Bylaw No. 580.118, 2020, who wished to be heard or present written submissions, to speak.

- Nory Johrden, 224 Higson Crescent, spoke in opposition of the proposed development noting the house being used as a vacation rental property which could see excessive visitors, parties and additional noise to the existing neighbourhood. Suggested that applicants discuss proposed development with the neighbours prior to taking an application to Council.

The Mayor called a third time for any persons who deemed themselves affected by Bylaw No. 580.118, 2020, who wished to be heard or present written submissions, to speak, and, hearing no one, declared the public hearing on Bylaw No. 580.118, 2020, closed at 4:40 pm. Council cannot accept further comments directly from the public; all comments must go through staff.

BYLAWS

(1) Zoning Amendment: 634 Rye Road

Councillor Walker MOVED and Councillor Filmer SECONDED, THAT Council hold a Public Hearing on November 18, 2020 at 3:30 pm electronically via Zoom in regard to "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (634 Rye Road) Bylaw No. 580.116, 2020".

CARRIED UNANIMOUSLY

(2) Zoning Amendment and Development Permit: 230 Higson Crescent

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (230 Higson Crescent) Bylaw 580.118, 2020" be read a third time.

CARRIED UNANIMOUSLY

(3) Zoning Amendment: 201, 207 and 211 First Avenue West

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (201, 207 and 211 First Avenue West) Bylaw 580.124, 2020" be read a first time.

CARRIED

IN FAVOUR: Mayor Wiese; Councillor Harrison and Councillor Westbroek

OPPOSED: Councillor Filmer; Councillor Walker

Councillor Westbroek MOVED and Councillor Walker SECONDED, THAT, prior to adoption of "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (201, 207 and 211 First Avenue West) Bylaw 580.124, 2020", the owner enters into a housing agreement with the Town to ensure that all dwelling units in Building 1 remain as rental for a minimum of ten years.

Councillor Harrison MOVED and Councillor Filmer SECONDED, THAT the motion be laid on the table to allow staff to enter into discussions with the proponent regarding timelines for the rental agreement on Building 1.

CARRIED

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council refers the application for 201, 207 and 211 First Avenue West to the Advisory Planning Commission, subject to submission of the following additional information:

- a) Tree and Vegetation Management Plan;
- b) Information on building energy efficiency;
- c) North South cross section that includes the development to the north;
- d) Perspective rendering from Beach Road looking south; and,
- e) Shadow study including adjacent existing and proposed buildings.

AND FURTHER THAT the Advisory Planning Commission be requested to advise Council on:

- f) Whether the proposed development complies with Village Design Guidelines, and if not, what changes should be made;
- g) The suitability of the proposed under-building parking and adjacent surface parking;
- h) How the First Avenue frontage could be made more pedestrian-friendly.

CARRIED UNANIMOUSLY

(4) Town of Qualicum Beach Road Closure (Portion of Road Dedicated on Second Avenue East) Bylaw No. 747, 2020

Mayor Wiese MOVED and Councillor Walker SECONDED, THAT Council defer the bylaw entitled "Town of Qualicum Beach Road Closure (Portion of Road Dedicated on Second Avenue East) Bylaw No. 747, 2020" to a future meeting.

CARRIED UNANIMOUSLY

(5) Town of Qualicum Beach Financial Plan (2021 – 2025) Bylaw No. 752, 2020

Councillor Westbroek MOVED and Councillor Walker SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Financial Plan (2021-2025) Bylaw No. 752, 2020" be introduced and given first reading.

CARRIED UNANIMOUSLY

(6) **Waterworks Rate and Regulation Bylaw**

Councillor Filmer MOVED and Councillor Westbrook SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Waterworks Rate and Regulation Amendment Bylaw 753, 2020" be introduced and read a first time.

CARRIED UNANIMOUSLY

(7) **Sewer User Rates Bylaw**

Councillor Westbrook MOVED and Councillor Walker SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Sewer User Rates Bylaw 754, 2020" be introduced and read a first time.

CARRIED UNANIMOUSLY

COMMITTEE & LIAISON REPORTS

(1) **General Government** (Mayor Brian Wiese)

Mayor Wiese commented on working with the Regional District of Nanaimo on the North Island 911 service.

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

Councillor Filmer commented on participating in the Vancouver Island Economic Summit tomorrow, October 29, 2020 at 2:30 pm.

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

Councillor Harrison commented on the following:

- October 8 meeting with the Chamber of Commerce
- Meeting with M'akola Housing discussing affordable housing
- October 22 meeting with Canadian Mortgage and Housing to discuss grant funding for Veterans Housing
- October 15 meeting with the Museum
- Oceanside Service Committee meeting discussing the Sports track funding. Further reporting to come at a future meeting.

Notice of Motion: BE IT RESOLVED THAT Council directs staff to discuss with BC Housing the use of town land for a temporary cold weather shelter for individuals with mild to moderate needs and report back to Council.

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

Councillor Walker did not have a liaison report for this meeting.

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

Councillor Westbrook MOVED and Councillor Filmer SECONDED, THAT Council refer to the Select Committee on Public Safety to consider signalized pedestrian crossings and/or speed humps at various locations on Highway 19A to include: Milner Gardens, Hemsworth and the Rodway Trail.

CARRIED UNANIMOUSLY

STAFF REPORTS

(1) **Corporate Administrator (Heather Svensen)**

(a) **Moonlight Madness Event**

Councillor Walker MOVED and Councillor Harrison SECONDED, THAT Council directs staff to work with the Chamber of Commerce to host the 2020 Moonlight Madness shopping event, adhering to any provincial health guidelines, on Thursday, November 19, 2020 and Friday, November 20, 2020 from 5:00 pm to 9:00 pm, as described in the October 28, 2020 Corporate Administration memo; AND FURTHER THAT Council authorize the closure of Second Avenue, between Memorial Avenue and Primrose Street, on Thursday, November 19, 2020 and Friday, November 20, 2020 from 5:00 pm to 9:00 pm, ensuring Town requirements are met, including emergency services notification, traffic control, insurance, litter and notification to businesses affected by the closure.

CARRIED UNANIMOUSLY

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

(a) **OCP Amendment and Zoning Amendment: 189 Sunningdale Road West; OCP Amendment: 187 Sunningdale Road West**

Councillor Walker MOVED and Councillor Westbroek SECONDED, THAT Council hold a Public Hearing on November 18, 2020 at 3:30pm electronically via Zoom in regard to "Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018 Amendment (189 and 187 Sunningdale Road West) Bylaw No. 800.04, 2020" and "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (189 Sunningdale Road West) Bylaw 580.121, 2020".

CARRIED UNANIMOUSLY

(b) **"Into the Woods" Childcare Facility - Proposed Location**

Councillor Walker MOVED and Councillor Filmer SECONDED, THAT Council directs staff to proceed with design and construction on the north side of the Park Road parking lot for the purpose of the "Into the Woods" Childcare Facility, as shown in Site Option 13.3 in the October 28, 2020 Planning memo to Council, subject to a future design review by Council.

CARRIED UNANIMOUSLY

(c) **Development Permit for Foreshore Protection: 363 Judges Row**

Councillor Walker MOVED and Councillor Filmer SECONDED, THAT Council authorizes staff to issue a Development Permit for 363 Judges Row, as detailed in the October 28, 2020 Planning memo to Council.

CARRIED UNANIMOUSLY

Councillor Westbroek MOVED and Councillor Walker SECONDED, THAT Council instructs staff to bring back a report to Council identifying options to sign 357 Burnham Road as public property.

CARRIED UNANIMOUSLY

(3) **Financial Administration (John Marsh)**

(a) **Asset Management Update**

Councillor Walker MOVED and Councillor Westbrook SECONDED, THAT Staff be directed to report on and schedule appropriate Council updates for addressing the following Asset Management elements in 2021:

- detailed 10-year capital projects,
- reserve policy,
- debt strategies,
- level of service documents, and
- summary Asset Management Plans for each asset group.

CARRIED UNANIMOUSLY

(4) **Operations (Arnold Schwabe, Manager of Operations)**

(a) **Hazardous Tree Inspection Procedure Policy 4002-10**

Councillor Harrison MOVED and Councillor Westbrook SECONDED, THAT Council approve Hazardous Tree Inspection Procedure Policy No. 4002-10.

CARRIED

IN FAVOUR: Mayor; Harrison; Westbrook

OPPOSED: Filmer; Walker

Councillor Walker MOVED and Councillor Filmer SECONDED, THAT Council refer the Hazardous Tree Inspection Procedure Policy 4002-10 to a future Committee of the Whole meeting.

MOTION FAILED

IN FAVOUR: Councillor Filmer; Councillor Walker

OPPOSED: Mayor Wiese; Councillor Harrison; Councillor Westbrook

REVIEW OF COMMENTS FROM THE PUBLIC

During the COVID-19 pandemic, while Council is participating in regular meetings electronically and the public are not permitted to attend, members of the public were able to provide comments regarding this regular meeting of Council by means of e-mail, letter, or by phone.

Comments for this regular Council meeting were received by 12:00 pm two business days following the meeting (October 30, 2020). Submissions were distributed to all Council, and a brief summary of the comments are as follows:

- Anne Skipsey, 383 Crescent Road West, regarding the St. Andrews Lodge.
- Tim Pritchard, 663 Windward Way, regarding the zoning amendment for 201, 207 & 211 First Avenue West, the proposed water rates, and the Asset Management update.

Mayor Wiese MOVED and Councillor Westbrook SECONDED, THAT Council recess the meeting to resume at 6:30 pm.

CARRIED

Meeting recessed at 6:15 pm

Meeting resumed at 6:30 pm with Mayor Wiese; Councillors Harrison; Walker and Westbroek in attendance. Also: D. Sailland; L. Sales; H. Svensen and H. Gould in attendance.

MOTION TO CLOSE

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT the meeting be closed to the public for the purposes of considering 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

ADJOURNMENT

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

CARRIED

MEETING ADJOURNED: 6:50 pm

Certified Correct:

Heather Svensen
Corporate Administrator

Brian Wiese
Mayor

Minutes of the 11:00 am Friday, November 6, 2020, Town of Qualicum Beach Special Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

Pursuant to the March 26, 2020 Ministerial Order No. M083 [Local Government Meetings and Bylaw Process (COVID-19)] members of Council may participate in this meeting utilizing electronic or other communication facilities and members of the public were not allowed to attend this open meeting of Council. The public is encouraged to view and listen to the meeting recording online via the Town's website. Meeting recordings may be viewed at www.qualicumbeach.com

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

ALSO PRESENT: Staff: Daniel Sailland, CAO
John Marsh, Director of Finance
Luke Sales, Director of Planning
Heather Svensen, Deputy CAO/Corporate Administrator
Haylee Gould, Deputy Corporate Administrator

The Mayor called the meeting to order at 11:00 am 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 November 6, 2020 Special Council meeting agenda.

CARRIED

NEW BUSINESS

(a) St. Andrews Lodge Demolition

Councillor Westbroek MOVED and Councillor Filmer SECONDED, THAT Council direct staff to immediately stop the demolition of the St. Andrews Lodge; AND FURTHER THAT staff be instructed to install signage immediately.

CARRIED

Opposed: Mayor Wiese

In Favour: Councillor Filmer; Councillor Harrison; Councillor Walker and Councillor Westbroek

Councillor Westbroek MOVED and Councillor Filmer SECONDED THAT Council direct staff to support and work with QCEWS in establishing the St. Andrew's Lodge Historical and Cultural Society to which the Town will lease the Lodge Building in a similar arrangement as exists with the TOSH Arts Society, after the Lodge Building has been restored at no cost to the Town.

Councillor Harrison MOVED to amend the motion on the floor by striking: "Council direct staff to support and work with QCEWS in establishing the St. Andrew's Lodge Historical and Cultural Society to which the Town will lease the Lodge Building in a similar arrangement as exists with the TOSH Arts Society, after the Lodge Building has been restored at no cost to the Town." and inserting: "Council receives a written legal opinion relating to a motion to rescind in light of the debate and decision of the October 28, 2020 meeting, the *Community Charter*, and the Town's Procedure Bylaw".

Councillor Harrison MOVED and Mayor Wiese SECONDED, THAT Council lays the amendment motion on the table.

CARRIED

Councillor Walker MOVED and Councillor Westbrook SECONDED, THAT Council amends the motion on the floor by striking: "will" and inserting: "could".

CARRIED UNANIMOUSLY

MAIN MOTION AS AMENDED:

THAT Council direct staff to support and work with QCEWS in establishing the St. Andrew's Lodge Historical and Cultural Society to which the Town could lease the Lodge Building in a similar arrangement as exists with the TOSH Arts Society, after the Lodge Building has been restored at no cost to the Town.

CARRIED UNANIMOUSLY

Councillor Westbrook MOVED, THAT the St. Andrews Lodge Historical and Cultural Society be established and a timeline for the work to be done in place within 18 months. As there was no Secunder to the motion, the motion did not proceed.

Councillor Walker MOVED, THAT the motion the floor by amended by striking: "in a similar arrangement as exists with the TOSH Arts Society, after the Lodge Building has been restored at no cost to the Town."

As there was no Secunder to the motion, the motion did not proceed.

Councillor Westbrook MOVED and Councillor Filmer SECONDED, THAT Council rescinds the previous motions regarding the St. Andrews Lodge noted on the October 28, 2020 Regular Meeting of Council, subject to a legal opinion.

CARRIED UNANIMOUSLY

Councillor Filmer left the meeting at 11:45 am

Councillor Harrison MOVED and Mayor Wiese SECONDED, THAT Council receives a staff report on all costs associated with the motion to rescind the previous motions regarding the St. Andrews Lodge noted on the October 28, 2020 Regular Meeting of Council, to be received at an in-camera meeting.
CARRIED UNANIMOUSLY

ADJOURNMENT

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

MEETING ADJOURNED: 11:49 am

Certified Correct:

Heather Svensen
Corporate Administrator

Brian Wiese
Mayor



TOWN OF QUALICUM BEACH

INCORPORATED 1942

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November 19, 2020

Minister of Municipal Affairs & Housing
PO Box 9056 Stn. Prov. Govt
Victoria, BC V8W 9E2
MAH.Minister@gov.bc.ca

Dear Minister,

Access to Electric Vehicle Charging in Multiple Unit Residential Buildings

The Council for the Town of Qualicum Beach wish to express our support for the “Right to Charge” policy for stratas, as articulated in the June 26, 2020 letter from the Victoria Electric Vehicle Association, as attached to this letter.

The core principles of the suggested “Right to Charge” policy for Stratas are as follows:

- 1) A Strata Corporate would be required to enter into an agreement with Electric Vehicle (EV) owner(s) on the request of an owner or owners provided that:
 - a. The electrical capacity of the building be determined and a long-range strategy for providing as many EV charging spaces as feasible be presented to the Strata.
 - b. There is no requirement (it is optional) for the Strata to contribute financially to the provision of EV infrastructure.
 - c. EV owner(s) agree to pay up to 100% of the cost of installation, operation, maintenance and all electricity fees.
 - d. Any amortization plan for the financing of the infrastructure be reviewed as to its viability and sustainability by a Professional Accountant.
- 2) That there be expeditious approval requirements including time limits for entering into agreements, responding to requests, and final approvals.



- 3) A Strata Corporation would be permitted to levy supplementary Strata fees to individual strata units that agree to such fees in order to amortize the cost of EV infrastructure over a period of years and internal financing (with interest) would be permitted using capital reserve funds. Subsequent additional EV owners would contribute to the original base infrastructure costs resulting in reduced payments for the initial contributors.
- 4) Strata Corporations may only turn down a request to enter into an agreement under the conditions that; the electrical capacity of the building would be exceeded, as certified by a qualified professional or if the installation would compromise the structural integrity of the building, as certified by a qualified professional.

The core principles of the suggested “Right to Charge” policy for Landlords are as follows:

- 1) No lease agreement shall include provisions that prohibit, or unreasonably restrict, lessee access to EV charging infrastructure or outlets.
- 2) A requirement that the lessor approve a written request in accordance with specified requirements in a timely manner.
- 3) The specified requirements would include the lessee’s responsibilities for installation, operations, maintenance and electricity costs and the lessor’s conditions for making modifications to the property.

We respectfully request consideration of the above to facilitate meeting BC’s electric vehicle sales targets and municipal greenhouse gas reduction targets.

Sincerely,

Mayor Brian Wiese
Town of Qualicum Beach

/hg

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VICTORIA EV ASSOCIATION

July 2, 2020

Mayor Brian Wiese and Members of Council
Town of Qualicum Beach
#201 – 660 Primrose Street
Qualicum Beach BC V9K 1S7

Dear Mayor Wiese and Members of Council

Re: Right to Charge - Access to Electric Vehicle charging in multiple unit residential buildings (MURBs)
- **Meeting Municipal GHG reduction targets**

At the 2019 meeting of UBCM, Resolution B144 entitled “Electric Vehicle Right to Charge Rules” was endorsed by the UBCM membership. Access to EV charging infrastructure in multiple unit residential buildings is an essential requirement for higher EV sales as demand for EVs is reported to be reduced by as much as 40%¹ without access to home charging.

Attached please find a copy of correspondence dated June 26, 2020 to the Minister of Municipal Affairs & Housing regarding a request for “Right to Charge” electric vehicle regulations for British Columbia. The correspondence includes an extensive brief on this subject entitled – “Electric Vehicle Right to Charge Backgrounder”.

Without Strata Property and Residential Tenancy electric vehicle “Right to Charge” regulations, British Columbia, and its municipalities will not meet their climate action targets that are dependent upon increasing electric vehicle adoption rates.

We are therefore seeking the support of your municipality in any suitable form, to encourage the passage of the necessary regulations to expeditiously facilitate access to EV charging in multiple unit residential buildings.

Respectfully

David Grove, President,
The Victoria Electric Vehicle Association
info@VictoriaEVclub.com

¹ SFU Simon Fraser University - The Canadian Plug in Electric Vehicle Study 2015 <https://sustainabletransport.ca/the-canadian-plug-in-electric-vehicle-study-cpevs/>



VICTORIA EV ASSOCIATION

June 26, 2020

The Honorable Selina Robinson
Minister of Municipal Affairs & Housing
PO Box 9056 Stn. Prov Govt
Victoria, BC V8W 9E2
MAH.Minister@gov.bc.ca

Dear Minister Robinson

Re: - Access to Electric Vehicle charging in multiple unit residential buildings (MURBs) –

A zero taxpayer cost solution to remove an obstacle that will prevent BC from meeting its ZEV sales targets.

British Columbia is a world leader in municipal electric vehicle infrastructure regulations that facilitate the adoption of electric vehicles to address the climate emergency. In 2011 Vancouver was the first City in the world to require EV infrastructure in new residential construction followed by Richmond being first to require 100% residential coverage in 2018. The District of Saanich is on track to become first in the world to tailor EV infrastructure requirements by property use in their zoning bylaw (2020). It would be beneficial if all municipalities amended their zoning bylaws to provide for EV infrastructure in, at least, new residential construction.

BC is also home to the state-of-the-art technology that enables multiple EVs to optimize the sharing of power between EVs and reduce peak building power requirements. Further, BC is also home to the professionals that successfully drafted the changes to the Electrical Codes that were necessary to enable this state-of-the-art EV charging technology. This technology, for the first time, has made large-scale EV charging in MURBs affordable.

However, in BC, there is no requirement for Strata Corporations or apartment landlords to approve access for EV owners to EV charging outlets, either for buildings that already have partial or complete base EV infrastructure¹, or for older buildings that require retrofitting.

With more than 60 percent of the BC urban population in the larger cities living in MURBs, lack of a requirement to enable access to EV charging is a major impediment to EV adoption rates, reducing EV purchasing demand by as much as 40%².

¹ There are a reported 50,000 residential units in Vancouver alone with various degrees of EV readiness

² Simon Fraser University - The Canadian Plug-in Electric Vehicle Study (CPEVS) 2015

Without the ability to charge at home, prospective owners or renters, that otherwise would have purchased an electric vehicle will continue to purchase conventional vehicles.

There is no prospect of British Columbia meeting its ZEV sales targets of 10/30/100% by 2025/2030 and 2040 respectively unless this EV adoption obstacle is removed.

The policy solution to this problem is often referred to as “Right to Charge”. As the Ministry is aware, this has the support of the UBCM that passed a resolution to this effect³ in 2019.

We have many records in our case files of requests for EV charging access in MURBs being summarily rejected by Strata Councils, corporations or landlords. In the infrequent successful cases, approval can typically take years. (references are included in the attached “Backgrounder”)

Some jurisdictions⁴ have addressed the Right to Charge issue with some success but we believe that BC has an opportunity to implement a “Right to Charge” policy that would be more effective and equitable. There would be no mandatory requirement for the Strata or landlords to contribute financially as the infrastructure could be financed entirely by the EV owners that benefit from access to charging outlets. Installations would still qualify for incentive programs depending on the conditions associated with such programs at the time.

The core principles of the suggested “Right to Charge” policy for Stratas⁵ are as follows:

- 1) A Strata Corporation would be required to enter into an agreement with Electric Vehicle owner(s) on the request of an owner or owners provided that:
 - a. The electrical capacity of the building be determined and a long-range strategy for providing as many EV charging spaces as feasible be presented to the Strata.
 - b. There is no requirement (it is optional) for the Strata to contribute financially to the provision of the EV infrastructure.
 - c. EV owner(s) agree to pay up to 100% of the cost of installation, operation, maintenance and all electricity fees.
 - d. Any amortization plan for the financing of the infrastructure be reviewed as to its viability and sustainability by a Professional Accountant
- 2) That there be expeditious approval requirements including time limits for entering into agreements, responding to requests, and final approvals.
- 3) A Strata Corporation would be permitted to levy supplementary Strata fees to individual strata units that agree to such fees in order to amortize the cost of EV infrastructure over a period of years and internal financing (with interest) would be permitted using capital reserve funds⁶. Subsequent additional EV owners would contribute to the original base infrastructure costs resulting in reduced payments for the initial contributors.
- 4) Strata Corporations may only turn down a request to enter into an agreement under the conditions that; the electrical capacity of the building would be exceeded, as certified by a

³ UBCM Resolution B144 (2019)

⁴ Ontario, California, Hawaii

⁵ The BC Strata Property Act and Regulations

⁶ To reduce financing costs and simplify administration

qualified professional or if the installation would compromise the structural integrity of the building, as certified by a qualified professional.

The core principles of the suggested "Right to Charge" policy for Landlords⁷ are as follows:

- 1) No lease agreement shall include provisions that prohibit, or unreasonably restrict, lessee access to EV charging infrastructure or outlets.
- 2) A requirement that the lessor approve a written request in accordance with specified requirements in a timely manner.
- 3) The specified requirements would include the lessee's responsibilities for installation, operations, maintenance and electricity costs and the lessor's conditions for making modifications to the property.

We would also suggest that the Ministry give consideration to issuing guidance that would encourage municipalities, that have not already done so, to amend their zoning bylaws to provide for EV infrastructure in new residential construction, thereby significantly reducing the cost of retro-fitting new builds in the future.

We are respectfully requesting the consideration of the above to remove this key obstacle to EV adoption rates in British Columbia, as without timely action, BC's EV sales targets and municipal GHG reduction targets will not be met.

Respectfully submitted



James Locke, President,
The Victoria Electric Vehicle Association
info@VictoriaEVclub.com

cc The Honorable John Horgan, Premier of British Columbia, Premier@gov.bc.ca
The Honorable George Heyman, Minister of Environment & Climate Change Strategies,
ENV.Minister@gov.bc.ca
The Honorable Bruce Ralston, Minister of Energy, Mines & Petroleum Resources
EMPR.Minister@gov.bc.ca
Members of the Legislative Assembly of British Columbia
BC Municipalities with populations of over 25,000
Maja Tait, Chair, UBCM mtait@sooke.ca
Tony Gioventu, Executive Director, Condominium Home Owners' Association of BC tony@choa.bc.ca
Wendy Wall, President, The Vancouver Island Strata Owners' Association president@visoa.bc.ca

⁷ The BC Residential Tenancy Act (RTA)

Electric Vehicle “Right to Charge” Backgrounder

Overview

The importance of home charging

Having some EV infrastructure in place does not guarantee access to charging

The challenges of deploying electric vehicle charging in multi-unit residential buildings (MURBs)

Approval from Strata Council and Owners

Approval from Landlords

The solution: Right-to-charge legislation

Stories from British Columbia EV Owners and Prospective Owners

The List of BC municipalities with EV-ready requirements for multi-unit residential buildings

Overview

British Columbia is leading the way with electric vehicle (EV) adoption and under the provincial CleanBC plan, the sale of fossil-fueled light duty vehicles is set to be phased out such that all new vehicles sales will be zero emission by 2040.

For many, the deciding factor for buying an EV is whether they will be able to charge on a daily basis. Given that personal vehicles are typically parked at the place of residence for the longest portion of the day, access to charging at home is critical for widespread adoption, making EVs both convenient and affordable.

Access to charging in multi-unit residential buildings (MURBs) like stratas and apartments can be very difficult due to the nature and processes of strata governance and the use of common property and, in the case of apartments, landlord restrictions on EV charger installations. As many as 60% of larger municipality households in British Columbia live in MURBs, where a significant number of residents find it difficult to get access to EV charging infrastructure. This lack of access works directly against the province’s 2040 sales target of 100% zero-emission vehicles.

The Importance of home charging

Given that over 70% of EV charging occurs at home¹, having access to charging at home is critical to EV adoption and countless studies (e.g. Electrifying Vehicles: SFU’s Canadian PEV Study and A Review of Consumer Preferences of and Interactions with Electric Vehicle Charging Infrastructure) have demonstrated the linkage between access to home charging and EV sales.

The Province’s light duty vehicle zero emission sales targets of 10/30/100% by 2025/2030/2040 respectively, will not be met without addressing the issue of right of access to EV charging in multi-unit residential buildings

Having some EV infrastructure in place does not guarantee access to charging

Although many progressive B.C. local governments are adopting EV-ready zoning bylaws for new construction (Table 1), the vast majority of the MURBs in BC require either complete retrofitting or various degrees of retrofitting² for EV infrastructure. In the cases of retrofitting, residents are frequently

¹ Charge the North Study <https://www.fleetcarma.com/charge-the-north-summary/>

² There are a reported 50,000 parking spaces in various stages of EV readiness in Vancouver alone.

denied the installation of EV infrastructure by the Strata or landlords. Currently, a supermajority vote of Strata owners is required even if the EV owners are prepared to fully-finance the acquisition, installation, and operation of the EV charging infrastructure. In the case of apartments, landlords are under no obligation to accommodate any requests for access to EV charging even if the tenant is prepared to pay 100% of the cost.

The challenges of deploying electric vehicle charging in multi-unit residential buildings (MURBs)

Approval from strata council and owners

- Under current rules for common property in stratas, a $\frac{3}{4}$ strata majority is needed to pass a bylaw to allow the installation and use of EV infrastructure. Strata Councils and owners can, and with few exceptions, vote without cause, against strata resolutions for EV charging infrastructure and access.
- Strata owners prefer not to call Special General Meetings (SGMs) to vote to install EV infrastructure, and the inconvenience could bias owners into voting against such a motion. As a result, the few resolutions that get to this stage are generally limited to Annual General Meetings (AGMs). This leads to long delays (years) for EV charging infrastructure project decisions.
- Currently, it is the strata council and its owners who ultimately determine if a strata owner can install a charging station, even if the EV owner(s) are willing to pay 100% of the cost.
- Through the “tragedy of the commons” it can be difficult to gain the necessary votes to install infrastructure, when other strata owners do not own, or lack interest in, or do not understand, electric vehicles.

Approval from Landlords

- There are currently no requirements in the BC Residential Tenancy Act or Regulations that either; prohibit landlords from including prohibitions of EV charging in standard leasing agreements, or require access if the lessee is prepared to pay the installation cost for the EV charging equipment.
- Although EV charging demand and associated market forces may eventually incentivize more landlords to provide EV infrastructure access, there is an immediate need to ensure that tenants who wish to purchase an electric vehicle can, at their option, and under reasonable conditions, gain access to EV charging infrastructure. Particularly if that all that is required is access to existing low-cost charging outlets³
- The California tenancy model⁴ provides an example of the terms and conditions under which EV charging access can be structured to include the interests of both the landlord and the lessee.

Experience from provincial incentive programs

- In the province's 2017 MURB incentive program, even with a rebate of 75% of costs (up to \$4,000) for the installation of EV chargers, the top reason for applicants to withdraw from the program was their inability to secure the necessary strata votes to proceed with projects.⁵
- The 2018 Charging Solutions and Incentives program application was updated to require project approval from the authorized body (e.g. strata or building owner) in advance of applying, to

³ Such as existing 120 Volt wall receptacles with dedicated circuit upgrades

⁴ California Assembly Bill 2565 Chapter 529 (2014)

⁵ Plugin BC MURB incentive program administrator

reduce the number of expected withdrawals. A number of would-be applicants had to withdraw from the program because they were unable to secure the necessary strata votes to proceed with their projects.⁶

- In both programs, Plugin BC, the program’s administrator, collected data on applicants who were initially approved for funding but withdrew their application. The reasons cited for withdrawn applications include (see Appendix A for testimonials from BC EV owners):
 - Nearer-term financial priorities (e.g. building repairs).
 - An unwillingness to subsidize, or be perceived to be subsidizing, a project that benefits one, or just a few, strata members.
 - Lack of clarity on who pays, and how costs are recovered.
 - Tendency to be risk adverse; uncertainty or lack of understanding makes it easiest to say “no”.
 - Strata council not seeing EV charging as a priority, and postponing or not bringing the resolution to a vote at the AGM.
 - The disposition of individual strata residents.
- In cases where applicants were successful, applicants clearly laid out how they would cover expenses and responsibility for the infrastructure installation. This may suggest that stratas may be agreeable to the installation of EV infrastructure, as long as all the costs are borne by the EV owner(s) and/or the terms and conditions are properly defined. Properly drafted right-to-charge could achieve this condition.⁷

The Solution: Right-to-charge legislation

- Other jurisdictions have dealt with this issue by passing what is known as “Right-to-charge” amendments to their respective Strata/Condo and Residential/Tenancy Acts.
- This legislation outlines the conditions under which an installation and management of EV charging can occur and sets the rights and responsibilities of EV owners for EV charging infrastructure.
- Right-to-charge legislation exists in:
 - Ontario, Canada—O. Reg. 114/18, s. 8
 - California—CA Assembly Bill AB2565
 - Colorado—CO Senate Bill SB13-126
 - Oregon—2015 ORS 94.762
 - Hawaii—HRS 196-7.5
 - Florida—HB 841
- Some common elements for legislation include:
 - A process and requirements for Condo/ Homeowners’ Association/Strata owner(s)/Landlords to make an installation application.
 - An agreement between EV owners and the Condo/HOA/Strata/Landlord
 - Timelines in which building owners must respond to the EV owners’ request and completion of agreements.

⁶ Plugin BC MURB incentive program administrator

⁷ Plugin BC MURB incentive program administrator

- Responsibility for installation and operational costs covered by the EV owner(s) and/or strata/landlord.
- Clear and consistent definitions of what constitutes a reasonable denial.
- Responsibility for maintenance, insurance, and removal.
- Process for dispute resolution.
- Ability for the property owner (Strata/Condo/HOA/Landlord) to propose reasonable modifications (e.g. to support energy management)

British Columbia has the opportunity to join these leading jurisdictions by updating the Strata Property Act and the Residential and Tenancy Acts and Regulations to address the barriers identified above and enable a fairer and faster process for EV owners living in MURBs to access EV charging. Effective Right-to-charge legislation will clear the way to removing this obstruction to meeting the Province's EV sales and GHG emission targets.

Stories from British Columbia EV Owners and Prospective Owners

The following are excerpts of responses when current EV owners and prospective owners were asked what challenges they faced in trying to get access to EV charging in their MURB.

- "A strata council executive member dissuaded me from applying for a station at one of my three business parking spaces as there was no chance of it passing the council."
- "Property management is our main customer base and I have heard on numerous occasions that a strata's demographic is a hurdle in getting car chargers approved "
- "I tried a little more than a year ago, went through several things to get as accurate info as I could, arranged for a rep from *[a supplier]* to talk to strata, a second resident got a new EV, and her son paid to have her own install. Since then I have been told I have to charge off site."
- "Despite my offer to pay for electrical work and power consumption and a letter from *[a mayor of a municipality]* offering financial assistance as a pilot project for the city. They thought it was unfair to provide access to an outlet for one person, when they could not make that exception for everyone in the building They would rather say no, than discuss a solution."
- "They were confused about costs, and unaware of level 1 vs level 2, quoting \$50,000 costs, despite me only asking for access to a 110V outlet."
- "I had one property management company approve my use of an outlet, and then shut off power to the entire parkade, claiming their hydro bill went up by hundreds of dollars a month."
- "One claimed that my using an existing 110V outlet (I offered to pay to run a dedicated line to it) was a significant change in use and would require an SGM to vote on it."
- "...my Strata is against me plugging the car to any outlet, their main point is 'who is going to pay for the electricity and how'?"
- "I cannot even get a meeting with the (Strata) Council."

Table 1: List of BC municipalities with EV-ready requirements for multi-unit residential buildings (MURBs)

Municipality	Residential Requirement	Policy type
City of Burnaby	100% stalls energized	Zoning bylaw 13903, No 24
City of Coquitlam	1 stall per dwelling unit	Zoning bylaw 4897
Township of Langley	100 % residential stalls	Zoning Bylaw 2500
City of New Westminster	100% stalls energized	Zoning bylaw amendment 8040
City of North Vancouver	20% stalls L2; capacity for remaining 80%	Sustainable Development Guidelines
City of Port Coquitlam	100% stalls "roughed in"	Zoning bylaw 3630, No. 4035
City of Port Moody	100% residential stalls	Zoning Bylaw 2937
City of Richmond	100% stalls energized	Zoning bylaw 8500
City of Victoria	100% stalls energized (pending 07/20)	Bylaw 20-001 and 20-075
City of Vancouver	100% stalls energized	Building bylaw 10908
District of Saanich	100% dwelling energized (pending 07/20)	Zoning Bylaw 8200
District of Squamish	30% off-street parking	Zoning bylaw 2200, No. 2569
City of Surrey	100% residential stalls	Zoning Bylaw 12000
City of Port Moody	100% stalls energized	Zoning Bylaw 2937

Compiled by:
The Victoria Electric Vehicle Association, Victoria, BC
June 11,2020

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

TO: Luke Sales, Director of Planning FOR: Regular Council Meeting, November 18, 2020

FROM: Rebecca Augustyn, Planner

SUBJECT: Zoning Amendment: 634 Rye Road

RECOMMENDATION

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 read a third time.

BACKGROUND

The owner of 634 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.

The application has received two readings and went before the Advisory Planning Commission on July 10, 2020. The applicant also held a Public Information Meeting on August 17, 2020. On June 24, 2020, Council adopted the following motions in relation to the application:

- 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 given second reading.
- THAT Council hold a Public Hearing on July 15, 2020 at 3:30pm 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 (634 Rye Road) Bylaw No. 580.116, 2020”.
- THAT, in relation to “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (634 Rye Road) Bylaw No. 580.116, 2020” a covenant be registered on title for the property located at 634 Rye Road prohibiting age-restricted development.
- THAT, prior to adoption of “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (634 Rye Road) Bylaw No. 580.116, 2020”, the developer makes a contribution to the Village Neighbourhood Sidewalk Reserve Account equivalent to the value of constructing a sidewalk on Rye Road and Hemlock Street in front of this property.
- THAT, in relation to “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (634 Rye Road) Bylaw No. 580.116, 2020”, Council instructs staff to arrange a future meeting to discuss the works and service in the village neighbourhood for enhancing the streetscape in the neighbourhood.

The applicant requested that the Public Hearing be delayed until August 19, 2020. On July 15, 2020, Council adopted the following motion:

- THAT the Public Hearing for “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (634 Rye Road) Bylaw No. 580.116, 2020” be

rescheduled to August 19, 2020 at 3:30 pm, to be held electronically via Zoom teleconferencing software.

The Public Hearing scheduled for August 19, 2020 was required to be postponed due to a problem with the information contained on the signage supplied by the applicant.

On October 28, 2020, Council passed the following motion:

THAT Council hold a Public Hearing on November 18, 2020 at 3:30pm electronically via Zoom in regard to "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (634 Rye Road) Bylaw No. 580.116, 2020".



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, a Section 219 Form and Character Covenant will 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 Development Permit, the setback adjacent to the laneway can be varied. These setbacks are less than 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 unit, which results in a total of 10 off-street parking spaces. The proposed development provides six off-street parking spaces.

The proposed development is located on a single parcel. If the proposed development consisted of five dwelling units in one building, rather than five dwellings in five separate buildings, the zoning bylaw would require five off-street parking spaces. In the case of this proposal, staff find it reasonable to use the multi-family parking requirements since the proposed development is located on a single parcel and staff do not anticipate that by having the units in detached buildings will increase parking demand.

Council has the option to require the number of off-street parking spaces, or vary the required number of parking spaces through the Development Permit.

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).

2. The Town shall discourage owners from restricting occupation or ownership of a residential unit because of age.

Staff Comment: As per Council’s motion from the June 24, 2020 Council meeting, a covenant will be registered on title for the subject property prohibiting age restrictions.

3. The emphasis of street design shall be pedestrian-friendly, rather than car-friendly.

Staff Comment: The street design is not pedestrian-friendly given the lack of sidewalks and the incorporation of layby parking on Hemlock Street and Rye Road. However, off-street parking is accessed from the rear of the property. As per Council’s motion from the June 24, 2020 Council meeting, the developer will be making a contribution to the Village Neighbourhood Sidewalk Reserve Account equivalent to the value of constructing a sidewalk along the Rye Road and Hemlock Street frontages.

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 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. As per the Council motion on February 5, 2020, the applicant has submitted a detailed rainwater management plan as part of the zoning amendment application. Staff are in the process of reviewing the rainwater management 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 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, which is a significant commitment.
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. However, it is reasonable given the surrounding single-family dwellings.
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 detailed tree and vegetation management plan has been submitted by the applicant. The plan notes that one tree may be retained, depending on the positioning of the infrastructure.
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: As per the Council motion on February 5, 2020, the Town will enter into a Work and Services Agreement to ensure the completion of the adjacent works and services, including a contribution toward sidewalks.

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 complies with the Development Permit Area M1 guidelines.

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 been submitted by the applicant. The plan notes that all trees are required to be removed; however, one tree could be retained depending on the positioning of the infrastructure. A revised landscape plans has been submitted, which includes species identified in the Tree and Vegetation Management Plan.

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 includes a grass boulevard area with trees. On June 24th, 2020 Council required that the owner make a contribution to the Village Neighbourhood Sidewalk Reserve Account equivalent to the value of constructing a sidewalk on Rye Road and Hemlock Street in front of this property. This is acceptable to staff.

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 complies with the Development Permit Area M1 guidelines.
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 proposed development consists of single-family dwellings; which staff consider to be at a scale that complements the existing residential uses in the neighbourhood.
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 proposed development consists of clustered single family dwellings. There will be ground floor access to each unit, landscaping, as well as communal outdoor areas.
3. Public spaces for community gathering should be integrated into designs wherever possible.
Staff Comment: The proposed development does not include public spaces, but does have an area where residents can gather.
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: The proposed development has one designated area for parking. The parking area is landscaped and will be accessed off the laneway, and as a result will be buffered from properties on Rye Road and Hemlock Street. There is no landscaping between the parking structure and laneway to avoid the need for additional drive isles.
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 off-street parking is to be accessed from the laneway.

SUMMARY

The proposed development for 634 Rye Road requires a rezoning from R14 to R19 to allow five single family dwellings on the subject property. 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'. The Public Hearing scheduled for August 19, 2020 was cancelled due to a problem with the information contained on the signage supplied by the applicant. Without the benefit of formal community input, staff recommend that the bylaw be given third reading.

ALTERNATIVES

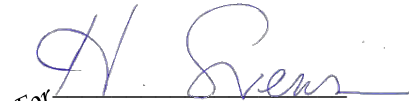
1. **THAT** Council requests the following changes to the proposed development at 634 Rye Road: *[insert changes]*
2. **THAT** Council denies the zoning amendment application for 634 Rye Road;
3. **THAT** Council provides alternative direction to staff.



Rebecca Augustyn, MCIP, RPP
Planner
Report Writer



Luke Sales, MCIP, RPP
Director of Planning
Concurrence



For Daniel Sailland
CAO
Concurrence

Attachments

[PLANS.634RyeRoad.Nov182020.pdf](#)
[580.116 - 634 Rye Road \(R19\).docx](#)

N:\0100-0699 ADMINISTRATION\0360 COMMITTEES AND COMMISSIONS\Council\2020\11 18 regular Council meeting\memo.634RyeRoad.November 182020.docx

APC PRESENTATION – 2020 06 03



634 RYE ROAD – AFFORDABLE INFILL
PLANS AND BACKGROUND INFORMATION

IMAGES OF COMPARABLE PROJECTS IN WA. USA



- COMMUNITY BY DESIGN
- COURTYARD CLUSTERS OF SMALL HOUSES WHERE ALL AGES CAN FEEL SAFE AND CONNECTED.
- CARS ARE KEPT AWAY TO ALLOW FOR COMMON GREEN SPACE



PROJECTS AND PHOTOS BY ROSS CHAPIN AIA

IMAGES OF COMPARABLE PROJECTS IN WA. USA



PROJECTS AND PHOTOS BY ROSS CHAPIN AIA

- NEIGHBOURS CAN ENJOY A MEAL TOGETHER OR INVITE THEIR GUESTS TO THE COMMONS.
- GROCERIES ARE TRANSPORTED IN THE “RED FLYER” FROM THE PARKING AREA.
- LOW IMPACT DEVELOPMENT
- PRE-FABRICATED
- PERMEABLE SURFACES
- RAINWATER MANAGED IN RAIN GARDENS AND COLLECTED FOR IRRIGATION
- ZERO CO₂ EMISSION

A HOUSE FOR BETTY LU

...AN ELDERLY WOMAN WHO HAD BEEN A LONG-TIME RESIDENT EXPRESSED HER FRUSTRATION WITH AMERICA'S CURRENT HOUSING STOCK.

"MY HOUSE IS 2,800 sf ON A ¾ ACRE LOT. IT'S MORE THAN I CAN CARE FOR AND MY DAUGHTER WANTS ME TO MOVE OUT. I DON'T WANT TO MOVE TO AN ASSISTED LIVING CENTRE, AND I DON'T LIKE CONDOS. AND YOU DEVELOPERS BUILD HOUSES THAT ARE TOO BIG FOR ME. I DON'T HAVE ANY OPTIONS."

WE DESCRIBED OUR APPROACH WITH SMALL HOUSES IN A COMMUNITY SETTING AND TRIED TO ASSURE HER THAT WE WOULD WORK TO ACCOMMODATE HER NEEDS. WE ENDED UP DESIGNING A 700 sf, SINGLE LEVEL, ONE-BEDROOM COTTAGE WITH HER IN MIND, AND NAMED IT AFTER HER: "BETTY LU" WE ALSO DESIGNED A LARGER VERSION WITH TWO BEDROOMS, NAMED "BETTY LU LU"

OUR APPROACH WAS TO OFFER A VARIETY OF COTTAGES AND HOUSES – NONE LARGER THAN 1,500 ft² TO QUALIFY FOR THE DENSITY BONUS – FOR SINGLES, COUPLES, AND SMALL HOUSEHOLDS WITH CHILDREN. THE LARGE-HOUSE MARKET WAS GLUTTED; WE INTENDED TO CATER TO PEOPLE WHO WANTED A SMALLER HOME WITH LOWER MAINTENANCE AND ENERGY COSTS.

TEXT BY ROSS CHAPIN AIA





VIEW FROM MEMLOCK STREET



VIEW FROM RYE ROAD



ZONING MAP



VIEW FROM GOOGLE EARTH



- AFFORDABLE
- INCLUSIVE
- LOW IMPACT
- SUSTAINABLE

RYE ROAD AFFORDABLE INFILL



AFFORDABLE INFILL

634 RYE ROAD
QUALICUM BEACH BC

PROJECT NUMBER 18-024

TITLE PAGE

2020 05 17

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 16, PLAN VP2005, DISTRICT LOT 56, NEWCASTLE LAND DISTRICT (DDE67746)

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 S.F.

NO. UNITS 5 SMALL SINGLE FAMILY DWELLINGS

PARKING PROVIDED 6

FLOOR AREA RATIO 0.25 : 1 +/-

PARCEL COVERAGE 25% +/- (PERMITTED + 30%)

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



COLOUR PALETTE

RYE ROAD

1 SITE PLAN
1 : 100



SITE PLAN

2020 05 17



AFFORDABLE INFILL

634 RYE ROAD
QUALICUM BEACH BC

PROJECT NUMBER 18-024

A1



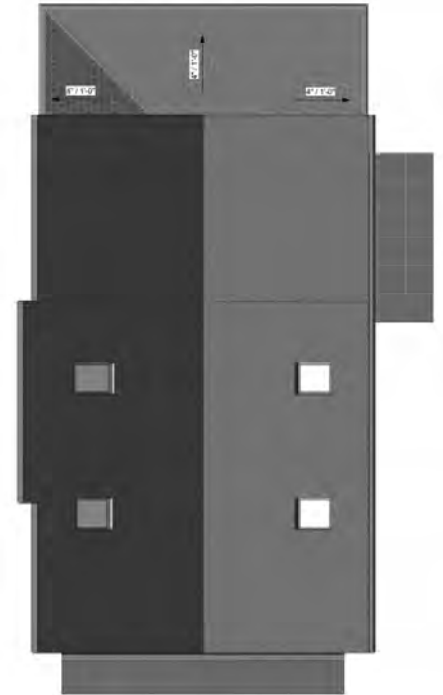
① SITE SECTION EAST - WEST 1
1 : 100



② SITE SECTION EAST - WEST 2
1 : 100



③ SITE SECTION NORTH - SOUTH
1 : 100



RYE ROAD AFFORDABLE INFILL

634 RYE ROAD
QUALICUM BEACH BC

PROJECT NUMBER 18-024

TYPICAL PLANS (1 - 2 - 5) - SECTION - ELEVATIONS

2020 05 17

A3



4 SECTION
1:50



5 SOUTH
1:50



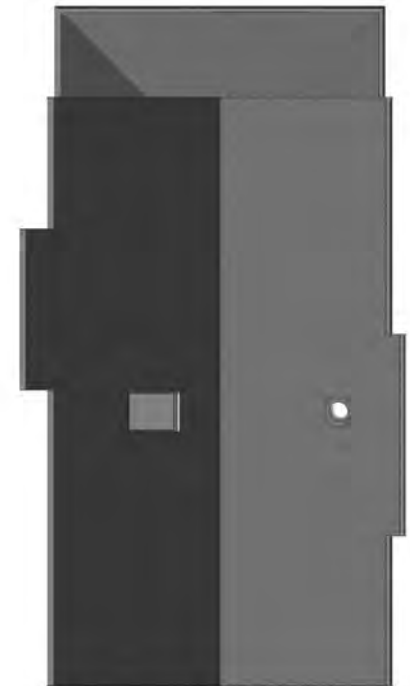
6 NORTH
1:50



1 LEVEL 1
1:50



2 LEVEL 2
1:50



3 ROOF
1:50



7 EAST
1:50



8 WEST
1:50



RYE ROAD AFFORDABLE INFILL

634 RYE ROAD
QUALICUM BEACH BC

PROJECT NUMBER 18-024

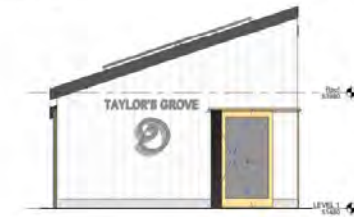
TYPICAL PLANS (3 - 4) - SECTION - ELEVATIONS

2020 05 17

A4



⑥ West
1:50



⑤ East
1:50



⑦ Section 2
1:50



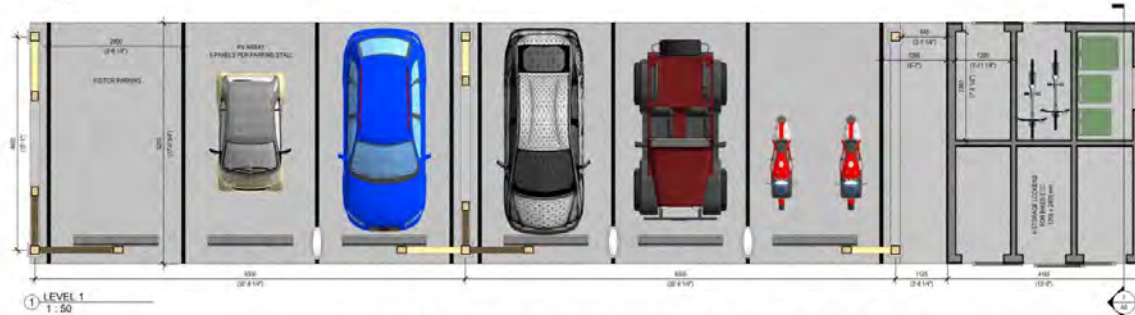
④ South
1:50



③ North
1:50



② Roof
1:50



① LEVEL 1
1:50

LANDSCAPE ARCHITECTURE SITE PLAN NOTES

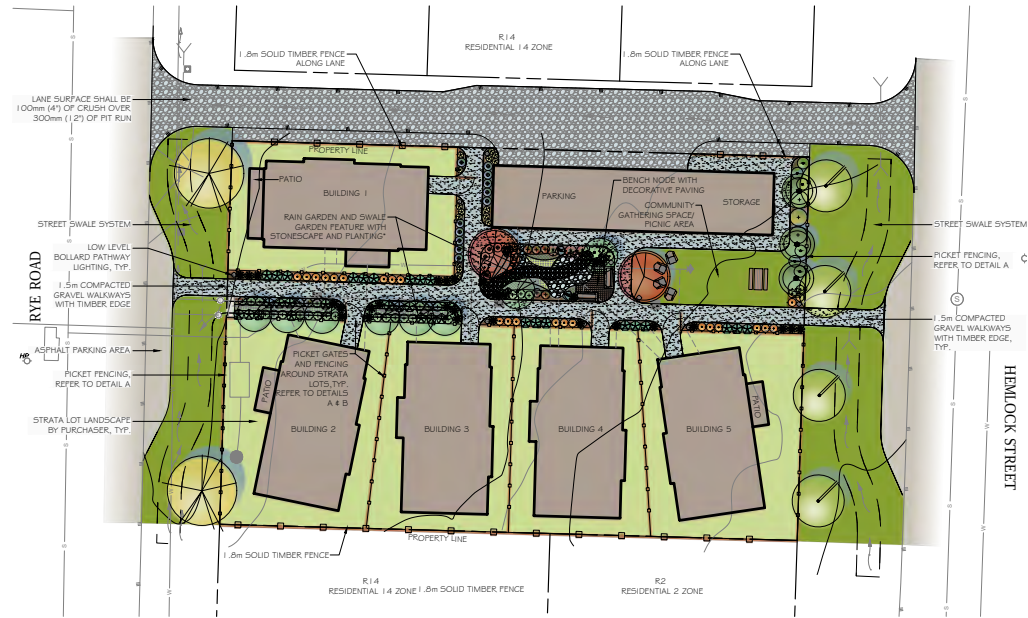
1. REFER TO SITE PLAN PREPARED BY FRANKS ARCHITECTS INC. FOR SITE PLAN LAYOUT, PROPOSED FINISHED FLOOR ELEVATIONS AND OTHER ARCHITECTURAL INFORMATION.
2. REFER TO CIVIL PLANS AND REPORT PREPARED BY JE ANDERSON & ASSOCIATES FOR ALL SITE SERVICING, GRADING, DRAINAGE AND STORM WATER MANAGEMENT INFORMATION.

PLANT LEGEND

SYMBOL	BOTANICAL / COMMON NAME	SIZE	SPACING	QTY.	NOTES
TREES					
	* ACER GLABRUM DOUGLAS MAPLE	1.5m	SEE PLAN	2	NATIVE SPECIES
	* CORNUS NUTTALLII PACIFIC DOGWOOD	4cm CAL	SEE PLAN	4	NATIVE SPECIES, HEMLOCK STREET TREE
	* CRATAEGUS DOUGLASII BLACK HAWTHORN	1.5m	SEE PLAN	3	NATIVE SPECIES
	* POPULUS TREMULOIDES TREMBLING ASPEN	4cm CAL	SEE PLAN	2	NATIVE SPECIES, RYE ROAD STREET TREE
	* RHAMNUS PURSHIANA CASCARA	1.5m	SEE PLAN	5	NATIVE SPECIES
SHRUBS					
	* CORNUS SERICEA KELSEY DWARF RED-OSIER DOGWOOD	#1 POT	0.75m O.C.	31	NATIVE CULTIVAR
	LAVANDULA ANGUSTIFOLIA MUNSTEAD ENGLISH LAVENDER	#1 POT	0.75m O.C.	13	DROUGHT TOLERANT
	MAHONIA AQUIFOLIUM OREGON GRAPE	#3 POT	1.0m O.C.	6	NATIVE SPECIES
	PHILADELPHUS LEWISII MOCK ORANGE	#3 POT	1.2m O.C.	4	NATIVE SPECIES
	PINUS THUNBERGII YATSUBUSA DWARF JAPANESE BLACK PINE	#3 POT	SEE PLAN	1	DROUGHT TOLERANT
	POTENTILLA FRUTICOSA ABBOTSWOOD, GOLDFINGER 4 UMAN WHITE, YELLOW & ORANGE SHRUB	#1 POT	0.6m O.C.	25	NATIVE CULTIVARS, MIX COLOURS
	* RIBES SANGUINEUM RED FLOWERING CURRANT	#5 POT	SEE PLAN	1	NATIVE SPECIES
	* ROSA NUTKANA NOOTKA ROSE	#2 POT	1.0m O.C.	3	NATIVE SPECIES
	* VACCINIUM OVATUM EVERGREEN HUCKLEBERRY	#3 POT	0.9m O.C.	32	NATIVE SPECIES
PERENNIALS & GROUNDCOVERS					
	* CAREX OBOVATA STIPA SLOUGH SAWBEAK SEDGE	10cm POT	0.6m O.C.	30	NATIVE SPECIES
	* JUNCUS EFFUSUS COMMON RUSH	10cm POT	0.6m O.C.	30	NATIVE SPECIES
	PENNISETUM ALOPECUROIDES 'HA MELN' DWARF FOUNTAIN GRASS	#1 POT	0.75m O.C.	27	DROUGHT TOLERANT
	RUDEBECKIA FULGIDA GOLDSTURM GOLDSTURM CONEFLOWER	#1 POT	0.6m O.C.	16	DROUGHT TOLERANT
LAWN					
	CANADA NO. 1 SOD			55 sq.m	
	HYDROSEED			754 sq.m	435 sq.m

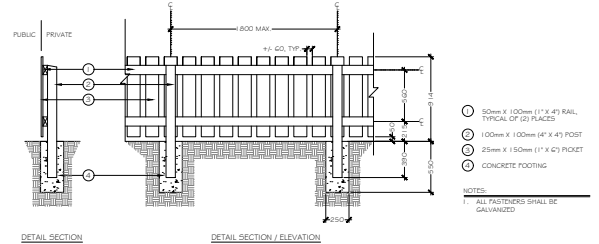
* INDICATES BIORETENTION FACILITIES PLANT SPECIES AS RECOMMENDED IN TABLE 2 OF THE TOWN OF QUALICUM BEACH: GREEN LANEWAYS PROJECT.

* INDICATES 'PROTECTED' NATIVE SPECIES PER ACTION PLAN 2 - TREE CONSERVATION, RECOMMENDATIONS OF THE TOWN OF QUALICUM BEACH TREE AND VEGETATION MANAGEMENT PLAN DRAFT MARCH 30, 2020.



PLANTING NOTES

1. ALL LANDSCAPE INSTALLATION AND MAINTENANCE SHALL MEET OR EXCEED THE MOST RECENT STANDARDS SET OUT BY THE CANADIAN LANDSCAPE NURSERY ASSOCIATION (CLNA) / CANADIAN SOCIETY OF LANDSCAPE ARCHITECTS (CSLA) CANADIAN LANDSCAPE STANDARD.
2. ALL TREES SHALL BE PLANTED WITH 300mm OF TOPSOIL OR AMENDED ORGANIC SOILS AROUND AND BELOW ROOTBALL.
3. SOIL DEPTHS: SHRUBS - 450mm GROUND COVER AND LAWN - 300mm TREES - 300mm AROUND AND BELOW ROOTBALL
4. MULCH SHALL BE COMPOST PER SECTION 1.0 MULCHING OF THE CANADIAN LANDSCAPE STANDARD. MULCH DEPTH SHALL BE 75mm MINIMUM OVER ALL TREE AND SHRUB PLANTING AREAS.
5. PLANT MATERIAL QUALITY, TRANSPORT AND HANDLING SHALL COMPLY WITH CLNA STANDARDS FOR NURSERY STOCK.
6. ALL PLANTING AREAS SHALL BE WATERED VIA AN UNDERGROUND AUTOMATIC IRRIGATION SYSTEM. IRRIGATION EMISSION DEVICES SHALL BE LOW VOLUME ROTARY NOZZLES OR MICRO DRIP EQUIPMENT.
7. PLANT QUANTITIES ARE FOR INFORMATION ONLY. IN CASE OF ANY DISCREPANCY THE PLAN SHALL GOVERN.
8. ALL PLANT MATERIAL SHALL MATCH SPECIES AS INDICATED ON THE PLANTING LEGEND.
9. CONTACT THE LANDSCAPE ARCHITECT FOR APPROVAL OF ANY SUBSTITUTIONS. NO SUBSTITUTIONS WILL BE ACCEPTED WITHOUT PRIOR WRITTEN APPROVAL OF THE LANDSCAPE ARCHITECT.
10. CHECK FOR LOCATIONS OF WATER LINES AND OTHER UNDERGROUND SERVICES PRIOR TO DIGGING TREE PITS. EXCAVATED PLANT PITS SHALL HAVE POSITIVE DRAINAGE. PLANT PITS WHEN FULLY FLOODED WITH WATER SHALL DRAIN WITHIN ONE HOUR AFTER FILLING.
11. NO PLANTS REQUIRING PRUNING OF MAJOR BRANCHES DUE TO DISEASE, DAMAGE OR POOR FORM WILL BE ACCEPTED.
12. ALL CALYPTRO-STOCK TREES SHALL BE B & B IN WIRE BASKETS.



0.9m Picket Fencing

Section / Elevation

1:25 metric

1. 100mm x 100mm (4" x 4") POST, SET TO 1.2m TIMBER FENCE DETAIL
2. 50mm x 100mm (2" x 4") RAIL AND CROSS BRACE
3. (2) 75mm WIDE GALVANIZED STRAP PRICES, GATE SHALL SWING OUT FOR FIRE ESCAPE
4. (1) GALVANIZED GATE LATCH, INSTALL LATCHING MECHANISM ON INSIDE OF GATE
5. 25mm x 100mm (1" x 4") PICKET
6. FINISHED GRADE

- NOTES:
1. ALL TIMBERS SHALL BE CEDAR
 2. ALL FASTENERS SHALL BE GALVANIZED
 3. APPLY EXTERIOR TRANSLUCENT CEDAR STAIN ON ALL TIMBERS PRIOR TO ASSEMBLY

1.2m Timber Gate

Elevation

1:25 metric



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Rye Road Affordable Infill
Robert Taylor
 634 Rye Road, Qualicum Beach, BC

LANDSCAPE PLAN

Date: October 5, 2020

Drawn: CM

Checked: NG

Scale: 1:200 metric

Project Number: 18-0254

DRAWING NUMBER: L1 of 2

REVISED SHEET	NOTES
#	Date
0	08/04/2020 Reopening Review
1	10/04/2020 Issued for APC
2	10/04/2020 Reissued for APC
3	05/07/2020 Reissued for Reopening



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Rain Garden

Photographs



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Bioswale

Photographs



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Picket Fence Line

Photographs



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Hemlock Street

Photographs



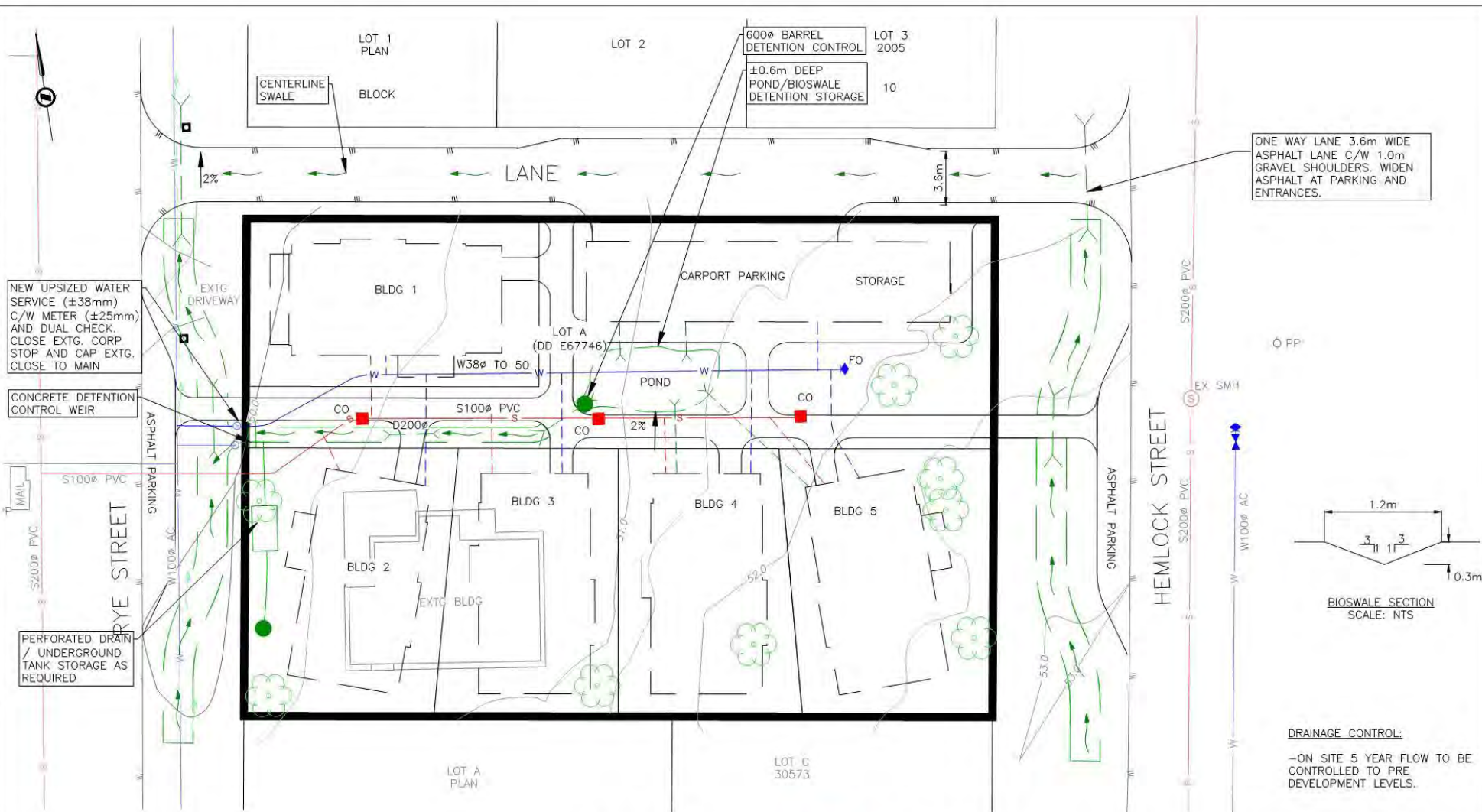
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Rye Road Affordable Infill
 Robert Taylor
 634 Rye Road, Qualicum Beach, BC

PLANT PALETTE

Date: October 5, 2020
 Drawn: CM
 Checked: NG
 Scale: N/A
 Project Number: 18-0254
 Drawing Number: L2 of 2

REVISION	SCHEDULE	DATE	NOTES
0	10/05/2020	Revised for APC	
1	10/05/2020	Issued for APC	
2	10/05/2020	Revised for APC	
3	05/07/2020	Revised for Renaming	



NOTES

- CONTACT BC HYDRO, TELUS, SHAW CABLE AND FORTIS BC MINIMUM 72 HOURS PRIOR TO THE START OF ANY EXCAVATION.
- ALL LOCATIONS AND ELEVATIONS OF EXISTING SERVICES AND UTILITIES ARE APPROXIMATE ONLY AND SHALL BE CONFIRMED PRIOR TO EXCAVATION.
- ALL OFF SITE WORK TO BE TO QUALICUM STANDARDS.

LEGAL DESCRIPTION:
 LOT A, BLOCK 10, PLAN VIP2005, DISTRICT
 LOT 56, NEWCASTLE LAND DISTRICT



PLAN - ROAD A
 H 1:250

JEA J.E. ANDERSON & ASSOCIATES SURVEYORS - ENGINEERS VICTORIA NANAIMO PARKSVILLE CAMPBELL RIVER #1A-3411 SHENTON ROAD, NANAIMO, BC V8T 2H1 PHONE: 250-758-4031 EMAIL: nanaimo@jeaanderson.com WEB: www.jeaanderson.com	
DRAWN: TD	SCALE: 1:250
DATE 20200227	
SHEET 1 OF 1	

CLIENT	ROBERT TAYLOR
PROJECT	TOWN OF QUALICUM
634 RYE ROAD AFFORDABLE INFILL SITE PLAN FOR RE-ZONING	
89663 - 01 - C1	
ENG: 89663	ISSUED FOR COORDINATION FEB 27/20

THE GOAL FOR THIS PROJECT

...IS TO PROVIDE HOUSING THAT BUILDS COMMUNITY

THE HOUSES WILL BE CONSTRUCTED FROM – OFF SITE – PRE-FABRICATED COMPONENTS. THIS WILL REDUCE – TIME - SITE WASTE AND ENSURE HIGH QUALITY AND PRECISION CONSTRUCTION.

EACH HOME WILL BE TESTED TO MEET STEP 4 OF THE BCBC ENERGY CODE.

THE BENEFIT OF THESE MEASURES ARE:

- LOW LIFE CYCLE COST.
- SIGNIFITANTLY REDUSED ENERGY USE.
- HEALTY, COMFORTABLE AND AFFORTABLE ENVIROMENT FOR ALL AGES.

TREE AND VEGETATION MANAGEMENT PLAN

634 Rye Road, Qualicum Beach

For rezoning submission 580.116,2020

Submitted by R. Taylor
Registered Forestry Technologist, ABCFP

3/29/2020

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INTRODUCTION

This plan describes the current vegetation on the property, discusses the issues of retention and replacement, and the effects climate change will have on landscaping decisions. It makes general suggestions concerning the landscape planning but is not intended to be prescriptive.

CURRENT TREE AND VEGETATION COVER

The lot is 1654m² with loamy-sand to sandy soils and 35-55% coarse fragment content (cfc)¹. The land slopes gently to the west at a 5% slope and ranges in elevation from 46.6 to 52.7 m. It is in Plant Hardiness Zone 7b; within 2 km of zone 8 to the south, and in the Coastal Douglas Fir moist maritime (CFDmm) biogeoclimactic zone, which is defined by the Douglas fir (Fd), salal, Oregon grape, Red huckleberry, and Ocean spray, with Garry Oak and Arbutus in drier sites. The property is on the eastern edge of the Grandon creek watershed²

The land was cleared in the early 1900's. 55% of the property has been developed and contains the house, lawn and driveway. The remaining 45% has been unmanaged and has regenerated naturally with species common in CFDmm forests as well as two invasive species. The unmanaged area has the highest plant species diversity and contains most of the significant trees. The site map (appendix 1) shows the developed and unmanaged areas, planned buildings, and the significant trees.

Significant trees.

Significant trees are defined as the tallest dominant trees on the site. Their characteristics are listed in table 1, page 6. Except for one Horse chestnut, all of the significant trees are Fd and range in height from 28-37 m tall. They are healthy with no obvious signs of disease. In general, their live canopies are in the upper third of the tree. Figures 1 and 2 represent an overview of the significant trees; additional pictures can be found in appendix 2.

¹ 'cfc' is any particle that is greater than 2mm wide. The percent is the estimated volume of cfc in the soil layer; if 35% of the soil layer is cfc, the remaining 65% is soil, which is made of particles less than 2mm; either sand, silt, or clay. A loam has fairly equal proportions of each of these classes; loamy sand has more sand and significantly less clay.

² See OCP 2018 map schedule 2.4



Figure 1 significant trees 214, 211, 206



figure 2 significant trees 159, 262, 248, 201, 206

Unmanaged area Understory and additional trees

Besides the significant trees, there is an understory of mainly Fd ranging in height from 5 m to 20m tall. There are 2-4 Western red cedars, a paper birch and one Big Leaf maple. The red cedar is dying back, but the cause is not known. The additional trees have not been surveyed. In general they are suppressed by the larger dominant significant Fd.

The understory (from the ground to about 5m in height) contains younger Douglas fir, Oregon grape, salal, rose, and Ocean spray. There are also two invasive plants; Himalayan blackberry and English Ivy (figures 3 - 6). English ivy is scatted and spotty in the ground cover but is climbing several trees on the property and laneway. Himalayan blackberry is an Alien Invasive plant species³ and was originally only on the right of way on Hemlock St. but is trying to re-establish in several locations each spring.



3 representative understory



4 representative ground cover

³ See *Provincial Priority Invasive Species* list, Feb 2020, posted online and the Invasive Species Council of BC for more information on Invasive species in BC.



3 Oregon grape and English ivy



4 Himalayan blackberry

Landscaped area

This area is mainly lawn and driveway. There are two significant Fd trees, (fig 7 shows tree 160), a Horse chestnut (fig 8), an English holly tree, and several over-mature red alder that are in poor health. Himalayan blackberry has been attempting to re establish in this area and has been removed periodically. The area near Rye road is generally moister than the rest of the parcel, but there are no plants that indicate saturated soils.



Figure 7 Right: tree 161 Left: tree 160



Figure 5 tree 159 Horse chestnut tree

Removal and retention

Retained trees provide significant benefits. They can increase property values, provide shade and aesthetic values, and be habitat for insects, birds and small mammals. They can also help manage storm

water runoff as absorbent landscaping, improve soil water retention capabilities, and increase soil nutrients with foliage decomposition.

They can also be hazardous. Falling large branches in windstorms can cause property damage or injury. The root systems may be damaged during construction and allow for root diseases to infect the tree. With time this can kill the tree or make it more susceptible to wind throw.

Building construction overlap

The dwellings will require eight of the significant trees to be removed to allow for construction. The overlap of trees and buildings can be seen in the appendix 1 map. Either the trees occupy area within the building footprints or need to be removed to allow for construction access. Trees whose drip lines are within three meters of any construction should be removed unless otherwise assessed by an Arborist⁴. Tree 160 is approximately 2.7 m from the planned site of building 2, and its canopy drip line may overlap the roof line, but could potentially be retained.

Number	species	Dbh+ (cm)	Height (m)	Est. age	Building/construction overlap
159	Horse chestnut	19-22	12	46	Bldg 2
160	Douglas fir	63	28	65	Bldg 2
161*	Douglas fir	58	28	65	Bldg 1
201	Douglas fir	66	34	65	Bldg 5
206	Douglas fir	53	33	65	Bldg 5
211	Douglas fir	63	33	65	Bldg 5
214	Douglas fir	68	37	65	Storage-parking
248	Douglas fir	74	37	65	Bldg 4
262	Douglas fir	54	32	65	Bldg 3
264	Douglas fir	51	35	65	Bldg 5

Table 1: Significant trees and building overlap. *Positions surveyed except tree 160, which is the estimated location. +dbh: diameter at breast height, 1.3 m from the ground on the high side of the tree.

Storm water, sewer and water service overlap

Utility services will be upgraded during the development. The location of the upgrades is not finalized, but the current proposal has storm water and sewer infrastructure well within 2 meters of the stem of tree 160⁵. If the location for the storm water infrastructure is built as planned, tree 160 will have to be removed. If the infrastructure is greater than 2 meters away from tree 160, an Arborist could be retained to provide input on retaining tree 160.

Wind throw

Trees are often more prone to wind throw⁶ when the surrounding trees are removed. When trees grow together, as happened in the unmanaged area of 634 Rye, they protect each other from winds. The individual trees do not have to withstand the full force of the wind; they only need to withstand the

⁴ Murdoch de Greef Inc and Focus Corporation, The Town of Qualicum beach: Green Laneways Project, 2013)

⁵ See appendix 3: engineering plan detail

⁶ Wind throw: tree uprooting or stem breakage that results when wind loads exceed stem or anchorage strength.

wind that gets through the surrounding canopy, while relying on their neighbouring trees to lean on and providing support for other swaying tree canopies.

With this mutual support comes competition. Close growing trees tend to be more slender and have smaller crown concentrated near the top of the tree rather than spread farther down the stem. The farther up the stem the live crown is from the ground and the more slender a tree is, the more susceptible to wind throw it becomes. This can be seen by comparing tree 160 and 262 in table 1 and the photos in appendix 2. Tree 262 grew in a stand of trees and tree 160 grew in the open. Tree 160 is shorter, has a significantly thicker stem and has a canopy that covers 70% of the tree, while the canopy of tree 262 covers about 10% of the tree. While the two trees are estimated to be the same age, tree 262 is more susceptible to windthrow than is tree 160 because of these factors.

Dominant isolated trees like 160 are usually more likely to be able to resist wind because they have been exposed to it more than grouped trees. Douglas fir on generally flat ground in deep well drained soils as found on the property also tend to be moderately wind firm.

Branches falling from larger trees during windstorms is a hazard to people and property. This hazard will be higher for trees that have grown in a group which has been thinned out.



Figure 6 branch from tree 160 broken off in winter windstorm 2019-2020.

Aesthetics

Trees that have grown in a stand tend to be thinner with their canopy concentrated in the top of the tree. When the surrounding trees are removed, the retained trees tend to look ungainly. In many cases the canopy is 'lopsided' away from competing trees or towards an opening. Tree 262 is an example of that. Trees 211 and 214, while thicker than 262, will look somewhat ungainly if the surrounding trees are removed. Trees 160 and 161 grew in the open and have a more pleasing shape.

Uses for removed trees

The significant trees are valuable in another sense. They are fairly large, have very few branches in the lower stem and do not appear to have any diseases that can cause rot. They are valuable as potential

dimensional lumber, doors, window frames or furniture. The trees are not uncommon on Vancouver Island and lumber markets are depressed, so their monetary value may not be significant. It may be feasible to process the trees into useful wood products. There are several small mills in the area that could process the trees and many woodworkers, cabinet and door makers, etc that could use the lumber. This is beyond the scope of this plan, and it would take time to investigate.

Climate Change

The impacts of climate change can be seen by comparing the 1961-1990 and 1981-2010 Canadian Plant hardiness zone maps. The property, inside the green circle, is currently in zone 7b, with zone 8 within 2 km to the south (figure 11). The area was in zone 7b in the previous PHZ, but zone 8 was much farther to the south (figure 10).

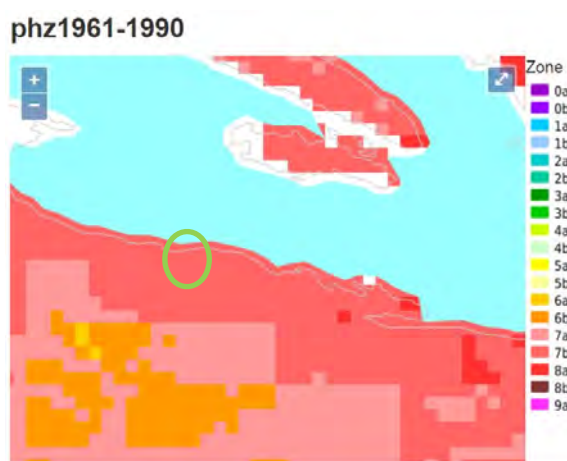


Figure 7 1961-1990 hardiness zones

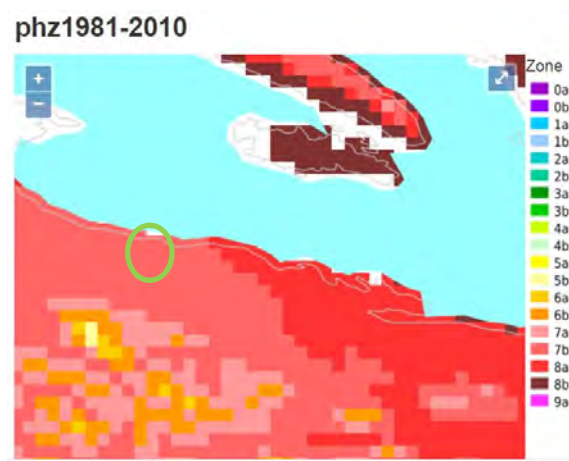


Figure 8 1981-2010 hardiness zones

BC provincial climate models⁷ indicate that by 2050 the summers will become ~2 degrees warmer, with 220 more Growing degree days (GDD), as outlined in Table 2. It is likely that within 20 years the area will be inside zone 8 of the Plant Hardiness zone. Most of the natural plants that are found there now will still be present in 2050, but the frequency and mix will likely change⁸. Naturally occurring tree species such as Arbutus and Gary Oak, or other common landscape trees like Linden or Saskatoon may be suitable as the climate gets hotter. Drought resistant plants may be more suitable for the site in the next 10-60 years due to the predicted lower snowfall and higher GDD. With snowfall predicted to fall by 50% by 2050, water conservations will be more important. This will be an important factor to consider in the Landscape plan.

⁷ Plan 2Adapt online tool [Pan2Adapt planning tool](#)

⁸ See [Plant hardiness climate change models](#) online for predictive maps for common local species under different climate change models.

year	Plant hardiness zone	Summer temp	Spring rain-snow (mm/day)	Snow (mm)	GDD
1980- 1990	7b	16	2.4	40	1005
~2020	7b	17	2.8	19	1109
~2050	Est. 8?	18.3	3.24	16	1225
~2080	Na	19.6	3.26	9	1344

Table 2 climate change projections from Plan2Adapt

Conclusions

All trees except 160 should be removed to facilitate building, maximize the solar panel efficiency, and for safety reasons concerning wind throw and large falling branches. Tree 160 is within 3 meters of building two but is expected to be wind firm. The engineering map in appendix three shows that storm water management infrastructure will require tree 160's removal. If the infrastructure's final placement is greater than 2m away from the stem of tree 160, an Arborist should be retained to make a final decision on the retention of tree 160.

The Himalayan blackberry and English ivy should be removed. This may require extra care and work to ensure they are eradicated, and monitoring for several years to remove any re-sprouting plants.

Climate change is estimated to decrease snowpack by 50% by 2050 and GDD will increase 20%. Spring and summer rains are expected to increase, as are summer temperatures. Replacement trees and vegetation in the landscape plan should be based in part on climate change predictions.

The removed trees may be valuable as raw logs that can be converted to lumber and used for doors, window shutters, furniture, etc. The proponent will investigate this possibility to see if it is feasible. These logs could be sold, donated, or used on site.

This management plan does not describe the specifics of the development's replacing vegetation. The landscaping plan developed by MacDonald Gray Consultants contains the details of the replacing trees, shrubs, and other vegetation.

[illegible]

Appendix 2: Photos of significant trees



photo 1 Tree 161



photo 2 Tree 160



photo 3 Trees 211 and 214



photo 4 Trees 206 and 201



photo 5 Tree 248



photo 6 Tree 214 stem



photo 7 Tree 262



photo 8 Tree 264



photo 9 English ivy growing up understory stems



photo 10 English ivy in lane right of way

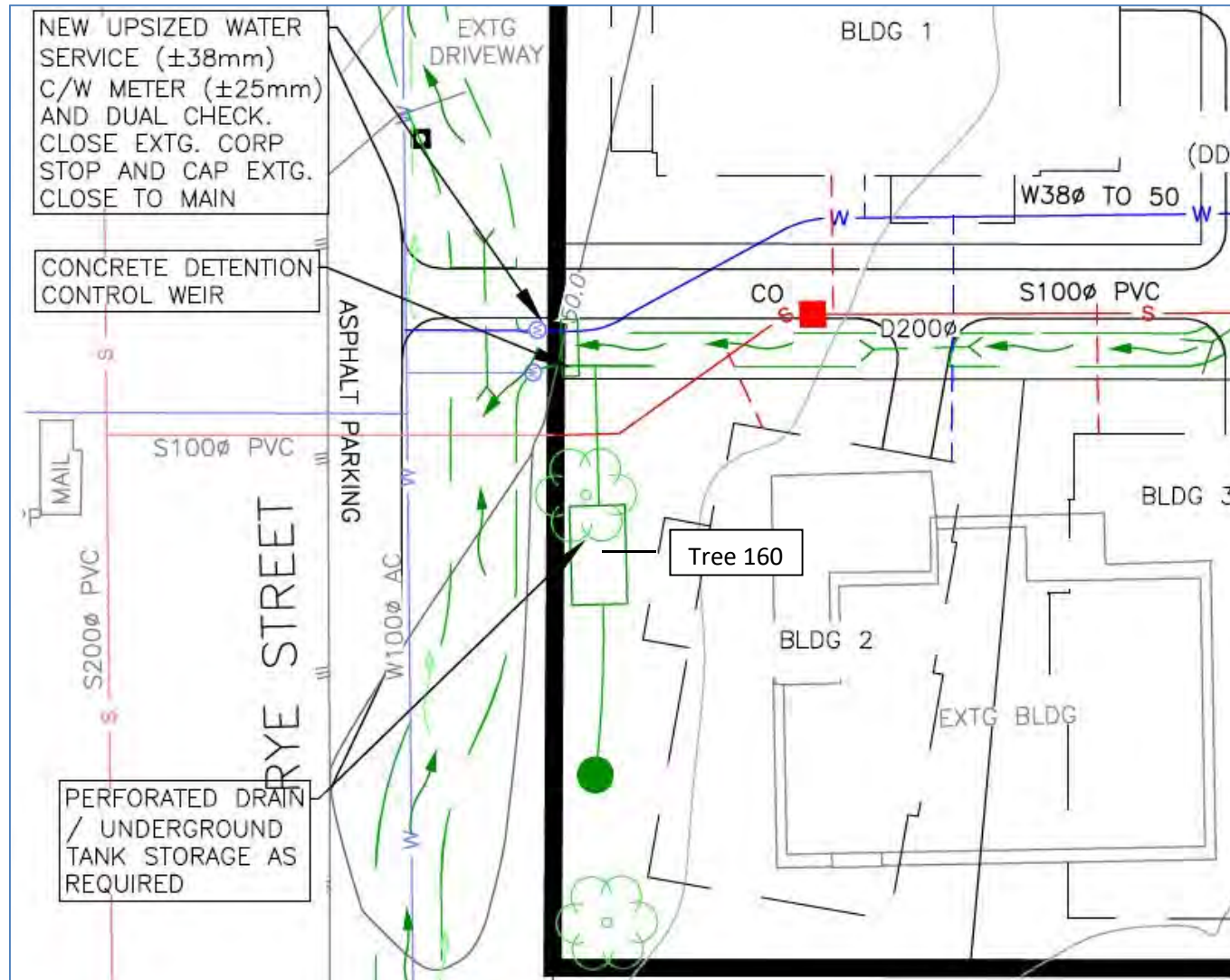


photo 11 Red cedar and blackberry



photo 12 Significant trees from Hemlock street

Appendix 3: Engineering plan detail



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 5th day of February, 2020.

READ A SECOND TIME this 24th day of June, 2020.

Notice published pursuant to Section 182 of the *Local Government Act* on the 4th day of November, 2020 and the 11th day of November, 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
M E M O R A N D U M

TO: Luke Sales, Director of Planning

FOR: Council Meeting, November 18, 2020

FROM: Rebecca Augustyn, Planner

SUBJECT: OCP Amendment and Zoning Amendment: 189 Sunningdale Road West
OCP Amendment: 187 Sunningdale Road West

RECOMMENDATION

1. THAT the bylaw entitled "Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018 Amendment (189 and 187 Sunningdale Road West) Bylaw No. 800.04, 2020" be read a third time.
2. THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (189 Sunningdale Road West) Bylaw 580.121, 2020" be read a third time.

PURPOSE

To consider a zoning amendment for 189 Sunningdale Road West, and to consider an Official Community Plan amendment for 189 Sunningdale Road West and 187 Sunningdale Road West.

BACKGROUND

The subject property, 189 Sunningdale Road West, is owned by the Town. Council has directed staff to commence a zoning amendment for this property prior to selling this land, for the purpose of enabling a two-lot residential subdivision, should the future buyer choose to do so. The Official Community Plan amendment is required to accompany the zoning change, as this property and the neighbouring lands to the east are currently designated "Institutional" in the Official Community Plan. The OCP amendment would change the designation from Institutional to Residential, which would align the OCP designation with the current residential zoning. The zoning amendment would change the zoning from R14 to Small Lot Residential 1 (SLR1) as well as the Subdivision District from Subdivision District 'D' to Subdivision District 'K'. The SLR1 zone is a residential zone tailored to smaller parcel sizes. Subdivision District 'K' is a new subdivision district with a minimum width of 10m.

The neighbouring property, 187 Sunningdale Road West, would also have the OCP designation of Institutional changed to Mixed Residential 1. 187 Sunningdale Road West, is currently zoned and is used for residential use, so this change would align the zoning and the OCP designation. The property at 181 Sunningdale Road West is also owned by the Town and would not be changed.

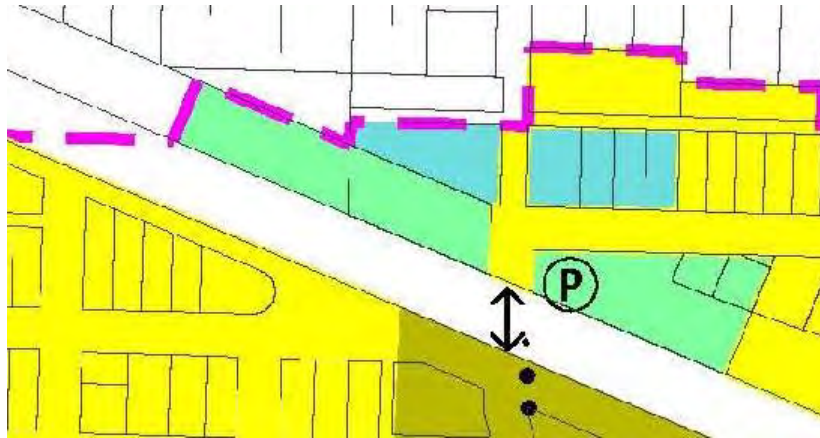


Figure 1: OCP map excerpt showing subject property on Sunningdale Road. It is directly east from the museum.

On September 16, 2020, Council adopted the following motions:

- THAT the bylaw entitled "Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018 Amendment (189 and 187 Sunningdale Road West) Bylaw No. 800.04, 2020" be introduced and read a first time.
- THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (189 Sunningdale Road West) Bylaw 580.121, 2020" be introduced and read a first time.
- THAT, prior to adoption of the zoning amendment bylaw for 189 Sunningdale Road West, a S. 219 form and character covenant be registered on the property to ensure compatibility with the Village Neighbourhood Design Guidelines and other newer homes on the street.

On October 7, 2020 Council adopted the following motions:

- THAT the bylaw entitled "Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018 Amendment (189 and 187 Sunningdale Road West) Bylaw No. 800.04, 2020" be read a second time.
- THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (189 Sunningdale Road West) Bylaw 580.121, 2020" be read a second time.
- THAT Council hold a Public Hearing on December 9, 2020 at 3:30pm electronically via Zoom in regard to "Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018 Amendment (189 and 187 Sunningdale Road West) Bylaw No. 800.04, 2020" and "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (189 Sunningdale Road West) Bylaw 580.121, 2020".

On October 28, 2020, Council adopted the following motion:

1. THAT Council hold a Public Hearing on November 18, 2020 at 3:30pm electronically via Zoom in regard to "Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018 Amendment (189 and 187 Sunningdale Road West) Bylaw No. 800.04, 2020" and "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (189 Sunningdale Road West) Bylaw 580.121, 2020".

DISCUSSION

Following is an overview of land use regulations and design guidelines relevant to the subject property.

LAND USE

Zoning: The property at 189 Sunningdale Road West is proposed to be rezoned to SLR1. The SLR1 zone permits a single family dwelling and a carriage house or secondary suite.

Density: The proposed density is approximately 50 units/ha (if a house and suite were constructed on each lot), which is within the 60 units/ha maximum specified for Mixed Residential 1.

Height: The maximum building height in the SLR1 zone is 9.0m.

Setbacks: The setbacks in the SLR1 zone are as follows: the minimum front lot line setback is 4.0m to the building face and 6.0m to the front facing garage. The minimum interior side lot line setback is 1.5m and the minimum rear lot line setback is 3.0m.

Parcel Coverage: The maximum parcel coverage for the SLR1 zone is 45%, which is not much more than the maximum parcel coverage for the neighbouring R14 zone, which is 42%.

Parking: The required number of off-street parking spaces is two per single family dwelling and one per carriage house or secondary suite.

2018 Official Community Plan

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: Amending the zoning for 189 Sunningdale Road West would permit a total of four dwellings if the lot were subdivided. This is a more compact development than what is currently permitted, which is two dwellings, but it is still relatively low density.

2. The Town shall discourage owners from restricting occupation or ownership of a residential unit because of age.

Staff Comment: It is not anticipated that the proposed development will restrict occupation based on age, however, a covenant could be registered to prohibit this restriction.

3. The emphasis of street design shall be pedestrian-friendly, rather than car-friendly.

Staff Comment: There is a laneway located to the north of Sunningdale Road West. The subject property at 189 Sunningdale Road West should be accessed from the laneway, which would be pedestrian-friendly. Staff propose that rear access be a requirement for this lot, just as a number of other homes on Sunningdale have rear garage access.

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 proposed development would provide additional housing, which would be suitable for 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: If the bylaw proceeds, the Town will undertake a Rainwater Management Plan prior to subdivision or any future development.
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 is for single family dwellings.
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 proposed development does not diversify the housing stock if it ends up being developed for single family. Incorporating suites would be a benefit, though the current bylaw does not make this a requirement.
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 Town could require any future development to adhere to a specific energy efficiency level.
9. The Town shall encourage the efficient use of land within the Village Neighbourhood.
Staff Comment: The proposed development is a more efficient use of land than what is currently 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 will be required if the application proceeds to the subdivision stage or any future multi-family development. It should be noted that most of the trees within the site would likely need to be removed to develop the lot for single family residential. Some of the larger trees are currently on the road right of way, and would be assessed on a case-by-case basis. If a subdivision application proceeds, the Town will identify protected trees through a tree and vegetation management and conservation plan
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 current treatment on Sunningdale Road does not have sidewalks, trees or lighting. Residents have installed a mix of hedges, trees and landscaping on private property.

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 SLR1 zone has a maximum height of 9.0m.

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 single-family dwellings.

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 SLR1 zone permits single-family dwelling units and is not a multi-family zone.

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 50 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, and as such, the Development Permit Area M1 design guidelines do not apply. However, the staff recommendation would apply design guidelines to the site so that if it is used for single family, the design will be compatible with the Village Design Guidelines.

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: If the application proceeds, the Town will identify protected trees through a tree and vegetation management and conservation plan.

6. Sidewalks, curbs and gutters, grass boulevards, trees, and pedestrian-friendly streetscapes shall be encouraged as part of multi-family developments.

Staff Comment: The SLR1 zone permits single-family dwelling units and is not a multi-family zone.

7. Building designs and site development for multi-family residential developments shall conform to the 'Development Permit Area M1' design guidelines.

Staff Comment: The SLR1 zone permits single-family dwelling units and is not a multi-family zone.

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: The SLR1 zone permits single-family dwelling units and is not a multi-family zone.

SUMMARY

Council directed staff to rezone and list for sale the town-owned lot(s) at 189 Sunningdale Road. The proposed amendments would be the first step in this process. The zoning amendment will change the zoning from R14 to SLR1 and change the subdivision district from Subdivision District 'D' to Subdivision District 'K'. An OCP amendment is also required to change the designation from Institutional to Residential. The OCP amendment would also change the designation of the neighbouring property at 187 Sunningdale Road West from Institutional to Residential to align with the residential zoning and current use. Without the benefit of formal community input, staff recommend that the bylaw be given third reading.

ALTERNATIVES

1. THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (189 Sunningdale Road West) Bylaw 580.121, 2020" be refused;
2. THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (189 Sunningdale Road West) Bylaw 800.004, 2020" be refused; or,
3. THAT Council provide alternative direction to staff.



R. Augustyn MCIP, RPP
Planner
Report Writer



Luke Sales, MCIP, RPP
Director of Planning
Concurrence



Daniel Sailland
CAO
Concurrence

Attachments:

[580.121 189 SunningdaleRoadW \(SLR1\).docx](#)
[800.04 - 189 187 SunningdaleRoadW.docx](#)

N:\0100-0699 ADMINISTRATION\0360 COMMITTEES AND COMMISSIONS\Council\2020\11 18\memo.189SunningdaleRoadW.docx

TOWN OF QUALICUM BEACH
BYLAW NO. 580.121
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 1, Block 17, District Lots 57 and 58, Newcastle District, Plan 2005 (189 Sunningdale Road West) from Residential 14 (R14) to Small Lot Residential 1 (SLR1) as shown outlined in a heavy black line on Schedule 'A' which is attached to, and forms part of, this Bylaw.
2. "Schedule 7A – Subdivision District Map" is hereby amended by adding Subdivision District 'K' with a minimum parcel size of 400m².
3. "Part 7 – Subdivision Regulations" is hereby amended by adding Subdivision District 'K' so it now reads "Notwithstanding Section 7.6.2 of this part, the minimum width of parcels in Subdivision District 'J' to 12.0m and Subdivision District 'K' to 10m."
4. "Schedule 7A – Subdivision District Map" is hereby amended by changing the designation of Lot 1, Block 17, District Lots 57 and 58, Newcastle District, Plan 2005 (189 Sunningdale Road) from Subdivision District 'D' to Subdivision District 'K' as highlighted and outlined in a heavy black line on Schedule 'A' which is attached to, and forms part of, this Bylaw.
5. This bylaw may be cited as "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (189 Sunningdale Road West) Bylaw No. 580.121, 2020."

INTRODUCED FOR FIRST READING this 16th day of September, 2020.

READ A SECOND TIME this 7th day of October, 2020.

Notice published pursuant to Section 466 of the *Local Government Act* on the 4th day of November, 2020 and the 11th day of November, 2020.

PUBLIC HEARING held on the day of, 2020.

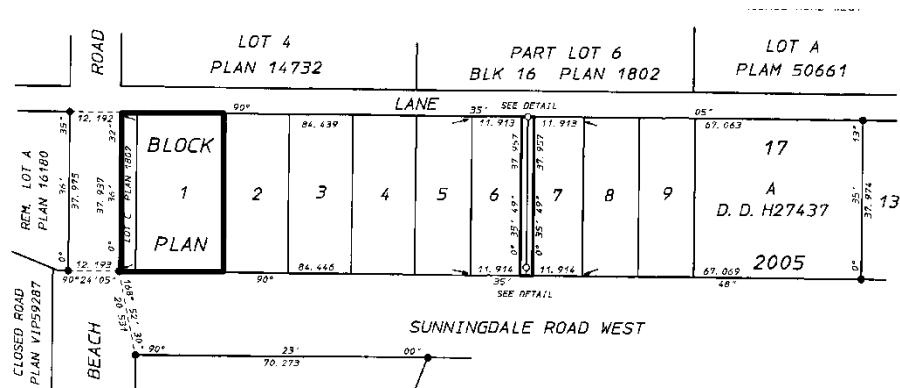
READ A THIRD TIME this day of, 2020.

ADOPTED this day of, 2020.

Mayor

Corporate Administrator

Schedule 'A' - Bylaw No. 580.121



**TOWN OF QUALICUM BEACH
BYLAW NO. 800.04**

**A BYLAW TO AMEND TOWN OF QUALICUM BEACH
OFFICIAL COMMUNITY PLAN BYLAW NO. 800, 2018**

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

“Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018” is hereby amended as follows:

1. Map ‘Schedule 2.1 Land Use’ is hereby amended by changing the designation Lot 1, Block 17, District Lots 57 and 58, Newcastle District, Plan 2005 (189 Sunningdale Road West) from ‘Institutional’ to ‘Residential’ as shown outlined in a heavy black line on Schedule ‘A’ which is attached to, and forms part of, this Bylaw.
2. Map ‘Schedule 2.1 Land Use’ is hereby amended by changing the designation Lot 2, Block 17, District Lots 57 and 58, Newcastle District, Plan 2005 (187 Sunningdale Road West) from ‘Institutional’ to ‘Residential’ as shown outlined in a heavy black line on Schedule ‘A’ which is attached to, and forms part of, this Bylaw.

This bylaw may be cited as "Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018 Amendment (189 and 187 Sunningdale Road West) Bylaw No. 800.04, 2020".

READ A FIRST TIME this 16th day of September, 2020.

READ A SECOND TIME this 7th day of October, 2020.

Notice published pursuant to Section 466 of the *Local Government Act* on this 4th day of November, 2020 and this 11th day of November, 2020.

PUBLIC HEARING held on this day of, 2020.

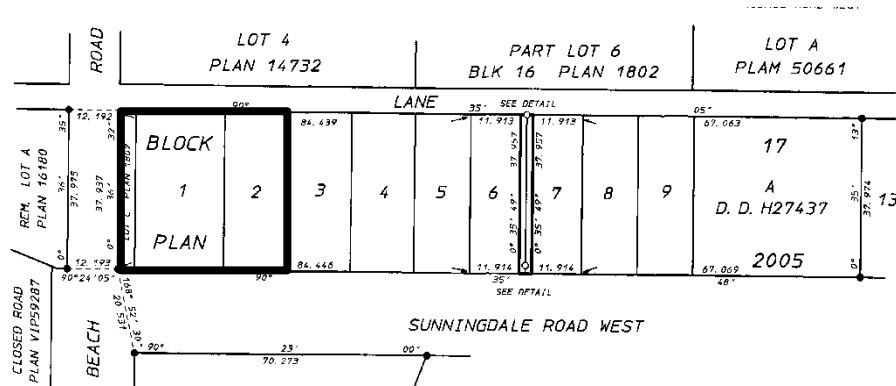
READ A THIRD TIME this day of, 2020.

ADOPTED this day of, 2020.

Brian Wiese, Mayor

Heather Svensen, Corporate Administrator

Schedule 'A'



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

TO: Daniel Sailland, CAO

FOR: Regular Council November 18, 2020

FROM: John Marsh, Director of Finance

SUBJECT: Town of Qualicum Beach Financial Plan (2021 – 2025) Bylaw No. 752, 2020

RECOMMENDATION:

THAT the bylaw entitled “Town of Qualicum Beach Financial Plan (2021-2025) Bylaw No. 752, 2020” be given second reading.

PURPOSE

The purpose of this report is to present the Town’s 2021 – 2025 Financial Plan Bylaw for Council to consider second reading.

BACKGROUND

In accordance with the *Community Charter*, the Town must adopt, by bylaw, a five-year financial plan before May 15, 2021. Prior to adoption, Council is required to consult with the public regarding the proposed financial plan. The 2021 – 2025 Financial Plan (FP) was given first reading on October 28, 2020. Further readings could be scheduled as follows:

- | | |
|---|--|
| • 3:30 p.m., Wednesday, November 18, 2020 | Second Reading and FP Public Input Opportunity (electronically via zoom) |
| • 3:30 p.m., Wednesday, December 9, 2020 | Third Reading |
| • 10:00 a.m., Wednesday, January 13, 2021 | Adoption |

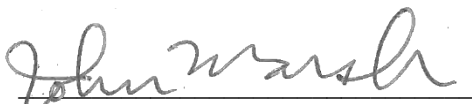
Council may vary this schedule as required. Although the Financial Plan Bylaw is normally adopted by Council well before the May 15th deadline, the Bylaw is often revisited in the Spring and, if required, amended by Council. A Tax Rate Bylaw also needs to be adopted before May 15th, 2021.

COMMENTS

No changes have been made to the Financial Plan since 1st Reading. A public input opportunity is scheduled for November 18th, 2020. Financial Plan adjustments, if any, could be considered before 3rd reading after receiving public input.

ALTERNATIVES

1. Provide alternate direction to staff



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



For Daniel Sailland
Chief Administrative Officer
Concurrence

TOWN OF QUALICUM BEACH
BYLAW NO. 752

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, 2021 to December 31, 2025.
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, 2021 to December 31, 2025.
3. This Bylaw may be cited for all purposes as "Town of Qualicum Beach Financial Plan 2021 - 2025 Bylaw No. 752, 2020".

READ A FIRST TIME on the 28th day of October, 2020.

READ A SECOND TIME on the ____ day of ____, 2020.

PUBLIC INFORMATION MEETING held 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. 752, 2020
FOR THE FIVE YEAR PERIOD 2021 TO 2025

Revenues	2021	2022	2023	2024	2025
Property Value Taxes					
Municipal Taxation	9,794,000	10,235,000	10,696,000	11,177,000	11,680,000
Grants in Lieu of Taxes	431,000	441,000	453,000	466,000	477,000
Parcel Taxes	1,013,000	1,130,000	1,247,000	1,364,000	1,481,000
Fees and Charges	2,973,000	3,071,000	3,173,000	3,285,000	3,394,000
Other Sources					
Own Sources	1,064,000	1,198,000	1,212,000	1,241,000	1,259,000
Government Grants	4,348,000	2,999,000	4,874,000	1,288,000	1,300,000
Total Revenues	19,623,000	19,074,000	21,655,000	18,821,000	19,591,000
Expenditures	2021	2022	2023	2024	2025
Other					
Debt Interest	86,000	75,000	65,000	65,000	60,000
Amortization Expense	3,350,000	3,400,000	3,450,000	3,500,000	3,550,000
Municipal Purposes					
General Government	2,327,000	2,462,000	2,572,000	2,659,000	2,676,000
Protective Services	3,133,000	3,282,000	3,388,000	3,508,000	3,629,000
Transportation Services	2,695,000	2,788,000	2,885,000	2,986,000	3,083,000
Environmental Health	2,388,000	2,471,000	2,558,000	2,647,000	2,742,000
Community Development	1,067,000	985,000	1,017,000	1,049,000	1,087,000
Parks and Recreation	1,952,000	2,041,000	2,094,000	2,158,000	2,217,000
Total Expenditures	16,998,000	17,504,000	18,029,000	18,572,000	19,044,000
Annual Surplus/Deficit	2,625,000	1,570,000	3,625,000	249,000	547,000
Other Non Operating Items	2021	2022	2023	2024	2025
Amortization	3,350,000	3,400,000	3,450,000	3,500,000	3,550,000
Capital Expenditures	-11,187,000	-5,174,000	-9,072,000	-3,410,000	-2,929,000
Debt Principal	-463,000	-574,000	-610,000	-785,000	-910,000
Proceeds from Sale of Assets	2,317,000	10,000	10,000	10,000	10,000
Proceeds from Borrowing	2,450,000	450,000	850,000	650,000	0
Transfer from Surplus/Reserves	972,000	445,000	1,900,000	0	0
Transfer to Surplus/Reserves	-64,000	-127,000	-154,000	-214,000	-268,000
Total Other Non Operating	-2,625,000	-1,570,000	-3,626,000	-249,000	-547,000
Financial Plan Balance	0	0	0	0	0

SCHEDULE "B"

STATEMENT OF OBJECTIVES AND POLICIES FOR BYLAW NO. 752 FOR THE FIVE-YEAR PERIOD 2021 TO 2025

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 2021. 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 multi-family recycling, 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. Parcel tax amount should also be reviewed due to asset management.
- 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

Funding Source	% of Total Revenue	Dollar Value
Property taxes	44.31%	\$11,238,000
User fees and charges	11.72%	\$2,973,000
Other sources	4.20%	\$1,064,000
Government grants	17.14%	\$4,348,000
Borrowing Proceeds	9.66%	\$2,450,000
Other transfers/revenue	<u>12.97%</u>	<u>\$3,289,000</u>
Total	100%	\$25,362,000

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 2021 property taxes are based on a 3.5% increase over the 2020 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, BC Assessment, and Municipal Finance Authority. The 2020 Town tax rate is shown as final 2021 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	2020 Town Property Taxes		2020 Town Tax Rate
Residential	\$8,471,400	90.346%	2.9250
Utility	\$45,194	0.482%	37.5863
Commercial/Other	\$830,322	8.855%	6.5000
Managed Forest	\$385	0.004%	1.4625
Recreation/Non-Profit	\$29,171	0.311%	6.5000
Farm	\$190	0.002%	1.4625
Total	\$9,376,662		

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.

- 2021 – 3.5% tax increase comprised of 1.5% inflation, 1% for service changes and 1% for capital projects related to the asset management program.
- 2022 to 2030 – 3.5% tax increase comprised of 1.5% inflation, 1% for service changes and 1% for capital projects related to the asset management program. The asset management component should be reviewed to ensure that appropriate capital asset monies are available for aging infrastructure. The rates for inflation and service changes should also be reviewed annually to ensure that they continue to remain appropriate.

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.

TOWN OF QUALICUM BEACH
BYLAW NO. 753, 2020
A Bylaw Respecting the Water Works System of the Town of Qualicum Beach

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

DEFINITIONS:

1. In this Bylaw, unless otherwise specified,

"Municipality" means the Town of Qualicum Beach;

"Council" means the municipal Council of the Town of Qualicum Beach;

"Community Water System" means the network of pipes and other facilities used to distribute water to users of the water system which is owned by the Municipality and located upon or under any public street, lane, land owned by the Municipality and any right of way or easement in favour of the Municipality and includes Water Mains, service connections, valves, chambers, curb stops, hydrants, backflow prevention devices, water meters, fittings and other appurtenances;

"Director of Engineering" means the Director of Engineering or their designate duly appointed by Council, and includes any person appointed or designated by the Director of Engineering to act on their behalf;

"Director of Finance" means the Director of Finance or their designate duly appointed by the Council, and includes any person appointed or designated by the Director of Finance to act on their behalf;

"Owner" includes an agent duly authorized in writing by the owner to act on the owner's behalf;

"Water Main" means and shall include any water main upon or under any public street, lane, land owned by the Municipality and any right of way or easement in favour of the Municipality, which water main is owned or maintained by the Municipality whether laid by it or any other person whomsoever;

COMMUNITY WATER SYSTEM:

2. For the purpose of this Bylaw, the Director of Engineering shall have charge and control of the Community Water System and of all engineering and mechanical work in connection therewith.

3. The Director of Engineering may, in accordance with section 16 of the *Community Charter*, enter at all reasonable times upon any property for the purpose of inspecting the property and the water pipes, connections and any other apparatus used in connection with such water pipes or water system.
4. Nothing in this Bylaw obliges the Municipality to supply water to any person and the Municipality does not guarantee pressure nor continuous supply of water from the Community Water System. The Municipality shall not be liable for the failure of the water supply in consequence of any accident or damage to the Community Water System or any temporary stoppage thereof on account of repairs or alterations, whether such failure arises from the negligence of any person in the employ of the Municipality or otherwise, or for any cause whatsoever but in the event of such failure or stoppage continuing for more than five consecutive days an equitable reduction shall be made on all rates for services affected thereby.
5. No person shall sell or dispose of any water supplied by the Community Water System or give away or permit the same to be taken away or supplied for the benefit or use of others.
6. No person shall access, obstruct access to or tamper with the Community Water System.
7. Every Owner of property to which the Community Water System delivers water shall pay the applicable rates set out in Schedule "B", based on the water meter reading for the applicable period. The Municipality may read water meters twice a year or at other such intervals determined by the Council.
8. If a meter is not installed, is not operational, or cannot be read, the fees charged will be an amount estimated to have been consumed for the billing period, based on the normal consumption for that use and taking into account any circumstances particular to the use of water at that property, or any other factors which may affect the consumption of water.
9. Any person whose water use exceeds \$300.00 per billing period due to an undetected leak in the waterline on private property may apply to the Director of Engineering for relief from charges in excess of the greater of \$300.00 or a representative average of their consumption history for the applicable billing period, whichever is greater.
10. Any person who is aware or has been notified of a waterline leak on the person's private property shall forthwith repair said leak.
11. Any person who requests to have a water meter tested for accuracy, or requests to have a leak analysis conducted, shall pay the applicable fees as set out in Schedule "B".

12. Every person shall keep every water meter visible, accessible and free of obstruction from landscaping elements.
13. An Owner of property may request the raising or extension of a water meter box to accommodate a change in grade and the modification will be performed by employees of the Municipality for the service charge set out in Schedule "B".
14. For water meters installed within buildings, the Owner of a building shall permit staff of the Municipality access to the water meter(s) for the purpose of reading the water meter(s) during the hours of 8:00 a.m. to 4:00 p.m., Monday to Friday inclusive.
15. All water meters installed by the Municipality on private property shall remain the property of the Municipality notwithstanding any rule of law to the contrary. The Municipality shall maintain, repair and replace all Municipality-owned water meters at the Municipality's cost unless such maintenance, repair or replacement becomes necessary due to an act or omission of a person, in which case the Owner of the property shall be liable for the Municipality's costs.
16. The Municipality shall maintain and repair all privately owned water meters at the expense of the Owner.
17. No person shall tamper with any water meter.

WATER CONNECTIONS:

18. Every Owner desirous of connecting their property to the Community Water System shall submit an application to the Director of Finance in the form and with the applicable fee contained in Schedule "A".
19. Water connections for properties within the Urban Containment Boundary, as defined by Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018 and amendments thereto, may be approved by the Director of Engineering if the provision of a water service does not incur any additional capital cost to the Town in excess of the connection charge identified in Schedule "A".
20. Water connections to properties outside of the Urban Containment Boundary, and within the municipal boundary, as defined by Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018 and amendments thereto, may be approved by the Director of Engineering subject to the following conditions:

- a. The provision of a water service is required to mitigate a threat to human health or the natural environment;
- b. The property owner enters into a S. 219 Restrictive covenant recognizing that the provision of water service does not provide any development potential beyond that which is currently authorized in the *Town of Qualicum beach Land Use and Subdivision Bylaw No. 580, 1999* and amendments thereto;
- c. The property owner agrees to pay the cost of any capital works as well as the connection charge identified in Schedule "A" of this Bylaw;
- d. The property owner contributes towards a capital reserve fund the amount identified in Schedule "B" of this Bylaw.

EXTENSION OF WATER MAINS:

21. Where application for water service has been made and the service cannot be provided unless a main is extended, such extension shall be made on the following conditions:

In the case of a new subdivision or new area, it shall be the responsibility of the applicant or the developer to provide at their entire expense:

- i) all the new distribution mains within the subdivision, and
 - ii) all service connections to properties with the subdivision, and
 - iii) the necessary extension of the Municipal main to reach the subdivision or to reach the property where the service is required.
22. The Town of Qualicum Beach shall not be required to contribute to any extension constructed pursuant to this Bylaw.
23. Every extension carried out under this Bylaw shall be according to Town of Qualicum Beach Engineering Standards and Specifications and shall be under the supervision of the Director of Engineering.
24. No person shall do work of any kind connected with the Community Water System, including the installation of new services or repairing old services, without first obtaining the consent of the Director of Engineering.
25. All water pipes shall be constructed in accordance with the specifications as set out in Town of Qualicum Beach Engineering Standards and Specifications, unless authorized by the Director of Engineering.
26. Every person shall notify the Director of Engineering when any work permitted by the Municipality and associated with a connection to the Community Water System is ready for inspection, and no Owner shall cover any work associated

with a connection to the Community Water System until it has been inspected and approved by the Director of Engineering.

DISCONNECTION & RECONNECTION OF WATER SERVICE:

27. Any Owner desiring to discontinue for a period of not less than three months the use of water supplied to their property shall give the Director of Finance one week's notice in writing of such desire. Until the effective date of the notice the person shall remain liable for the rates as set out in Schedule "B" of this Bylaw.
28. When any property to which the Community Water System supplies water becomes vacant, it is the Owner's responsibility to contact the Municipality to have the curb stop turned off by employees of the Municipality.
29. When an Owner of property to which the Community Water System supplies water requires the water turned off for emergency repairs or for the installation of a curb stop, the Owner shall contact the Municipality to effect the shut off and the subsequent turn on of water supply by employees of the Municipality. There shall be no charge for operating the curb stop for these purposes if verified by an employee of the Municipality.
30. Whenever any rate due and payable under this Bylaw shall be in arrears and unpaid for a period of ninety days from the date when same became due, the Municipality may discontinue service to the property in respect of which the arrears are due. Before discontinuing service, the Director of Engineering shall send a notice to the Owner at the address noted on title to the property in the Land Title Office stating that
 - (a) if the Owner does not pay the arrears within 14 days of the date of the notice the Municipality may discontinue the service; and
 - (b) the Owner may make representations to Council on the matter.
31. When any Owner desires to have the water service restored after it has been discontinued either by the Municipality or by request, he/she shall apply to the Director of Finance in writing giving one week's notice thereof and shall at the same time pay all arrears of rates and the service fee set out in Schedule "B" of this Bylaw for the cost of turning the water off and on, together with any other expense or cost the Municipality may have incurred in connection with such discontinuance and resumption of supply.

PREVENTION OF CONTAMINATION (CROSS-CONTAMINATION CONTROL)

32. No person shall connect, cause to be connected or allow to remain connected to the Community Water System any piping, fitting, container or appliance in a

manner which under any circumstances may permit any non-potable water, wastewater, or any harmful liquid or substance to enter the Community Water System.

33. Every Owner shall install, where one does not already exist, and maintain, repair and replace as necessary backflow prevention devices on the Owner's private water system downstream of the water meter, including irrigation systems. The type of prevention device selected shall be in accordance with the British Columbia Plumbing Code. The Owner shall be responsible for all costs associated with the installation, inspection, testing, repair, replacement and maintenance of backflow devices servicing their system, and no Owner shall be entitled to receive water from the Community Water System until the backflow prevention device has been inspected by the Municipality.
34. If a condition is found to exist which, in sole the opinion of the Director of Engineering, may result in a contravention of section 28 of this Bylaw, the Director of Engineering may
 - (a) order that the service be shut off; or
 - (b) give notice to the person to correct the default within 96 hours or a shorter period specified in the notice and if the person fails to comply with such notice the Director of Engineering may order that the service be shut off and the default remedied at the Owner's expense.

WATER CONSERVATION/SPRINKLING RESTRICTIONS:

35. No person shall water a lawn, garden or similar landscape feature using a sprinkler between the hours of 7:00 a.m. to 7:00 p.m. daily during the period from May 15 to September 15 of each year. No restrictions apply during the same period for all other residential water uses (e.g. hand watering, vehicle washing, etc.).
36. For the purpose of conserving the water supply in the event of a water shortage, the Council may, by resolution, at any time temporarily prohibit or impose further limits on the use of water supplied by the Community Water System, including limits with respect to the times of day and the duration that water may be used and the purposes for which it may be used. Notice prohibiting or limiting the use of water shall be deemed to have been given to and served upon all consumers by publication of such notice in a local newspaper, the Municipality's web site, or appropriate social media that may change from time to time. In emergency situations, a sound truck may be used. No person shall use water supplied from the Community Water System in contravention of a restriction communicated in such notice.
37. Any person may apply to the Municipality for a permit to water new landscaping features in a manner that would otherwise constitute a contravention of sections 31 or 32 of this Bylaw. Every person applying for a

- permit under this section shall submit the application set out in Schedule “C”, with the applicable fee. The Director of Engineering may issue a permit and may impose terms and conditions with respect to the times and duration of such watering. Permits shall be valid for three (3) weeks from the date of issue.
38. The restrictions on water use contained in sections 31 and 32 of this Bylaw shall not apply, unless specified otherwise in a resolution of Council under section 32 to the following:
- (a) Public parks, playing fields, etc. where adherence to restrictions is impractical because of size, or where permanent turf or plant loss would result.
 - (b) Nurseries - where economic loss would result from loss of plant stock.
 - (c) Safety/sanitary requirements - hosing for sanitary (other than power washing), health-related, or safety reasons if no reasonable alternative exists.

ENFORCEMENT:

39. Every person who contravenes a provision of this Bylaw or who suffers or permits any act or thing to be done in contravention of this Bylaw or who neglects to do anything required to be done by this Bylaw commits an offence against this Bylaw and may, upon summary conviction, be liable for a penalty of not more than \$10,000 and all costs incurred by the Municipality related to the contravention.
40. Where an offence against this Bylaw is of a continuing nature, each day such offence is continued by the offender shall represent a separate offence.
41. This Bylaw may be enforced by means of a violation ticket issued under the *Town of Qualicum Beach Municipal Ticket Information Utilization Bylaw No. 626, 2008*.
42. Wherever in this Bylaw a person is required to take an action or remedy a condition and the person defaults on that obligation, the Municipality may take that action or remedy that condition at the cost of the Owner of the property on which the work is conducted and may, in accordance with Division 14 of Part 7 of the *Community Charter*, recover its costs of providing such work to land or improvements in the same manner and with the same remedies as property taxes and if such costs are due and payable on December 31 of any year and unpaid on that date such costs shall be deemed taxes in arrears.

GENERAL:

43. If any provision of this Bylaw or part thereof is determined to be void or unenforceable by a court of competent jurisdiction that determination shall not affect or impair the validity of the remainder of this Bylaw.

44. This Bylaw may be cited for all purposes as the "Town of Qualicum Beach Waterworks Rate and Regulation Bylaw No. 753, 2020".

45. The *Town of Qualicum Beach Waterworks Rate and Regulation Bylaw No. 713* is hereby repealed.

INTRODUCED AND A FIRST TIME this 28th day of October, 2020.

READ A SECOND TIME this day of, 2020.

READ A THIRD TIME this day of, 2020.

RECONSIDERED AND FINALLY ADOPTED this day of, 2020.

Brian Wiese, Mayor

Heather Svensen, Corporate Administrator

TOWN OF QUALICUM BEACH
Schedule "A" to Bylaw No. 753, 2020
APPLICATION FOR WATER CONNECTION

I/We _____

of _____

(mailing address)

being the Owner(s) of Lot _____, Block _____, DL _____, Plan _____

Roll No. _____

situated on _____

(civic address)

hereby make application for water connection and services to the above described property and agree to have water supplied according to the applicable Bylaws of the Municipality as may from time to time be in force.

The size of the connection requested is _____ mm.

The applicable fee is tendered herewith.

DATED at _____, B.C. this _____ day of _____ 20 .

(Signature of Applicant)

Minimum Connection fees for all connections: \$1000.00

If actual costs exceed the minimum connection fees, the applicant will be responsible to pay for the additional costs.

Water connection outside urban containment boundary \$7500.00
(subject to the requirements identified in Sections 21. to 26. of this Bylaw)

=====

FOR OFFICE USE ONLY

Date of Installation _____, 20 .

Distance from _____ Property Line.

Meter Size _____ mm. Meter Make _____ Meter Serial No. _____

Review and Approval by Director of Engineering or their designate:

(Signature)

TOWN OF QUALICUM BEACH
Schedule "B" to Bylaw No. 753, 2020
WATER RATES

WATER RATES:

1.

	Oct. 1, 2016	Oct. 1, 2017	Oct. 1, 2018
For the first 15 cubic metres per month	\$0.85 per cubic metre	\$0.91 per cubic metre	\$0.98 per cubic metre
For the next 15 cubic metres per month	\$1.05 per cubic metre	\$0.1.15 per cubic metre	\$1.25 per cubic metre
All consumption over 30 cubic metres	\$1.45 per cubic metre	\$1.55 per cubic metre	\$1.70 per cubic metre
Minimum Charge per unit	\$12.75 per month	\$13.65 per month	\$14.70 per month
Prompt Payment Discount	\$1.50 per month	\$1.50 per month	\$1.50 per month

2. **SERVICE FEES:**

Emergency shut off/turn on	No Charge
Each time water is turned on after original connection	\$50.00
Each time water is shut off	\$50.00
Exposing obscured water meter box	\$100.00
Raising/extending water meter box – minimum charge (or actual costs, whichever is greater)	\$100.00
Water meter accuracy test	\$50.00
Leak analysis test	\$50.00
Water meter reading	\$20.00

3. The aforesaid rates shall be calculated on a monthly basis and invoices shall be issued twice a year. The due date for invoices shall be a minimum of twenty days following the last day of the applicable billing period. The Prompt Payment Discount shall be applied if the invoice is paid in full by the due date. Water invoices are in all cases to be mailed to the registered owner of the property.

4. Any service fees will be in addition to and entirely separate from water rates or minimum monthly charges. For water supply turned on before the fifteenth day of the month, or turned off after the fifteenth day of the month, the full monthly toll will apply for that month.

5. All rates, or charges due and remaining unpaid on the thirty-first day of December in any year, shall be deemed to be taxes in arrears on the land or real property on which the charge was imposed.

TOWN OF QUALICUM BEACH
Schedule "C" to Bylaw No. 753, 2020
SPECIAL SPRINKLING PERMIT

Name: _____

Civic Address: _____

Folio No. _____

From: _____ To: _____

(Maximum of three (3) weeks)

Fee: Single Family Dwelling - \$30.00 per permit

Multi-Family Residential - \$30.00 per unit to a maximum of \$150.00 per
permit

Date

Authorization

TOWN OF QUALICUM BEACH
BYLAW NO. 754, 2020

Sewer User Rates Bylaw

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

1. There is hereby imposed and levied a sewer user charge against the owners of land or real property where property is connected to the sewer system and the Director of Finance shall classify each consumer in accordance with the categories set out in Schedule "A", attached to and forming part of this Bylaw.
2. The sewer user rates as set out in Schedule "A" shall be calculated on a monthly basis and invoices shall be issued twice a year. The due date for invoices shall be a minimum of twenty days following the last day of the applicable billing period. The Prompt Payment Discount shall be applied if the invoice is paid in full by the due date. Sewer invoices are in all cases to be mailed to the registered owner of the property.
3. In the case of a connection being made during any year, the charge imposed shall begin with the month during which the final inspection of the sewer connection was made. If made on or before the fifteenth (15th) day of the month, the full monthly rate shall be charged, otherwise the charge shall commence on the month following.
4. All rates, or charges due and remaining unpaid on the thirty-first day of December in any year, shall be deemed to be taxes in arrears on the land or real property on which the charge was imposed.
5. "Town of Qualicum Beach Sewer User Rates Bylaw No. 531.03, 2001", and all amendments thereto, are hereby repealed.
6. This Bylaw may be cited for all purposes as "Town of Qualicum Beach Sewer User Rates Bylaw No. 754, 2020".

READ A FIRST TIME this 28th day of October, 2020.

READ A SECOND TIME this _____ day of October, 2020.

READ A THIRD TIME this _____ day of October, 2020.

ADOPTED this _____ day of October, 2020.

Brian Wiese, Mayor

Heather Svensen, Corporate Administrator

SCHEDULE "A"

Bylaw No. 754

SEWER USER RATES

<u>RESIDENTIAL</u>	<u>October 1, 2020</u>	<u>October 1, 2021</u>	<u>October 1, 2022</u>
Minimum Sewer Charge	\$11.50 per unit per month	\$12.20 per unit per month	\$13.00 per unit per month
Sewer Rate	0.50 per cubic metre	0.52 per cubic metre	0.54 per cubic metre
Winter billing:	Sewer is calculated on the current October 1 st to April 30 th water consumption		
Prompt Payment Discount	\$1.00 per unit per month	\$1.00 per unit per month	\$1.00 per unit per month
Summer billing:	Sewer is calculated on the lower of the previous October 1 st to April 30 th water consumption and the current May 1 st to September 30 th water consumption		
<u>COMMERCIAL</u>	<u>October 1, 2020</u>	<u>October 1, 2021</u>	<u>October 1, 2022</u>
Minimum Sewer Charge	\$6.25 per unit per month	\$6.60 per unit per month	\$7.00 per unit per month
Sewer Rate	0.50 per cubic metre	0.52 per cubic metre	0.54 per cubic metre
Prompt Payment Discount	\$0.50 per unit per month	\$0.50 per unit per month	\$0.50 per unit per month
Winter billing:	Sewer is calculated on the current October 1 st to April 30 th water consumption		
Summer billing:	Sewer is calculated on the current May 1 st to September 30 th water consumption		

2020 Open Council Meeting Motions Index
Regular/Special Meetings

MOTION #	MEETING DATE	MEETING TYPE	MOTION	DEPT	STATUS
20-001	2020-01-15	Regular	THAT potential upgrades for Christleton Park be discussed at a future Parks and Recreation Committee meeting.	CORP ADMIN	COMPLETE
20-002	2020-01-15	Regular	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.	CORP ADMIN	COMPLETE
20-003	2020-01-15	Regular	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.	CORP ADMIN	COMPLETE
20-004	2020-01-15	Regular	THAT Council directs staff to work with the Qualicum Beach Streamkeepers to install a flow recorder on Beach Creek to monitor the stream flow.	ENGINEERING	COMPLETE
20-005	2020-01-15	Regular	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.	PLANNING	COMPLETE
20-006	2020-01-15	Regular	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.	PLANNING	IN PROGRESS
20-007	2020-01-15	Regular	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.	CORP ADMIN	COMPLETE
20-008	2020-01-15	Regular	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."	CORP ADMIN	COMPLETE
20-009	2020-01-15	Regular	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.	CORP ADMIN	COMPLETE
20-010	2020-01-15	Regular	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.	CORP ADMIN	COMPLETE

2020 Open Council Meeting Motions Index
Regular/Special Meetings

MOTION #	MEETING DATE	MEETING TYPE	MOTION	DEPT	STATUS
20-011	2020-01-15	Regular	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.	CORP ADMIN	COMPLETE
20-012	2020-01-15	Regular	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.	CORP ADMIN	COMPLETE
20-013	2020-01-15	Regular	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.	CORP ADMIN	COMPLETE
20-014	2020-01-15	Regular	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.	CORP ADMIN	COMPLETE
20-015	2020-01-15	Regular	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.	CORP ADMIN	COMPLETE
20-016	2020-01-15	Regular	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.	CORP ADMIN	COMPLETE
20-017	2020-01-15	Regular	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).	CORP ADMIN	COMPLETE
20-018	2020-01-15	Regular	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.	PLANNING	COMPLETE
20-019	2020-01-15	Regular	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.	PLANNING	COMPLETE
20-020	2020-01-15	Regular	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.	PLANNING	COMPLETE
20-021	2020-01-15	Regular	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.	PLANNING	COMPLETE
20-022	2020-01-15	Regular	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.	PLANNING	COMPLETE

2020 Open Council Meeting Motions Index
Regular/Special Meetings

MOTION #	MEETING DATE	MEETING TYPE	MOTION	DEPT	STATUS
20-023	2020-01-15	Regular	THAT Council instructs staff to use the word “affordable” in place of “attainable” in all future documentation relating to this housing project.	PLANNING	COMPLETE
20-024	2020-01-15	Regular	THAT the bylaw entitled “Town of Qualicum Beach Road Closure Bylaw (Portion of Road Dedicated on Yew Street) No. 739, 2019” be adopted.	PLANNING	COMPLETE
20-025	2020-01-15	Regular	THAT the bylaw entitled “Town of Qualicum Beach Road Closure (Portion of Road Dedicated on Harlech Road) Bylaw No. 740, 2019” be adopted.	PLANNING	COMPLETE
20-026	2020-02-05	Regular	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.	CORP ADMIN	POSTPONED/ DELAYED
20-027	2020-02-05	Regular	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 in the West Ridge neighbourhood.	PLANNING	IN PROGRESS
20-028	2020-02-05	Regular	WHEREAS the strike between Western Forest Products and the United Steelworkers Union is currently in its eight 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?	CORP ADMIN	COMPLETE
20-029	2020-02-05	Regular	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.	CORP ADMIN	COMPLETE
20-030	2020-02-05	Regular	THAT discussion regarding recording votes in all in-camera meetings be deferred to further discussion on the Council Procedure Bylaw.	CORP ADMIN	COMPLETE

2020 Open Council Meeting Motions Index
Regular/Special Meetings

MOTION #	MEETING DATE	MEETING TYPE	MOTION	DEPT	STATUS
20-031	2020-02-05	Regular	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.	CORP ADMIN	COMPLETE
20-032	2020-02-05	Regular	THAT Council commits to funding costs borne in excess of those covered by the UBCM Community Child Care Space and BC Ministry of Children and Family Development - Childcare BC New Spaces Fund grant funding streams.	CORP ADMIN	COMPLETE
20-033	2020-02-05	Regular	THAT the report from the Manager of Information Technology entitled "2020 UBCM Community Emergency Preparedness Fund Emergency Social Services Grant Application" be received.	FINANCE	COMPLETE
20-034	2020-02-05	Regular	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.	CORP ADMIN	COMPLETE
20-035	2020-02-05	Regular	THAT, if successful, Council approve the City of Parksville to receive and manage the grant funding on Town's behalf.	CORP ADMIN	COMPLETE
20-036	2020-02-05	Regular	THAT the report from the Manager of Information Technology entitled "Regional Emergency Resource Agreement Renewal" be received. 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.	CORP ADMIN	COMPLETE
20-037	2020-02-05	Regular	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.	CORP ADMIN	COMPLETE
20-038	2020-02-05	Regular	THAT the monthly finance report be received for information.	FINANCE	COMPLETE
20-039	2020-02-05	Regular	THAT Council refer discussion on Town beautification to the February 13, 2020 Committee of the Whole meeting to review options for increased staffing and/or contracting out, in consultation with the Town's Superintendent of Parks and Facilities and the Superintendent of Public Works.	CORP ADMIN	COMPLETE
20-040	2020-02-05	Regular	THAT the Town of Qualicum Beach Asset Management Strategy document dated February 5, 2020 be received by Council as amended.	FINANCE	COMPLETE
20-041	2020-02-05	Regular	THAT staff be instructed to provide an update on Asset Management including, but not limited to, policy and strategy at a future Committee of the Whole meeting in 2020.	FINANCE	IN PROGRESS
20-042	2020-02-05	Regular	THAT the December 2019 monthly fire department report be received for information.	FIRE	COMPLETE
20-043	2020-02-05	Regular	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.	PLANNING	COMPLETE
20-044	2020-02-05	Regular	THAT Council adopt the Former St. Andrews Waterfront Park Draft Concept Plan. 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. 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.	PLANNING	COMPLETE

2020 Open Council Meeting Motions Index
Regular/Special Meetings

MOTION #	MEETING DATE	MEETING TYPE	MOTION	DEPT	STATUS
20-045	2020-02-05	Regular	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.	PLANNING	COMPLETE
20-046	2020-02-05	Regular	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.	PLANNING	COMPLETE
20-047	2020-02-05	Regular	THAT Council authorizes staff to issue a Development Permit for 703 Beach Road, as attached to the February 5, 2020 Planning memo to Council.	PLANNING	COMPLETE
20-048	2020-02-05	Regular	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.	PLANNING	COMPLETE
20-049	2020-02-05	Regular	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.	CORP ADMIN	COMPLETE
20-050	2020-02-05	Regular	THAT Council of the Town of Qualicum Beach authorize the submission of a grant application to the Active Transportation Infrastructure Grant Program to help fund the Memorial Avenue/Highway 19A roundabout.	CORP ADMIN	COMPLETE
20-051	2020-02-05	Regular	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.	PLANNING	COMPLETE
20-052	2020-02-05	Regular	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.	PLANNING	COMPLETE
20-053	2020-02-05	Regular	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".	PLANNING	COMPLETE
20-054	2020-02-05	Regular	THAT staff be instructed to review options for registering a covenant to notify any future owners that the density of their property is lower than permitted in the Official Community Plan, and that the neighbourhood may develop at a higher density.	PLANNING	COMPLETE
20-055	2020-02-05	Regular	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.	FINANCE	COMPLETE
20-056	2020-02-05	Regular	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.	PLANNING	COMPLETE

2020 Open Council Meeting Motions Index
Regular/Special Meetings

MOTION #	MEETING DATE	MEETING TYPE	MOTION	DEPT	STATUS
20-057	2020-02-05	Regular	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.	PLANNING	COMPLETE
20-058	2020-02-05	Regular	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".	PLANNING	COMPLETE
20-059	2020-02-05	Regular	THAT staff be instructed to review options for registering a covenant to notify any future owners that the density of their property is lower than permitted in the Official Community Plan, and that the neighbourhood may develop at a higher density.	PLANNING	IN PROGRESS
20-060	2020-02-05	Regular	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.	PLANNING	COMPLETE
20-061	2020-02-05	Regular	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.	PLANNING	COMPLETE
20-062	2020-02-05	Regular	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.	PLANNING	IN PROGRESS
20-063	2020-02-05	Regular	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 amended by consolidating the two parcels into one lot. 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. 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". 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".	PLANNING	COMPLETE
20-064	2020-02-05	Regular	THAT the bylaw entitled "Town of Qualicum Beach Financial Plan (2020-2024) Bylaw No. 738, 2019" be given second reading.	FINANCE	COMPLETE

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MOTION #	MEETING DATE	MEETING TYPE	MOTION	DEPT	STATUS
20-065	2020-02-05	Regular	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.	FINANCE	COMPLETE
20-066	2020-02-26	Regular	THAT Council directs staff to provide a report on increasing the Public Works and Parks budget; AND FURTHER THAT the report includes options for increasing personnel or staffing levels.	FINANCE	COMPLETE
20-067	2020-02-26	Regular	THAT Council instructs staff to provide a report on staffing levels for all departments in the Town of Qualicum Beach.	FINANCE	COMPLETE
20-068	2020-02-26	Regular	THAT the following notice of motion from the January 14, 2019 Regular Council meeting be referred to the Committee of the Whole meeting in which asset management will be discussed: THAT Council directs staff to prepare and present a report on the state of the sidewalks within the Village Neighbourhood, including but not limited to: (a) Recent remedial work completed, (b) Anticipated remedial work for 2019, (c) A proposal for actions and estimated costs, which would reduce current and future tripping hazards, (d) A proposal for actions, and estimated costs, which would reduce the ongoing maintenance, (e) A capital asset management plan for this infrastructure, (f) An estimated cost of undergrounding the utilities on Fern Road West between Memorial Avenue (Highway 4) and Primrose Street, and (g) The anticipated cost of undergrounding the utilities on Primrose Street between Second Avenue West and Primrose Lane.	FINANCE	COMPLETE
20-069	2020-02-26	Regular	THAT Council approve the following motions (c; d; e; h; i; as listed in the agenda): c. THAT any further commitment to the 10-year financial plan be deferred, AND FURTHER THAT the 10-year financial plan be referred to the Committee of the Whole meeting in which asset management will be discussed. d. THAT there be an additional one time 1% taxation increase for accommodating the cost of a feasibility report for the Perfect Storm Group. e. THAT the following notice of motion from the January 14, 2019 regular Council meeting be deferred to a future Committee of the Whole meeting: THAT Council directs staff to prepare and present a report regarding the estimated cost of replacing all of the street lights in Town with LED lighting and the anticipated savings once the lighting has been upgraded. h. THAT the following notice of motion from the January 14, 2019 regular Council meeting be withdrawn: THAT Council directs staff to provide a report regarding any policies, bylaws, plans, recent or upcoming activity relating to the larger signage around the community. i. THAT the bylaw entitled "Town of Qualicum beach Financial Plan (2020-2024) Bylaw No. 738, 2019" be given third reading.	FINANCE	COMPLETE

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MOTION #	MEETING DATE	MEETING TYPE	MOTION	DEPT	STATUS
20-070	2020-02-26	Regular	THAT the following notice of motion from the January 14, 2019 regular Council meeting be referred to a future Committee of the Whole meeting for discussion: THAT Council directs staff to prepare a report regarding the costs, schedules, staff time, and equipment usage, for the current town-run chipping program; AND FURTHER THAT, Council directs staff to provide recommendations regarding: (a) Fixed year-round drop-off locations; (b) Automated green material pickup; (c) Scheduled green material bin drop off; and (d) Variable pickup schedules via online requests.	CORP ADMIN	COMPLETE
20-071	2020-02-26	Regular	THAT the following notice of motion from the January 14, 2019 regular Council meeting be withdrawn: THAT Council directs staff to provide a Child Care Report at all future Regular Council meetings to include, among other items, progress on the Union of British Columbia Municipalities (UBCM) Community Child Care Planning Program, and the British Columbia (BC) New Spaces Fund, until otherwise directed by Council.	CORP ADMIN	COMPLETE
20-072	2020-02-26	Regular	THAT Council direct staff to provide funding in the amount of \$2,500 to the Brant Wildlife Festival to assist with promotion of the festival.	FINANCE	COMPLETE
20-073	2020-02-26	Regular	THAT Council directs staff to refer the Fresh Water Alliance overview paper and the two recommendations to the Town's Select Committee on Environment for review and comment.	CORP ADMIN	COMPLETE
20-074	2020-02-26	Regular	THAT Council suspends rules to amend the agenda by deferring the following items to the March 11, 2020 Regular meeting of Council: 6. (1) Correspondence; 7. (1-5) Committee and Liaison Reports; and 8. Staff Reports (1-8).	CORP ADMIN	COMPLETE
20-075	2020-02-26	Regular	THAT the bylaw entitled "Town of Qualicum Beach Financial Plan (2020-2024) Bylaw No. 738, 2019" be given third reading.	CORP ADMIN	COMPLETE
20-076	2020-02-26	Regular	THAT Council provide a letter of support to the Mount Arrowsmith Biosphere Region Research Institute as requested on February 24, 2020.	CORP ADMIN	COMPLETE
20-077	2020-03-11	Regular	THAT Council amend Motion 2019-204 by striking: "in the 2019/2020 school year" and replace it with "in 2021" and adding the words "AND FURTHER THAT Council direct staff to work with Kwalikum Senior Secondary to host a Council meeting at the school before the end of the 2020 school year".	CORP ADMIN	COMPLETE
20-078	2020-03-11	Regular	THAT Council receive the Monthly Finance Report as presented at the March 11, 2020 Regular Council meeting.	FINANCE	COMPLETE
20-079	2020-03-11	Regular	THAT Council receive the Monthly Fire Department Report as presented at the March 11, 2020 Regular Council meeting.	FIRE	COMPLETE
20-080	2020-03-11	Regular	THAT Council receive the January 2020 Monthly Building Permit Report and the January 2020 Monthly Bylaw Report as presented at the March 11, 2020 Regular Council meeting.	PLANNING	COMPLETE
20-081	2020-03-11	Regular	THAT Council directs staff to fulfill statutory notification requirements so that Council can consider issuance of a Development Variance Permit for 333 Judges Row at the Council Meeting on April 1, 2020.	PLANNING	COMPLETE

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MOTION #	MEETING DATE	MEETING TYPE	MOTION	DEPT	STATUS
20-082	2020-03-11	Regular	THAT Council directs staff to fulfill statutory notification requirements so that Council can consider issuance of a Development Permit and a Development Variance Permit for 217 Higson Crescent at the Council Meeting on April 1, 2020.	PLANNING	COMPLETE
20-083	2020-03-11	Regular	THAT the Age-Friendly Transportation Plan be accepted as amended and presented in the March 11, 2020 regular Council agenda; AND FURTHER THAT the Age-Friendly Transportation Plan be forwarded to the Public Safety Committee for their review and comment.	ENGINEERING	COMPLETE
20-084	2020-03-11	Regular	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 third reading as amended.	PLANNING	COMPLETE
20-085	2020-03-11	Regular	THAT, prior to adoption of the zoning amendment bylaw, the 595 Spruce Street applicant pay a \$5,000 landscaping charge to cover the costs of replacing all trees removed from the subject property in a different location.	PLANNING	COMPLETE
20-086	2020-03-11	Regular	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 third reading.	PLANNING	COMPLETE
20-087	2020-03-11	Regular	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 third reading.	PLANNING	COMPLETE
20-088	2020-03-11	Regular	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 adopted.	PLANNING	COMPLETE
20-089	2020-03-11	Regular	THAT the bylaw entitled "Town of Qualicum Beach Financial Plan (2020-2024) Bylaw No. 738, 2019" be adopted.	FINANCE	COMPLETE
20-090	2020-03-31	Special	THAT the bylaw entitled "Town of Qualicum Beach Council Procedure Bylaw No. 674, 2013, Amendment (electronic meeting) Bylaw No. 674.03, 2020" be amended by striking the words "at the open portion of" in section 8(2) to allow in-camera meetings to be held electronically. THAT the amending motion on the floor be deferred to a subsequent meeting of Council once staff have sought legal clarity on whether in-camera meetings may be held electronically.	CORP ADMIN	COMPLETE
20-091	2020-03-31	Special	THAT the bylaw entitled "Town of Qualicum Beach Council Procedure Bylaw No. 674, 2013, Amendment (electronic meeting) Bylaw No. 674.03, 2020" be amended by replacing subsection 8(2) with the following: "A member of Council who is unable to attend at a Regular Council or Special Council or Committee of the Whole meeting due to unavoidable circumstances may participate in the meeting by means of electronic or other communication facilities."	CORP ADMIN	COMPLETE
20-092	2020-03-31	Special	THAT the bylaw entitled "Town of Qualicum Beach Council Procedure Bylaw No. 674, 2013, Amendment (electronic meeting) Bylaw No. 674.03, 2020" be given first, second, and third readings, as amended	CORP ADMIN	COMPLETE
20-093	2020-04-15	Special	THAT Council directs staff to continue working with the Province and other partners in seeking and piloting acceptable alternatives for public input while respecting the necessary limitations on physical public participation during this Provincial Health Emergency.	CORP ADMIN	COMPLETE
20-094	2020-04-15	Special	THAT staff be directed to continue the timely business of Council, where Council decisions do not require public representation that cannot be legally and meaningfully replaced by other means of communication.	CORP ADMIN	COMPLETE
20-095	2020-04-15	Special	THAT the regular Council meetings scheduled for April 22, 2020 and May 13, 2020 at 3:30 pm in the Council Chamber, 660 Primrose Street, Qualicum Beach, BC, be amended by changing the meeting start time to 10:00 am, and by allowing members of Council to participate utilizing electronic or other communication facilities pursuant to the March 26, 2020 Ministerial Order M083.	CORP ADMIN	COMPLETE

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MOTION #	MEETING DATE	MEETING TYPE	MOTION	DEPT	STATUS
20-096	2020-04-15	Special	THAT Council encourage the general public, who are viewing Council meetings via web-streaming, to provide comments to Council by means of email sent to communications@qualicumbeach.com, phone calls or letter; AND FURTHER THAT, comments provided to this email address will be received in lieu of the "Comments from the Gallery" which are generally at the end of every regular Council meeting (no questions or dialogue), regarding business discussed by Council at that meeting, (excluding public hearing topics), during the Provincial COVID19 Health Emergency.	CORP ADMIN	COMPLETE
20-097	2020-04-15	Special	THAT the bylaw entitled "Town of Qualicum Beach Revenue Anticipation Borrowing Bylaw No. 743, 2020" be given first reading.	CORP ADMIN	COMPLETE
20-098	2020-04-15	Special	THAT the bylaw entitled "Town of Qualicum Beach Revenue Anticipation Borrowing Bylaw No. 743, 2020" be given second reading.	CORP ADMIN	COMPLETE
20-099	2020-04-15	Special	THAT Council instructs staff to include in future finance reports any temporary borrowing; AND FURTHER THAT staff prepare a report on the financial impacts of the COVID19 crisis when appropriate.	FINANCE	IN PROGRESS
20-100	2020-04-15	Special	THAT the bylaw entitled "Town of Qualicum Beach Revenue Anticipation Borrowing Bylaw No. 743, 2020" be given third reading.	CORP ADMIN	COMPLETE
20-101	2020-04-22	Regular	THAT Council instructs staff to provide a letter of support for the recommendations to the federal government for changing the current management of commercial fisheries in British Columbia.	CORP ADMIN	COMPLETE
20-102	2020-04-22	Regular	THAT Council ratify the letter of support sent to Dr. Bonnie Henry requesting the enactment of a Public Health Order prior to the May long weekend that would restrict long weekend usage to "essential travel only" on the BC Ferry system.	CORP ADMIN	COMPLETE
20-103	2020-04-22	Regular	THAT the contract for the supply and installation of the Fire Department training structure be awarded to Container West Manufacturing Ltd. in the amount of \$115,584.00.	FIRE	COMPLETE
20-104	2020-04-22	Regular	THAT Council directs staff to fulfill statutory notification requirements so that Council can consider issuance of a Development Variance Permit for 596 Eaglecrest Drive at the Council Meeting on May 13, 2020.	PLANNING	COMPLETE
20-105	2020-04-22	Regular	THAT Council direct staff to extend the Development Permit for 210 First Avenue West, Development Permit No. 1315, for two years.	PLANNING	COMPLETE
20-106	2020-04-22	Regular	THAT Council delegates the authority to approve, refuse or amend mobile vending business licenses to the Director of Planning for the 2020-2022 seasons; AND FURTHER THAT staff be instructed to provide a report annually to Council outlining approved mobile vending permits.	PLANNING	COMPLETE
20-107	2020-04-22	Regular	THAT Council authorizes staff to issue mobile vending business licenses to food vendors for approved special events on Town land for the 2020-2021 season.	PLANNING	COMPLETE
20-108	2020-04-22	Regular	THAT Council of the Town of Qualicum Beach awards the contract for the Berwick Storm Sewer project from Fourth Avenue to Fern Road to David Stalker Excavating Ltd. in the amount of \$114,305.10.	ENGINEERING	COMPLETE
20-109	2020-04-22	Regular	THAT the Town of Qualicum Beach continues to support the Qualicum Beach Farmers Market during the coronavirus (COVID19) pandemic, while considering public health concerns and directives from upper levels of government.	CORP ADMIN	COMPLETE
20-110	2020-04-22	Regular	THAT the Qualicum Beach Farmers Market be permitted to operate during the COVID19 pandemic, following provincial and federal guidelines, with a maximum of 20 vendors permitted per market day.	CORP ADMIN	COMPLETE
20-111	2020-04-22	Regular	THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (3336 Island Highway West) Bylaw No. 580.102, 2020" be introduced and given first reading.	PLANNING	COMPLETE

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MOTION #	MEETING DATE	MEETING TYPE	MOTION	DEPT	STATUS
20-112	2020-04-22	Regular	THAT further consideration of the bylaw entitled “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (3336 Island Highway West) Bylaw No. 580.102, 2020” not be given until the following is provided: a) Complete Development Permit Application; b) Geotechnical report; c) Environmental report; d) Complete set of architectural drawings; e) Context plan; f) Site plan that provides a parking space for each lock-off unit; g) A landscape plan that includes proposed drainage; h) Shadow impact study; i) Tree and Vegetation management plan; j) Rainwater management plan; k) Clear articulation of the management structure to ensure long-term viability of the tourism aspect of the proposal; l) Transportation circulation plan that includes pedestrian routes; and, m) Proposed amenity as per the Town’s Community Amenity Contribution Policy.	PLANNING	COMPLETE
20-113	2020-04-22	Regular	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 adopted.	PLANNING	COMPLETE
20-114	2020-04-22	Regular	THAT staff be authorized to issue a Development Permit for the proposed development at 191 Fourth Avenue West, as detailed in the April 22, 2020 Planning memo to Council.	PLANNING	COMPLETE
20-115	2020-04-22	Regular	THAT the bylaw entitled “Town of Qualicum Beach Revenue Anticipation Borrowing Bylaw No. 743, 2020” be adopted.	FINANCE	COMPLETE
20-116	2020-04-22	Regular	THAT the bylaw entitled “Town of Qualicum Beach Alternative Municipal Tax Collection Scheme Bylaw No. 587, 2001, Amendment Bylaw No. 587.02, 2020” be read a first time as amended.	FINANCE	COMPLETE
20-117	2020-04-22	Regular	THAT the bylaw entitled “Town of Qualicum Beach Alternative Municipal Tax Collection Scheme Bylaw No. 587, 2001, Amendment Bylaw No. 587.02, 2020” be read a second time as amended.	FINANCE	COMPLETE
20-118	2020-04-22	Regular	THAT the bylaw entitled “Town of Qualicum Beach Alternative Municipal Tax Collection Scheme Bylaw No. 587, 2001, Amendment Bylaw No. 587.02, 2020” be read a third time as amended.	FINANCE	COMPLETE
20-119	2020-04-22	Regular	THAT the bylaw entitled “Town of Qualicum Beach Alternative Municipal Tax Collection Scheme Bylaw No. 587, 2001, Amendment Bylaw No. 587.02, 2020” be adopted.	FINANCE	COMPLETE
20-120	2020-04-22	Regular	THAT the bylaw entitled “Town of Qualicum Beach Tax Rates (2020) Bylaw No. 744, 2020” be read a first time.	FINANCE	COMPLETE
20-121	2020-04-22	Regular	THAT the bylaw entitled “Town of Qualicum Beach Tax Rates (2020) Bylaw No. 744, 2020” be read a second time.	FINANCE	COMPLETE
20-122	2020-04-22	Regular	THAT the bylaw entitled “Town of Qualicum Beach Tax Rates (2020) Bylaw No. 744, 2020” be read a third time.	FINANCE	COMPLETE
20-123	2020-04-22	Regular	THAT the bylaw entitled “Town of Qualicum Beach Tax Rates (2020) Bylaw No. 744, 2020” be adopted.	FINANCE	COMPLETE
20-124	2020-05-13	Regular	THAT Council instructs staff to bring forward the Town’s list of capital projects for budget discussion at a future Council meeting.	ENGINEERING	COMPLETE
20-125	2020-05-13	Regular	THAT the Council of the Town of Qualicum Beach consents on behalf of the electors to the adoption of “Drinking Water and Watershed Protection Service Amendment Bylaw No. 1556.04, 2020”, and further, that the Regional District of Nanaimo be notified accordingly.	CORP ADMIN	COMPLETE

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MOTION #	MEETING DATE	MEETING TYPE	MOTION	DEPT	STATUS
20-126	2020-05-13	Regular	THAT the Council of the Town of Qualicum Beach consents on behalf of the electors to the adoption of "Regional District of Nanaimo Regional Parks and Trails Service Area Amendment Bylaw No. 1231.07, 2020", and further, that the Regional District of Nanaimo be notified accordingly.	CORP ADMIN	COMPLETE
20-127	2020-05-13	Regular	THAT Council directs staff to work with the Chamber of Commerce to explore ways to utilize sidewalk spaces and parking areas to help support local businesses during the COVID-19 pandemic, AND FURTHER THAT, for period ending December 31, 2020, Council authorizes staff to enter into Licenses of Occupation, at a nominal rate, with local businesses to utilize sidewalks and parking areas for outdoor seating, display or retail areas, subject to maintaining a minimum 1.5m unobstructed pedestrian corridor on the sidewalk.	CORP ADMIN	COMPLETE
20-128	2020-05-13	Regular	THAT the regular Council meetings scheduled for June, July, and August, 2020 in the Council Chamber, 660 Primrose Street, Qualicum Beach, BC, be amended by changing the meeting start times to 3:30 pm, and by allowing members of Council to participate utilizing electronic or other communication facilities pursuant to the March 26, 2020 Ministerial Order M083.	CORP ADMIN	COMPLETE
20-129	2020-05-13	Regular	THAT Council directs staff to issue a Development Variance Permit for 596 Eaglecrest Drive as described in the May 13, 2020 Planning memo to Council.	PLANNING	COMPLETE
20-130	2020-05-13	Regular	THAT Council directs staff to issue a Development Variance Permit for 333 Judges Row as described in the May 13, 2020 Planning memo to Council, subject to removal of the hedge encroaching onto the Judges Row right of way.	PLANNING	COMPLETE
20-131	2020-05-13	Regular	THAT Council directs staff to issue a Development Variance Permit for 217 Higson Crescent as described in the May 13, 2020 Planning memo to Council, subject to a three metre minimum setback on the northwest side of the development and a maximum height of 1.9 metres.	PLANNING	COMPLETE
20-132	2020-05-13	Regular	THAT Council Directs staff to issue a Development Permit for 217 Higson Crescent and 221 Higson Crescent as described in the May 13, 2020 Planning memo to Council AND FURTHER THAT confirmation be received that there will be an unobstructed pedestrian access across the foreshore at high tide; subject to the headlands structures being reduced to the minimum height required to protect the property at the specified Flood Control Level.	PLANNING	COMPLETE
20-133	2020-05-13	Regular	THAT Council directs staff to proceed with the reconfiguration of Hwy 19A parking and designation of a multi-use pathway west of Bay Street in accordance with the May 13, 2020 Planning memo to Council; AND FURTHER THAT work plan 3 referenced in the May 13, 2020 memo to Council be deferred until further review has been conducted by Council.	PLANNING	IN PROGRESS
20-134	2020-05-13	Regular	THAT parking on the north side of Highway 19A west of Bay Street be re-established where possible after encroaching structures have been removed from the public right of way; AND FURTHER THAT staff be instructed to notify the affected property owners of the pending changes by letter.	PLANNING	COMPLETE
20-135	2020-05-13	Regular	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 adopted subject to access being from Spruce Street.	PLANNING	COMPLETE
20-136	2020-06-24	Regular	THAT Council pre-approve all liquor primary, food primary and manufacturer establishments within the Town's jurisdiction who may apply for an expanded service area, under the new Temporary Expanded Service Area Authorization application process issued by the Liquor Control and Regulation Branch.	CORP ADMIN	COMPLETE
20-137	2020-06-24	Regular	THAT Council directs staff to refer discussion on the waterfront walkway to the Committee of the Whole.	PLANNING	IN PROGRESS
20-138	2020-06-24	Regular	THAT Council instructs staff to conduct Regular Council and Committee of the Whole meetings electronically via Zoom until further notice.	CORP ADMIN	COMPLETE
20-139	2020-06-24	Regular	THAT Council instructs staff to amend Appendix A and B of the report dated June 24, 2020 from the Corporate Administrator titled "COVID-19 Considerations for Public Hearings/Meetings and Public Consultation Process", to provide clarity on the requirement for pre-registration and the phoning in process for a second comment.	CORP ADMIN	COMPLETE

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MOTION #	MEETING DATE	MEETING TYPE	MOTION	DEPT	STATUS
20-140	2020-06-24	Regular	THAT Council instructs staff to conduct Public Hearings electronically via Zoom as described in the June 24, 2020 staff report from the Corporate Administrator titled "COVID-19 Considerations for Public Hearings/Meetings and Public Consultation Process".	CORP ADMIN	COMPLETE
20-141	2020-06-24	Regular	THAT Council instructs staff to accommodate delegations to Council electronically via Zoom until further notice.	CORP ADMIN	COMPLETE
20-142	2020-06-24	Regular	THAT members of Council be permitted to attend Town Committee/Commission meetings being held via Zoom, as observers.	CORP ADMIN	COMPLETE
20-143	2020-06-24	Regular	THAT the audio and/or video recording or portion thereof of all Committee/Commission meetings be available for public viewing where deemed appropriate by the Council liaison and/or staff member assigned to the Committee/Commission.	CORP ADMIN	COMPLETE
20-144	2020-06-24	Regular	THAT Council directs staff to prepare a report for an upcoming Committee of the Whole meeting with details on: a) next steps for areas where there is general agreement on the future of the Qualicum Commons and/or Bus Garage property, b) additional consultation on topics that require further discussion.	PLANNING	IN PROGRESS
20-145	2020-06-24	Regular	THAT Council defer consideration of the name change of the former St. Andrews Waterfront Park to "Elizabeth Little Waterfront Park" to the July 15th Regular Council meeting.	CORP ADMIN	COMPLETE
20-146	2020-06-24	Regular	THAT Council direct staff to solicit offers of the former St. Andrews Lodge building for relocation, subject to the requirement that the historical integrity of the building will be protected.	PLANNING	COMPLETE
20-147	2020-06-24	Regular	THAT Council directs staff to solicit offers from the public of the former St. Andrews Lodge building for on-site uses.	PLANNING	COMPLETE
20-148	2020-06-24	Regular	THAT staff be directed to prepare a report including costs on the condition improvement analysis and cost summary for the St. Andrews building, including ongoing maintenance costs.	PLANNING	COMPLETE
20-149	2020-06-24	Regular	THAT the motion and amendment on the floor relating to Town of Qualicum Beach Property Disposition Policy 3008-13 be deferred to a future meeting. [Councillor Filmer MOVED and Councillor Walker SECONDED, THAT Council adopts Town of Qualicum Beach Property Disposition Policy 3008-13. Councillor Walker MOVED and Councillor Filmer SECONDED, THAT Council direct staff to amend the Town of Qualicum Beach Property Disposition Policy 3008-13 policy inserting 'best practices' when dealing with land leases through public/private partnerships and strategic land sales, specifically encouraging a request for public offering in these arrangements.]	PLANNING	COMPLETE
20-150	2020-06-24	Regular	THAT Council authorizes staff to issue a Development Permit for 1025 Qualicum Road to authorize the relocation of a 250m2 pre-manufactured tent, as described in the June 24, 2020 planning memo to Council.	PLANNING	COMPLETE
20-151	2020-06-24	Regular	THAT Council directs staff to apply for a \$50,000 grant from the FMC Municipal Asset Management Program.	CORP ADMIN	COMPLETE
20-152	2020-06-24	Regular	THAT Council directs staff to consider installing speed humps at existing and future crosswalks, and to provide a report to the Select Committee on Public Safety in September.	ENGINEERING	COMPLETE
20-153	2020-06-24	Regular	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 given second reading.	PLANNING	COMPLETE
20-154	2020-06-24	Regular	THAT Council hold a Public Hearing on July 15, 2020 at 3:30pm 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 (634 Rye Road) Bylaw No. 580.116, 2020".	PLANNING	COMPLETE

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MOTION #	MEETING DATE	MEETING TYPE	MOTION	DEPT	STATUS
20-155	2020-06-24	Regular	THAT, in relation to “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (634 Rye Road) Bylaw No. 580.116, 2020” a covenant be registered on title for the property located at 634 Rye Road prohibiting age-restricted development.	PLANNING	IN PROGRESS
20-156	2020-06-24	Regular	THAT, prior to adoption of “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (634 Rye Road) Bylaw No. 580.116, 2020”, the developer makes a contribution to the Village Neighbourhood Sidewalk Reserve Account equivalent to the value of constructing a sidewalk on Rye Road and Hemlock Street in front of this property.	PLANNING	IN PROGRESS
20-157	2020-06-24	Regular	THAT, in relation to “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (634 Rye Road) Bylaw No. 580.116, 2020”, Council instructs staff to arrange a future meeting to discuss the works and service in the village neighbourhood for enhancing the streetscape in the neighbourhood.	PLANNING	IN PROGRESS
20-158	2020-06-24	Regular	THAT the bylaw entitled “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (230 Higson Crescent) Bylaw 580.118, 2020” be introduced and given first reading.	PLANNING	COMPLETE
20-159	2020-06-24	Regular	THAT Council refers the zoning amendment application for 230 Higson Crescent to the Advisory Planning Commission for comment, subject to changes to minimize overlook from the deck toward the neighbouring property to the northwest.	PLANNING	COMPLETE
20-160	2020-06-24	Regular	THAT first reading of the bylaw entitled “Town of Qualicum Beach Council Procedure Bylaw No. 733, 2019” be rescinded.	CORP ADMIN	COMPLETE
20-161	2020-06-24	Regular	THAT the bylaw entitled “Town of Qualicum Beach Council Procedure Bylaw No. 733, 2019” be given first reading, as amended.	CORP ADMIN	COMPLETE
20-162	2020-06-24	Regular	THAT the bylaw entitled “Town of Qualicum Beach Council Procedure Bylaw No. 674, 2013, Amendment (electronic meeting) Bylaw No. 674.03, 2020” be abandoned.	CORP ADMIN	COMPLETE
20-163	2020-07-15	Regular	THAT Council defer consideration of the name change of the former St. Andrews Waterfront Park to “Elizabeth Little Waterfront Park” to a future Council meeting.	CORP ADMIN	IN PROGRESS
20-164	2020-07-15	Regular	THAT Council directs staff to bring forward a draft letter of support to the next Regular Council meeting supporting the core principles from the July 2, 2020 letter from Victoria EV Association, with the letter to be sent to MLA Michelle Stilwell; Honorable Selina Robinson; and David Grove, President, Victoria Electric Vehicle Association.	CORP ADMIN	COMPLETE
20-165	2020-07-15	Regular	THAT Council refer the June 18, 2020 correspondence from the City of Rossland to the Select Committee on Environment for comment.	CORP ADMIN	COMPLETE
20-166	2020-07-15	Regular	THAT Hensworth Road between Chester Road and Palm Drive be utilized for tree planting, to offset vegetation removed from the School Connector trail construction.	PARKS & PW	IN PROGRESS
20-167	2020-07-15	Regular	THAT Council receives the correspondence from the Qualicum Wood’s Residents’ Association regarding requested improvements to Christleton Park.	CORP ADMIN	COMPLETE
20-168	2020-07-15	Regular	THAT Council defer to the Town’s Strategic Plan Workshop the option to investigate the feasibility and financial impact to replace and/or augment the existing playground facilities; construct active game and recreation facilities; and install additional street furniture in Christleton Park; and report the findings to Council before the end of 2020.	CORP ADMIN	COMPLETE
20-169	2020-07-15	Regular	THAT the 2021 Capital Budget include funding for improvements to Christleton Park.	FINANCE	IN PROGRESS
20-170	2020-07-15	Regular	THAT Council directs staff to ensure the timeline document of the Strategic Plan is included in all Strategic Plan quarterly updates.	CORP ADMIN	COMPLETE

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MOTION #	MEETING DATE	MEETING TYPE	MOTION	DEPT	STATUS
20-171	2020-07-15	Regular	THAT staff be directed to coordinate a Council workshop for the purposes of amending the Corporate Strategic Plan.	CORP ADMIN	COMPLETE
20-172	2020-07-15	Regular	THAT Council authorizes The Old School House Arts Centre to host their Grand Prix d'Art event on Town sidewalks in the downtown core, modified to accommodate provincial COVID-19 guidelines, each Friday in July and August, 2020, as described in the letter dated June 23, 2020 attached to the July 15, 2020 regular Council agenda.	CORP ADMIN	COMPLETE
20-173	2020-07-15	Regular	THAT Council directs staff to fulfill statutory notification requirements so that Council can consider issuance of a Development Variance Permit for 323 Hall Road at the Council Meeting on August 19, 2020.	PLANNING	COMPLETE
20-174	2020-07-15	Regular	THAT Council adopts Town of Qualicum Beach Property Disposition Policy 3008-13 as amended by: • amending Section 2 of the Policy, "Public Offering", by inserting a section on Public/Private Partnerships that describes how the Town will communicate with the public and ensure that the town is getting the best value through the partnerships, and to renumber the sections as appropriate required"; and • deleting "minimum of three (3)" and inserting: "to include some of the following" under Section 2, "Public Offering".	CORP ADMIN	COMPLETE
20-175	2020-07-15	Regular	THAT Council authorizes the Mayor and Corporate Administrator to sign the Essential Services Mutual Aid Agreement on behalf of the Town, as attached to the July 15, 2020 regular Council agenda.	CORP ADMIN	COMPLETE
20-176	2020-07-15	Regular	THAT 1. the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (103 Railway Street) Bylaw 580.110, 2019" be given second reading as amended. 2. prior to adoption of a zoning amendment bylaw for 103 Railway 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. 3. Council rescinds the following August 12, 2019 Council motion: "THAT staff be directed to forward the application for 103 Railway Street to a future Committee of the Whole meeting."	PLANNING	IN PROGRESS
20-177	2020-07-15	Regular	THAT Council hold a Public Hearing on September 16, 2020 at 3:30 pm, electronically via Zoom teleconferencing software, in regard to "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (103 Railway Street) Bylaw 580.110, 2019".	PLANNING	COMPLETE
20-178	2020-07-15	Regular	THAT Council directs staff to ensure that there are no age restrictions or rental restrictions for the proposed development at 103 Railway Street.	PLANNING	IN PROGRESS
20-179	2020-07-15	Regular	Council encourages the applicant for 103 Railway Street to contact BC Housing to see if government funding is available for inclusion of attainable housing units in the development.	PLANNING	IN PROGRESS
20-180	2020-07-15	Regular	THAT the Public Hearing for "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (634 Rye Road) Bylaw No. 580.116, 2020" be rescheduled to August 19, 2020 at 3:30 pm, to be held electronically via Zoom teleconferencing software.	PLANNING	COMPLETE
20-181	2020-07-15	Regular	THAT first reading of "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (Nenzel Road) Bylaw No. 580.101, 2016" be rescinded.	CORP ADMIN	COMPLETE
20-182	2020-07-15	Regular	THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (Nenzel Road) Bylaw No. 580.119, 2020" be read a first time as amended by striking numbers 4 and 5 from the proposed bylaw.	CORP ADMIN	COMPLETE
20-183	2020-07-15	Regular	THAT the application for 545 Nenzel Road be referred to the Advisory Planning Commission.	PLANNING	COMPLETE

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MOTION #	MEETING DATE	MEETING TYPE	MOTION	DEPT	STATUS
20-184	2020-07-15	Regular	THAT a Comprehensive Land Use Plan be undertaken during the next Official Community Plan review process to provide direction for future developments within the Estate Residential lands that would address and balance the importance of the forest, green way features, ecological importance of Milner Gardens and Vancouver Island University lands with the appropriate urban densification and public recreational amenities.	PLANNING	IN PROGRESS
20-185	2020-07-15	Regular	THAT the proponents for the proposed development for 850 Eaglecrest Drive/2075 Island Highway West host a Public Information Meeting prior to consideration of second reading of the Zoning and OCP amendment bylaw.	PLANNING	COMPLETE
20-186	2020-07-15	Regular	THAT the following information be provided for the proposed development for 850 Eaglecrest Drive/ 2075 Island Highway West prior to a Public Hearing for the Zoning and OCP amendment bylaws: • Land Lift Analysis provided by a third party professional in accordance with Policy Number 3008-11 – Community Amenity Contributions • A land inventory demand and supply analysis • An environmental impact assessment • Traffic Study	PLANNING	IN PROGRESS
20-187	2020-08-19	Regular	THAT Council directs staff to research the use of anticoagulant rodenticides and provide a report to Council with recommendations and alternatives.	ENGINEERING	IN PROGRESS
20-188	2020-08-19	Regular	THAT Council directs staff to draft and issue a statement that the survey sent out by Councillor Walker was not a Town sanctioned survey; AND FURTHER THAT the Town issued statement be published in the newspaper, on the Town's website and on social media.	CORP ADMIN	COMPLETE
20-189	2020-08-19	Regular	THAT, the Town of Qualicum Beach collaborate with the federal government, the Royal Canadian Legion and other stakeholders to address housing veterans (as defined by Veterans Affairs Canada [VAC]) experiencing homelessness, AND FURTHER THAT the Town will commit to working with other levels of government to end veteran homelessness in the region.	CORP ADMIN	COMPLETE
20-190	2020-08-19	Regular	THAT Council reconsiders the following motion from the July 20, 2020 Special meeting: THAT Council instructs staff to provide indication to the Qualicum Nature Preservation Society that the Town is willing to assist with advertising and promotion to raise funds to acquire Lot C (Seacroft Estates) from Ballard Fine Homes.	CORP ADMIN	COMPLETE
20-191	2020-08-19	Regular	THAT Council authorizes staff to provide a letter of consent to the Qualicum and District Recreation Club (Curling Club) to submit their Temporary Change to a Liquor Licence application for a licensed establishment on Town-owned property located at 644 Memorial Avenue, Qualicum Beach; AND FURTHER THAT the Council of Qualicum Beach does not wish to provide comment on the applications from the Qualicum and District Recreation Club to the Liquor Control and Licensing Branch for a temporary change to Liquor Licence No. 035075 for a temporary extension of their licensed area on the following dates: • October 17, 2020; • January 10, 2021; • January 23, 2021; • February 13, 2021; • February 27, 2021; and • March 13, 2021.	CORP ADMIN	COMPLETE

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MOTION #	MEETING DATE	MEETING TYPE	MOTION	DEPT	STATUS
20-192	2020-08-19	Regular	THAT Council grants permission to the Chamber of Commerce to hold a one-day "Sidewalk Sale" on August 22, 2020 in the uptown core from 9:00 am to 5:00 pm, including closure of the lane between Coastal Community Credit Union and Village Theatre, subject to the applicant working with staff to finalize arrangements; AND FURTHER THAT the event organizer ensures all Provincial COVID-19 regulations and any requirements from the Environmental Health Officer are adhered to, including providing hand washing/sanitizing stations, limitations on the number of patrons, controlled access to the event, and adequate space for physical distancing; AND FURTHER THAT Council authorizes in-kind support for the "Sidewalk Sale" event through Town provision of barricades and more frequent collection of garbage; AND FURTHER THAT, if deemed necessary by staff, the Chamber of Commerce be responsible for hiring traffic control.	CORP ADMIN	COMPLETE
20-193	2020-08-19	Regular	THAT the Town of Qualicum Beach 2019 Financial Information Report by received and approved by Council.	FINANCE	COMPLETE
20-194	2020-08-19	Regular	THAT Council authorizes staff to issue a Development Permit for 1065 Eaglecrest Drive, as detailed in the August 19, 2020 Planning memo to Council, subject to the provision of a satisfactory geotechnical report.	PLANNING	COMPLETE
20-195	2020-08-19	Regular	THAT Council directs staff to issue a Development Variance Permit for 323 Hall Road as described in the August 19, 2020 Planning memo to Council.	PLANNING	COMPLETE
20-196	2020-08-19	Regular	THAT Council directs staff, after execution of a satisfactory lease agreement, to provide Land Use Concurrence for the proposed TELLUS Communications Inc. site at 845 Village Way, as described in the August 19th, 2020 Planning memo to Council.	PLANNING	COMPLETE
20-197	2020-08-19	Regular	THAT the bylaw entitled "Town of Qualicum Beach Municipal Ticket Information Utilization Bylaw No. 626, 2008, Amendment Bylaw No. 626.04, 2020" be read a first time.	CORP ADMIN	COMPLETE
20-198	2020-08-19	Regular	THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (Nenzel Road) Bylaw No. 580.119, 2020" be read a second time, as amended.	PLANNING	COMPLETE
20-199	2020-08-19	Regular	THAT, prior to adoption of "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (Nenzel Road) Bylaw No. 580.119, 2020, a S. 219 Restrictive Covenant be registered on the subject property that specifies form and character, landscaping, site layout, and buffering requirements from adjacent ALR land.	PLANNING	IN PROGRESS
20-200	2020-08-19	Regular	THAT Council hold a Public Hearing on October 7, 2020 at 3:30pm electronically via zoom in regard to "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (Nenzel Road) Bylaw No. 580.119, 2020".	PLANNING	COMPLETE
20-201	2020-08-19	Regular	THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (156 Fern Road W) Bylaw 580.120, 2020" be introduced and read a first time. THAT prior to a public hearing for the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (156 Fern Road W) Bylaw 580.120, 2020", a parking plan be submitted. THAT, prior to adoption of a zoning amendment bylaw for 156 Fern Road West, the following be completed: • Execution of a Section 219 Form and Character covenant to ensure that the development is constructed in conformance with the presentation to Council.	PLANNING	COMPLETE
20-202	2020-08-19	Regular	THAT the bylaw entitled "Town of Qualicum Beach 2020 Taxation Exemption Bylaw No. 745, 2020" be introduced and read a first time.	FINANCE	COMPLETE

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MOTION #	MEETING DATE	MEETING TYPE	MOTION	DEPT	STATUS
20-203	2020-08-19	Regular	THAT the bylaw entitled "Town of Qualicum Beach 2020 Taxation Exemption (Places of Worship) Bylaw No. 746, 2020" be introduced and read a first time.	FINANCE	COMPLETE
20-204	2020-08-19	Regular	THAT the bylaw entitled "Town of Qualicum Beach 2020 Taxation Exemption Bylaw No. 745, 2020" be given second reading.	FINANCE	COMPLETE
20-205	2020-08-19	Regular	THAT the bylaw entitled "Town of Qualicum Beach 2020 Taxation Exemption (Places of Worship) Bylaw No. 746, 2020" be given second reading.	FINANCE	COMPLETE
20-206	2020-08-31	Special	THAT Council instructs staff to provide a report with recommendations on redundant; actioned motions; and/or no longer a priority items that may be rescinded as a result of the Strategic Plan Midway Review process taken place on August 31, 2020.	CORP ADMIN	COMPLETE
20-207	2020-09-14	Special	THAT Council instructs staff to schedule in-camera meetings in person; AND FURTHER THAT no member of Council be permitted to join in electronically; AND FURTHER THAT should a member of Council not be in attendance, matters requiring all of Council be deferred to a future date.	CORP ADMIN	COMPLETE
20-208	2020-09-16	Regular	THAT Council defer indefinitely discussions with the Qualicum Beach Preservation Society in relation to the wetlands located at Lot C.	CORP ADMIN	COMPLETE
20-209	2020-09-16	Regular	THAT the e-mail dated September 8, 2020 from Gisela Pope and Peter Neumann regarding bikes in the Heritage Forest be referred to the Heritage Forest Commission and the Parks and Recreation Committee for their consideration.	CORP ADMIN	IN PROGRESS
20-210	2020-09-16	Regular	THAT the Pacific Board Culture Society be invited to submit a management and design plan to undertake upgrades to the skate park; AND FURTHER THAT Council authorize a lease with Pacific Board Culture Society for the upgrade and management of the skate park.	CORP ADMIN	IN PROGRESS
20-211	2020-09-16	Regular	THAT the following motions be referred to the Regular Council meeting on October 7, 2020: • THAT funding be approved to install a new wildlife tree/snag sign to be provided by the Brown Property Preservation Society in the Heritage Forest. • THAT staff be directed to consult with the Heritage Forest Commission in the drafting of a plan for the Hemsworth Road trail tree planting.	CORP ADMIN	COMPLETE
20-212	2020-09-16	Regular	THAT Council directs staff to not install an outdoor convex traffic mirror on Georgia Drive at this time; AND FURTHER THAT, Council instructs staff to install a 30km warning sign at the entrance and exit of Georgia Drive.	ENGINEERING	COMPLETE
20-213	2020-09-16	Regular	THAT the updated strategic priorities presented in Appendix A of the September 16, 2020 staff memo be appended to the 2019 to 2022 Town Corporate Strategic Plan as amended.	CORP ADMIN	COMPLETE
20-214	2020-09-16	Regular	THAT the following motion identified in Appendix B of the September 16, 2020 staff memo be rescinded: Motion 20-005 - 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.	CORP ADMIN	COMPLETE
20-215	2020-09-16	Regular	THAT the following motion identified in Appendix B of the September 16, 2020 staff memo be rescinded: Motion 20-054 - THAT staff be instructed to review options for registering a covenant to notify any future owners that the density of their property is lower than permitted in the Official Community Plan, and that the neighbourhood may develop at a higher density.	CORP ADMIN	COMPLETE

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MOTION #	MEETING DATE	MEETING TYPE	MOTION	DEPT	STATUS
20-216	2020-09-16	Regular	THAT the following motion identified in Appendix B of the September 16, 2020 staff memo be rescinded: Motion 20-068 - THAT the following notice of motion from the January 14, 2019 Regular Council meeting be referred to the Committee of the Whole meeting in which asset management will be discussed: THAT Council directs staff to prepare and present a report on the state of the sidewalks within the Village Neighbourhood, including but not limited to: (a) Recent remedial work completed, (b) Anticipated remedial work for 2019, (c) A proposal for actions and estimated costs, which would reduce current and future tripping hazards, (d) A proposal for actions, and estimated costs, which would reduce the ongoing maintenance, (e) A capital asset management plan for this infrastructure, (f) An estimated cost of undergrounding the utilities on Fern Road West between Memorial Avenue (Highway 4) and Primrose Street, and (g) The anticipated cost of undergrounding the utilities on Primrose Street between Second Avenue West and Primrose Lane.	CORP ADMIN	COMPLETE
20-217	2020-09-16	Regular	THAT the following motion identified in Appendix B of the September 16, 2020 staff memo be rescinded: THAT any further commitment to the 10-year financial plan be deferred, AND FURTHER THAT the 10-year financial plan be referred to the Committee of the Whole meeting in which asset management will be discussed.	CORP ADMIN	COMPLETE
20-218	2020-09-16	Regular	THAT the following motion identified in Appendix B of the September 16, 2020 staff memo be rescinded: THAT the following notice of motion from the January 14, 2019 regular Council meeting be deferred to a future Committee of the Whole meeting: THAT Council directs staff to prepare and present a report regarding the estimated cost of replacing all of the street lights in Town with LED lighting and the anticipated savings once the lighting has been upgraded.	CORP ADMIN	COMPLETE
20-219	2020-09-16	Regular	THAT the following motion identified in Appendix B of the September 16, 2020 staff memo be rescinded: Motion 20-070 - THAT the following notice of motion from the January 14, 2019 regular Council meeting be referred to a future Committee of the Whole meeting for discussion: THAT Council directs staff to prepare a report regarding the costs, schedules, staff time, and equipment usage, for the current town-run chipping program; AND FURTHER THAT, Council directs staff to provide recommendations regarding: (a) Fixed year-round drop-off locations; (b) Automated green material pickup; (c) Scheduled green material bin drop off; and (d) Variable pickup schedules via online requests.	CORP ADMIN	COMPLETE
20-220	2020-09-16	Regular	THAT Council instructs staff to continue to insist the Regional District of Nanaimo accommodate the Town of Qualicum Beach residents with a larger green bin for use of yard waste.	ENGINEERING	IN PROGRESS

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MOTION #	MEETING DATE	MEETING TYPE	MOTION	DEPT	STATUS
20-221	2020-09-16	Regular	THAT the following motion identified in Appendix B of the September 16, 2020 staff memo be rescinded: Motion 20-168 - THAT Council defer to the Town's Strategic Plan Workshop the option to investigate the feasibility and financial impact to replace and/or augment the existing playground facilities; construct active game and recreation facilities; and install additional street furniture in Christleton Park; and report the findings to Council before the end of 2020.	CORP ADMIN	COMPLETE
20-222	2020-09-16	Regular	THAT Council deny the request from the Qualicum Beach Seniors' Activities Centre Association for rental subsidy for the use of the Community Hall and Civic Centre for the period of September 14th, 2020 to December 18, 2020 in the amount of \$3,318.00 plus applicable taxes.	CORP ADMIN	COMPLETE
20-223	2020-09-16	Regular	THAT Council delegate authority to staff, while the provincial state of emergency relating to COVID-19 persists, to administer and process the applications for use of the Civic Centre and Community Hall based on the criteria set out in Policy 4004-1 Buildings and Grounds – Community Hall and Civic Centre Rental Rates ("Policy 4004-1") and Policy 4004-1a Community Hall and Civic Centre Rental Rates – Subsidized Rentals ("Policy 4004-1a") by applying the non-profit, non-prime time rates where applicable.	CORP ADMIN	COMPLETE
20-224	2020-09-16	Regular	THAT Council directs staff to apply to the Investing in Canada Infrastructure Program to fund the project titled 'Town of Qualicum Beach Highway 19A & Village Way Roundabout', as described in the September 16, 2020 memo to Council; AND FURTHER THAT Council endorses the funding amount of \$1,787,859 for the Village Way Roundabout, and commits to allocating funding for remaining eligible project costs, plus all ineligible projects costs and cost overruns; AND FURTHER THAT staff be directed to allocate \$198,651 funding for the Village Way Roundabout into the next five-year financial plan.	CORP ADMIN	COMPLETE
20-225	2020-09-16	Regular	THAT Council identifies the Highway 19A and Village Way Roundabout as the higher priority grant application under the Investing in Canada Infrastructure Program in 2020.	CORP ADMIN	COMPLETE
20-226	2020-09-16	Regular	Councillor Harrison MOVED and Councillor Westbroek SECONDED, THAT Council directs staff to apply to the Investing in Canada Infrastructure Program to fund the project titled 'Town of Qualicum Beach Community Park Field Upgrades', as described in the September 16, 2020 memo to Council; AND FURTHER THAT Council endorses the funding amount of \$3,636,867 for the Community Park Field Upgrades, and commits to allocating funding for remaining eligible project costs, plus all ineligible projects costs and cost overruns; AND FURTHER THAT staff be directed to allocate \$1,322,723 funding for the Community Park Field Upgrade into the next five-year financial plan; AND FURTHER THAT staff work with local sports organizations and other stakeholder groups to raise 1/3 of the \$1,322,723 in local funding required for the Community Park Field Upgrade project.	CORP ADMIN	COMPLETE
20-227	2020-09-16	Regular	THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (103 Railway Street) Bylaw 580.110, 2019" be read a third time.	PLANNING	COMPLETE
20-228	2020-09-16	Regular	THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (156 Fern Road W) Bylaw 580.120, 2020" be read a second time.	PLANNING	COMPLETE
20-229	2020-09-16	Regular	THAT Council hold a Public Hearing on October 7, 2020 at 3:30pm electronically via Zoom teleconferencing software in regard to "Town of Qualicum Beach Land use and Subdivision Bylaw No. 580, 1999, Amendment (156 Fern Road West) Bylaw 580.120, 2020".	PLANNING	COMPLETE

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MOTION #	MEETING DATE	MEETING TYPE	MOTION	DEPT	STATUS
20-230	2020-09-16	Regular	THAT Council hold a Public Hearing on October 14, 2020 at 3:30pm electronically via Zoom teleconferencing software in regard to "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (545 Nenzel Road) Bylaw No. 580.119, 2020".	PLANNING	COMPLETE
20-231	2020-09-16	Regular	THAT the bylaw entitled "Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018 Amendment (189 and 187 Sunningdale Road West) Bylaw No. 800.04, 2020" be introduced and read a first time.	PLANNING	COMPLETE
20-232	2020-09-16	Regular	THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (189 Sunningdale Road West) Bylaw 580.121, 2020" be introduced and read a first time.	PLANNING	COMPLETE
20-233	2020-09-16	Regular	THAT, prior to adoption of the zoning amendment bylaw for 189 Sunningdale Road West, a S. 219 form and character covenant be registered on the property to ensure compatibility with the Village Neighbourhood Design Guidelines and other newer homes on the street.	PLANNING	IN PROGRESS
20-234	2020-09-16	Regular	THAT the bylaw entitled "Town of Qualicum Beach Municipal Ticket Information Utilization Bylaw No. 626, 2008, Amendment Bylaw No. 626.04, 2020" be read a second time.	CORP ADMIN	COMPLETE
20-235	2020-09-16	Regular	THAT the bylaw entitled "Town of Qualicum Beach Municipal Ticket Information Utilization Bylaw No. 626, 2008, Amendment Bylaw No. 626.04, 2020" be read a third time.	CORP ADMIN	COMPLETE
20-236	2020-09-16	Regular	THAT the bylaw entitled "Town of Qualicum Beach 2020 Taxation Exemption Bylaw No. 745, 2020" be read a third time.	FINANCE	COMPLETE
20-237	2020-09-16	Regular	THAT the bylaw entitled "Town of Qualicum Beach 2020 Taxation Exemption (Places of Worship) Bylaw No. 746, 2020" be read a third time.	FINANCE	COMPLETE
20-238	2020-09-16	Regular	THAT the bylaw entitled "Town of Qualicum Beach Road Closure (Portion of Road Dedicated on Second Avenue East) Bylaw No. 747, 2020" be introduced and read a first time.	CORP ADMIN	COMPLETE
20-239	2020-09-16	Regular	THAT the bylaw entitled "Town of Qualicum Beach Road Closure (Portion of Road Dedicated on Second Avenue East) Bylaw No. 747, 2020" be read a second time.	CORP ADMIN	COMPLETE
20-240	2020-09-16	Regular	THAT the bylaw entitled "Town of Qualicum Beach Road Closure (Portion of Road Dedicated on Second Avenue East) Bylaw No. 747, 2020" be read a third time.	CORP ADMIN	COMPLETE
20-241	2020-09-16	Regular	THAT the bylaw entitled "Town of Qualicum Beach Council Procedure Bylaw No. 733, 2019" be given second reading, as amended.	CORP ADMIN	COMPLETE
20-242	2020-09-23	Special	THAT Council instructs staff to provide a letter of support to the Royal Canadian Legion substantially in the form as presented at the September 23, 2020 Special Council meeting.	CORP ADMIN	COMPLETE
20-243	2020-10-07	Regular	THAT Council refers the request from the Oceanside Initiatives, Economic Development for the Parksville and Qualicum Beach region to staff to provide a report at a future meeting.	CORP ADMIN	IN PROGRESS
	2020-10-07	Regular	Council directed staff to refer all letters relating to traffic concerns on Highway 19A to the Select Committee on Public Safety for comment.	CORP ADMIN	IN PROGRESS
20-244	2020-10-07	Regular	THAT additional signage be posted at the Qualicum Beach Skate Park indicating that the park is unsupervised and that it is recommended that youth 10 years of age and under be accompanied by a parent/guardian.	CORP ADMIN	COMPLETE
20-245	2020-10-07	Regular	THAT the Council of the Town of Qualicum Beach grants Councillor Adam Walker a leave of absence, effective immediately, until October 24, 2020.	CORP ADMIN	COMPLETE
20-246	2020-10-07	Regular	THAT Council receive for information the August 2020 monthly Finance report.	FINANCE	COMPLETE
20-247	2020-10-07	Regular	THAT Council direct staff to proceed with tree removals and replanting in accordance with the October 7, 2020 Planning memo to Council. [Former St. Andrew's Waterfront Park]	PLANNING	IN PROGRESS
20-248	2020-10-07	Regular	THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (230 Higson Crescent) Bylaw 580.118, 2020" be read a second time as amended.	PLANNING	COMPLETE

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MOTION #	MEETING DATE	MEETING TYPE	MOTION	DEPT	STATUS
20-249	2020-10-07	Regular	THAT a Public Hearing be held on October 28, 2020 at 3:30pm, electronically via Zoom teleconferencing software, in regard to "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (230 Higson Crescent) Bylaw 580.118, 2020".	PLANNING	COMPLETE
20-250	2020-10-07	Regular	THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (156 Fern Road W) Bylaw 580.120, 2020" be read a third time.	PLANNING	COMPLETE
20-251	2020-10-07	Regular	THAT the following motion from the August 19, 2020 Council meeting be rescinded "THAT, prior to adoption of a zoning amendment bylaw for 156 Fern Road West, the following be completed: "Execution of a Section 219 Form and Character covenant to ensure that the development is constructed in conformance with the presentation to Council."	PLANNING	COMPLETE
20-252	2020-10-07	Regular	THAT the bylaw entitled "Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018 Amendment (189 and 187 Sunningdale Road West) Bylaw No. 800.04, 2020" be read a second time.	PLANNING	COMPLETE
20-253	2020-10-07	Regular	THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (189 Sunningdale Road West) Bylaw 580.121, 2020" be read a second time.	PLANNING	COMPLETE
20-254	2020-10-07	Regular	THAT Council hold a Public Hearing on December 9, 2020 at 3:30pm electronically via Zoom in regard to "Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018 Amendment (189 and 187 Sunningdale Road West) Bylaw No. 800.04, 2020" and "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (189 Sunningdale Road West) Bylaw 580.121, 2020".	PLANNING	COMPLETE
20-255	2020-10-07	Regular	THAT the bylaw entitled "Town of Qualicum Beach Municipal Ticket Information Utilization Bylaw No. 626, 2008, Amendment Bylaw No. 626.04, 2020" be adopted.	CORP ADMIN	COMPLETE
20-256	2020-10-07	Regular	THAT third reading of bylaw entitled "Town of Qualicum Beach 2020 Taxation Exemption Bylaw No. 745, 2020" be rescinded.	FINANCE	COMPLETE
20-257	2020-10-07	Regular	THAT the bylaw entitled "Town of Qualicum Beach 2020 Taxation Exemption Bylaw No. 745, 2020" be read a third time, as amended.	FINANCE	COMPLETE
20-258	2020-10-07	Regular	THAT the bylaw entitled "Town of Qualicum Beach Local Area Service Establishment Bylaw (East Village Local Area Service) No. 748, 2020" be introduced and read a first time.	PLANNING	COMPLETE
20-259	2020-10-07	Regular	THAT the bylaw entitled "Town of Qualicum Beach Local Area Service Establishment Bylaw (East Village Local Area Service) No. 748, 2020" be read a second time.	PLANNING	COMPLETE
20-260	2020-10-07	Regular	THAT the bylaw entitled "Town of Qualicum Beach Loan Authorization Bylaw (East Village Loan Authorization) No. 749, 2020" be introduced and read a first time.	FINANCE	COMPLETE
20-261	2020-10-07	Regular	THAT the bylaw entitled "Town of Qualicum Beach Loan Authorization Bylaw (East Village Loan Authorization) No. 749, 2020" be read a second time.	FINANCE	COMPLETE
20-262	2020-10-07	Regular	THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (Residential 15 Zone (R15) - 431 College Road) Bylaw No. 580.122, 2020" be introduced and read a first time.	PLANNING	COMPLETE
20-263	2020-10-07	Regular	THAT the development application for 431 College Road be referred to the Advisory Planning Commission, with comment on the following specific elements: • The proposal to replace the Qualicum College building with a building that is a replica from the perspective of College Road; • The quantity of parking in relation to the total number of dwelling units; and • The character of the new proposed buildings in relation to the old Qualicum College building or the existing 16-unit condominium.	PLANNING	IN PROGRESS

2020 Open Council Meeting Motions Index
Regular/Special Meetings

MOTION #	MEETING DATE	MEETING TYPE	MOTION	DEPT	STATUS
20-264	2020-10-07	Regular	THAT the bylaw entitled "Town of Qualicum Beach Municipal Heritage Site Designation (Qualicum College Protection Repeal) Bylaw No. 751, 2020" be introduced and read a first time.	PLANNING	COMPLETE
20-265	2020-10-07	Regular	THAT the bylaw entitled "Town of Qualicum Beach Municipal Heritage Site Designation (Qualicum College Protection Repeal) Bylaw No. 751, 2020" be given second reading.	PLANNING	COMPLETE
20-266	2020-10-07	Regular	THAT the bylaw entitled "Town of Qualicum Beach Municipal Heritage Site Designation (Qualicum College Protection Repeal) Bylaw No. 751, 2020" be given third reading.	PLANNING	COMPLETE
20-267	2020-10-07	Regular	THAT prior to adoption of "Town of Qualicum Beach Municipal Heritage Site Designation (Qualicum College Protection Repeal) Bylaw No. 751, 2020" the owner must enter into a binding agreement with the Town to ensure that Building 'D' (Qualicum College replica) is constructed within 24 months of bylaw adoption.	PLANNING	IN PROGRESS
20-268	2020-10-07	Regular	THAT, prior to adoption of "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (Residential 15 Zone (R15) - 431 College Road) Bylaw No. 580.122, 2020", the owner enters into a housing agreement with the Town to ensure that all dwelling units in the former Qualicum College building remain as rental for a minimum of ten years, with a release of this obligation only after the residential rental vacancy rate rises above 3.0% for a minimum of six months.	PLANNING	IN PROGRESS
20-269	2020-10-07	Regular	THAT the bylaw entitled "Town of Qualicum Beach Housing Agreement (431 College Road) Bylaw No. 750, 2020" be introduced and read a first time.	PLANNING	COMPLETE
20-270	2020-10-07	Regular	THAT the bylaw entitled "Town of Qualicum Beach Council Procedure Bylaw No. 733, 2019" be given third reading as amended.	CORP ADMIN	COMPLETE
20-271	2020-10-07	Regular	THAT the 2021 Regular Council Meeting Schedule be approved as amended by: (a) deleting: 3:30pm and inserting: 10am; (b) by deleting: August 18, 2021 Regular Meeting and August 25, 2021 Committee of the Whole Meeting; and (c) by deleting the November 12 Public Open House and inserting: November 10th; and by deleting the December 10 Public Open House.	CORP ADMIN	COMPLETE
20-272	2020-10-14	Special	THAT Council directs staff, after execution of a satisfactory lease agreement, to provide Land Use Concurrence for the proposed TELUS Communications Inc. site at 2045 Island as described in the August 19th, 2020 Planning memo to Council.	CORP ADMIN	COMPLETE
20-273	2020-10-14	Special	THAT Council that directs staff to produce a report on the purchase of light trucks with electric drive trains.	ENGINEERING	IN PROGRESS
20-274	2020-10-14	Special	THAT the Town of Qualicum Beach grants permission to the Rotary Club of Qualicum Beach and the Royal Canadian Legion Branch 76 to create a 'field of crosses' to honour Veterans from WWI and WWII, as requested in the correspondence received September 29, 2020; AND FURTHER THAT, the Rotary Club and the Legion be permitted to erect the display on the grassy area kitty-corner from the Qualicum Beach Curling Club on Railway Street, between the railway tracks and the road, from November 6, 2020 to November 12, 2020.	CORP ADMIN	COMPLETE
20-275	2020-10-14	Special	THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (Nenzel Road) Bylaw No. 580.119, 2020" be read a third time.	PLANNING	COMPLETE
20-276	2020-10-14	Special	THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (156 Fern Road W) Bylaw 580.120, 2020" be adopted.	PLANNING	COMPLETE
20-277	2020-10-14	Special	THAT the bylaw entitled "Town of Qualicum Beach Council Procedure Bylaw No. 733, 2019" be adopted.	CORP ADMIN	COMPLETE
20-278	2020-10-14	Special	THAT the bylaw entitled "Town of Qualicum Beach 2020 Taxation Exemption Bylaw No. 745, 2020" be adopted.	FINANCE	COMPLETE
20-279	2020-10-14	Special	THAT the bylaw entitled "Town of Qualicum Beach 2020 Taxation Exemption (Places of Worship) Bylaw No. 746, 2020" be adopted.	FINANCE	COMPLETE

2020 Open Council Meeting Motions Index
Regular/Special Meetings

MOTION #	MEETING DATE	MEETING TYPE	MOTION	DEPT	STATUS
20-280	2020-10-14	Special	THAT the bylaw entitled "Town of Qualicum Beach Local Area Service Establishment Bylaw (East Village Local Area Service) No. 748, 2020" be read a third time.	PLANNING	COMPLETE
20-281	2020-10-14	Special	THAT the bylaw entitled "Town of Qualicum Beach Loan Authorization Bylaw (East Village Loan Authorization) No. 749, 2020" be read a third time.	FINANCE	COMPLETE
20-282	2020-10-28	Regular	Adopted the Consent Agenda	CORP ADMIN	COMPLETE
20-283	2020-10-28	Regular	THAT Council defer the motion on the floor (THAT funding be approved to install a new wildlife tree/snag sign to be provided by the Brown Property Preservation Society in the Heritage Forest) to a future meeting for discussion around signage.	CORP ADMIN	IN PROGRESS
20-284	2020-10-28	Regular	THAT staff be directed to consult with the Heritage Forest Commission in the drafting of a plan for the Hemsworth Road trail tree planting.	ENGINEERING	IN PROGRESS
20-285	2020-10-28	Regular	THAT Council refers the request from the Arrowsmith Groundwater Alliance that Qualicum Beach become a "Blue Community" to staff to prepare a report for Council's consideration at a future meeting.	ENGINEERING	IN PROGRESS
20-286	2020-10-28	Regular	THAT due to COVID-19 restrictions, Council instructs staff to work with the Bard to Broadway Theatre Society to explore options to utilize town-owned land, as performance space alternatives, to host the Society's 2021 performance season.	CORP ADMIN	IN PROGRESS
20-287	2020-10-28	Regular	THAT Council authorize the closure of Veterans Way, between Memorial Avenue and Berwick Road North, on the following days and times, ensuring Town requirements are met, including emergency services notification, and ensuring all provincial health guidelines related to the COVID 19 pandemic are followed: • Tuesday, November 10, 2020 from 2:30 pm to 4:30 pm for the private Remembrance Day candlelight service at the Qualicum Beach Legion; • Wednesday, November 11, 2020 from 9:30 am to 11:30 am for the private Remembrance Day service at the Qualicum Beach Legion; AND FURTHER THAT Council authorizes in-kind support for the Remembrance Day services through Town provision of barricades.	CORP ADMIN	COMPLETE
20-288	2020-10-28	Regular	THAT Council hold a Public Hearing on November 18, 2020 at 3:30 pm electronically via Zoom in regard to "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (634 Rye Road) Bylaw No. 580.116, 2020".	PLANNING	COMPLETE
20-289	2020-10-28	Regular	THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (230 Higson Crescent) Bylaw 580.118, 2020" be read a third time.	PLANNING	COMPLETE
20-290	2020-10-28	Regular	THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (201, 207 and 211 First Avenue West) Bylaw 580.124, 2020" be read a first time.	PLANNING	COMPLETE
20-291	2020-10-28	Regular	THAT the motion (THAT, prior to adoption of "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (201, 207 and 211 First Avenue West) Bylaw 580.124, 2020", the owner enters into a housing agreement with the Town to ensure that all dwelling units in Building 1 remain as rental for a minimum of ten years) be laid on the table to allow staff to enter into discussions with the proponent regarding timelines for the rental agreement on Building 1.	PLANNING	IN PROGRESS

2020 Open Council Meeting Motions Index
Regular/Special Meetings

MOTION #	MEETING DATE	MEETING TYPE	MOTION	DEPT	STATUS
20-292	2020-10-28	Regular	THAT Council refers the application for 201, 207 and 211 First Avenue West to the Advisory Planning Commission, subject to submission of the following additional information: a) Tree and Vegetation Management Plan; b) Information on building energy efficiency; c) North South cross section that includes the development to the north; d) Perspective rendering from Beach Road looking south; and, e) Shadow study including adjacent existing and proposed buildings. AND FURTHER THAT the Advisory Planning Commission be requested to advise Council on: f) Whether the proposed development complies with Village Design Guidelines, and if not, what changes should be made; g) The suitability of the proposed under-building parking and adjacent surface parking; h) How the First Avenue frontage could be made more pedestrian-friendly.	PLANNING	IN PROGRESS
20-293	2020-10-28	Regular	THAT Council defer the bylaw entitled "Town of Qualicum Beach Road Closure (Portion of Road Dedicated on Second Avenue East) Bylaw No. 747, 2020" to a future meeting.	PLANNING	IN PROGRESS
20-294	2020-10-28	Regular	THAT the bylaw entitled "Town of Qualicum Beach Financial Plan (2021-2025) Bylaw No. 752, 2020" be introduced and given first reading.	FINANCE	COMPLETE
20-295	2020-10-28	Regular	THAT the bylaw entitled "Town of Qualicum Beach Waterworks Rate and Regulation Amendment Bylaw 753, 2020" be introduced and read a first time.	FINANCE	COMPLETE
20-296	2020-10-28	Regular	THAT the bylaw entitled "Town of Qualicum Beach Sewer User Rates Bylaw 754, 2020" be introduced and read a first time.	FINANCE	COMPLETE
20-297	2020-10-28	Regular	THAT Council refer to the Select Committee on Public Safety to consider signalized pedestrian crossings and/or speed humps at various locations on Highway 19A to include: Milner Gardens, Hemsworth and the Rodway Trail.	CORP ADMIN	IN PROGRESS
20-298	2020-10-28	Regular	THAT Council directs staff to work with the Chamber of Commerce to host the 2020 Moonlight Madness shopping event, adhering to any provincial health guidelines, on Thursday, November 19, 2020 and Friday, November 20, 2020 from 5:00 pm to 9:00 pm, as described in the October 28, 2020 Corporate Administration memo; AND FURTHER THAT Council authorize the closure of Second Avenue, between Memorial Avenue and Primrose Street, on Thursday, November 19, 2020 and Friday, November 20, 2020 from 5:00 pm to 9:00 pm, ensuring Town requirements are met, including emergency services notification, traffic control, insurance, litter and notification to businesses affected by the closure.	CORP ADMIN	IN PROGRESS
20-299	2020-10-28	Regular	THAT Council hold a Public Hearing on November 18, 2020 at 3:30pm electronically via Zoom in regard to "Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018 Amendment (189 and 187 Sunningdale Road West) Bylaw No. 800.04, 2020" and "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (189 Sunningdale Road West) Bylaw 580.121, 2020".	PLANNING	COMPLETE
20-300	2020-10-28	Regular	THAT Council directs staff to proceed with design and construction on the north side of the Park Road parking lot for the purpose of the "Into the Woods" Childcare Facility, as shown in Site Option 13.3 in the October 28, 2020 Planning memo to Council, subject to a future design review by Council.	PLANNING	IN PROGRESS
20-301	2020-10-28	Regular	THAT Council authorizes staff to issue a Development Permit for 363 Judges Row, as detailed in the October 28, 2020 Planning memo to Council.	PLANNING	COMPLETE
20-302	2020-10-28	Regular	THAT Council instructs staff to bring back a report to Council identifying options to sign 357 Burnham Road as public property.	ENGINEERING	IN PROGRESS

2020 Open Council Meeting Motions Index
Regular/Special Meetings

MOTION #	MEETING DATE	MEETING TYPE	MOTION	DEPT	STATUS
20-303	2020-10-28	Regular	THAT Staff be directed to report on and schedule appropriate Council updates for addressing the following Asset Management elements in 2021: • detailed 10-year capital projects, • reserve policy, • debt strategies, • level of service documents, and • summary Asset Management Plans for each asset group.	FINANCE	IN PROGRESS
20-304	2020-10-28	Regular	THAT Council approve Hazardous Tree Inspection Procedure Policy No. 4002-10.	CORP ADMIN	COMPLETE
20-305	2020-11-06	Special	THAT Council direct staff to immediately stop the demolition of the St. Andrews Lodge; AND FURTHER THAT staff be instructed to install signage immediately.	PLANNING	COMPLETE
20-306	2020-11-06	Special	THAT Council direct staff to support and work with QCEWS in establishing the St. Andrew's Lodge Historical and Cultural Society to which the Town could lease the Lodge Building in a similar arrangement as exists with the TOSH Arts Society, after the Lodge Building has been restored at no cost to the Town.	PLANNING	IN PROGRESS
20-307	2020-11-06	Special	THAT Council rescinds the previous motions regarding the St. Andrews Lodge noted on the October 28, 2020 Regular Meeting of Council, subject to a legal opinion.	CORP ADMIN	IN PROGRESS
20-308	2020-11-06	Special	THAT Council receives a staff report on all costs associated with the motion to rescind the previous motions regarding the St. Andrews Lodge noted on the October 28, 2020 Regular Meeting of Council, to be received at an in-camera meeting.	PLANNING	IN PROGRESS

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

TO: Luke Sales, Director of Planning

FOR: Regular Council November 16, 2020

FROM: Rebecca Augustyn, Planner

SUBJECT: Development Variance Permit – Lot 23, Plan EPP28954, DL 78, Newcastle District

RECOMMENDATIONS

- THAT Council directs staff to fulfill statutory notification requirements so that Council can consider issuance of a Development Variance Permit for Lot 23, Plan EPP28954, DL 78, Newcastle District (SW corner of the West Ridge subdivision) at the December 9, 2020 Council meeting, as detailed in the November 18, 2020 Planning memo to Council.
- THAT Council directs staff to allocate \$15,000 from the sale of land in the West Ridge subdivision to thicken and beautify landscaping in the buffer area between West Ridge Way and Laburnum Road, as detailed in the November 16, 2020 Planning memo to Council.

PURPOSE

To consider a Development Variance Permit that would enable the creation of two new residential lots from the Town-owned parcel of 750 West Ridge Way and 763 Claymore Road.

BACKGROUND

The subject property is at the southwest corner of the West Ridge subdivision. When the subdivision was approved, this land was given to the Town without any encumbrances to provide a potential location for neighbourhood commercial use in the future. Neighbourhood commercial is one of the long-term goals in the Sustainability Plan section of the Official Community Plan, but the developers were not interested in building commercial at the time of development. The parcel is 2,365 m², which is large enough to accommodate a small commercial node to service nearby residents, as well as visitors to the school. Council has opted not to proceed with a commercial development, but rather a two-lot residential development.

At the November 28, 2019 special Council meeting, Council directed staff to initiate a park land exchange to achieve the minimum 12m frontage requirement for Lot 23 of the West Ridge Subdivision in order to permit better access to the parcel. The bylaw received three readings, but was never adopted.

Since that time, Council has directed staff to prepare a Development Variance Permit that would reduce the minimum road frontage to enable the creation of two residential lots.



Figure 2: Site Location

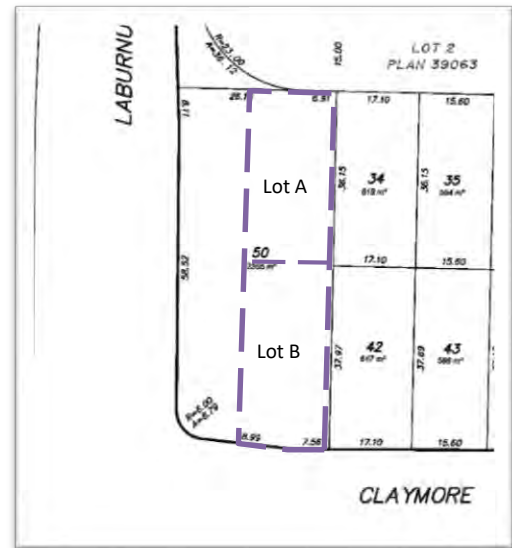


Figure 1: Simple two-lot subdivision

DISCUSSION

The aspect of the subject property that prevents a conventional residential subdivision is the parkland immediately to the north of the subject property. This parkland narrows to a point approximately 6.9 m west of the east boundary of the lot. This means that a lot created in this corner would technically only have 6.9m of road frontage, significantly less than the 12m minimum in Subdivision District “J” (Small Lot Residential 1).

The proposed Development Variance Permit will reduce the minimum frontage required for subdivision to 6m, in order to enable the creation of two residential lots while retaining the landscaped buffer

On January 15, 2020 Council directed staff to consult with the neighbourhood on the future of this land and the landscaped berm. A survey was prepared and invitations were hand-delivered to every house in the West Ridge neighbourhood. From the 49 homes in the neighbourhood, the Town received 41 responses. Although there is no way to know how many different homes this represents, staff consider the response to be very good. Some key takeaways from the survey:

- In response to the question “What type of landscaping would you like to see on the berm?”, the top two responses were “Dense trees and shrubs to cut down on road noise and pollutants.” And “A mix of grassy areas and trees, but with more neatly trimmed grass.”
- In response the question “In terms of maintenance standards, anything is possible, but it comes at a cost. Would you be willing to contribute to improve the maintenance standard on the berm?”, the top response (46%) was “No. Keep it simple so that there are no additional costs.” The second answer (26%) was “No, the Town should cover the cost, even if that means reducing maintenance standards in another part of Town.

Although it is not possible to meet the expectation of every resident, the survey and in-person meetings early in the year clearly indicate that residents would like to see enhancements to the landscaping. The goal would be a thicker vegetated buffer with relatively low maintenance. Not only would that help meet the neighbourhood priority of a more functional berm/barrier, but reducing the amount of grassy area would reduce the Town's obligation to manually trim in the area. The recommended \$15,000 would allow the Town to plant new trees and shrubs where there is currently grass, as well as install temporary irrigation to help the plantings survive the first few years.

STRATEGIC PLAN IMPLICATIONS

In 2018 Council made a decision to sell a number of Town-owned properties in order to finance the purchase of the Former St. Andrews Waterfront Park property. Strategic Initiative #2 is to "Engage land for strategic local and regional initiatives".

SUMMARY

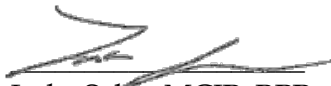
The proposed Development Variance Permit would enable the Town to create two residential parcels from the large lot in the SW corner of the West Ridge subdivision. With the proceeds from selling the two lots, staff recommend allocating \$15,000 to improve the landscaping on the berm to create a thicker vegetated buffer.

Alternatives

1. THAT Council provides alternate direction.



Rebecca Augustyn
Planner
Report Writer



Luke Sales, MCIP, RPP
Director of Planning
Concurrence



For Daniel Sailland
CAO
Concurrence

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

TO: Daniel Sailland, Chief Administrative Officer **FOR:** Council Meeting November 18, 2020

FROM: Marc Norris Fire Chief

SUBJECT: RESCUE PUMPER APPARATUS REPLACEMENT PURCHASE

RECOMMENDATION

THAT Council authorize the purchase of a new custom Rescue Pumper on a Spartan chassis from Fort Garry Fire Trucks based on the proposal price of \$908,355.10 Canadian dollars (including PST) and a total project price including a contingency of \$920,000.

PURPOSE

To request Council authorization to enter into a purchasing agreement and issue a purchase order for the supply of a rescue pumper apparatus in accordance with the approved capital plan.

BACKGROUND

The current rescue pumper was purchased in 1999 and has now served the Town of Qualicum Beach for over 21 years. The National Fire Protection Association (NFPA) Standard on automotive fire apparatus indicates a fifteen-year replacement cycle with a possible five-year extension, as a maximum frontline service life/replacement frequency. The current rescue pumper is considered a light rescue configuration, having limited capacity for carrying specialized rescue equipment.

As part of the ongoing 20-year capital replacement plan which is reflected in the Town of Qualicum Beach 2020-2024 financial plan, this apparatus has been identified for replacement. \$450,000 is included in proposed 2021 and 2022 Capital Budgets for the replacement of Engine 51.

In August 2020, a Request for Proposal (RFP) was distributed via BC Bid to interested and available fire apparatus manufacturers. The RFP asked proponents to supply a rescue pumper configuration.

On October 29, 2020, four (6) proposal submissions were received in response to the Request for Proposals (RFP) to supply a new rescue pumper for the Town of Qualicum Beach. The following table lists the companies which supplied proposals.

Supplier/Manufacturer	Proposal w/Options (including 7% PST)
Fort Garry Fire Trucks	\$908,355.10
Rocky Mountain Phoenix/Rosenbauer	\$975,237.59
Hub Fire Engines and Equipment	\$982,801.42
Safetek Emergency Vehicles /MetalFab	\$1,009,715.13
Associated Fire Safety/ Dependable Emergency Vehicles	\$1,011,246.30
Safetek Emergency Vehicles/ Spartan ERV	\$1,047,852.07

All six companies presented similar options for chassis type, power, configuration and options. All proposals would have the chassis built in the United States and the body of the apparatus built and installed in Canada or the United States. Staff reviewed the proposals and evaluated based on the following evaluation considerations:

- Life cycle
- Price
- Delivery time
- Ability to meet specifications
- Training, warranty, service, repair and availability of parts
- Serviceability
- Availability of local service for chassis, body, pump and aerial components
- Warranty
- Chassis type
- Industry use
- Ergonomics (i.e. access to the aerial turntable, hose loading, etc.)
- Compatibility and standardization with current apparatus.
- History of delivery of apparatus in British Columbia; positive reviews of recent purchasers in the British Columbia region.

The table below shows the resulting proposal rankings after review of each proposal:

Fire Rescue Pumper	Ranking
Fort Garry Fire Trucks	# 1
Hub Fire Engines	# 2
Rocky Mountain Phoenix/ Rosenbauer	# 3
Safetek Pro Fire/ Spartan ERV	# 4
Associated Fire Safety/ Dependable Emergency Vehicles	#5
Safetek Pro Fire/MetalFab	#6

The costs for the proposals received with options ranged from \$908,355.10 (includes PST) to \$1,047,852.07 (includes PST). The total price of the top-rated proposal from Fort Garry Fire Trucks for a Rescue Pumper is estimated at \$908,355.10 (including PST).

As this is a significant purchase over \$25,000 it is requested that Council award the contract. The purpose of this report is to receive council authorization for the purchase of a new rescue apparatus as planned and budgeted.

An item will be added to the 2042 fire department capital budget to ensure a minimum 20-year replacement allotment has been established for this piece of equipment in the Town of Qualicum Beach Financial Plan.

DESCRIPTION OF THE PROPOSED PROJECT

The rescue pumper primarily designed to mobilize the specialized equipment necessary for technical rescue situations, as well as search and rescue within structure fires. This apparatus carries an array of special equipment such as the Jaws of life, wooden cribbing, generators, winches, hi-lift jacks, lift bags, shoring, stretchers, spine boards, remote respirators, rope rescue gear, circular saws and other forms of heavy equipment unavailable on standard pumper trucks. This capability differentiates them from traditional pumper trucks or ladder trucks designed primarily to carry personnel as well as on-board water tanks, hoses and equipment for fire extinguishing and light rescue. A rescue pumper is dispatched to almost all serious fire and rescue incidents. As a result, the equipment is used regularly and is a necessity in the ability to safely provide comprehensive delivery of fire and rescue services.

In designing this rescue pumper, the goal was to consolidate both Engine 51 and Rescue 55 into one apparatus. This will reduce fleet costs as well as supporting the crews by placing most of the equipment needed at an incident in one apparatus.

FINANCIAL IMPLICATIONS

The capital budgeting process part of the Town of Qualicum Beach financial plan provides for the replacement of fire rescue service apparatus (fire vehicles/fire trucks). The replacement frequency of vehicles and equipment takes into account recognized industry standards, fire and rescue protection service area requirements, firefighter (user) safety, replacement cost, repair costs, depreciation and life cycle costs. \$450,000 is earmarked in both the 2021 and 2022 proposed capital replacement budget for this project.

Beyond purchase and supply of a new apparatus there is also the cost of loose equipment renewal and mounting. It is anticipated most existing equipment will be able to be transferred to the new apparatus. Mounting of equipment is labour intensive and each piece requires placement and different mounts; somewhat puzzle like to organize it all. This is not only time consuming but requires the purchase of mounts and often specialize custom mounts to achieve efficient use of space which allows for effective use of the tools.

There will need to be an increase of \$20,000 in capital budget to support the planned purchase of a replacement rescue pumper as recommended in this report.

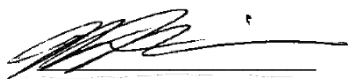
SUMMARY

As provided for in the Town of Qualicum Beach 2020-2024 financial plan capital budget, The Qualicum Beach Fire Rescue Department is seeking approval to replace the 21-year-old rescue pumper currently in service. The current apparatus is now beyond the recommended replacement cycle of 15 to 20 years for frontline service. The new apparatus will renew and improve ability to maintain service delivery standards and maintain safety of fire crews which utilize the apparatus on a regular basis.

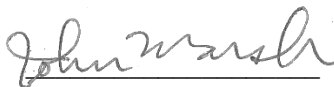
The current available funds identified in the proposed 2021 and 2022 fire department capital budget allocation are \$900,000 towards the replacement of this apparatus. Staff recommends a \$20,000 increase to the project budget and acceptance of the proposal received for the purchase of a custom-built Rescue Pumper from Fort Garry Fire Trucks Ltd., for service with the QBFD.

ALTERNATIVE

- Provide alternative direction to staff.



Marc H Norris
Fire Chief
Report Writer



John Marsh
Director of Finance
Concurrence



Daniel Sailland
CAO
Concurrence