

**Agenda for the 3:30 pm Wednesday, September 16, 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

1-7 THAT Council adopts the September 16, 2020, regular Council meeting agenda.

2. APPROVAL OF THE MINUTES

8-32 THAT Council approves the following Council meeting minutes:

- a. July 15, 2020 regular Council meeting;
- b. August 17, 2020 special Council meeting;
- c. August 19, 2020 regular Council meeting;
- d. August 24, 2020 special Council meeting;
- e. August 25, 2020 special Council meeting; and
- f. August 31, 2020 special Council meeting.

3. BUSINESS ARISING FROM THE MINUTES

(1) Notice of Motion from the August 19, 2020 Regular Council Meeting

- a. THAT Council instructs staff to invite the Qualicum Beach Nature Preservation Society to a future in-camera meeting as a delegation.

Staff Recommendation:

THAT Council directs staff to invite the Qualicum Beach Nature Preservation Society to indicate, in writing, whether they intend to lead a fundraising campaign to purchase Lot C (Seacroft Estates) for conservation purposes, along with any requests for how the Town could support their efforts through publicity and advertising.

4. 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: 103 Railway Street

To permit a 17-unit multi-residential building on the subject property

5. CORRESPONDENCE

- 33-34 (1) **Correspondence Log – September 16, 2020 – For Information**
- 35 (2) **Email dated September 8, 2020 re: Bikes in the Heritage Forest**

6. COMMITTEE & LIAISON REPORTS

- (1) **General Government** (Mayor Brian Wiese)
- (2) **Parks & Recreation** (Councillor Robert Filmer)
Motion from the February 19, 2020 Select Committee for Parks and Recreation meeting

THAT the Select Committee for Parks and Recreation recommends to Council 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.

Motions from the September 3, 2020 Heritage Forest Commission Meeting

- a. THAT the Town of Qualicum Beach Heritage Forest Commission recommends to Council, 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.
- b. THAT the Town of Qualicum Beach Heritage Forest Commission recommends to Council, THAT staff be directed to consult with the Heritage Forest Commission in the drafting of a plan for the Hemsworth Road trail tree planting.
- (3) **Community Development** (Councillor Scott Harrison)
- (4) **Arts & Culture** (Councillor Adam Walker)
- (5) **Protective Services** (Councillor Teunis Westbroek)

Motions from the September 9, 2020 Select Committee on Public Safety Meeting

- a. THAT Council directs staff to install an outdoor convex traffic mirror on Georgia Drive.

Staff Comment:

A traffic mirror is not warranted and no such installation should be undertaken on Georgia Drive as the sight distances are adequate for the character of the roadway and the operating speeds typically demonstrated by the public. There are no ICBC crash statistics for this location and aside from this request, there has not been a history of complaints or problems.

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- b. THAT Council does accept the Qualicum Beach Staff's recommendation for a public hearing to be held at the next Qualicum Beach Council meeting inviting Dr. Faulkner to come and present to Council.

Staff Comment:

Council's direction at the August 18, 2020 regular meeting was to proceed with the cell tower at 845 Village Way; should Council wish to review this decision and proceed with further public consultation, a motion to reconsider would be required.

7. STAFF REPORTS

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

36-42

- (a) **Mid-term Strategic Plan Update**

Staff Recommendation:

- 1. 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.
 - 2. THAT any outstanding elements of the Council motions identified in Appendix B be deferred indefinitely.

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

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

The following motion was released pursuant to Section 117 of the *Community Charter*:

In-camera meeting August 25, 2020:

THAT Council instructs staff to provide one-time matching funding up to \$3,000 towards the acquisition of the former Town-owned Fire Engine No. 2 to Councillor Filmer's Go Fund Me Account.

43-44

- (b) **2020 Subsidized Rental Application for the Civic Centre and Community Hall**

Staff Recommendation:

- 1. 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; AND FURTHER THAT, Council instructs staff to work with the Centre to accommodate use of the facilities by applying the non-profit, non-prime rates as set out in Policy 4004-1.

2. 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.

- 45-50 (3) **Financial Administration** (John Marsh)
 (a) **Monthly Finance Report** – July 2020 - For Information
- 51-52 (4) **Fire Department** (Marc Norris, Fire Chief)
 (a) **Monthly Fire Department Report** – August 2020 - For Information
53-56 (b) **COVID-19 Update** – For Information
- 57 (5) **Planning** (Luke Sales, Director of Planning)
 (a) **Monthly Building Permit Report** – August, 2020 - For Information
58 (b) **Monthly Bylaw Report** – August, 2020 - For Information
59-63 (c) **Investing in Canada Infrastructure Program – Grant Funding 2020**
 Staff Recommendation:
 1. 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 \$3,338,782 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 \$1,214,309 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 up to 1/3 of the \$1,214,309 in local funding required for the Community Park Field Upgrade project.

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2. 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.

3. THAT Council identifies the Community Park Field Upgrades as the higher priority grant application under the Investing in Canada Infrastructure Program in 2020.

8. BYLAWS

64-94

- (1) **Zoning Amendment: 103 Railway Street**
Staff Recommendation:

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.

95-106

- (2) **Zoning Amendment: 156 Fern Road West**
Staff Recommendation:

1. 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.

2. THAT Council hold a Public Hearing on December 9, 2020 at 3:30pm electronically via Zoom in regard to "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (156 Fern Road W) Bylaw 580.120, 2020".

107-116

- (3) **OCP Amendment and Zoning Amendment: 189 Sunningdale Road West & OCP Amendment: 187 Sunningdale Road West**
Staff 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 introduced and read a first time.

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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 introduced and read a first time.
3. 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.

117-131 (4) **Municipal Ticket Information Utilization Bylaw**
Staff Recommendation:

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.

132-164 (5) **Council Procedure Bylaw Review**
Staff Recommendation:

THAT the bylaw entitled "Town of Qualicum Beach Council Procedure Bylaw No. 733, 2019" be given second reading, as amended.

165-169 (6) **Property Permissive Tax Exemption Bylaws**
Staff Recommendation:

1. THAT the bylaw entitled "Town of Qualicum Beach 2020 Taxation Exemption Bylaw No. 745, 2020" be read a third time.
2. THAT the bylaw entitled "Town of Qualicum Beach 2020 Taxation Exemption (Places of Worship) Bylaw No. 746, 2020" be read a third time.

170-177 (7) **Town of Qualicum Beach Road Closure (Portion of Road Dedicated on Second Avenue East) Bylaw No. 747, 2020**
Staff Recommendation:

1. 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.
2. 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.
3. 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.

9. COMMENTS FROM THE GALLERY

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 will be able to provide comments regarding regular meetings of Council by means of e-mail, letter, or by phone.

Comments for this regular Council meeting must be received no later than 12:00 pm two days following the meeting (September 18, 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

10. ADJOURNMENT

THAT Council adjourns the meeting.

NEXT SCHEDULED

REGULAR COUNCIL MEETING: October 7, 2020 at 3:30 pm

Minutes of the 3:30 pm Wednesday, July 15, 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
Bob Weir, Director of Engineering and Operations
Luke Sales, Director of Planning
Heather Svensen, Corporate Administrator
Haylee Gould, Deputy Corporate Administrator

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 July 15, 2020 Regular Council meeting agenda.
CARRIED

Councillor Westbroek MOVED and Councillor Walker SECONDED, THAT Council amends the procedure for receipt of "Comments from the Gallery during COVID-19" by deleting: "July 16, 2020" and inserting: "July 17, 2020"; AND FURTHER THAT, the submissions under "Comments from the Gallery during COVID-19" be received by 12:00 pm two business days following a Regular Council meeting.

CARRIED

APPROVAL OF THE MINUTES

Council approved, by unanimous consent, the June 24, 2020 Regular Council meeting minutes.
CARRIED

BUSINESS ARISING FROM THE MINUTES

(1) Motion from the June 24, 2020 Regular Council Meeting

Councillor Filmer MOVED and Councillor Walker SECONDED, 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.

CARRIED

Councillor Westbroek requested an update from the Qualicum First Nation on the status of the carving underway for the Seaside Nature Park – Faye Smith Memorial Pavilion.

DELEGATIONS

- (1) **Pat Jacobson and Bob Greig of the Qualicum Woods Residents' Association** appeared before Council regarding the Town-owned lots at Dogwood Road and Juniper Drive, requesting that the lands be kept in their natural state and providing a petition with over 500 signatures.

CORRESPONDENCE

- (1) **Correspondence Log** – July 15, 2020 – For Information
- (2) **Letter dated July 2, 2020 from Victoria EV Association** re: Right to Charge - Access to Electric Vehicle Charging
Councillor Walker MOVED and Councillor Filmer SECONDED, 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.
CARRIED
- (3) **Letter dated June 18, 2020 from the City of Rossland** re: Global Covenant of Mayors for Climate & Energy Change
Councillor Westbroek MOVED and Councillor Filmer SECONDED, THAT Council refer the June 18, 2020 correspondence from the City of Rossland to the Select Committee on Environment for comment.
CARRIED

COMMITTEE & LIAISON REPORTS

- (1) **General Government** (Mayor Brian Wiese)
Mayor Wiese commented on the following:
 - Meetings with Chief Recalma
 - Attending the Oceanside Services Committee discussing the options for a pool expansion in Qualicum Beach, noting that the report was deferred to no later than October 15, 2020.
- (2) **Parks & Recreation** (Councillor Robert Filmer)
Motion from the Select Committee on Environment and Sustainability meeting held June 4, 2020
Councillor Filmer MOVED and Councillor Walker SECONDED, THAT Hemsworth Road between Chester Road and Palm Drive be utilized for tree planting, to offset vegetation removed from the School Connector trail construction.
CARRIED

Motion from the Select Committee on Parks and Recreation meeting held February 19, 2020

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT Council receives the correspondence from the Qualicum Wood's Residents' Association regarding requested improvements to Christleton Park.

CARRIED

Councillor Filmer MOVED and Councillor Harrison SECONDED, 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.

CARRIED

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT the 2021 Capital Budget include funding for improvements to Christleton Park.

CARRIED

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

Councillor Harrison commented on the following:

- Attending the Greenshores presentation on site in the Higson Crescent neighbourhood
- Overdose crisis on Vancouver Island

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

Councillor Walker commented on the following:

- Outcome of the Island Corridor Foundation in their court case with the First Nations – full report will be included in the August meeting

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

Notice of Motion: THAT staff provide a report on options for a moratorium of 5G cell towers within the Town of Qualicum Beach.

Councillor Westbroek commented on the following:

- Attending the Greenshores presentation on site in the Higson Crescent neighbourhood and noting the unsightly lot on Buller Road requesting an update from staff on the status of the remedial work requested
- Removal of rocks and maintenance of grass along Memorial Avenue from East Crescent to Elizabeth Avenue
- Requesting staff to work with stakeholders on the Grandon Creek streams for path maintenance and ditch clearing

STAFF REPORTS

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

- (a) **2019-2022 Corporate Strategic Plan Update** – Daniel Sailland provided an overview of the current status of the 2019-2022 Corporate Strategic Plan

Councillor Walker MOVED and Councillor Filmer SECONDED, THAT Council directs staff to ensure the timeline document of the Strategic Plan is included in all Strategic Plan quarterly updates.

CARRIED

Councillor Westbroek MOVED and Councillor Filmer SECONDED, THAT staff be directed to coordinate a Council workshop for the purposes of amending the Corporate Strategic Plan.

CARRIED

Councillor Walker MOVED and Councillor Filmer SECONDED, THAT Council amends the motion on the floor by inserting: “public” after “Council Workshop”.

MOTION FAILED

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council directs staff to refer the Strategic Plan update from the Chief Administrative Officer to the “Council Workshop”, which will be scheduled in the near future.

MOTION FAILED

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

- (a) **Announcement of Council Meeting Motions**
Motions from the June 17, 2020 In-Camera Meeting:

Pursuant to Section 117 of the *Community Charter*, Council authorizes the release to the public the following motions:

THAT Council approves the 2019 Financial statements prepared by McGorman MacLean and authorizes the Mayor to execute the letter authorizing the audited financial statements of the Town of Qualicum Beach for the year ended December 31, 2019.

THAT two members of Council be authorized to sign the June 17, 2019 Audit Findings Letter acknowledging receipt and agreement with the comments noted by Leanne Souchuck.

THAT Council re-appoint Paul Connor at the T-Hanger representative to the Airport Users Committee for a term ending October 31, 2022.

THAT Council postpone the 2020 Volunteer Appreciation event until a date in 2021 due to the COVID-19 restrictions on mass gatherings.

THAT Council instructs staff to advertise for the Above and Beyond Award.

THAT Council refuses the request to refund the zoning amendment application fee for 760 Berwick Road South.

(b) **2020 Motions Index** - For Information

(c) **Grand Prix d'Art Special Event**

Councillor Westbroek MOVED and Councillor Harrison SECONDED, 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.
CARRIED

(3) **Fire Department (Marc Norris, Fire Chief)**

(a) **Fire Department Monthly Report** - June 2020 - For Information

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

(a) **Monthly Building Permit Report** - June 2020 - For Information

(b) **Monthly Bylaw Report** - June 2020 - For Information

(c) **Verbal update on the Telus cell tower application** - Luke Sales noted that Telus is currently conducting outreach to the community seeking feedback on two cell tower options. Telus will include a detailed report summarizing the community feedback with any application submitted to the Town for construction of a cell tower.

(d) **Verbal update on the development at Lot C (Laburnum Road)** - Luke Sales noted that the development at Lot C is owned privately and the developer is considering options for the parcel of land.

(e) **Verbal update on the Former St. Andrews Waterfront Park** - Luke Sales noted that staff are preparing a Request for Proposals inviting proposals for relocating the lodge or adapting the building on site. A report will be brought forward to Council at a future meeting.

(f) **Development Variance Permit: 323 Hall Road**

Councillor Filmer MOVED and Councillor Walker SECONDED, 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.

CARRIED

(g) **Potential Land Sales and Property Disposition Policy 3008-13**

Councillor Filmer MOVED and Councillor Westbrook SECONDED, THAT Council adopts Town of Qualicum Beach Property Disposition Policy 3008-13.

Councillor Walker MOVED and Councillor Westbrook SECONDED, THAT Council amends the motion on the floor 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".

CARRIED

Councillor Walker MOVED and Councillor Filmer SECONDED, THAT Council amends the motion on the floor by deleting "minimum of three (3)" and inserting: "to include some of the following" under Section 2, "Public Offering".

CARRIED

MAIN MOTION AS AMENDED:

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".

CARRIED

(5) **Engineering & Operations (Bob Weir, P.Eng., Director)**

(a) **Essential Services Mutual Aid Agreement**

Councillor Filmer MOVED and Councillor Walker SECONDED, 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.

CARRIED

BYLAWS

(1) **Zoning Amendment: 103 Railway Street**

Councillor Filmer MOVED and Councillor Westbrook SECONDED, 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."

CARRIED

Councillor Westbroek MOVED and Councillor Harrison SECONDED, 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".

CARRIED

Councillor Walker MOVED and Councillor Westbroek SECONDED, THAT Council directs staff to ensure that there are no age restrictions or rental restrictions for the proposed development at 103 Railway Street.

CARRIED

Councillor Harrison MOVED and Councillor Walker SECONDED, 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.

CARRIED

(2) Zoning Amendment: 634 Rye Road

Councillor Filmer MOVED and Councillor Westbroek SECONDED, 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.

CARRIED

(3) Zoning Amendment: 545 Nenzel Road

Councillor Filmer MOVED and Councillor Harrison SECONDED, 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.

CARRIED

Councillor Walker MOVED and Councillor Westbroek SECONDED, 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.

CARRIED

Councillor Walker MOVED and Councillor Filmer SECONDED, THAT the application for 545 Nenzel Road be referred to the Advisory Planning Commission.

CARRIED

(4) Official Community Plan Amendment and Zoning Amendment: 850 Eaglecrest Drive/2075 Island Highway

Councillor Westbroek MOVED and Mayor Wiese SECONDED, 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.

CARRIED

Councillor Westbroek MOVED and Councillor Walker SECONDED, 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.

CARRIED

Councillor Westbroek MOVED and Councillor Walker SECONDED, 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

CARRIED

COMMENTS FROM THE GALLERY

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 (July 17, 2020). Submissions were distributed to all Council, and a brief summary of the comments are as follows:

- Ashley Cota, 432 Mill Road, in opposition of the Telus cell tower proposal.
- Christina Caleb, 180 Fourth Avenue W, in opposition of the Telus cell tower proposal.
- Charna Macfie, 578 Maple Street, requesting the preservation of the Dogwood Road and Juniper Drive town-owned lots.
- Jay Smith, 587 Spruce Street, in support of preserving the Dogwood Road and Juniper Drive town-owned lots.
- Michael Lonsdale, Qualicum Beach, regarding upgrades to Christleton Park.
- Rick and Linda Todsén, 2075 Island Highway W, in response to comments from Council regarding their development application for 850 Eaglecrest Drive/2075 Island Highway.
- Fred Dowe, Qualicum Beach, regarding the electronic format of meetings and the delegation regarding the Dogwood Road and Juniper Drive town-owned lots.
- Bob Greig, Qualicum Beach, in response to comments from Council regarding his delegation on the Dogwood Road and Juniper Drive town-owned lots.
- Carol Dowe, 512 Hawthorne Drive, regarding the electronic format of meetings and the delegation regarding the Dogwood Road and Juniper Drive town-owned lots.
- Tim Pritchard, 663 Windward Way, regarding:
 - The electronic Council meeting format
 - Zoning amendment for 103 Railway Street
 - Development application for 850 Eaglecrest Drive/2075 Island Highway
 - 2019-2022 Corporate Strategic Plan update.
- John Wood, 466 Troon Close, regarding:
 - Tree planting on Hemsworth Road
 - Telus cell tower application
 - Zoning amendment for 103 Railway Street
 - Development application for 545 Nenzel Road.
- Doug MacKay-Dunn, 2617 Island Highway W, in support of preserving the Dogwood Road and Juniper Drive town-owned lots.
- Carol & Fred Dowe, 512 Hawthorne Drive, in opposition of the Telus cell tower proposal and in response to comments from Council during the meeting.
- Anne Skipsey, 383 Crescent Road West, regarding:
 - Dogwood Road and Juniper Drive town-owned lots delegation
 - Development application for 545 Nenzel Road
 - Development application for 850 Eaglecrest Drive/2075 Island Highway.
- Pat Jacobson, 606 Sumac Drive, regarding Christleton Park and tree planting on Hemsworth Road.

- Lance Nater, 996 Royal Dornoch Drive, regarding:
 - Development application for 850 Eaglecrest Drive/2075 Island Highway
 - The Estate Properties
 - Development application for 545 Nenzel Road
 - Telus cell tower application.

ADJOURNMENT

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

CARRIED

MEETING ADJOURNED: 6:06 pm

Certified Correct:

Heather Svensen
Corporate Administrator

Brian Wiese
Mayor

Minutes of the 8:30 am Monday, August 17, 2020, Town of Qualicum Beach Special Council Meeting held in the Windsor/OAP Room, Civic Centre, 747 Jones Street, Qualicum Beach, BC

PRESENT: Council: Mayor Brian Wiese
Councillor Robert Filmer (arrived at 10:30 am)
Councillor Scott Harrison
Councillor Adam Walker
Councillor Teunis Westbroek

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

The Mayor called the meeting to order at 8:30 am

ADOPTION OF THE AGENDA

Council adopted, by unanimous consent, the August 17, 2020 Special Council meeting agenda.
CARRIED

MOTION TO CLOSE

Councillor Walker MOVED and Councillor Harrison SECONDED, THAT the meeting be closed to the public for the purposes of considering negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED

Recorded vote requested

In Favour: Mayor Wiese; Councillors Harrison and Westbroek

Opposed: Councillor Walker

MEETING CLOSED TO THE PUBLIC AT 8:30 am

MEETING RE-OPENED TO THE PUBLIC AT 3:50 pm

Councillor Westbroek MOVED and Mayor Wiese SECONDED, THAT Council instructs staff to schedule a Committee of the Whole Meeting to discuss the Town of Qualicum Beach Council Procedure Bylaw No. 733, 2019 prior to second reading.

MOTION FAILED

ADJOURNMENT

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

CARRIED

MEETING ADJOURNED: 3:52 pm

Certified Correct:

Heather Svensen
Corporate Administrator

Brian Wiese
Mayor

DRAFT

Minutes of the 3:30 pm Wednesday, August 19, 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
Bob Weir, Director of Engineering
Luke Sales, Director of Planning
John Marsh, Director of Finance
Heather Svensen, Corporate Administrator
Haylee Gould, Deputy Corporate Administrator

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 August 19, 2020 Regular Council meeting agenda as amended by adding 'housing for veterans' under Section 6(3), and delete 'Comments from the Gallery' and insert 'Comments from the Public'.

CARRIED

APPROVAL OF THE MINUTES

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

- June 24, 2020 regular Council meeting;
- June 25, 2020 special Council meeting;
- July 15, 2020 regular Council meeting;
- July 20, 2020 special Council meeting;
- August 6, 2020 special Council meeting.

CARRIED

PUBLIC HEARING

(1) Zoning Amendment: 634 Rye Road

It was noted that the Public Hearing for 634 Rye Road has been postponed.

BUSINESS ARISING FROM THE MINUTES

(1) Notice of Motion from the July 15, 2020 Regular Council Meeting

This item is discussed later in the agenda under item 7(4)(e), *TELUS Cell Tower Proposal*.

CORRESPONDENCE

(1) Correspondence Log – August 19, 2020 – For Information

(2) Press Release from Innovation Island re: Digital Economy Restart Recover Reimagine Program (DER3) – For Information

COMMITTEE & LIAISON REPORTS

(1) General Government (Mayor Brian Wiese)

Mayor Wiese MOVED and Councillor Westbroek SECONDED, THAT Council directs staff to research the use of anticoagulant rodenticides and provide a report to Council with recommendations and alternatives.

CARRIED

Mayor Wiese opened a discussion on a private mail out survey issued by Councillor Walker, expressing concern that a member of Council has singled out a proposed development without consultation with Council or senior staff by issuing a private mail out survey regarding the Town's Official Community Plan.

Mayor Wiese MOVED and Councillor Westbroek SECONDED, 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.

CARRIED

Recorded vote requested

In Favour: Mayor Wiese; Councillors Harrison and Westbroek

Opposed: Councillors Filmer and Walker

(2) Parks & Recreation (Councillor Robert Filmer)

(3) Community Development (Councillor Scott Harrison)

Councillor Harrison commented on participating in an electronic meeting with MLA Michelle Stilwell, Minister Donaldson and senior staff discussing the Qualicum Beach Airport lands.

Councillor Harrison MOVED and Councillor Walker SECONDED, 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.

CARRIED

Councillor Walker suggested that the topic of veteran homelessness and housing be raised at the upcoming Strategic Planning Session.

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

Councillor Walker commented on the following:

- Vancouver Island Regional Library is operating with curbside services, noting that some branches have been selected to pilot expanded services.
- No meetings taking place for Beach Day and Family Day due to COVID-19.
- Early Learning and Childcare Council in Oceanside – noting the project is moving forward. Selection is underway for a construction and project manager and a non-profit operator.
- No updates as the liaison to the Eaglecrest Residents Association.

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

STAFF REPORTS

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

(a) **Announcement of Council Meeting Motions - Motions Released from the July 20, 2020 In-Camera Council 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.

Councillor Harrison MOVED and Councillor Westbrook SECONDED, 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.

CARRIED

Recorded Vote requested

In Favour: Mayor Wiese; Councillors Harrison and Westbrook

Opposed: Councillors Filmer and Walker

Council discussed the recent defamatory social media actions of the Qualicum Beach Nature Preservation Society (QBNPS). Councillor Walker called a Point of Order in response to the implication that Councillor Walker was in support of the QBNPS's social media posts against the Town. The Chair ruled to stop further discussion on the topic.

Councilor Walker MOVED that the matter be referred to a future in-camera meeting for discussion. There was no Secunder to the motion.

Notice of motion

THAT Council instructs staff to invite the Qualicum Beach Nature Preservation Society to a future in-camera meeting as a delegation.

Motions Released from the July 20, 2020 In-Camera Council Meeting

THAT Council directs staff to provide notice to Mr. Kurt Miller that the Town will be undertaking work at 263 Buller Road, pursuant to the March 2020 order under the Property Maintenance Bylaw and June 2019 Remedial Action Order.

THAT Council directs staff to undertake work at 263 Buller Road, no sooner than August 20th, 2020 pursuant to the March 2020 order under the Property Maintenance Bylaw and June 2019 Remedial Action Order, in accordance with the July 20, 2020 Planning memo to Council.

THAT Council authorizes Cloudhead Games to sublease a portion of their lease area to Crossfit Qualicum Beach.

THAT Council authorizes staff to renew the agreement with Jay Norton and Daniella Novak for a five-year term with the annual fee for 2020 be set at a rate of \$1,178.00; AND FURTHER THAT, the annual rate of \$2,009.62 be the rate applied annually for the remaining four-year term (2021-2024).

THAT Council authorizes staff not to enforce the Town's zoning bylaw with regard to regulations that would otherwise prohibit temporary housing to accommodate frontline workers, subject to the following conditions:

- The occupant of the temporary housing must be an eligible recipient of "Province of BC's Temporary Pandemic Pay" that is self-isolating during the COVID-19 pandemic.
- The temporary housing must have access to adequate sanitary facilities, as determined by the Town's Building Official.
- The owner of the property, as well as the occupant, must sign an affidavit promising that the accommodation will be vacated within 30 days after BC lifts the provincial state of emergency.
- The temporary housing must be located entirely on private property.

THAT Council instructs staff to rezone; subdivide; and list for sale the two town owned lots at 189 Sunningdale Road.

THAT Council directs staff to initiate a Request for Proposal process for the 2.2 ha parcel located at the corner of Ravensbourne East and Bennett Road subject to the tenure being a land lease.

THAT Council appoints David Hutchings as the member at large for the Select Committee on Environment and Sustainability, for a term ending December 31, 2021.

(b) **2019 Annual Report** - For Information

(c) **Temporary Change to a Liquor Licence - Curling Club**

Councillor Walker MOVED and Councillor Filmer SECONDED, 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.

CARRIED

(d) **Sidewalk Sale Event Request**

Councillor Filmer MOVED and Councillor Walker SECONDED, 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.

CARRIED

(2) **Financial Administration (John Marsh)**

(a) **Monthly Finance Report - June 2020 - For Information**

(b) **2019 Financial Information Report**

Councillor Filmer MOVED and Councillor Walker SECONDED, THAT the Town of Qualicum Beach 2019 Financial Information Report be received and approved by Council.

CARRIED

(3) **Fire Department (Marc Norris, Fire Chief)**

(a) **Fire Department Monthly Report - July 2020 - For Information**

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

(a) **Monthly Building Permit Report - July 2020 - For Information**

(b) **Monthly Bylaw Report - July 2020 - For Information**

(c) **Development Permit: 1065 Eaglecrest Drive**

Councillor Walker MOVED and Councillor Filmer SECONDED, 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.

CARRIED

(d) **Development Variance Permit: 323 Hall Road**

Councillor Walker MOVED and Councillor Filmer SECONDED, 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.

CARRIED

(e) **TELUS Cell Tower Proposal**

Councillor Filmer MOVED and Councillor Harrison SECONDED, 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.

CARRIED

Councillor Walker MOVED and Councillor Filmer SECONDED, THAT Council amends the motion on the floor by deleting 845 Village Way and inserting 2045 Island Highway.

MOTION FAILED

BYLAWS

(1) Municipal Ticket Information Utilization Bylaw

Councillor Westbroek MOVED and Councillor Walker SECONDED, 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.

CARRIED

(2) Zoning Amendment: 545 Nenzel Road

Councillor Filmer MOVED and Councillor Walker SECONDED, 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.

CARRIED

Councillor Walker MOVED to amend the motion on the floor by striking '100 metres' from Schedule A and inserting '90 metres'. There was no Secunder to the motion

Councillor Walker MOVED and Councillor Filmer SECONDED, 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.

CARRIED

Councillor Walker MOVED and Councillor Filmer SECONDED, 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".

CARRIED

(3) Zoning Amendment: 156 Fern Road West

Councillor Walker MOVED and Councillor Filmer SECONDED, 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.

CARRIED

(4) Property Permissive Tax Exemption Bylaws

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT the bylaw entitled "Town of Qualicum Beach 2020 Taxation Exemption Bylaw No. 745, 2020" be introduced and read a first time.

CARRIED

Councillor Westbroek MOVED and Councillor Harrison SECONDED, 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.

CARRIED

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT the bylaw entitled "Town of Qualicum Beach 2020 Taxation Exemption Bylaw No. 745, 2020" be given second reading.

CARRIED

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT the bylaw entitled "Town of Qualicum Beach 2020 Taxation Exemption (Places of Worship) Bylaw No. 746, 2020" be given second reading.

CARRIED

COMMENTS FROM THE GALLERY

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. A copy of the letters received were posted on the Town website.

Comments for this regular Council meeting were received by 12:00 pm two business days following the meeting (August 21, 2020). Submissions were distributed to all Council, and a brief summary of the comments are as follows:

- Comments received regarding the proposed TELUS cell tower from:
 - Michael Hart, 734 Canyon Crescent
 - Katie Oppenheimer
 - Marion Hoerberg
 - Selene Griffin, 496 Chester Road
 - Peggy Bodnar, 624 Sumac Drive
 - Tiana Kaczor, 1031 Canterbury Place
 - Linda and Rudy Koelewyn, 1990 West Island Highway

- Carol and Fred Dowe, 512 Hawthorne Drive
- Debby Wetmore
- Maureen Curie
- Tim Pritchard, 663 Windward Way, regarding motions released from in-camera; Seacroft Estates (Lot C); and the TELUS cell tower proposal.
- Jill Sawchuck, regarding public engagement and the TELUS cell tower proposal.
- Anne Skipsey, regarding the in-camera meeting on the Council Procedure Bylaw and the TELUS cell tower proposal.

ADJOURNMENT

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

CARRIED

MEETING ADJOURNED: 4:57 pm

Certified Correct:

Heather Svensen
Corporate Administrator

Brian Wiese
Mayor

Minutes of the 9:30 am Monday, August 24, 2020, Town of Qualicum Beach Special Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

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

ABSENT: Councillor Adam Walker

ALSO PRESENT: Staff: Heather Svensen, Corporate Administrator

ADOPTION OF THE AGENDA

Council adopted, by unanimous consent, the August 24, 2020 Special Council meeting agenda.
CARRIED

MOTION TO CLOSE

Councillor Filmer MOVED and Councillor Westbroek SECONDED, THAT the meeting be closed to the public for the purposes of considering the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
CARRIED

MEETING CLOSED TO THE PUBLIC: 9:30 am

MEETING RE-OPENED TO THE PUBLIC: 10:05 am

ADJOURNMENT

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

MEETING ADJOURNED: 10:05 am

Certified Correct:

Heather Svensen
Corporate Administrator

Brian Wiese
Mayor

Minutes of the 4:30 pm Tuesday, August 25, 2020, Town of Qualicum Beach Special Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

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

ALSO PRESENT: Staff: Daniel Sailland, Chief Administrative Officer
Luke Sales, Director of Planning
Heather Svensen, Corporate Administrator

The Mayor called the meeting to order at 4:05 pm.

ADOPTION OF THE AGENDA

Council adopted, by unanimous consent, the August 25, 2020 Special Council meeting agenda.

CARRIED

MOTION TO CLOSE

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

- a. the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and
- b. litigation or potential litigation affecting the municipality.

CARRIED

MEETING CLOSED TO THE PUBLIC at 4:30 pm

MEETING REOPENED TO THE PUBLIC at 4:45 pm

ADJOURNMENT

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

CARRIED

MEETING ADJOURNED: 4:45 pm

Certified Correct:

Heather Svensen
Corporate Administrator

Brian Wiese
Mayor

Minutes of the 9:00 am Monday, August 31, 2020, Town of Qualicum Beach Special Council Meeting held in the Windsor/OAP Room, Civic Centre, 747 Jones Street, Qualicum Beach, BC

PRESENT: Council: Mayor Brian Wiese
Councillor Scott Harrison
Councillor Teunis Westbroek

ABSENT: Councillor Robert Filmer
Councillor Adam Walker

ALSO PRESENT: Staff: Daniel Sailland, CAO
Heather Svensen, Corporate Administrator/Deputy CAO
Bob Weir, P.Eng, Director of Engineering
Luke Sales, Director of Planning
Haylee Gould, Deputy Corporate Administrator

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

ADOPTION OF THE AGENDA

Council adopted, by unanimous consent, the August 17, 2020 Special Council meeting agenda.

CARRIED

MOTION TO CLOSE

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT the meeting be closed to the public for the purposes of discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under Section 98 of the *Community Charter*.

CARRIED

MEETING CLOSED TO THE PUBLIC AT 8:30 am

MEETING RE-OPENED TO THE PUBLIC AT 3:09 pm

Councillor Harrison MOVED and Councillor Westbroek SECONDED, 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.

CARRIED

ADJOURNMENT

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

CARRIED

MEETING ADJOURNED: 3:10 pm

Certified Correct:

Heather Svensen
Corporate Administrator

Brian Wiese
Mayor

DRAFT

THE TOWN OF
QUALICUM BEACH



COUNCIL CORRESPONDENCE LOG
September 2, 2020

DATE REC'D	FROM	TOPIC	ACTION
VARIOUS	VARIOUS	CELL TOWER OPPOSITION	Rec'd for Information
VARIOUS	VARIOUS	HOYLAKES HERON	Rec'd for Information
Aug 31	J WORBOYS	WILDLIFE LAWS	Rec'd for Information
Aug 31	J DAMAN	PICKLEBALL	Referred to staff
Aug 31	S HARRISON	BELLIGERENT CITIZENS	Rec'd for Information
Aug 31	S BELANGER	NEW WASTE COLLECTION	Rec'd for Information
Aug 28	V EVANS	THE COWICHAN RIVER SONG	Rec'd for Information
Aug 28	I TOSTENSON	PATIO PERMISSIONS	Rec'd for Information
Aug 28	B CURTIS	NEW COLLECTION CONTAINERS	Rec'd for Information
Aug 28	R KRAFT	RODENT CONTROL	Rec'd for Information
Aug 28	P KYBA	BASKETBALL HOOP	Rec'd for Information
Aug 28	P WEBER	EAGLE NEST	Rec'd for Information
Aug 28	J WOOD	PICKLEBALL	Rec'd for Information
Aug 25	B ALLEN	ACCIDENTS ON FERN & FIR	Rec'd for Information
Aug 25	B STERCKERMANN & C RIERA	TRAFFIC ON ARBUTUS	Rec'd for Information
Aug 25	J WORBOYS	HERONS	Rec'd for Information
Aug 21	A SKIPSEY	AUG 19 COUNCIL MEETING	Rec'd for Information
Aug 21	J SAWCHUK	AUG 19 COUNCIL MEETING	Rec'd for Information
Aug 21	T PRITCHARD	AUG 19 COUNCIL MEETING	Rec'd for Information
Aug 21	M HART	2019 BUDGET CONCERN	Rec'd for Information
Aug 21	J FLEMING	634 RYE RD	Rec'd for Information
Aug 21	B & J DAMAN	QUALICUM BEACH NATURE PRESERVATION SOCIETY	Rec'd for Information
Aug 21	B MAJERCSIK	PICKLEBALL	Rec'd for Information
Aug 21	D SPENCER-DAHL	CELL TOWER CONSULTATION	Rec'd for Information
Aug 21	D MCKINLEY	545 NEZEL ROAD	Rec'd for Information
Aug 21	T PROVOST	COMMENTS RE AUG 19 MTG	Referred to staff
Aug 21	A SANSIAT	PICKLEBALL	Rec'd for Information
Aug 20	E MORSE	SEACROFT ESTATES	Rec'd for Information
Aug 20	R ABEL	EXITING TECHNOLOGY	Referred to staff
Aug 20	M CHATLER & C BROWN	634 RYE ROAD	Rec'd for Information
Aug 20	R PETERS	RODENT CONTROL	Rec'd for Information
Aug 19	J BYERS	PICKLE BALL	Rec'd for Information

Aug 18	T PRITCHARD	2019 ANNUAL REPORT FEEDBACK	Rec'd for Information
Aug 18	D CURTIS	634 RYE ROAD	Rec'd for Information
Aug 18	C MACFIE	545 NEZEL ROAD	Rec'd for Information
Aug 18	M MUELLER	RODENT CONTROL	Rec'd for Information
Aug 18	W BEER	RODENT CONTROL	Rec'd for Information
Aug 14	M DOWTY	850 EAGLECREST	Referred to staff
Aug 14	J RUSSEL & B DENHERTOG	634 RYE ROAD	Rec'd for Information
Aug 12	F KELLINGTON	RODENT CONTROL	Rec'd for Information
Aug 12	EDWARDS	634 RYE ROAD	Rec'd for Information
Aug 13	D HOPWOOD	634 RYE ROAD	Rec'd for Information
Aug 13	L LAVIOLETTE	APPRECIATION RE MEMORIAL AVE	Rec'd for Information
Aug 13	J SMITH	TREE & VEGETATION MANAGEMENT PLAN	Rec'd for Information
Aug 11	T BENESH	CELL TOWER SUPPORT	Rec'd for Information
Aug 11	M BISSON	ST ANDREWS LODGE	Rec'd for Information
Jul 17	L NATER	JULY 15 COUNCIL MEETING	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.

From: QB Town
Subject: Bikes in the Heritage Forest

From: Gisela POPE <[REDACTED]>
Date: September 8, 2020 at 9:49:15 AM PDT
To: Adam Walker <AWalker@qualicumbeach.com>
Cc: Teunis Westbroek <TWestbroek@qualicumbeach.com>
Subject: Bikes in the Heritage Forest

We noticed increased bike riding activity in the Heritage Forest over the last weeks. I know that when the Forest was purchased because of the massive efforts to raise the funds, bike riding was not permitted. There must be signs put up to state this, do it before it becomes an accepted practice to ride on bikes through the forest. Some of the riders have been inconsiderate and are speeding through recklessly.

We are one of the original fund raisers for the forest and do not want to see the serenity destroyed.

Please act on this quickly.

Gisela Pope/ Peter Neumann

**Town of Qualicum Beach
MEMORANDUM**

TO: Council

For: Council Meeting September 16, 2020

FROM: Daniel Sailland, Chief Administrative Officer

SUBJECT: Mid-term Strategic Plan Update

RECOMMENDATION:

1. 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.
2. THAT any outstanding elements of the Council motions identified in Appendix B be deferred indefinitely.

PURPOSE: To provide Council with an updated Strategic Plan that contains reprioritized objectives and revised timelines for consideration and approval.

BACKGROUND: The Town of Qualicum Beach has a strategic planning process that transitions from one year to the next and from one Council term to the next. The strategic planning process and the resulting corporate strategic plan guides the Town's short and medium-term corporate management, decision-making and implementation of long-term goals. The work of local governments can be divided into two categories: core and supplemental activities.

- *Core activities* are routine, ongoing activities such as day-to-day administration, preparation of Council meeting agendas, road maintenance, sewer and water system operations, Parks and grounds; permitting, bylaw enforcement and building inspection. These activities often go unnoticed, though they comprise of the vast majority of work (80% - 90%) undertaken by our municipal employees.
- *Supplemental activities* are those activities that are not routine or ongoing, but rather one of a kind, or periodic activities, such as construction of significant capital works, updating of an official community plan, or development of a new significant policy initiative, such as an asset management Level of Service. It is important to distinguish between these two types of activities, so the Town can plan and resource the core activities on a routine basis, and adequately plan for the timely completion of supplemental activities.

At the July 15, 2020 Council meeting, Council passed the following motion: "THAT Council receive the report for information; AND FURTHER THAT staff be directed to coordinate a workshop for purposes of amending the Strategic Plan".

DISCUSSION: On August 31, 2020 Council took part in a full day facilitated workshop and discussed the current strategic plan as well as the current operational environment. Council passed the following motion “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”.

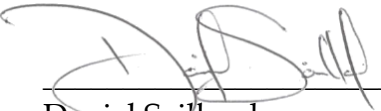
Understanding that there still may be challenges due to the impacts of COVID-19, staff are recommending that the Strategic Plan be updated to reflect revised priorities and timelines, as indicated in Appendix A. These priorities are now placed in one of three time frames, short term (the next 6 months), medium term (between 6 and 24 months) and long term (more than 24 months). Included in the updated priorities in Appendix A are items that should be included during the upcoming budget discussions. It is important for Council to discuss the identified list during budget discussion as these possible priorities may further influence the objectives scheduled for medium term implementation.

The updated priorities in Appendix A of this memo would take precedence over other objectives which have come forward. In order to maintain focus over the next 6 to 24 months’ staff are also recommending the motions identified in Appendix B be deferred indefinitely. It is important to note that some of the content identified in the motions in Appendix B may still be brought forward, however they will be addressed through other reports that have already been requested by Council or through other strategic objectives that are currently being actioned by staff.

SUMMARY: On July 15, 2020 Council resolved to revisit the strategic plan in order to prioritize existing objectives. This session took place on August 31, 2020. Staff recommend that Council advance with the updated strategic priorities as identified in Appendix A. Further, staff recommend that any outstanding elements from the motions identified in Appendix B of this memo be deferred indefinitely in order to help maintain focus and clarity on completing the revised strategic objectives.

ALTERNATIVES:

1. THAT Council direct staff not to update the existing strategic plan.
2. THAT Council provides further direction to staff.



Daniel Sailland
Chief Administrative Officer
Report Writer

2019-2022 Strategic Plan: Appendix A

The following are the updated corporate priorities for the September 2020 to January 2023 time period. Recognizing that there are many interests and objectives for the community, the Town will prioritize the following objectives above the others. The following are not in order of priority.

SHORT TERM (substantially completed in the next 6 months)

- a. Communication Strategy: Work with a consultant to help create a more proactive communication and educational presence for the community to include, but not be limited to: online informational pieces for the public, surveys and short videos.
- b. Complete the Fire Service Review
- c. Report on possible Eaglecrest roundabout and the Community Park Field Upgrade grants.
- d. Qualicum Beach Memorial Golf Course. Review capital expenditures, with a lens on Asset Management, and bring forward a revised lease for consideration.
- e. Complete Request for Proposal work (feasibility and planning) for Health as partners with the Perfect Storm Group ("PSG")
- f. Town Public Works Yard relocation. Complete site preparation for an expanded parks yard that can accommodate parks and public works employees.
- g. Protocols and Procedures for Council Meetings. Bring forward a revised procedure bylaw for Council consideration
- h. Encroachments Public discussion and enforcement. Scheduled for Spring/Summer 2020 – letters have been issued to waterfront properties and staff are in dialogue with property owners.
 - i. 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.
 - ii. 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.
- i. The following matters will be included for discussion and decision during the 2021 budget deliberations:
 - a. Golf Course Sewer and Drainage
 - b. DCC Review
 - c. 10-year capital plan discussion

- d. Sewer and water looping along Rupert Road
- e. Seaside Nature Park - phase 2
- f. Chamber Visitor Information Centre
- g. Motion 20-041 - 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.
- h. Motion 20-166 - THAT Hemsworth Road between Chester Road and Palm Drive be utilized for tree planting, to offset vegetation removed from the School Connector trail construction.
- i. Motion 20-169 - THAT the 2021 Capital Budget include funding for improvements to Christleton Park.

MEDIUM TERM (up to 24 months – projects substantially completed by the end of Council term)

- a. Daycare / fieldhouse construction
- b. Attract a new airline carrier to the airport
- c. Public works relocation plan to be completed and Phase One of the re-location plan implemented
- d. Increase Diversity of Housing
 - i. Housing needs assessment – Data collection complete. Staff report to follow.
 - ii. Housing task force –Collaborate with the RDN to establish a housing task force focused on regional collaboration for addressing housing needs and options.
 - iii. Plan and construct affordable housing project – Continue to work with Kiwanis for implementing an outreach plan for the housing site, with the goal of completing the required work on time to qualify for possible BC Housing funding in early 2021.
- e. East Village is a high priority and ongoing. The following are the priorities relevant to advancing East Village:
 - i. Town staff will complete the Local Area Service (LAS) for Council for consideration and possible implementation;
 - ii. Town staff will proceed with drafting an Request for Proposals for Council consideration that seeks to make use of Town lands related to East Village.
 - iii. Staff will complete the construction of streetscapes that are relevant to the Island Coastal Economic Trust (ICET) grant.
- f. Bus Garage. This property is an important location for Council and as such, staff will proceed with drafting an Request for Proposals for Council

consideration that seeks to achieve best value for the engagement of this key property.

- g. St. Andrews Park completion: To include the removal or repurpose of main lodge, replanting of key vegetation, and exploration of a children's playground.
- h. College Heights project. Staff will work with the proponents of this property to bring forward options for addressing the main College Heights structure.
- i. Signage, branding and wayfinding (partnership with Chamber of Commerce)
- j. Partnership work for provision of water with RDN and EPCOR in the medium term, the focus is sewer and water looping along Rupert Road
- k. Fire Service Review implementation
- l. LED Lighting. Staff will work with BC Hydro to create a case for converting existing street lighting to LED.
- m. Rodway Trail. Staff will advance with the completion of safety improvements and the realignment of Rodway Trail.
- n. The Town will work with the Perfect Storm Group, the Oceanside Division of Family Practice, and the Ministry to advance a vision and, if appropriate, identify land to help increase levels of primary care and decrease the number of unattached patients in Qualicum Beach.

LONG TERM (Beyond November 2022 – Next Council Term)

- 1. Public Works re-location completion phase two.
- 2. PSG - ongoing work in health with PSG and the division of family practice.
- 3. Airport land use plan – finalize and implement the Airport Land Use Plan.
- 4. Seaside Nature Park construction completion.

Appendix B

In order to maintain focus over the next 6 to 24 months, any outstanding elements of the following motions of Council will be deferred indefinitely.

1. 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.
2. 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.
3. 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.
4. Motion 20-069 - 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
5. 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.
6. Motion 20-144 - 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.
7. 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.

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

TO: Daniel Sailland, CAO **FOR:** September 16, 2020 Regular Council Meeting

FROM: Heather Svensen, Corporate Administrator

SUBJECT: **2020 SUBSIDIZED RENTAL APPLICATION FOR THE CIVIC CENTRE AND
COMMUNITY HALL**

RECOMMENDATION:

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; AND FURTHER THAT, Council instructs staff to work with the Centre to accommodate use of the facilities by applying the non-profit, non-prime rates as set out in Policy 4004-1.

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.

BACKGROUND:

Policy 4004-1 and 4004-1a establish controls, fees and a clear process for application to use the Community Hall and Qualicum Beach Civic Centre and also establishes controls and a process to apply for the subsidized use of the both facilities.

Policy 4004-1a also states that applications will be considered for a specific event that benefits the residents of the Town of Qualicum Beach. Applicants must be locally-based and their efforts community-based in nature. If the primary purpose of the event is to raise funds to distribute to the community, the non-profit rate will apply unless it is the first year of the event.

During COVID-19 the Civic Centre and Community Hall were both closed for a number of months until it was safe to reopen with the adequate measures in place ensuring everyone's safety. The kitchens in both facilities remain closed and the maximum capacity in each location is 50 people including staff. Large events have been cancelled until further notice.

As per the policy, subsidy applications are allocated twice each calendar year, once in March and once in September. Given the current pandemic, an advertisement inviting applications has not been submitted for 2020 and staff are recommending that requests be considered on an individual basis during the pandemic and until further notice.

Due to COVID-19, and the restrictions imposed by the Provincial Health Orders, many organizations, societies, clubs, fitness users, and businesses have had to rethink how they operate, if at all, and adjust based on the requirements of the various Orders. Staff are recommending that Policy 4004-1 and 4004-1a still apply during the pandemic for use of the

two facilities to keep a clear process for members and organizations requesting temporary use of the spaces during COVID-19 while they may be displaced for their current locations. Qualicum Beach has many clubs, societies, organizations, fitness instructors, etc. who offer recreational activities to residents and non-residents during the year. Following the Policies in place will assist staff in keeping the rates fair for all users during the pandemic, which could go on for several more months.

The Qualicum Beach Seniors' Activities Centre Association (the "Centre") has submitted a request for use of the Community Hall and the Lion's Room to hold their fitness and Ukulele classes during COVID-19. The current location of their Centre on Memorial Avenue does not meet the size requirements to hold the number of participants in each of the classes they offer under the current Provincial guidelines.

The Centre is requesting to book a combination of 92 recreational classes in both facilities during the period of September 14, 2020 to December 18, 2020. Policy 4004-1 states that the lowest rate (non-prime time, non-profit) will apply to qualifying subsidized applications at a rate of \$22.00 per hour versus the highest rate of \$52.00 per hour (Prime-time, commercial). Staff recommend denying the Subsidized Rental application for free use of the spaces during the period of September 14, 2020 to December 18, 2020, and instead offer some space at the rate of \$22.00 per hour. The class participants pay a fee to participate in the classes offered by the Centre, and therefore the Centre can recuperate the rental fees imposed. Staff wish to also shed light on the fact that there are a number of different recreation and fitness providers, including the RDN, who coordinate community recreation/fitness services in our area. If the Town were to provide free space for regular programming to one group, it could potentially undermine the ability of other providers to continue with their service offerings in a sustainable way.

FINANCIAL IMPLICATIONS:

If Council adopts the staff recommendation, there will be minimal financial implications associated with providing qualifying applicants with a reduced rate for use of the Community Hall and Civic Centre.

ALTERNATIVES:

1. That Council provides other direction to staff.



Heather Svensen
Corporate Administrator
Report Writer



Daniel Sailland, CAO
Concurrence

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

To: John Marsh, Director of Finance **For:** Regular Meeting September 16, 2020
From: Genelle Conn, Manager of Finance
RE: Finance Monthly Report

RECOMMENDATION

For Council to receive for information.

REPORT ANALYSIS

Attached is the Financial Plan Report listing revenues and expenditures to July 31, 2020 with a comparison to July 31, 2019. Revenue and expenditures are within budget expectations from an overall standpoint. A detailed capital expenditure listing is also attached.

To July 31, 2020 the Town has incurred direct costs of \$90,178 related to COVID. These costs can further be broken down into \$49,770 for wages and \$40,408 in materials and contracted services to support operations during the pandemic.

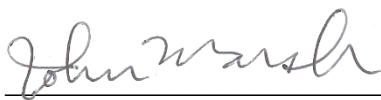
The Finance Department is working on the 2021-2025 Financial Plan and is intending to bring it to Council in October.

ALTERNATIVES

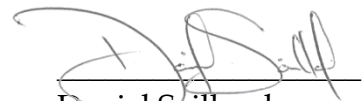
As directed by Council.



Genelle Conn, CPA, CA
Manager of Finance
Report Writer



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



Daniel Sailland
CAO
Concurrence

**TOWN OF QUALICUM BEACH
FINANCIAL PLAN REPORT - July 31, 2020**

	YTD to Jul 31/20			YTD to Jul 31/19		
	Budget 20	(compared to 2020 budget)		Budget 19	(compared to 2019 budget)	
REVENUES:						
PROPERTY VALUE TAXES						
Municipal Property Taxation						
Municipal Taxation	9,370,000	9,376,673	100.1%	8,880,097	8,875,521	99.9%
Total Municipal Property Taxation	9,370,000	9,376,673	100.1%	8,880,097	8,875,521	99.9%
Other Gov't Taxes (this section nets to nil)						
V.I. Regional Library	558,000	557,796	100.0%	528,420	527,424	99.8%
Sewer Tax Rate Levy	1,660,000	1,660,910	100.1%	1,630,938	1,637,119	100.4%
Other - Regional District	2,301,000	2,401,475	104.4%	2,336,688	2,335,310	99.9%
School District #69	4,812,000	4,813,416	100.0%	5,031,001	5,024,379	99.9%
Regional Hospital District	522,000	522,847	100.2%	527,977	526,363	99.7%
B C Assessment Authority	141,000	141,208	100.1%	129,976	130,233	100.2%
Municipal Finance Authority	1,000	647	64.7%	1,000	647	64.7%
Sub Total Other Gov't Taxes Collected	9,995,000	10,098,299	101.0%	10,186,000	10,181,475	100.0%
Less Taxes Paid To Other Gov'ts	-9,995,000	-4,930,325	49.3%	-10,186,000	-9,762,668	95.8%
Less Accounts Payable Other Gov'ts	0	-5,167,974		0	-418,807	
Total Net Other Gov't Taxes	0	0		0	0	
Grants In Lieu Of Taxes & 1% Utility Tax						
Grants For 1% Utility Taxes	147,000	145,854	99.2%	143,439	148,621	103.6%
Grants in Lieu of Property Taxes	269,000	259,235	96.4%	263,646	218,012	82.7%
Total Grants In Lieu Of Taxes	416,000	405,089	97.4%	407,085	366,633	90.1%
PARCEL TAXES - WATER & SEWER						
Parcel Tax - Water	732,000	742,720	101.5%	796,000	802,930	100.9%
Parcel Tax - Sewer	163,000	165,340	101.4%	163,200	164,675	100.9%
TOTAL PARCEL TAXES	895,000	908,060	101.5%	959,200	967,605	100.9%
TOTAL PROPERTY VALUE TAXES	10,681,000	10,689,822	100.1%	10,246,382	10,209,759	99.6%
FEES AND CHARGES						
Public Works Services	34,000	12,496	36.8%	34,000	13,179	38.8%
Cemetery Services	46,000	24,950	54.2%	45,000	44,818	99.6%
Waste Removal Fees	600,000	160,944	26.8%	567,000	179,978	31.7%
Water Connections	10,000	13,993	139.9%	10,000	37,426	374.3%
Water Rates	1,400,000	256,498	18.3%	1,300,000	276,014	21.2%
Sewer Connections	10,000	8,250	82.5%	10,000	7,472	74.7%
Sewer Rates	650,000	203,430	31.3%	615,000	193,859	31.5%
TOTAL FEES AND CHARGES	2,750,000	680,560	24.7%	2,581,000	752,745	29.2%

**TOWN OF QUALICUM BEACH
FINANCIAL PLAN REPORT - July 31, 2020**

	YTD to Jul 31/20			YTD to Jul 31/19		
	Budget 20	(compared to 2020 budget)		Budget 19	(compared to 2019 budget)	
OWN SOURCES						
Licences	96,000	86,900	90.5%	92,800	89,468	96.4%
Permits	130,000	63,375	48.8%	125,000	94,334	75.5%
Leases and Rentals	500,000	338,674	67.7%	500,000	371,348	74.3%
Interest on Investments	60,000	62,816	104.7%	79,000	92,048	116.5%
Interest and Penalty on Taxes	52,000	5,937	11.4%	52,000	59,136	113.7%
Airport Services	173,000	73,202	42.3%	170,908	101,912	59.6%
Community Hall	34,000	11,591	34.1%	33,314	17,196	51.6%
Civic Centre	134,000	47,500	35.4%	130,600	70,789	54.2%
Contributions and Sales	165,000	36,434	22.1%	125,000	149,823	119.9%
Miscellaneous Revenues	62,000	36,862	59.5%	61,000	97,271	159.5%
TOTAL OWN SOURCES	1,406,000	763,293	54.3%	1,369,622	1,143,326	83.5%
GOVERNMENT GRANTS						
Revenue Sharing	467,000	469,016	100.4%	467,000	470,451	100.7%
Other Government Grants	2,688,000	360,500	13.4%	2,995,000	42,678	1.4%
RDN Fire and Other Services	280,000	285,949	102.1%	260,000	0	0.0%
Gas Tax Grants	432,000	431,733	99.9%	440,000	654,749	148.8%
TOTAL GOVERNMENT GRANTS	3,867,000	1,547,198	40.0%	4,162,000	1,167,878	28.1%
GRAND TOTAL REVENUES	18,704,000	13,680,873	73.1%	18,359,004	13,273,709	72.3%
EXPENDITURES:						
DEBT CHARGES						
Miscellaneous Interest	26,000	11,453	44.0%	26,000	15,303	58.9%
Debt Interest	60,000	31,248	52.1%	70,000	36,456	52.1%
Debt Principal	463,000	231,468	50.0%	463,000	231,468	50.0%
TOTAL DEBT CHARGES	549,000	274,169	49.9%	559,000	283,227	50.7%
CAPITAL EXPENDITURES						
General Capital	9,422,000	3,184,893	33.8%	9,230,958	1,039,585	11.3%
Water Capital	755,000	28,849	3.8%	415,000	289,163	69.7%
Sewer Capital	340,000	0	0.0%	40,000	34,709	86.8%
TOTAL CAPITAL EXPENDITURES	10,517,000	3,213,742	30.6%	9,685,958	1,363,457	14.1%
OTHER MUNICIPAL PURPOSES						
General Government						
Legislative Services	253,000	123,477	48.8%	245,000	144,766	59.1%
Grants in Aid & Tax Exemptions	246,000	140,000	56.9%	242,000	145,000	59.9%
Office Maintenance	165,000	105,518	64.0%	184,000	77,788	42.3%
Administrative Services	1,157,000	646,435	55.9%	1,099,000	628,394	57.2%
Common Services	390,000	274,947	70.5%	371,000	293,132	79.0%
Total General Government	2,211,000	1,290,377	58.4%	2,141,000	1,289,080	60.2%

**TOWN OF QUALICUM BEACH
FINANCIAL PLAN REPORT - July 31, 2020**

	YTD to Jul 31/20			YTD to Jul 31/19		
	Budget 20	(compared to 2020 budget)		Budget 19	(compared to 2019 budget)	
Protective Services						
RCMP Police Protection	1,421,000	828,800	58.3%	1,360,000	671,000	49.3%
Other Protective Services	483,000	278,664	57.7%	471,000	269,399	57.2%
Fire Department Services	1,005,000	618,275	61.5%	868,000	749,107	86.3%
Total Protective Services	2,909,000	1,725,739	59.3%	2,699,000	1,689,506	62.6%
Transportation Services						
P/W Administration	605,000	323,305	53.4%	711,000	329,484	46.3%
P/W Yard	110,000	83,021	75.5%	85,000	69,847	82.2%
Roadway Surfaces	270,000	111,644	41.3%	235,000	139,223	59.2%
Road Allowances	110,000	55,744	50.7%	115,000	60,825	52.9%
Sidewalk Maintenance	66,000	23,335	35.4%	64,000	48,174	75.3%
Drainage Ditches	52,000	24,777	47.6%	70,000	7,932	11.3%
Storm Sewers	144,000	47,084	32.7%	102,000	75,065	73.6%
Street Cleaning	65,000	16,211	24.9%	67,000	29,872	44.6%
Snow and Ice Removal	115,000	83,008	72.2%	89,000	134,038	150.6%
Signs and other	66,000	29,500	44.7%	64,000	24,424	38.2%
Street Lighting	192,000	115,941	60.4%	187,000	105,602	56.5%
Airport Services	205,000	113,345	55.3%	172,000	142,010	82.6%
Equipment Operating	613,000	323,100	52.7%	590,000	360,256	61.1%
Total Transportation Services	2,613,000	1,350,015	51.7%	2,551,000	1,526,752	59.8%
Environmental And Public Health						
Solid Waste Removal	81,000	45,250	55.9%	81,000	69,961	86.4%
Other Solid Waste	104,000	53,389	51.3%	92,000	56,188	61.1%
RDN Food Waste, Recycling & Garbage	614,000	340,361	55.4%	580,000	346,639	59.8%
Water Maintenance	1,108,000	531,860	48.0%	1,055,000	591,888	56.1%
Sewer Maintenance	273,000	124,670	45.7%	219,000	117,251	53.5%
Total Environmental Services	2,180,000	1,095,530	50.3%	2,027,000	1,181,927	58.3%
Community Development						
Planning and Zoning	383,000	180,649	47.2%	345,000	198,310	57.5%
Community Dev - Chamber & D/T	79,000	65,500	82.9%	76,000	37,000	48.7%
Community Dev - Museum	98,000	105,875	108.0%	92,000	96,035	104.4%
Community Dev - Social Procurement Hub	0	0	0.0%	100,000	0	0.0%
Community Dev - Special Events	152,000	15,652	10.3%	103,000	78,096	75.8%
Community Dev - St. Andrews	95,000	16,951	17.8%	100,000	65,415	65.4%
Community Dev - Town Functions	401,000	121,944	30.4%	216,000	155,329	71.9%
Total Community Development	1,208,000	506,571	41.9%	1,032,000	630,185	61.1%
Parks And Recreation						
Administration & Supervision	308,000	174,780	56.7%	302,000	164,601	54.5%
Parks Yard	50,000	48,747	97.5%	54,000	23,487	43.5%
Civic Centre & Community Hall	384,000	189,795	49.4%	382,000	198,660	52.0%
Parks/Cultural Buildings	49,000	28,057	57.3%	51,000	29,357	57.6%
Community Park	167,000	89,099	53.4%	167,000	83,781	50.2%
Garden/Park Areas	486,000	250,597	51.6%	469,000	237,817	50.7%
Trails	115,000	56,614	49.2%	110,000	55,121	50.1%

**TOWN OF QUALICUM BEACH
FINANCIAL PLAN REPORT - July 31, 2020**

	Budget 20	YTD to Jul 31/20 (compared to 2020 budget)		Budget 19	YTD to Jul 31/19 (compared to 2019 budget)	
Beach Areas	130,000	66,322	51.0%	108,000	71,331	66.0%
Other Park Functions	87,000	103,697	119.2%	90,000	56,134	62.4%
Public Health (Cemetery)	55,000	25,065	45.6%	55,000	24,580	44.7%
Total Parks And Recreation	1,831,000	1,032,773	56.4%	1,788,000	944,869	52.8%
Sub Total General Municipal Purposes	11,571,000	6,344,475	54.8%	10,964,000	6,553,180	59.8%
Sub Total Water Municipal Purposes	1,108,000	531,860	48.0%	1,055,000	591,888	56.1%
Sub Total Sewer Municipal Purposes	273,000	124,670	45.7%	219,000	117,251	53.5%
TOTAL OTHER MUNICIPAL PURPOSES	12,952,000	7,001,005	54.1%	12,238,000	7,262,319	59.3%
GRAND TOTAL EXPENDITURES	24,018,000	10,488,916	43.7%	22,482,958	8,909,003	39.6%
TOTAL NET EXPENDITURES	-5,314,000	3,191,957		-4,123,954	4,364,706	

NON OPERATING ITEMS AND TRANSFERS

Other Non Operating Items

DCC Transfers	0	0	0.0%	0	0	0.0%
Proceeds from Borrowing	875,000	0	0.0%	0	0	0.0%
Proceeds from Sale Of Assets	3,517,000	436,500	12.4%	3,785,000	236,513	6.2%
Total Other Non Operating Items	4,392,000	436,500	9.9%	3,785,000	236,513	6.2%

Other Non Operating Transfers

Transfer from Reserve - General	505,000	0	0.0%	402,954	0	0.0%
Transfer from Reserve - Water	481,000	0	0.0%	0	0	0.0%
Transfer to Reserve - Funds	-14,000	0	0.0%	-14,000	0	0.0%
Transfer to Reserve - Water	-50,000	0	0.0%	-50,000	0	0.0%
Total Other Non Operating Transfers	922,000	0	0.0%	338,954	0	0.0%

Other Non Cash Items

Amortization of Assets	3,300,000	1,925,000	58.3%	3,250,000	1,809,004	55.7%
Net Non Cash Items	-3,300,000	-1,925,000	58.3%	-3,250,000	-1,809,004	55.7%
Total Other Non Operating Items	0	0	0.0%	0	0	0.0%

TOTAL ITEMS & TRANSFERS

5,314,000	436,500	8.2%	4,123,954	236,513	5.7%
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FINANCIAL PLAN BALANCE

0	3,628,457	0	4,601,219
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**Town of Qualicum Beach
Major Projects and Debt - July 31, 2020**

	<u>Budget 20</u>	<u>Actual</u>
<u>Capital Debt</u>		
Fire Hall and Miscellaneous Debt	<u>549,000</u>	<u>274,169</u>
<u>Capital Projects</u>		
Annual Allocations		
Paving Program	198,617	0
Equipment Replacement	300,800	35,790
Fire Department Equipment	985,000	0
Misc. Drainage System Improvements	110,000	1,555
Misc. Age-Friendly Trans Plan Improvements	50,000	4,294
Total	<u>1,644,417</u>	<u>41,639</u>
Building Projects		
Airport Improvements	585,000	583,860
Fire Training Building	105,000	0
Misc Building Projects	88,000	55,116
Public Works Yard	100,000	1,081
Total	<u>878,000</u>	<u>640,057</u>
Roads and Drainage Projects		
Berwick 4th to Fern	155,000	163,091
Memorial Improvements	3,800,000	1,112,476
Total	<u>3,955,000</u>	<u>1,275,567</u>
Other Projects		
Miscellaneous (not allocated)	158,000	8,067
Rodway Trail	185,000	5,043
Bike Path - School Connector Route	674,783	522,561
St Andrews Lodge	100,000	65,292
Seawall Extension	50,000	5,581
Council Chamber Upgrades	85,000	83,974
Misc Airport Projects	1,691,800	0
East Village	0	9,429
Property (including demolitions)	0	527,682
Total	<u>2,944,583</u>	<u>1,227,629</u>
Sub Total General Fund Capital	<u>9,422,000</u>	<u>3,184,893</u>
Water and Sewer Capital		
Hemsworth Pump Station	175,000	4,552
Eaglecrest Watermain	0	20,237
River Well Field - Backup Generator	155,000	0
Berwick 5 - Well Head	350,000	4,059
Misc. Water System Improvements	75,000	0
Miscellaneous Sewer Improvements	40,000	0
Airport Sewer Servicing	300,000	0
Total	<u>1,095,000</u>	<u>28,849</u>
Total Capital Projects	<u>10,517,000</u>	<u>3,213,742</u>
Total Capital Projects and Debt Expenditures	<u>11,066,000</u>	<u>3,487,911</u>



**Town of Qualicum Beach
FIRE RESCUE DEPARTMENT**

M E M O R A N D U M

TO: Daniel Sailland, CAO **FOR:** Regular Council meeting September 16, 2020

FROM: Marc Norris, Fire Chief

SUBJECT: Monthly Fire Department Report to end of August 2020

PURPOSE

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

BACKGROUND

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

CALLS FOR SERVICE

Summary for August 2020. Total Calls for Service = 28 (2019 = 41; 2018 = 20)

1 Burn Complaint	2 Beach/Bush/Interface	5 Fire Alarm
5 Medical (First Responder)	5 Structure Fire	9 Motor Vehicle Incidents
1 Rescue/Extrication		

Duty Officer Only: 5 | Automatic Aid: 3 | Mutual Aid: 2

Incident Hours: 21 hours, 45 minutes

Incident Staff Hours: 107 hours, 27 minutes

Average Response Time: 07:18 minutes

Average Muster Time: 6.12 minutes (Based on Engine 52) *

Average # of Personnel on-scene: 4.9 (Full Time: .6 | On-Call: 4.3)

2020 Calls for Service summary to end of August = 167

January 2020	31	May 2020	20	September 2020	00
February 2020	13	June 2020	19	October 2020	00
March 2020	11	July 2020	30	November 2020	00
April 2020	15	August 2020	28	December 2020	00

TRAINING

	<i>Sessions</i>	<i>Subjects</i>	<i>Session Hours</i>	<i>Instructor Hours</i>	<i>Staff Hours</i>
<i>Weekly:</i>	12	8	24	38	210
<i>Additional:</i>	5	4	10	10	42
Month Total:	17	12	34	48	252
Annual Total:	185	147	531.5	437	3536.5

Training highlights:

- Regular practicing is back to near pre-COVID levels with continued safety modifications.

APPARATUS/EQUIPMENT/FACILITIES

- Modified ongoing apparatus and equipment checks and service in response to COVID-19 Pandemic.

FIRE PREVENTION

55 Inspections; 195 YTD | 0 Public Education Events | 1 Fire Investigations | 0 Development Plan Reviews
0 New Pre Incident Plans | 2 Preplan Updates |

1 Public Support Events – Replaced one smoke alarm.

- 2020 Fire Prevention Week (Oct. 4-10, 2020) theme is ‘Serve Up Fire Safety in the Kitchen’.
- Continued work on modifying Fire Prevention Week plans to take place in schools during October in order to both spread the fire safety message while meeting COVID safety guidelines.

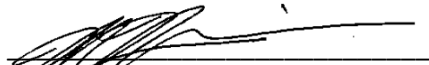
MEMBERSHIP, RECRUITING AND RETENTION

Paid Members:	3	(one shared with Parksville)
Volunteer On-call Members:	25	(excludes special duty and paid staff)
Change from previous month:	-2	
Regular Duty	19	(Special Duty 2)
Recruits	6	
Light / Restricted Duty	0	

- The fall recruiting campaign continues. It’s running in conjunction with the Parksville Fire Department, similar to the last campaign. If enough candidates are recruited, the plan is to start a second 2020 recruit class in early November.

GENERAL

- We continue to monitor COVID-19 related issues and local conditions as well as procedure modifications. We’ll be re-introducing stronger restrictions in relation to fire station access until further notice, in order to understand the effects (if any) of return to school and other activities out in the community.



Marc Norris, Fire Chief
Report Writer



Daniel Sailland, CAO
Concurrence

Town of Qualicum Beach

M E M O R A N D U M

TO: Daniel Sailland, CAO **FOR:** Council Meeting August 19, 2020

FROM: Rob Daman, Emergency Program Coordinator

SUBJECT: COVID-19 Update

RECOMMENDATION

For information.

BACKGROUND

At the end of December 2019, a cluster of pneumonia cases was identified causing the World Health Organization (WHO) to investigate. These pneumonia cases were later identified as a novel coronavirus, later named COVID-19, which rapidly spread in January and February of 2020 and was announced as a world-wide pandemic by the WHO on March 11, 2020.

In British Columbia, Chief Medical Health Officer Dr. Bonnie Henry declared a Public Health Emergency on March 17, 2020 in relation to the COVID-19 pandemic, as confirmed cases of the virus and deaths attributed to the virus were beginning to rise. Declaring the health emergency allowed Dr. Henry to act faster and in a more streamlined way to protect the residents of BC. The Province of BC declared a Provincial State of Emergency the following day on March 18, 2020. The Provincial State of Emergency, which applies to the entire province, supported the public health emergency declaration by bringing together federal, provincial and local resources and efforts in a coordinated way. This declaration required all local government Emergency Operations Centres to be opened with pandemic response plans activated.

Emergency Management Oceanside (EMO) anticipated the possibility of a pandemic and began preparation work in mid-January. The Emergency Operations Centre (EOC) was opened in a virtual form on March 2, 2020 and physically on March 16, 2020. A pandemic is a health emergency lead by the Ministry of Health and Chief Medical Health Officer. The purpose of the EOC is to support the orders and recommendations from the province, while acting as the liaison between the province and local governments to ensure business continuity planning and the public are adequately informed regarding local service availability and public health information.

DISCUSSION

For the COVID-19 pandemic, EMO, with the support of Qualicum Beach and Parksville CAOs, opened one physical EOC located in the Town of Qualicum Beach Fire Hall to represent both the Town of Qualicum Beach and the City of Parksville. Although there was a physical EOC, it was only staffed by two people. The remainder of the EOC staff worked remotely in a virtual world either from their office or home, based on the best way to comply with provincial health orders, including providing physical distancing for staff.

At the busiest point, the EOC contained a total of 12 combined staff from the town and city. Staff from many departments within the two local governments were reassigned to work in the EOC, assisting with requirements from the province in coordination with the Provincial State of Emergency. As a result of these efforts, a new Business Continuity Plan was developed, a critical

supply survey was completed and submitted to the province, and critical infrastructure planning for both local governments was started along with associated mapping.

Applications were made for provincial funding to support COVID-19 related response efforts. The EOC was successful in securing over \$70,000.00 in response funding from the province for hand sanitizer, a bylaw officer shared by the two local governments for weekend patrols to promote public health officer requirements and recommendations, plexiglass barriers to protect both staff and residents in close contact at Town Hall and City Hall office spaces, signs for public spaces to promote and remind the public regarding physical distancing, and to fund overtime spent by EOC staff.

Operating a virtual EOC was, and continues to be, a new learning experience for EMO. Managing workload and flow has required extra effort due to having everyone working from a different location. When working face-to-face in an EOC, questions can be addressed immediately and trouble-shooting can be done spontaneously. In the virtual EOC, many processes have taken longer to complete, however, staff involved with the EOC have worked extremely hard to adapt, making the effort to date successful. Their willingness to help and work with EMO in a supportive way through the stress of COVID-19 has contributed to the successful response.

Regardless of the emergency type or scope, every EOC follows the BC Emergency Management System, providing structure and predictability to an event. Within this structure, there is considerable administrative work to prepare and submit EOC organizational structures, track staff time, monitor and record the large number of press conferences and information releases from multiple ministries, respond to email requests for information, provide information to CAOs for elected officials, process the mountain of paperwork associated to the event, create and distribute multiple, regular news releases, and provide a daily situation report to the province.

The EOC has operated this way from Monday to Friday since March 16. Although the EOC stood down on weekends, the two CAOs, Emergency Program Coordinators, and Information Officer have continued to work through weekends for a continuity of information, ensuring the EOC did not fall behind the enormous amount of information received on a daily basis. As an example of the work produced, EMO has submitted 60 daily situation reports to the province since we were mandated by the province to activate the EOC. During this period, the EOC also maintained relationships with stakeholders such as first responders, neighbouring jurisdictions, non-government organizations, municipal staff and residents ensuring everyone, including the EOC, had the latest, correct information.

In addition to the work of the EOC, the volunteer portion of EMO has continued to develop and train in adapting to COVID-19. Emergency Social Services (ESS) volunteers are being trained in the new digital and virtual Emergency Registration and Assistance (ERA) program from the province, helping to address public and volunteer safety during the pandemic. This is also part of the provincial plan to modernize ESS services to residents in need during an emergency event allowing faster access to the services. The Emergency Communications Team has also proactively worked and trained to provide emergency radio service while respecting their safety with physical distancing, enabling the service to be provided when we need it.

The combination of orders and recommendations from the Chief Medical Health Officer, efforts by local governments to undertake and enforce these requirements and the general public compliance have all contributed to low infection numbers, especially on Vancouver Island. This has led to planning and implementation for a gradual restart of government and business to the public.

Considerable EOC time has been spent on securing funding for plexiglass and signage to secure and promote safety, in addition to working with the province on the rules and subsequent processes associated with reopening.

As we continue to work with the province and residents to ensure a safe and gradual return to everyday life, the EOC continues to plan for the next steps and possibilities. EMO is reviewing the pandemic emergency plan to determine what can be changed, clarified or upgraded should an outbreak occur in the Oceanside area or a second wave of the virus occur over the coming fall and winter. If there is an outbreak of COVID-19 in the Oceanside area, the EOC would take direction from the regional Medical Health Officer on what orders, requirements and recommendations will need to be undertaken so accurate and timely information can be distributed to Council, staff, stakeholders and the public. A similar process will occur should there be a second wave of the virus. The difference in this case would be the involvement of all local governments following the orders, requirements and recommendations from the Chief Medical Health Officer as we have done through the first wave.

In addition to planning for future possibilities, it is vitally important that staff associated to the EOC take a break to recover from the high volume of work and extended hours everyone has experienced working through this emergency. Holiday time was scheduled through the summer months to regain energy and recover should we be needed for an outbreak or second wave.

SUMMARY

COVID-19 spread quickly, impacting the entire world. The Oceanside area has been no exception. Emergency Management Oceanside (EMO) has been actively responding to this emergency since mid-January with the support of CAOs and staff from the Town of Qualicum Beach and City of Parksville. While COVID-19 is a health emergency lead by the federal and provincial health ministries, local governments are responsible for business continuity to provide essential services and information, supporting health orders and guidelines to the public.

EMO, representing the Town of Qualicum Beach and City of Parksville, has acted as the coordinator between the province, town and city to ensure provincial requirements have been followed. In addition, EMO has worked with the province to secure provincial funding to assist with COVID-19 response costs.

As the Oceanside area reopens, EMO continues to work with the province exchanging information on our COVID-19 experience to inform changes to the current provincial and local pandemic plans. These changes, based on lessons learned through the response to date, will help with a smoother and easier response to possible future outbreaks or second wave of the virus.

EMO QUICK FACTS:

Combining Town of Qualicum Beach and City of Parksville to July 10, 2020;

Days since WHO pandemic declaration	: 121
Days since BC Public Health Emergency declaration	: 115
Days since BC Provincial State of Emergency declaration	: 114
Days since EMO EOC activation	: 131
Total combined COVID staff hours	: 6271 hours
Total combined COVID overtime hours	: 417 hours
Total staff working in EOC	: 16
Daily Situation Reports to the province	: 60
News releases	: 56
E-news subscriptions	: 1500
Expense Authorization requests to province	: 10 (7 approved)
Total funding from Expense Authorization process	: \$70,000.00 approximate
Number infected on Vancouver Island	: 133
Number of staff sick from COVID-19	: 0

Rob Daman
Emergency Program Coordinator



Daniel Sailland, Chief Administrative Officer
Concurrence

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MONTHLY BYLAW REPORT - August 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	10	15	16		7					
Other Parks										
Community Park Trails	7		16		8					
Dollymount Trail			12							
Heritage Forest Trails	8				2					
Museum Area Trails	8	5	12						1	homeless debris picked up
Other Trails			5							
Homeless Patrols	2	8	8							
Town Centre Patrols	18	32	19				5		1	homeless at comm. Hall moved along/
Residential Areas		27	19				3			
Main Beach Patrols	9	28					20			campers parked @ beach x 20 /
Other Beach Patrols		12							1	garden waste dumped but cleaned up when requested
TOTALS	62	127	107		17	28	0	3		
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	6		1		7	6	inq. asking how to put down agg. dog / cougar inquiry / cat @ large			
Burning Outdoor	2				2	2				
Business Licence	1	1				1				
Homeless Issues	3	1	3	2	2	7	3 homelss camp removed , 2 voluntarily moved on			
Illegal Dumping	4		2		3	3	dumping garden debris, couch dumped in heritage forest			
Noise	11	2	1		8	8	inq. noisy kids/generator/ AC / amplified noise @ L.H./accordion in T.S			
Parks / Trails / Beaches	7		6		8	11	campers beach x 5 /dog off leash / report of naked man on beach			
Sign	6		2		6	6				
Traffic	10	1	3	14	6	12	MTI issued, unattended vehicle rolled into building			
Tree Removal	2		1		2	2				
Unsightly Premises	7	3	1		6	10				
Vandalism	3		4		3	4	graffiti on 2 stop signs, Town Hall stairwell & rainbow x-walk			
Zoning / Building	14		1		10	13	living in RV x3/ inq. of RV in driveway x 2 / chickens / ill. suite			
Other	31	1	5		21	30	assist staff 2/idling concern x2/ covid x4 / drone / fireworks/urinating in pu			
TOTALS	107	9	30	16	84	115	tennis crt concerns/ syringes x3/fire hazard x 2/boat ramp/watering			

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

TO: Luke Sales, Director of Planning **FOR:** Council Meeting, September 16, 2020

FROM: Bernadette Ritter, Communication, Grants and Administration

SUBJECT: Investing in Canada Infrastructure Program - Grant Funding 2020

RECOMMENDATION

- 1) 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
 - a. AND FURTHER THAT Council endorses the funding amount of \$3,338,782 for the Community Park Field Upgrades, and commits to allocating funding for remaining eligible project costs, plus all ineligible projects costs and cost overruns.
 - b. AND FURTHER THAT staff be directed to allocate \$1,214,309 funding for the Community Park Field Upgrade into the next five-year financial plan.
 - c. AND FURTHER THAT staff work with local sports organizations and other stakeholder groups to raise up to 1/3 of the \$1,214,309 in local funding required for the Community Park Field Upgrade project.
- 2) 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
 - a. 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.
 - b. AND FURTHER THAT staff be directed to allocate \$198,651 funding for the Village Way Roundabout into the next five-year financial plan.
- 3) THAT Council identifies the Community Park Field Upgrades as the higher priority grant application under the Investing in Canada Infrastructure Program in 2020.

PURPOSE

For Council to consider two grant applications to Investing in Canada Infrastructure Program (ICIP), under the funding streams of Community, Culture and Recreation (CCR), and Rural and Northern Communities (RNC), and to identify one of the projects as the Town's first priority.

BACKGROUND

The ICIP grant funding opportunity supports cost-sharing of infrastructure projects in communities across the province. There are different funding streams for this program, including the CCR & RNC streams. It is the likelihood that that the Town will not be funded for

more than one of these streams in this round, and therefore should advise of their higher priority during the grant application process.

The Town had previously applied for these grants but were unsuccessful. Since then, staff have been in contact with provincial staff and are made to understand that this round of funding has a different focus, and increases the likelihood of the Town's success.

DISCUSSION

Community Culture & Recreation

The proposed project involves the replacement of the west half of the upper playing fields in the Community Park with an all-season turf surface, and the addition of covered bleachers with 150 seats.

The new field layout will be designed to accommodate multiple configurations for soccer, football, and baseball, as well as other sports such as lacrosse, field hockey and rugby. The fields will be realigned to create two full-sized turf soccer pitches running east-west; one of the baseball diamonds will be removed; and three baseball fields will remain in the upper fields. It is important to note that field hockey and football are sports that can currently not be hosted in Qualicum Beach and the construction of these field upgrade would open these new sporting opportunities for families living north of Nanaimo and south of Comox.

As a part of the project, the lighting system would be upgraded to LED and the control system would be changed to a token-based system, rather than a remotely managed system through a service provider.

For the local recreational assets that the Town owns, the recreational services are run by the Regional District of Nanaimo (RDN) as a "regional service", similar to transit or waste management. The RDN operates field bookings and collects fees. It should be expected that the same protocol would be maintained after this field upgrade. The RDN Master Recreation Plan also sites one of their short terms goals is to "Consider a retrofit to an existing natural surface field to artificial turf", so the support of the RDN is anticipated.

Likewise, the Town's Youth & Young Families Retention and Attraction Strategy, highlights the need for "increases in recreational choices available and a shift in community attitudes toward youth", as well as "emphasize and actively support the creation of events, programs and services that naturally intermix seniors and youth, as well as families and seniors".

Under Alternatives in this document (Alternative 1) is a field house option, for an additional cost of \$406,500. Here, there is an opportunity to combine elements of the currently grant funded Child Care facility with a field house, particularly regarding site preparation and servicing. This is an alternative for consideration however Council could also wait to apply for a separate grant for a field house in the near future. Other opportunities will be explored as the project advances.

Rural & Northern Community Program

The Town has invested in considerable work on the design of a roundabout at the intersection of Village Way and Highway 19A and this project remains a major capital priority for the Town.

The Age-Friendly Transportation Plan identifies the following issues at the Village Way/Highway 19A intersection:

- Low levels of service during peak times to motorists on Village Way and Country Club Drive crossing Highway 19A and making left turns onto Highway 19A.
- According to ICBC data, this intersection had 16 crashes between 2015 and 2019, just less than the number of documented crashes at Highway 19A /Memorial Ave (19) and Fern Road/Memorial Ave (18). See table 1 below.

Table 1: Hwy 19A/Village Way

	Injury	PDO	Types
2015	1	2	2 deer + 1 right-angle
2016	--	1	deer
2017	3	5	1 deer + 3 RE (Village Way) + left-turn cross + right-angle + single vehicle + sideswipe
2018	--	2	2 deer
2019	1	1	1 deer + 1 RE (Village Way)

The collision frequency looks relatively stable at 1-3 collisions per year with the notable exception of 2017. That year looks like a bit of an anomaly, with 4 of the 8 reported collisions occurring in a single month (August). Other than that, deer crashes certainly predominate, accounting for 7 of the 16 total crashes.

Although this intersection does not rank above other improvements in the Age-Friendly Transportation Plan, it is one of the most expensive and Council may wish to advance this intersection above others as a grant opportunity. The conceptual design of a roundabout at this intersection is sufficient to accommodate current peak hour traffic and future demand.

The decision for both grant funding opportunities will be announced in Summer 2021.

FINANCIAL IMPLICATIONS:

Community, Culture and Recreation

The estimated cost of the project is \$4,553,091. The grant funding would contribute 73.33% of the eligible project costs (40% Federal, 33.33% Provincial), and the Town would contribute the remaining 26.67%. As per the estimate the Town would receive \$3,338,782 in funding, and contribute approximately \$1,214,309.

Staff anticipate that local sporting groups and stakeholders would contribute financially to support this project, and staff recommends a fundraising campaign with local sporting groups and stakeholders to raise up to 1/3 of the Town's total cost, or \$404,770, which would reduce the Town's portion. (Attached is a letter of support from the Oceanside Youth Soccer Society confirming their commitment to contribute \$235,000 toward this project).

Rural & Northern Community Program

The estimated cost of the project is \$1,986,510.42. The grant funding would contribute 90% of the project cost (50% Federal, 40% Provincial), and the Town would contribute

the remaining 10%. As per this estimate, the Town would receive approximately \$1,787,859 in funding and contribute approximately \$198,651 from reserve funds.

We recommend prioritizing the Community Field Upgrades above the Village Way Roundabout, considering that since the minor upgrades were made, crash rates have gone down to only three. Also the lower cost roundabout could potentially be funded through alternative approaches.

SUMMARY

The Town is applying to the Investing in Canada Infrastructure Program, for the Village Way/Highway 19A roundabout, and the Community Field Upgrades. The application for the Community Field Upgrades is consistent with the recreation master plan, is consistent with the Town's Youth & Young Families Retention and Attraction Strategy, and already has community contributions commitment from local a local sport society amounting to \$235,000. Although the Town can apply for two grants, there is a lower likelihood of getting both and provincial staff recommend that Council prioritize the applications.

ALTERNATIVES

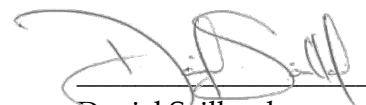
1. THAT Council directs staff to apply to the Investing in Canada Infrastructure Program to fund the project titled 'Town of Qualicum Beach Community Park Field Upgrades', as described in the September 16, 2020 memo to Council
 - AND FURTHER THAT Council endorses the funding amount of \$4,959,590 for 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.
2. THAT Council directs staff to provide alternative projects for this grant.
3. THAT Council provides alternative direction.



Bernadette Ritter
Grant Administration
Report Writer



Luke Sales, MCIP, RPP
Director of Planning
Concurrence



Daniel Sailland
CAO
Concurrence

Attachment: OYSS Letter of Support



August 31, 2020

Town of Qualicum Beach
#201 – 660 Primrose Street
Qualicum Beach, BC V9K 1S7

Attention: Town of Qualicum Beach Mayor and Council via email: mayor@qualicumbeach.com

Re: Turf Field Grant Application

Dear Mayor Wiese,

The Oceanside Youth Soccer Society (OYSS) has been informed through discussions with staff about preliminary plans for the Town of Qualicum Beach to submit a grant funding application for a Community Park Field Upgrade Project (all-weather turf) field through the Investing in Canada Infrastructure Program – Community, Culture, and Recreation Program. We are very excited about the opportunity to partner on the all-weather turf field and about the potential to partner on a fieldhouse within the daycare facility proposed for the community fields.

OYSS uses the community fields 3-4 days per week September-June (weather-dependant) servicing approximately 600 families in the Oceanside area (many of whom reside in Qualicum Beach). OYSS hosts 5-10 games at the Qualicum Beach Community Fields each weekend drawing families from Victoria through to Campbell River, Powell River and Port Alberni and utilizing local youth and adult referees. Weather and current field conditions limit our ability to maintain this kind of regular programming year round. The all-weather turf field would ensure that we are able to continue to provide these very important recreational opportunities for youth and their families year round. The fieldhouse would provide a meeting place for families, community partners and players to interact and create bonds beyond the soccer fields.

An all-weather turf field and designated fieldhouse has numerous economic benefits for the businesses of Qualicum Beach as well. Improved field conditions will allow our club (and other interested sports programs) to host tournaments/events which increase the visitors to our community. These families can be encouraged to stay and shop local, thus providing revenue back to local merchants.

As requested, this letter is written confirmation that the Oceanside Youth Soccer Society supports the grant application and is interested in discussing partnering opportunities for the project. We currently have a dedicated turf field fund saved in the amount of approximately \$235,000.00 CAD that we would be interested in putting towards the project, should your grant application be successful, and the project proceed.

We look forward to meeting with you to further discuss details of the grant application and partnership opportunities for the project. Please contact the undersigned at your convenience.

Regards,
Dave Robinson
OYSS President
oysspresident@oceansideyouthsoccer.com

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

TO: Daniel Sailland, CAO

FOR: Regular Council, September 16, 2020

FROM: Luke Sales, Director of Planning

SUBJECT: Zoning Amendment: 103 Railway Street

RECOMMENDATION

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.

PURPOSE

To consider a zoning amendment application that would permit a 17-unit multi-residential building on the subject property.

BACKGROUND

The owner of 103 Railway Street has made an application to change the zoning for the subject property from Comprehensive Development Zone 6 (CD6) to Residential 20 (R20). The proposal is to permit a 17-unit multi-residential building on the subject property.

The subject property is currently zoned CD6 and is located within the Village Neighbourhood and is designated as Mixed Residential 1 in the Official Community Plan (OCP). The lot size is approximately 1,413m². The proposed R20 zone is a residential zone that has a higher density than the other neighbouring residential zones.

On July 15, 2020 Council passed the following motions:

- 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 given second reading as amended.
- THAT, 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.
- 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."
- 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"
- THAT Council directs staff to ensure that there are no age restrictions or rental restrictions for the proposed development at 103 Railway Street.
- 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



Figure 1: Subject Property

DISCUSSION

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

LAND USE

Zoning: The proposed R20 zone is a new zone that was created in response to applications for Railway Street. The zone has been adopted for the proposed affordable housing development on the Town-owned lands located at Railway Street and Village Way.

Density: The property size is approximately 1,413m². The proposed density (17 condominiums) is approximately 120 units/ha, which is higher than the 60 units/ha identified as the maximum density for Mixed Residential 1 in the OCP. The applicant has confirmed that the proposal is eligible for a 44% density bonus, which would increase the allowable density to 86 units/ha. The development is eligible for the underground parking density bonus, energy efficiency density bonus and electric vehicle infrastructure density bonus. Even with the density bonus, the proposal is higher than the density outlined in the OCP. However, given that it is less than one block from the uptown commercial area, staff consider the density to be reasonable.

Height: The proposed building height is 15m. The proposed building is higher than the 12.75 m permitted in the R20 zone, so the Development Permit will include a variance to height. One of the main reasons for the height is the steep topography - the building is three storeys on the south side and four storeys on the north side. The height variance is needed on the north side, where natural grade is lower.

Two shadow studies have been provided by the applicant. One shadow study is for the current proposal and the second shadow study is for a two storey building as currently permitted under the zoning. Both shadow studies show that the building's shadow will be cast primarily to the north and west. The most significant impact will be on the single family dwelling to the west, as well as the streetscape along Memorial Avenue. Reducing the building height does not significantly increase the light to the west, as a lower building would still shadow the neighbouring property.

Setbacks: The front lot line setback is 4.5m, which meets the minimum 2.7m setback, the interior side lot line setback is 1.5m, which projects 1.5m within the minimum 3.0m setback, and the rear lot line setback is 2.75m, which meets the minimum 2.0m setback. In addition, the applicant has noted three posts, one on the northeast corner, and two on the Railway entrance canopy, that will be within the setbacks. If this project is approved, the setbacks could be varied through the Development Permit.

Parcel Coverage: The proposed parcel coverage is 55%, which is on the high end of residential zones. For reference, the adjacent R14 has a maximum parcel coverage of 42%.

Parking: The proposal provides twenty-six off-street parking spaces, which meets the off-street parking requirements.

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: This proposal is a compact residential development.

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

Staff Comment: As per the July 15, 2020 Council meeting, a motion was passed to ensure there are no age restrictions on the subject property.

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

Staff Comment: There are no proposed sidewalks on Railway Street, as the paved roadway is more of a pathway than it is a vehicular route. The design along the west side of Memorial Avenue is not pedestrian friendly, as pedestrian accommodations are consolidated on the east side due to elevations, and the alignment of the road within the right of way.

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 mostly two-bedroom condominium units. Some families would be suited to two bedrooms, but young families are not the target market for this proposal.

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: 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 proposal does not separate itself from the surrounding community.

7. Through various methods including rezonings, regulatory bylaws, incentive programs and education, the Town shall encourage a diversity of housing to meet the needs of people of all ages, income levels and special needs.

Staff Comment: The proposal is for 17 multi-family units, which will diversify the Town's housing stock.

8. Through various methods including rezonings, regulatory bylaws, incentive programs and education, the Town shall explore opportunities to improve the energy efficiency of subdivisions and building construction.

Staff Comment: The applicant has confirmed that the proposed development will be eligible for the energy efficiency density bonus, which means the proposed development will exceed the minimum energy requirements in the BC Building Code.

9. The Town shall encourage the efficient use of land within the Village Neighbourhood.

Staff Comment: This proposal is an efficient use of land.

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: No tree and vegetation management plan has been submitted as part of the proposal. There is only one tree on the site, which will be removed.

11. As part of the off-site works and services related to a building permit or subdivision, the Town shall consider the requirement that owners provide for improvements to the street frontage, including sidewalks, street trees, and street lighting.

Staff Comment: Staff are in the process of discussing off-site works and services.

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 three storeys on the south side and four stories on the north, due to the topography of the parcel.

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 proposal is to remove the single-family dwelling to build seventeen condos.

2. The Town will consider rezonings for multi-family residential uses within the area designated 'Mixed Residential', as shown on map 'Schedule 2.2'.

Staff Comment: The subject property is located within the 'Mixed Residential' area.

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 applicant has confirmed that the proposed development is eligible for a 44% density bonus, which would increase the allowable density to 86 units/ha. The proposed density is 120 units/ha, which is higher than the density outlined in the OCP.

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: No multi-family residential design guidelines have been developed.

5. The implementing bylaws and policies of the Town shall ensure that existing trees are retained where possible, as part of the on-site landscape requirements for multi-family residential developments.

Staff Comment: A landscape plan has been submitted, which includes additional plantings. The applicant identified one existing tree on the parcel and has confirmed the tree will be removed.

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 trees and landscaping, but does not include sidewalks. However, no separate sidewalk is warranted, as Railway Street is a half-width road and intended to be pedestrian-oriented.

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

Staff Comment: The guidelines are discussed later in this memo.

8. The Town shall develop more detailed design guidelines for 'Development Permit Area M1'. After development of design guidelines, the densities for Mixed Residential 1 and Mixed Residential 2 should be reviewed to ensure compatibility with the design guidelines.

Staff Comment: Additional detailed guidelines have not been developed at this time.

Development Permit Area M1 – Village Neighbourhood: The subject property is in the "M1 – Village Neighbourhood" Development Permit Area (DPA). If this development proceeds through the zoning amendment process, Council would consider issuance of a Development Permit in conjunction with adoption of the proposed zoning amendment bylaw. Following is a review of the M1 Development Permit Area Guidelines.

1. Developments shall be at a scale to complement the existing single-family residential uses while creating a transition area for the commercial and institutional uses.

Staff Comment: The scale of the proposed development does not complement existing single-family residential uses due to the size and design of the building. However, the area is intended for densification and will likely see other multifamily redevelopments in the near future.

2. The shape of developments shall avoid massive building components in favour of more intimate clustered designs. Such designs could include varied rooflines, ground floor access to individual units, courtyards and landscaping that stress the human scale of buildings and site improvements.

Staff Comment: The design consists of one building with varied rooflines. However, there is no ground floor access to individual units and no features that stress the human scale of the buildings.

However, the building does incorporate a number of gables and articulations to break up the mass of the building.

3. Public spaces for community gathering should be integrated into designs wherever possible.

Staff Comment: There are no onsite spaces for community gathering, and there is minimal space on the site for outdoor space. Given the size of the parcel, it would be difficult to integrate onsite public spaces. There are nearby greenspaces for community gathering, such as the train station and community garden area.

4. Parking facilities shall be integrated with the site landscaping and buffered from adjoining parcels and buildings on site through the use of trees, shrubs and screens. Smaller clusters are preferable.

Staff Comment: Parking facilities are underground and meet this policy.

5. Driveways, and off-street parking areas shall be located off lanes and shall be avoided along major and local streets to produce a streetscape that is visually more pleasing and to reduce the conflict with pedestrians.

Staff Comment: The proposed development utilizes access off of Village Way.

Public Information Meeting

The proponent hosted a Public Information Meeting in accordance with Town procedures. It was held electronically via Zoom on August 20th, 2020. Attendance was fairly low, and the attendees were in support of the project and asked questions of clarification.

Access to 641 Memorial Avenue

During the last review by Council, a member of Council request information on the feasibility of providing access 641 Memorial Avenue (Qualicum Beauty Salon & Barber Shop) from the lower side (Village Way). From a technical perspective it appears feasible to extend the lower driveway past the 103 Railway Street to service the property at the corner. A detailed engineering study would be needed to definitively prove the viability, which would be both expensive and time consuming. In any case, there would be some significant drawbacks to opening up a lower access that may negate the potential benefits. For example, doing so would require the removal of several trees that are intended to grow to a height that softens the north façade of the building. Also, the access driveway would be close enough to Memorial Avenue that a retaining would likely be required. In the future, when 641 Memorial Avenue redevelops, the Town and property owner will have to weigh the benefits and drawbacks to determine the best option. It may be that providing continued access via Railway Street will be the best option, just as the current proposal contemplates Railway Street as a place for deliveries and drop-offs.



Figure 1: Proposed Access Driveway. There is enough room for an extended driveway to 641 Memorial Avenue & 101 Railway Street, though it may not be the best choice.

SUMMARY

The proposed zoning amendment for 103 Railway Street would change the zoning from CD6 to R20 to permit a 17-unit multi-family development. The application is supported by many OCP policies, including underground parking facilities and increasing density in the Village Neighbourhood. The density is higher than what is outlined in the OCP and the scale of the building is larger than the existing single family dwellings in the neighbourhood, but on balance staff consider this proposal to be in alignment with OCP policy. Without the benefit of formal community input, staff recommend giving the application third reading. The bylaw should not be adopted at this time, as there are still outstanding covenant requirements.

ALTERNATIVES

1. THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (103 Railway Street) Bylaw 580.110, 2019" be denied;
2. THAT Council requests the following changes to the zoning amendment application for 103 Railway Street: *[insert changes]*; or,
3. THAT Council provides alternative direction to staff.

Luke Sales, MCIP, RPP
Director of Planning
Concurrence

Daniel Sailland
CAO
Concurrence

Attachments:

[BYLAW.580.110 - 103 Railway Street \(R20\).docx](#)
[PLANS.103RailwayStreet.Sept162020.pdf](#)

**TOWN OF QUALICUM BEACH
BYLAW NO. 580.110**

**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 15, Block 18, District Lot 59, Newcastle District, Plan 2005 Except Part in Plan 1300 RW from Comprehensive Development Zone 6 (CD6) to Residential 20 (R20) as shown outlined in heavy black line on Schedule 'A' which is attached to, and forms part of, this Bylaw.
2. "Schedule 6A - Zoning Map" is hereby amended by changing the zoning designation of Parcel A (DD C43820) of Lot 14, Block 22, District Lot 59, Newcastle District, Plan 1802. from Comprehensive Development Zone 6 (CD6) to Residential 20 (R20) as shown outlined in heavy black line on Schedule 'A' which is attached to, and forms part of, this Bylaw.
3. This bylaw may be cited as "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (103 Railway Street) Bylaw No. 580.110, 2019."

INTRODUCED FOR FIRST READING this 12th day of August, 2019.

READ A SECOND TIME, as amended, this 15th day of July, 2020.

Notice published pursuant to Section 182 of the *Local Government Act* on the >>> day of >>>, 2020 and the >>> day of >>>, 2020.

PUBLIC HEARING held this >>> day of >>>, 2020.

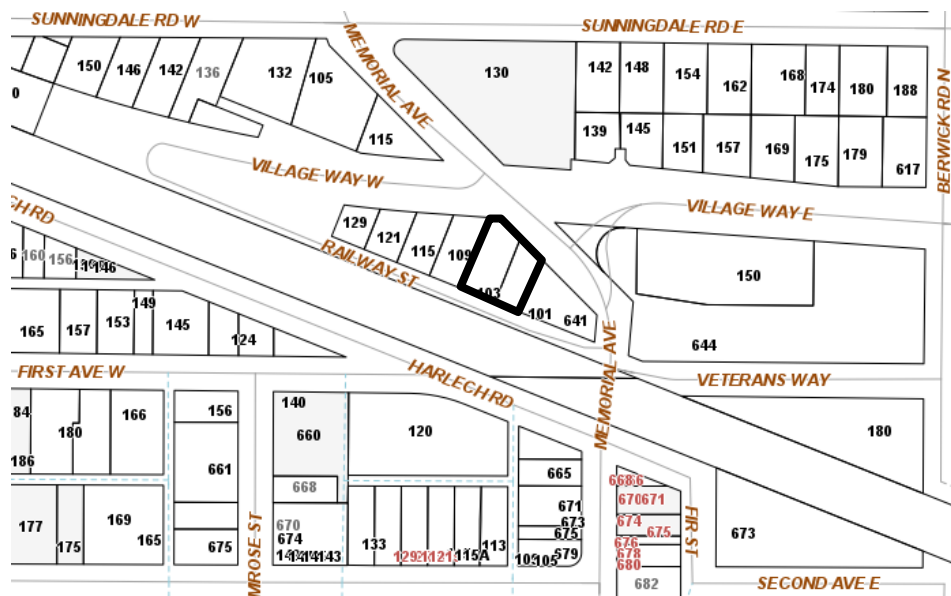
READ A THIRD TIME this >>> day of >>>, 2020.

ADOPTED this >>> day of >>>, 2020.

Brian Wiese, Mayor

Heather Svensen, Corporate Administrator

Schedule 'A' - BYLAW NO. 580.110





Built Green Gold level of sustainability



Electric vehicle charging stations



Ample bike & scooter storage



Adaptable design



Sustainable landscaping; complementary to Qualicum Beach boulevard design program



Pedestrian access from Railway; vehicle access from Village Way

PROJECT IMAGES



DRAWING INDEX

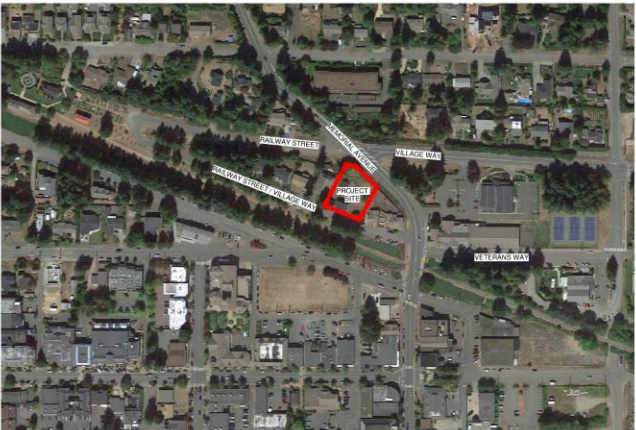
ARCHITECTURAL SET LIST

Sheet Number	Sheet Name
A-0.1	COVER SHEET
A-1.1	SITE PLAN + DATA
A-1.2	EXISTING SITE PLAN/SURVEY
A-1.3	SHADOW STUDIES
A-2.0	PARKADE PLAN
A-2.1	MAIN FLOOR PLAN
A-2.2	SECOND FLOOR PLAN
A-2.3	THIRD FLOOR PLAN
A-2.4	ROOF PLAN
A-3.1	ELEVATIONS
A-3.2	ELEVATIONS
A-4.1	SITE SECTIONS
A-6.1	STREETSCAPE & MATERIALS

LANDSCAPE SET LIST

Sheet Number	Sheet Name
L1	LANDSCAPE PLAN

LOCATION PLAN



ARCHITECTURAL:

Continuum Architects
519 Pandora Avenue
Victoria, BC
V8W 1N6
T: 250.388.4261
F: 250.388.8171

Contact:
Jaimee Snyder
e: jaimie@continuumarchitecture.ca

CONSULT:

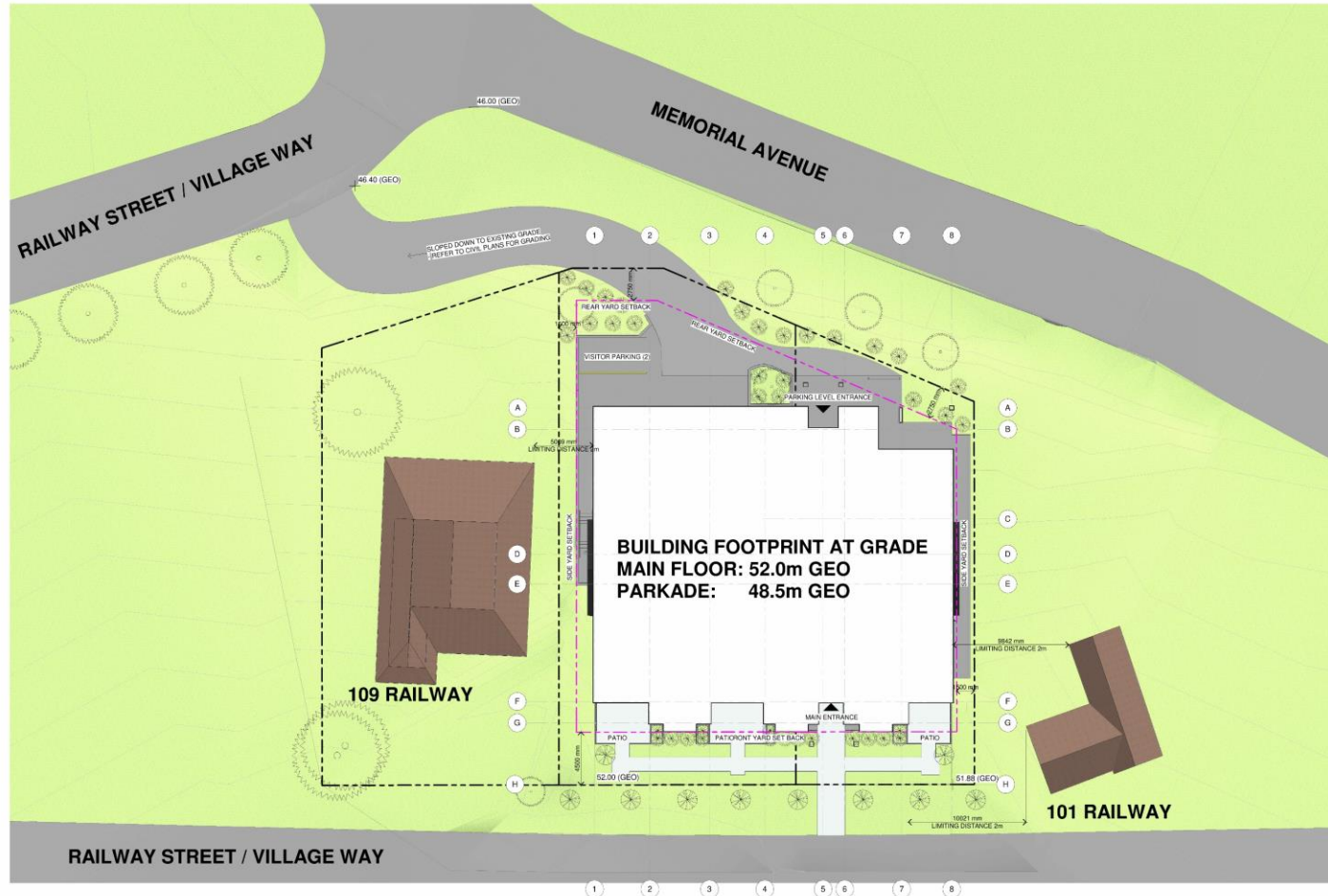
JE Anderson & Associates
414-3411 Shelton Road
Nanaimo, BC
V9T 2H1
T: 250.758.4031
F: 250.758.4031

Contact:
Scott Stevenson
e: scott@jeanderson.com

LANDSCAPE:

Small & Russell Landscape Architects
3010 Mariner Rd
Sooke, BC
V9Z 0C4
T: 250.642.8867
F: 250.642.7001

Contact:
Carole Russell
e: carole@smallandrusell.com



AVERAGE EXISTING GRADE: 48.53 + 47.88 + 48.36 + 51.16 + 52.00 / 5 = 49.59m GEO
 AVERAGE FINISHED GRADE: 48.45 + 48.45 + 48.45 + 51.16 + 52.00 / 5 = 49.7m GEO

ZONING DATA

SITE DATA		
MUNICIPAL ADDRESS:	103 RAILWAY STREET QUALICUM BEACH, BC	
LEGAL DESCRIPTION:	LOT 15, BLOCK 18, DISTRICT LOT 58, NEWCASTLE DISTRICT EXCEPT PART IN PLAN 1200 RW PARCEL A (DD C4389), OF LOT 14, BLOCK 22, DISTRICT LOT 58, NEWCASTLE DISTRICT, PLAN 1802	
SITE AREA:	1411 m ²	
ZONING DATA		
	CURRENT ZONING	PROPOSED REZONING
CLASSIFICATION:	CDS	CD20
AVERAGE GRADE:	49.6m	49.7m
SITE COVERAGE:	776 m ² (55%)	776 m ² (55%)
FLOOR AREA RATIO:	1.05:1	2.28:1
BUILDING HEIGHT:	12.75m	19m
SETBACKS		
	CURRENT ZONING	PROPOSED REZONING
FRONT YARD:	2.7m	4.5m
SIDE YARD:	1.9m INT / 3.0m EXT	1.5m
REAR YARD:	6.0m	2.75m
PARKING		
	CURRENT ZONING	PROPOSED
TOTAL PARKING:	25	26
HIC PARKING (4.0x5.8m)	1	1
SMALL PARKING (2.7x4.8m)	5 (20%)	7 (26%)
VISITOR PARKING:	N/A	2
BICYCLE PARKING:	N/A	11 + 4 SCOOTERS
LOADING:	N/A	N/A

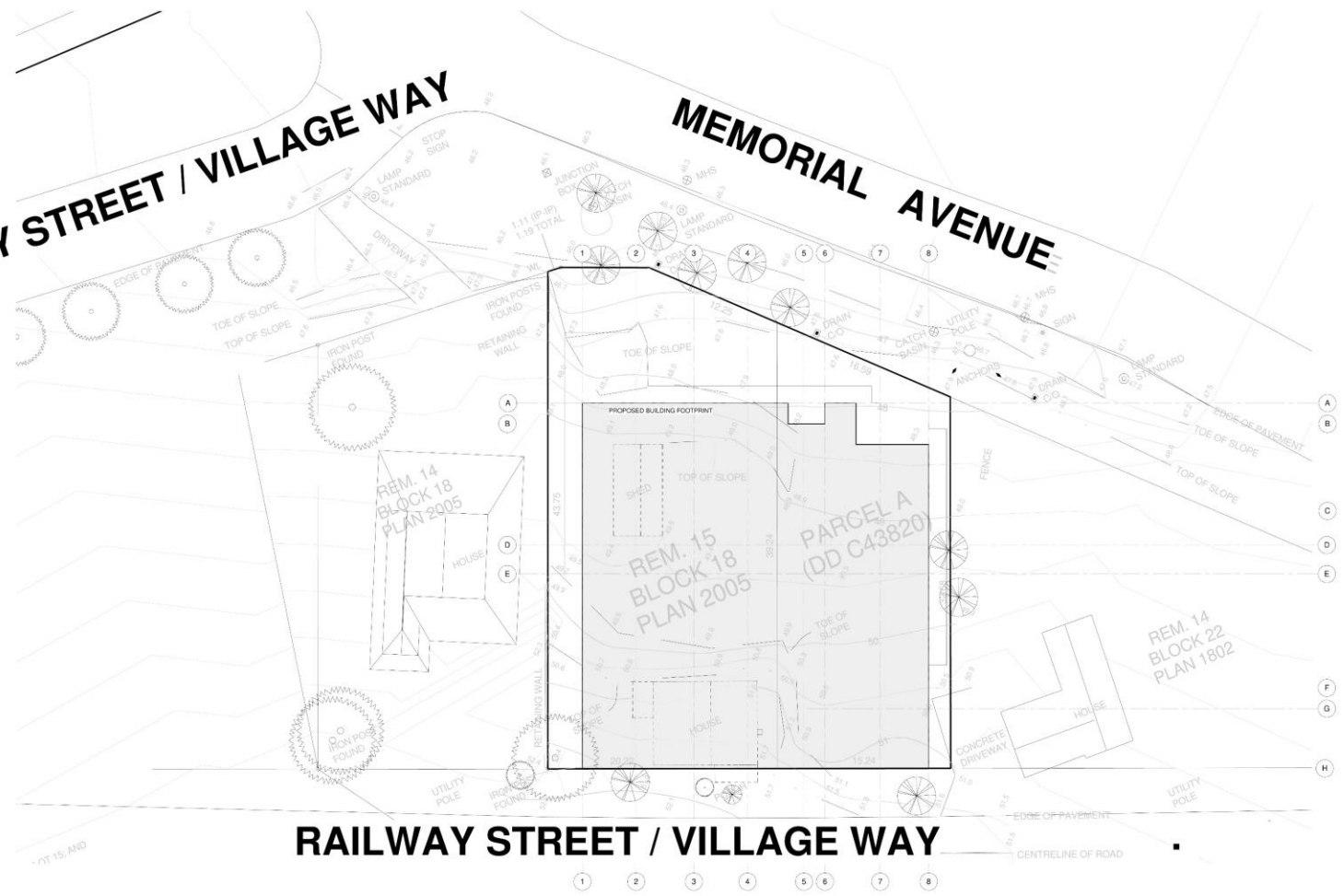
BUILDING CODE DATA

Description	
Total Floor Area:	3212 m ²
Building Type:	Residential
Group:	C
Occupancy Classification:	3.2.2.51: 4 Storey
Max Building Area:	1800 m ²
Floor & Supporting Structure Rating:	1 hour
Construction Type:	Combustible
Occupancy Separations:	1h Floors / 1h walls OR 2h @ Storage Garage
Sprinklered:	Yes
Building Area:	776 m ²
Max Travel Distance:	45 m
BCBC Part:	3
GROSS FLOOR AREA	
LEVEL	AREA (m ²)
PARKADE (BELOW GRADE IN PART)	943 m ²
LEVEL 1	774 m ²
LEVEL 2	774 m ²
LEVEL 3	719 m ²
TOTAL GROSS AREA	3212 m ²
NET FLOOR AREAS	
LEVEL	AREA (m ²)
PARKADE (BELOW GRADE IN PART)	906 m ²
LEVEL 1	723 m ²
LEVEL 2	725 m ²
LEVEL 3	671 m ²
TOTAL NET AREA	3025 m ²
Occupant Load:	
Residents (1 bed):	31 people

RAILWAY STREET / VILLAGE WAY

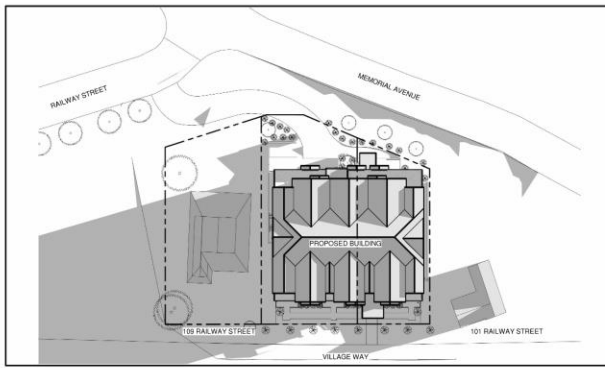
MEMORIAL AVENUE

RAILWAY STREET / VILLAGE WAY

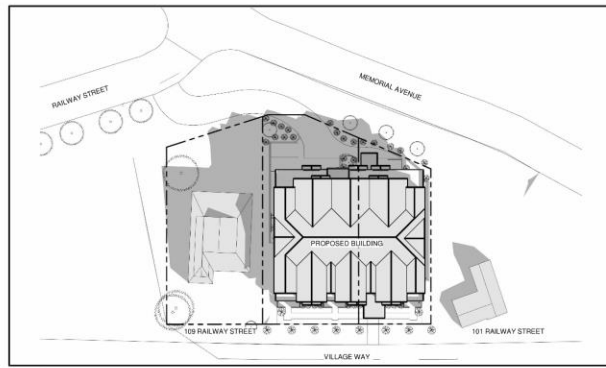


SURVEY DATA PROVIDED BY J.E. ANDERSON & ASSOCIATES
SEPTEMBER 26, 2019

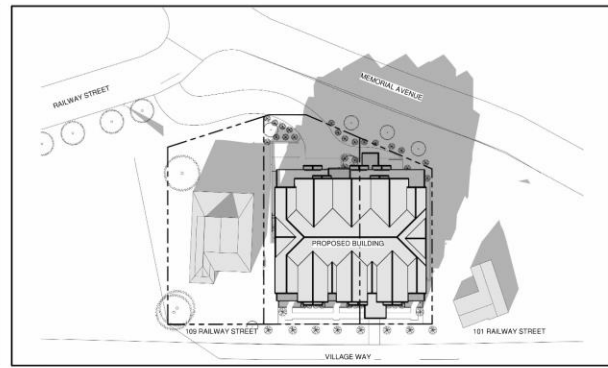




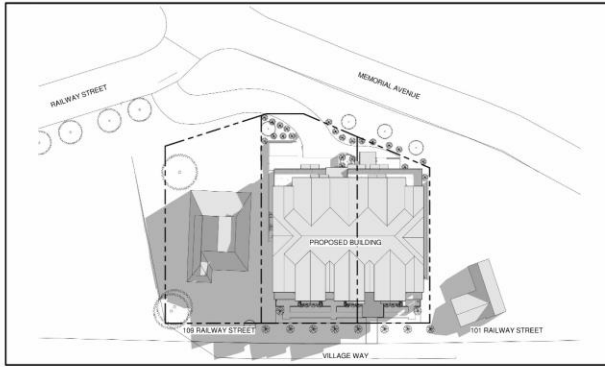
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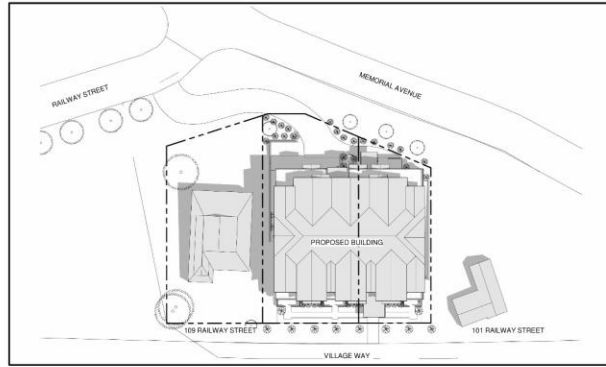
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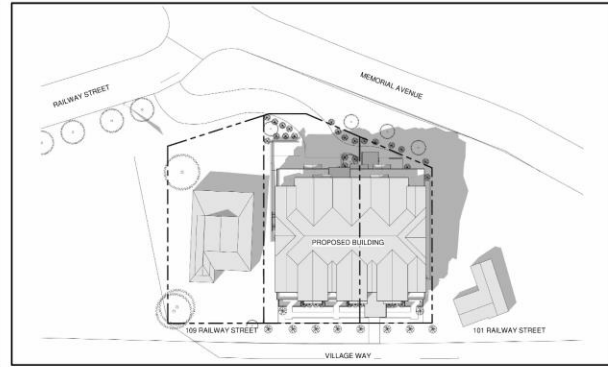
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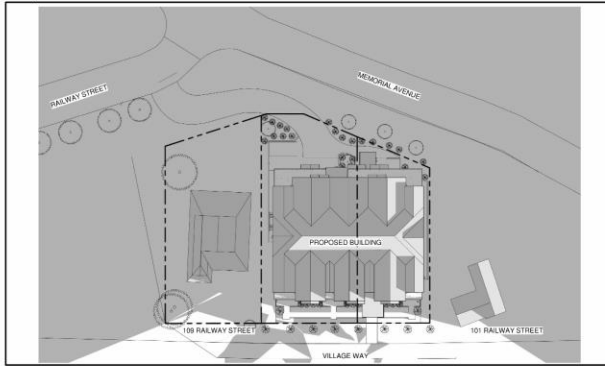
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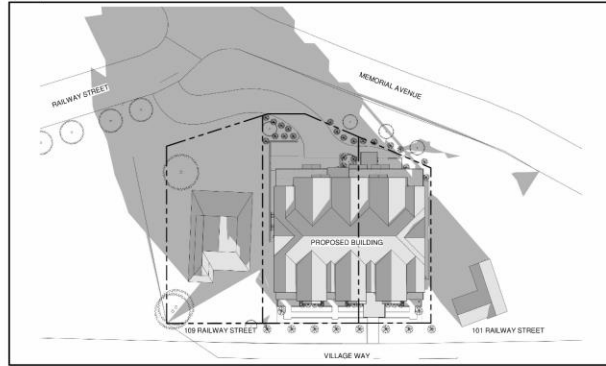
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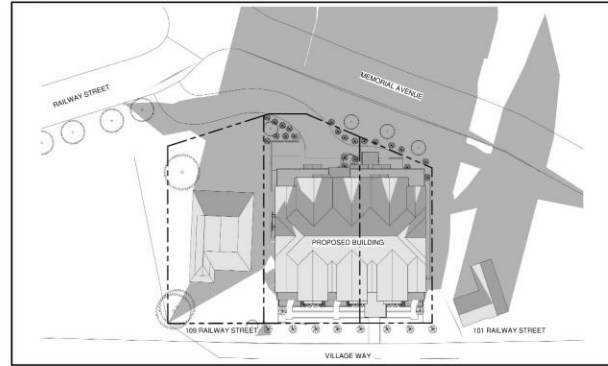
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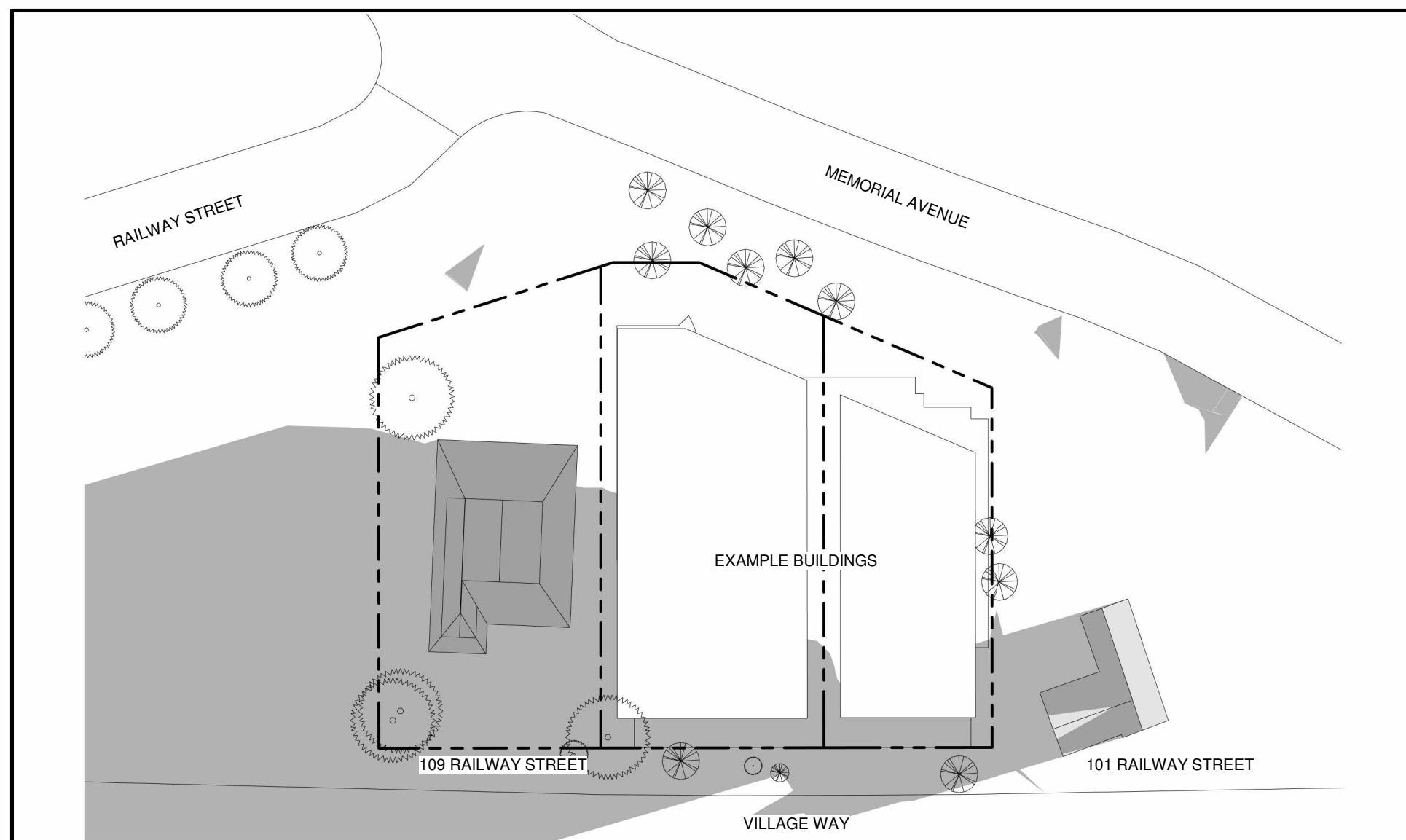
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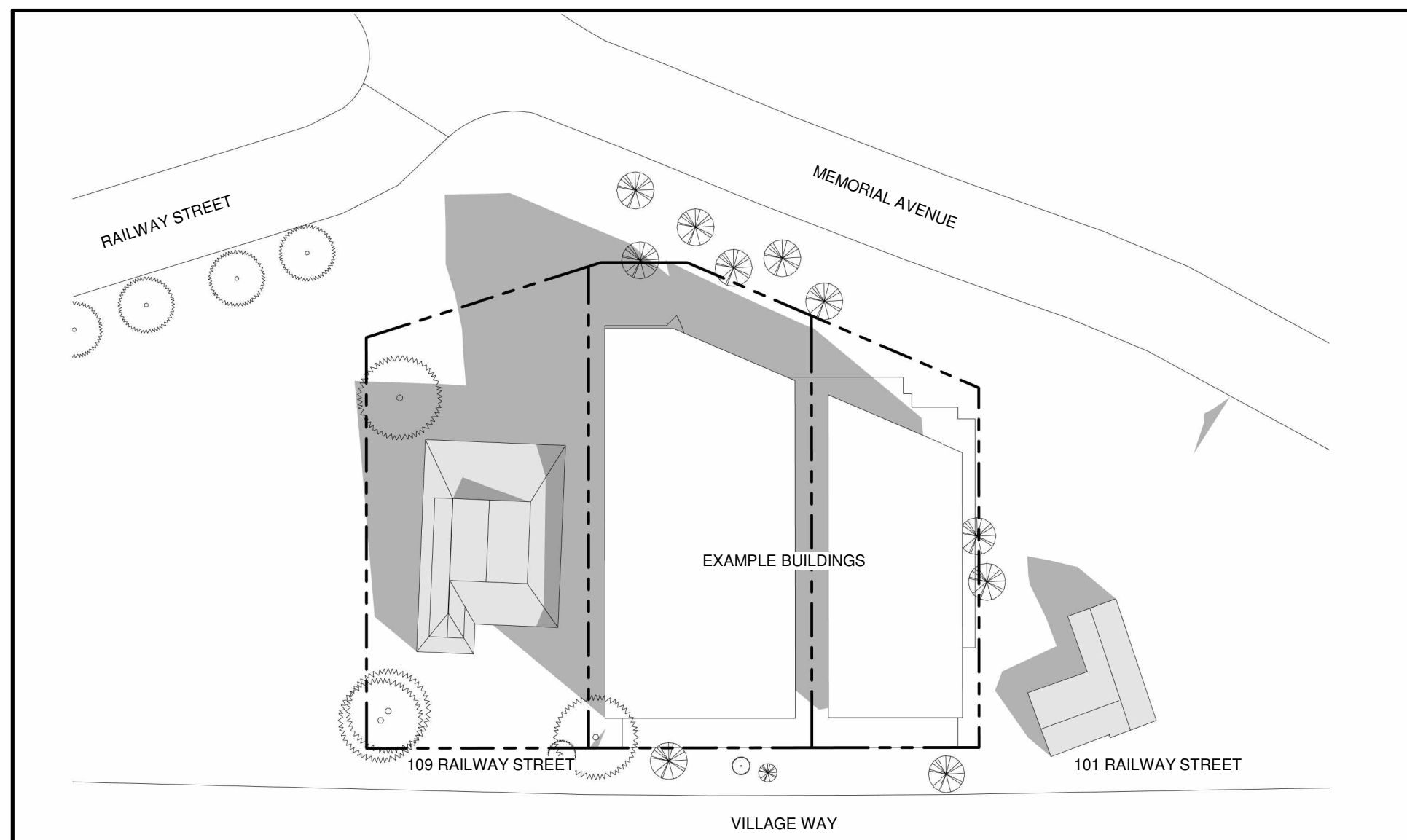
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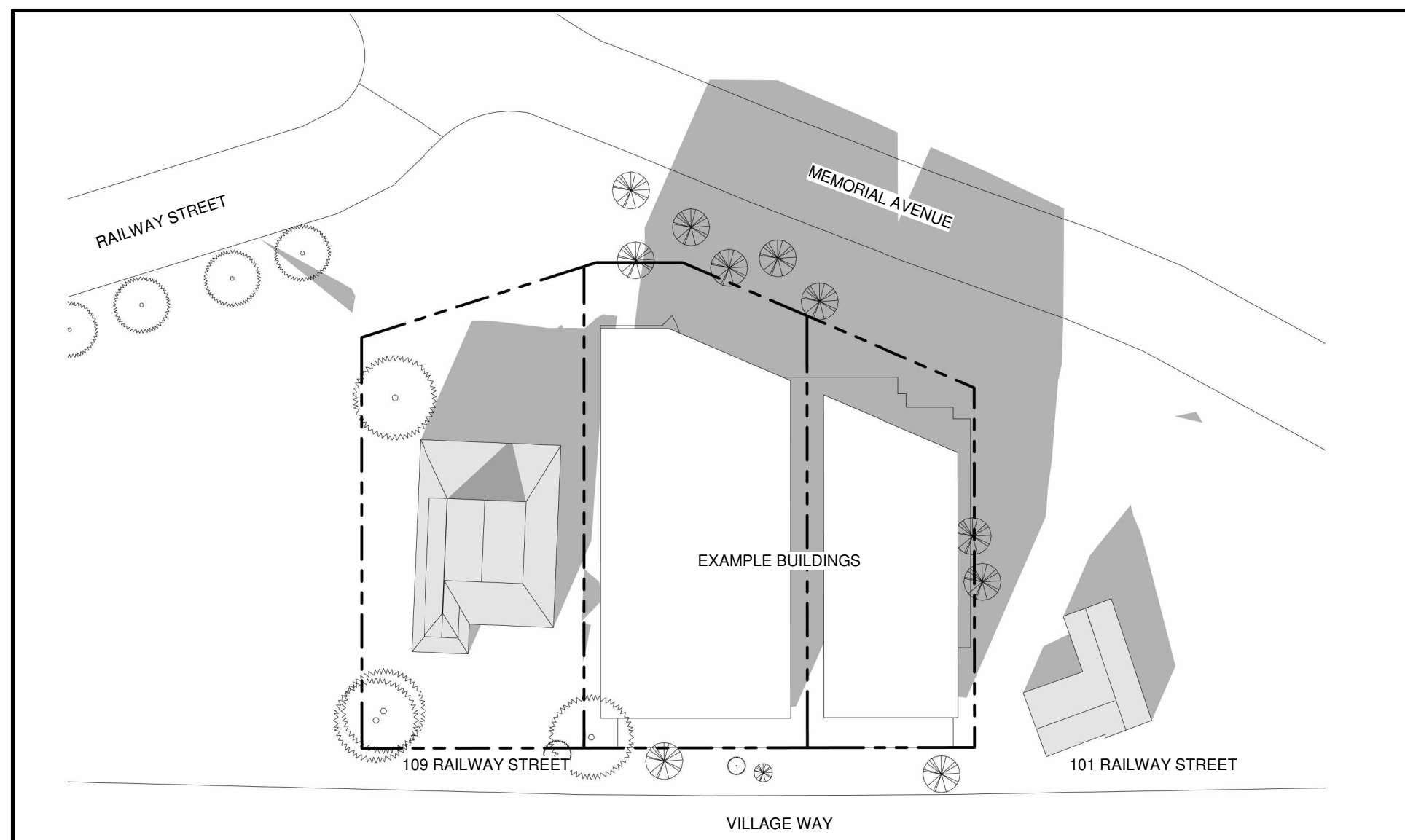
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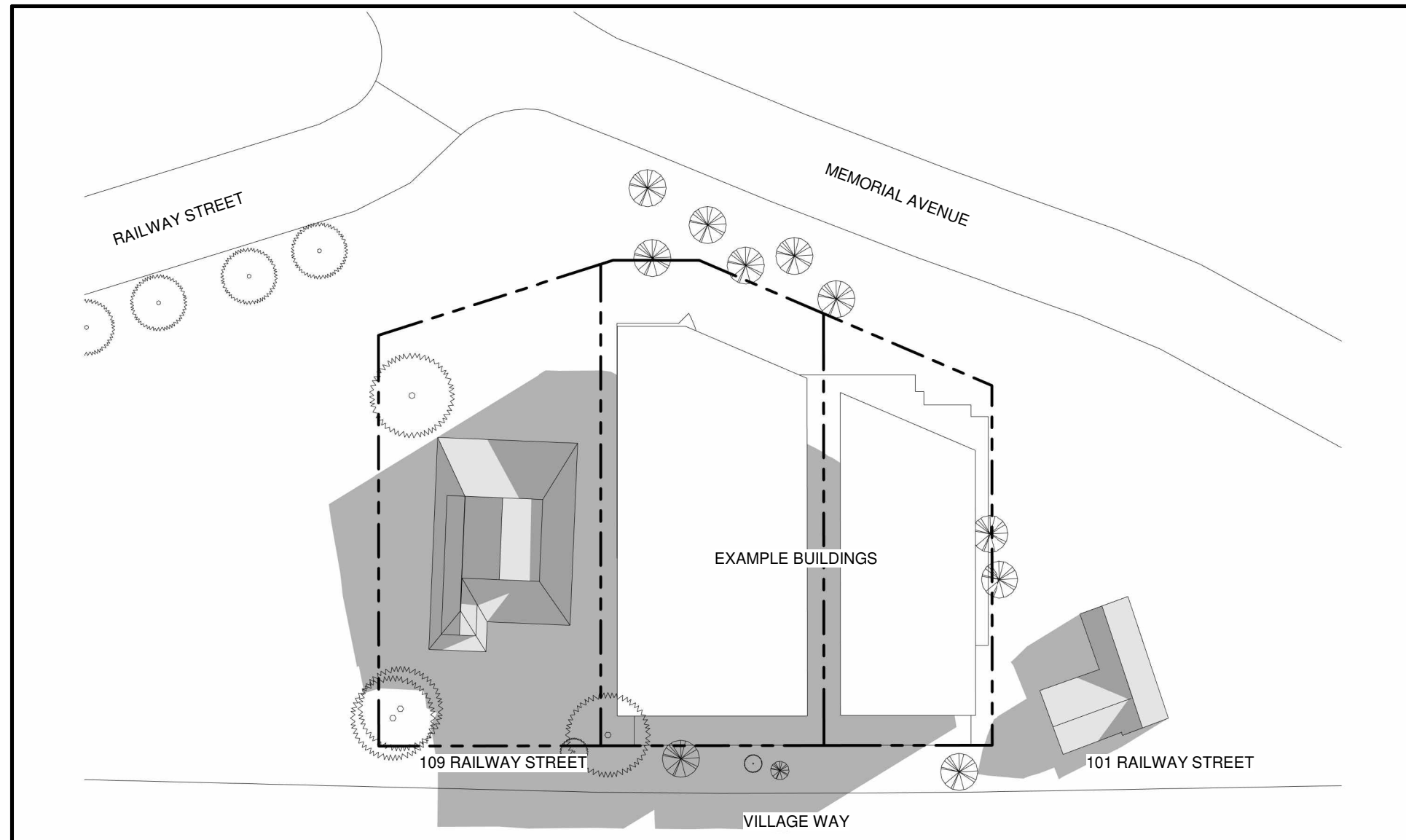
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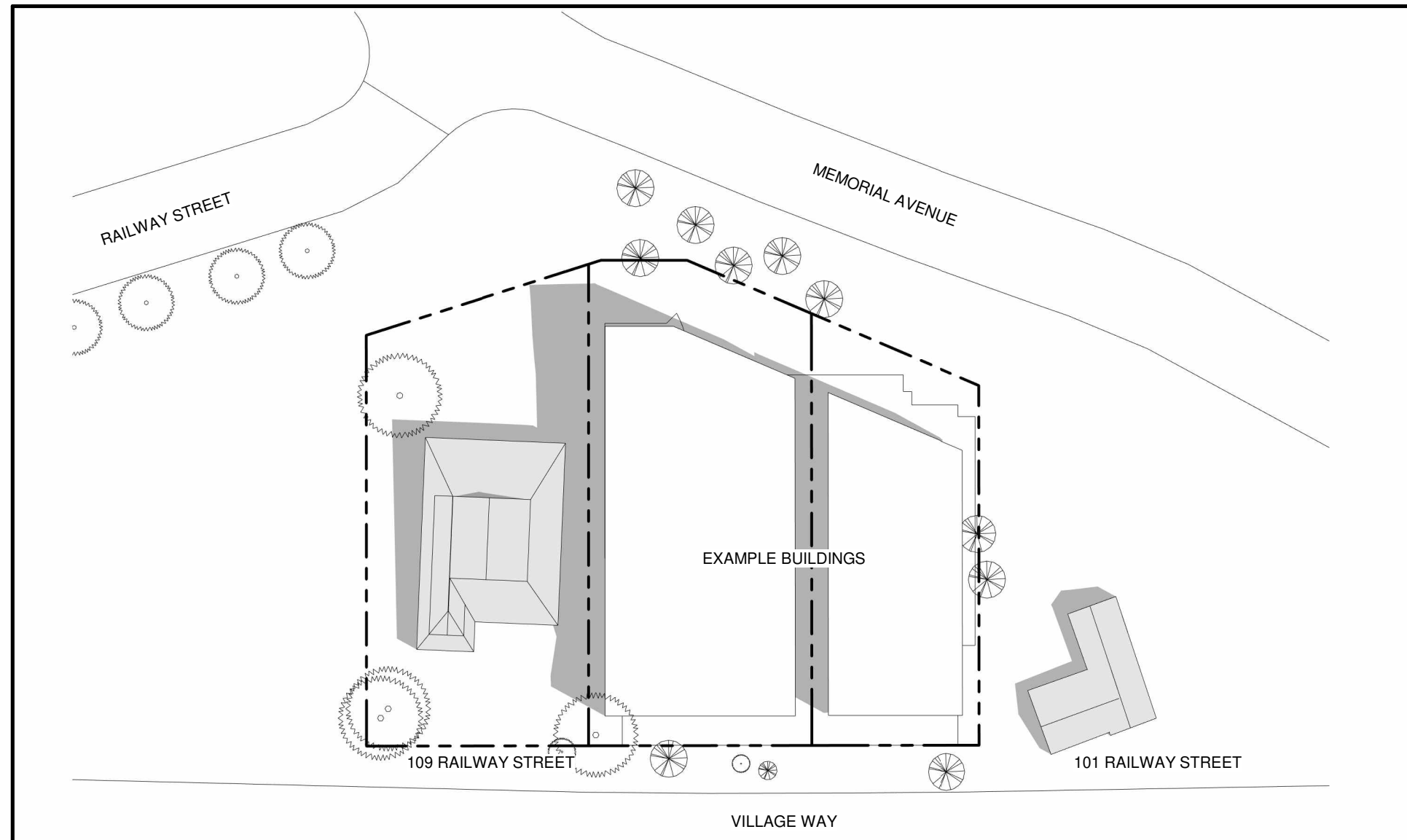
2 | SHADOW STUDY - SPRING/FALL EQUINOX @ 12p
1 : 500



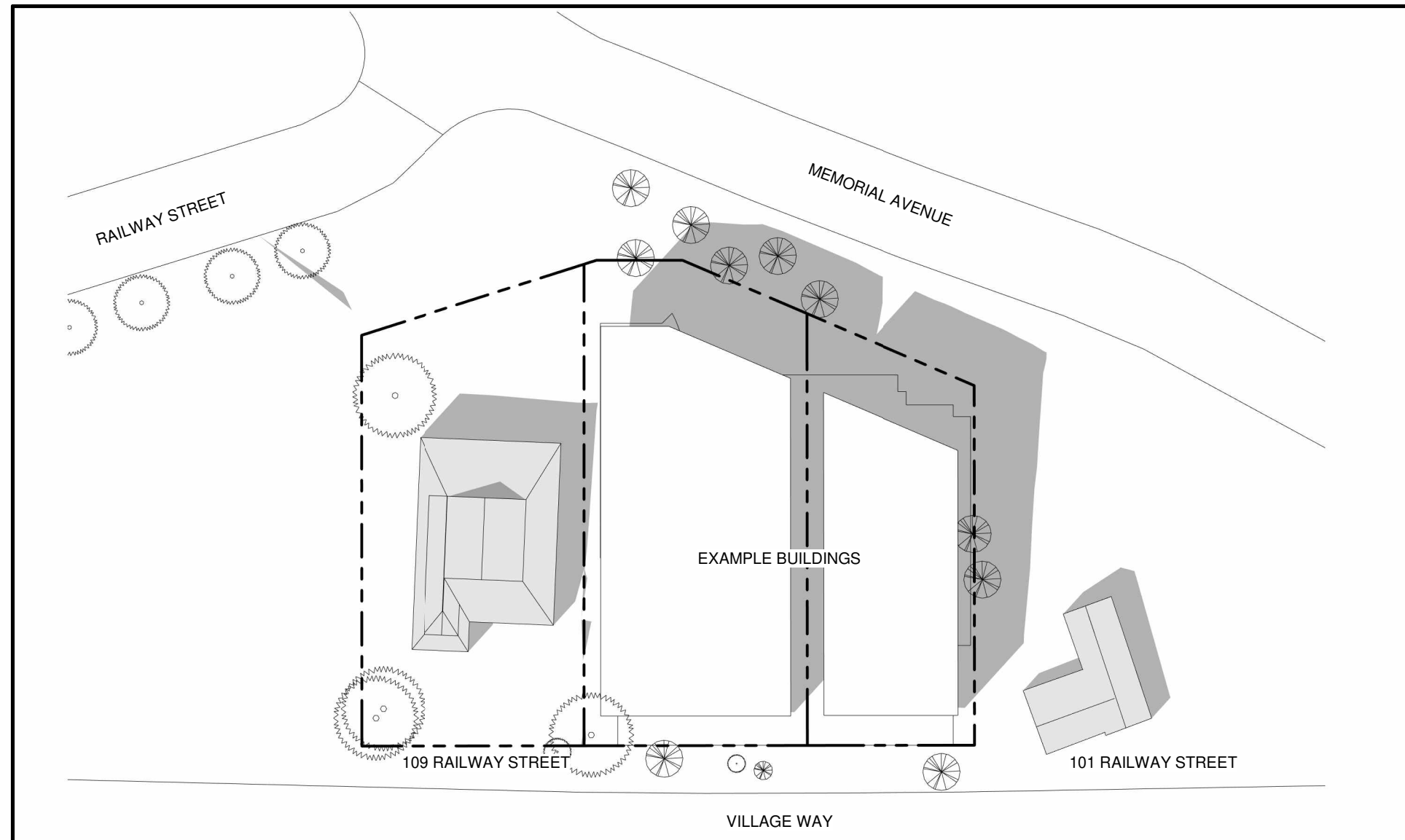
3 | SHADOW STUDY - SPRING/FALL EQUINOX @ 4p
1 : 500



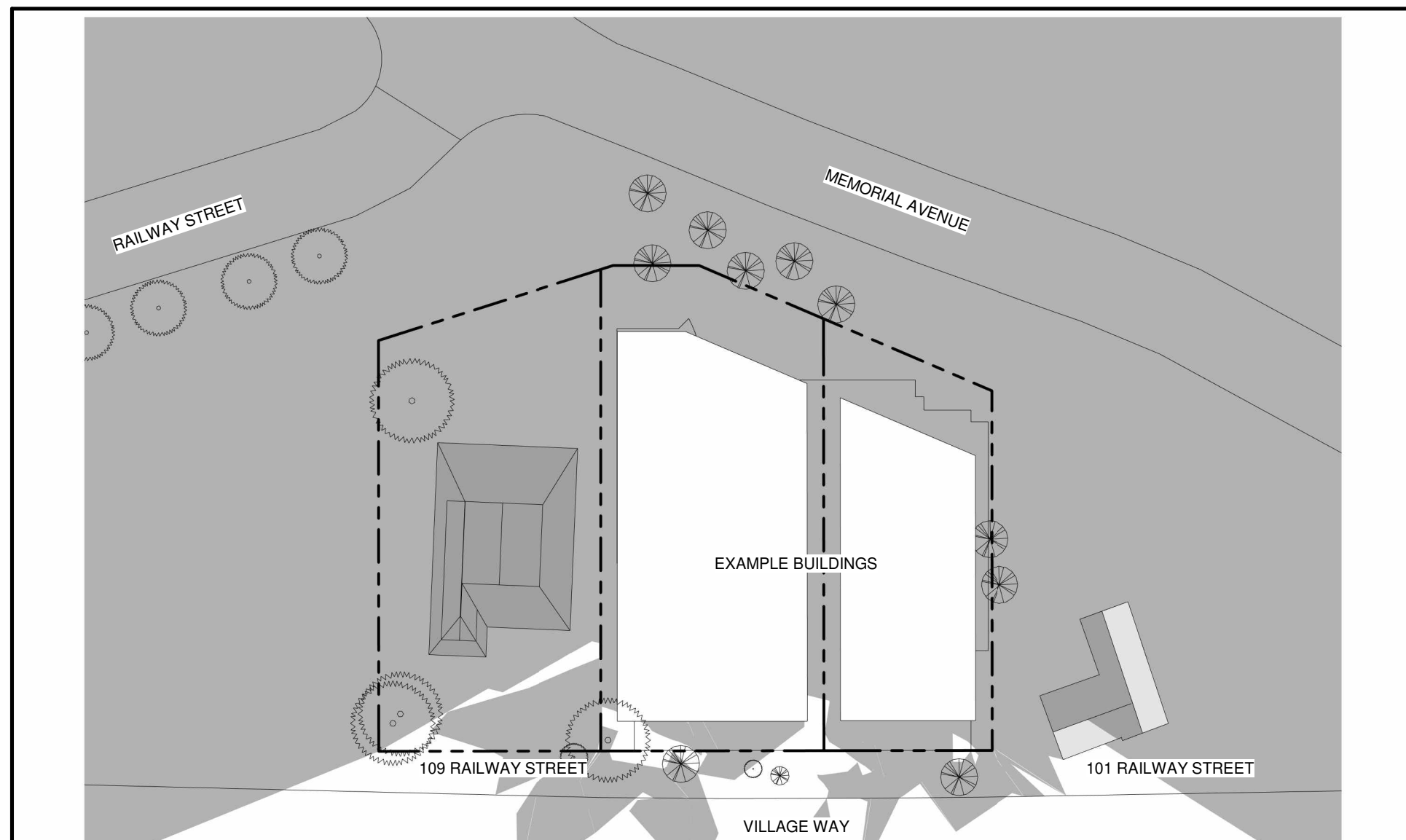
4 | SHADOW STUDY - SUMMER SOLSTICE @ 8a
1 : 500



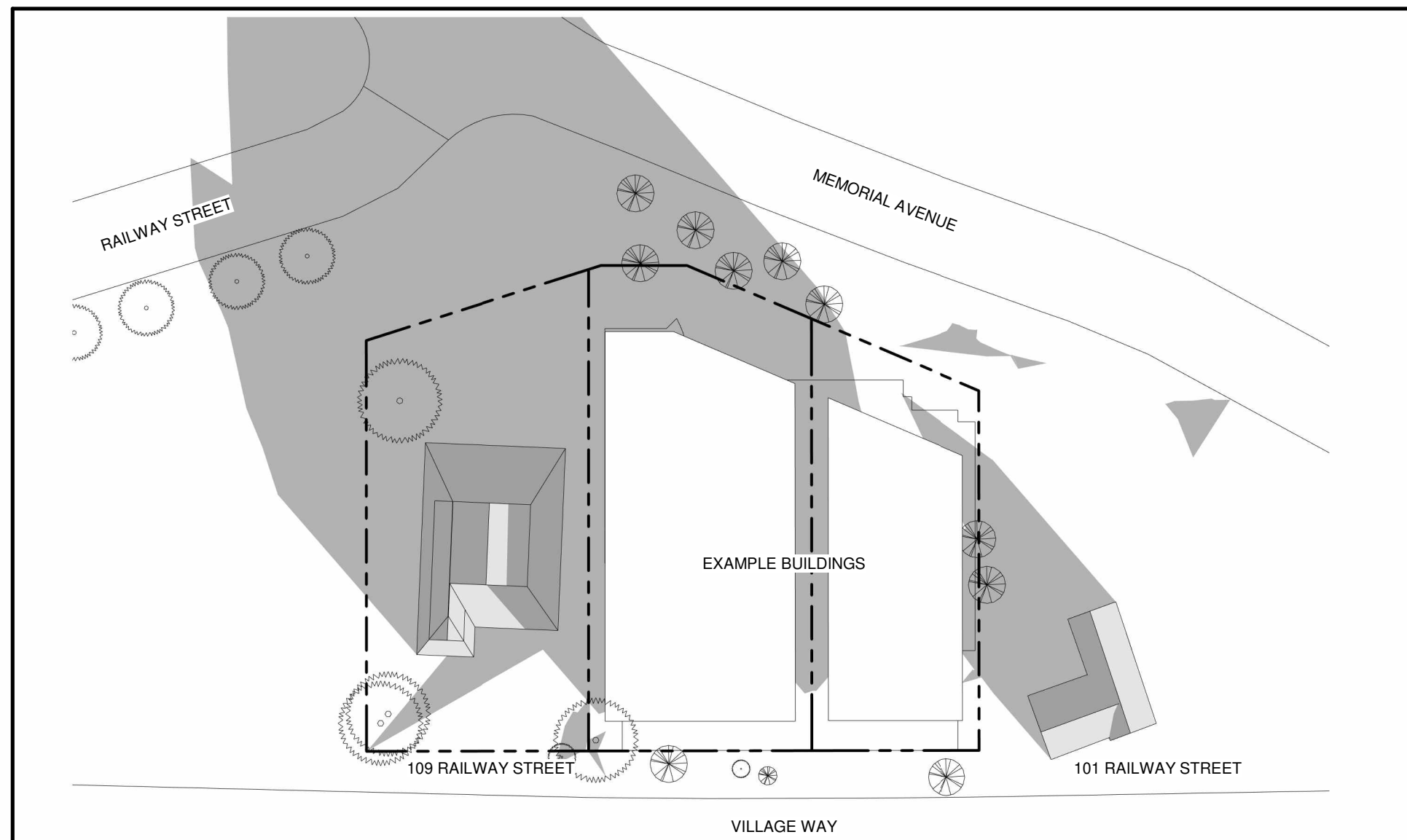
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1 : 500



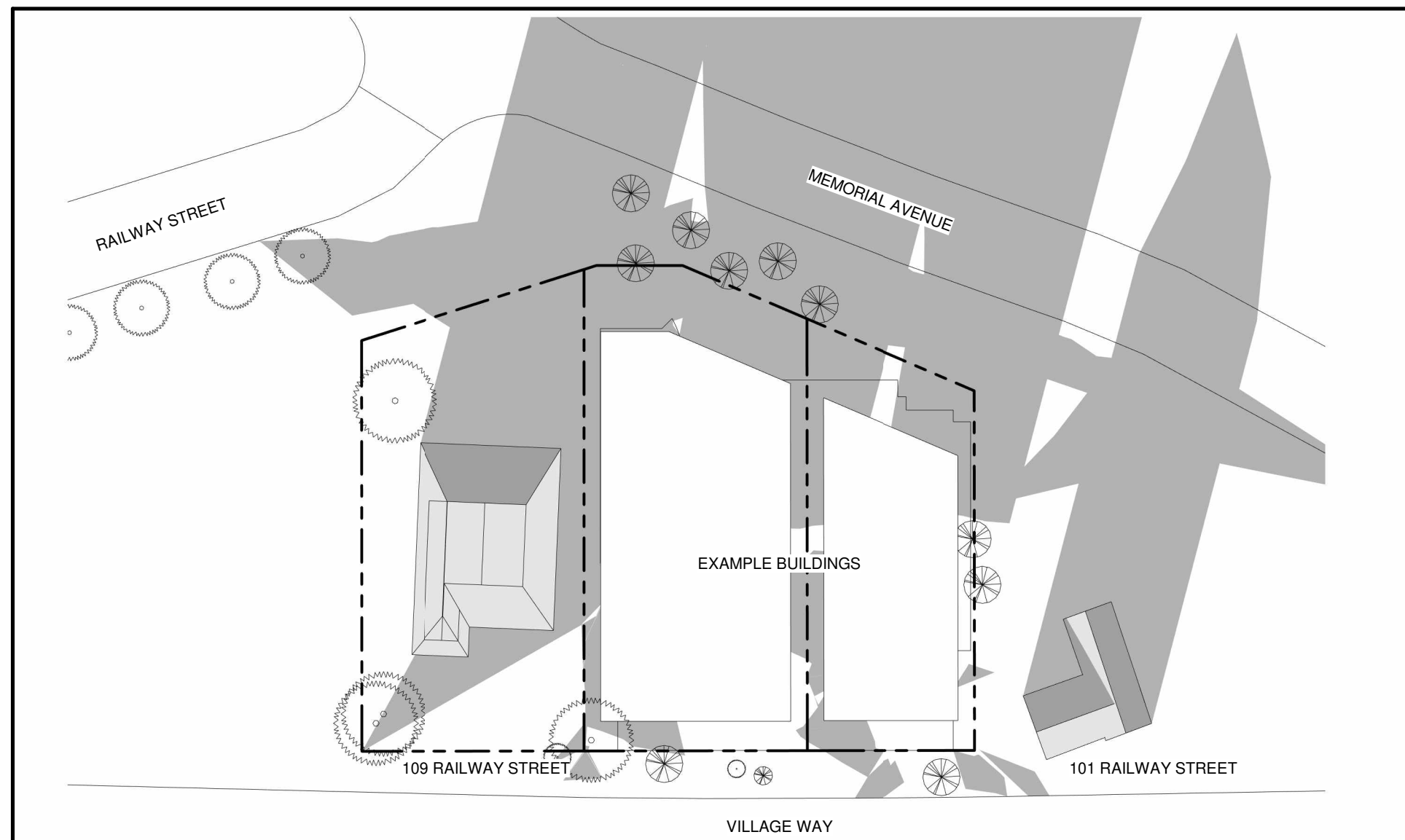
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1 : 500



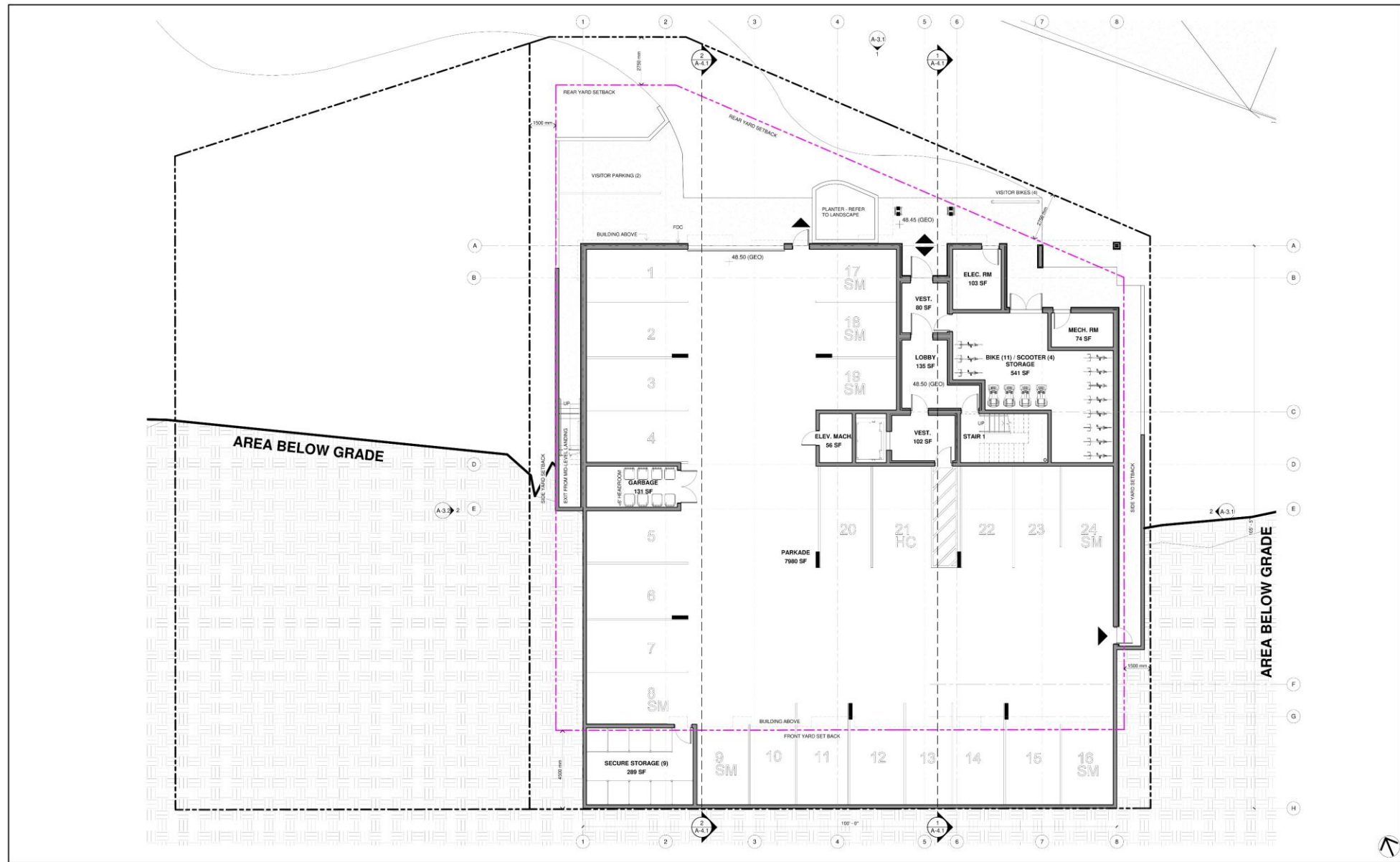
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1 : 500

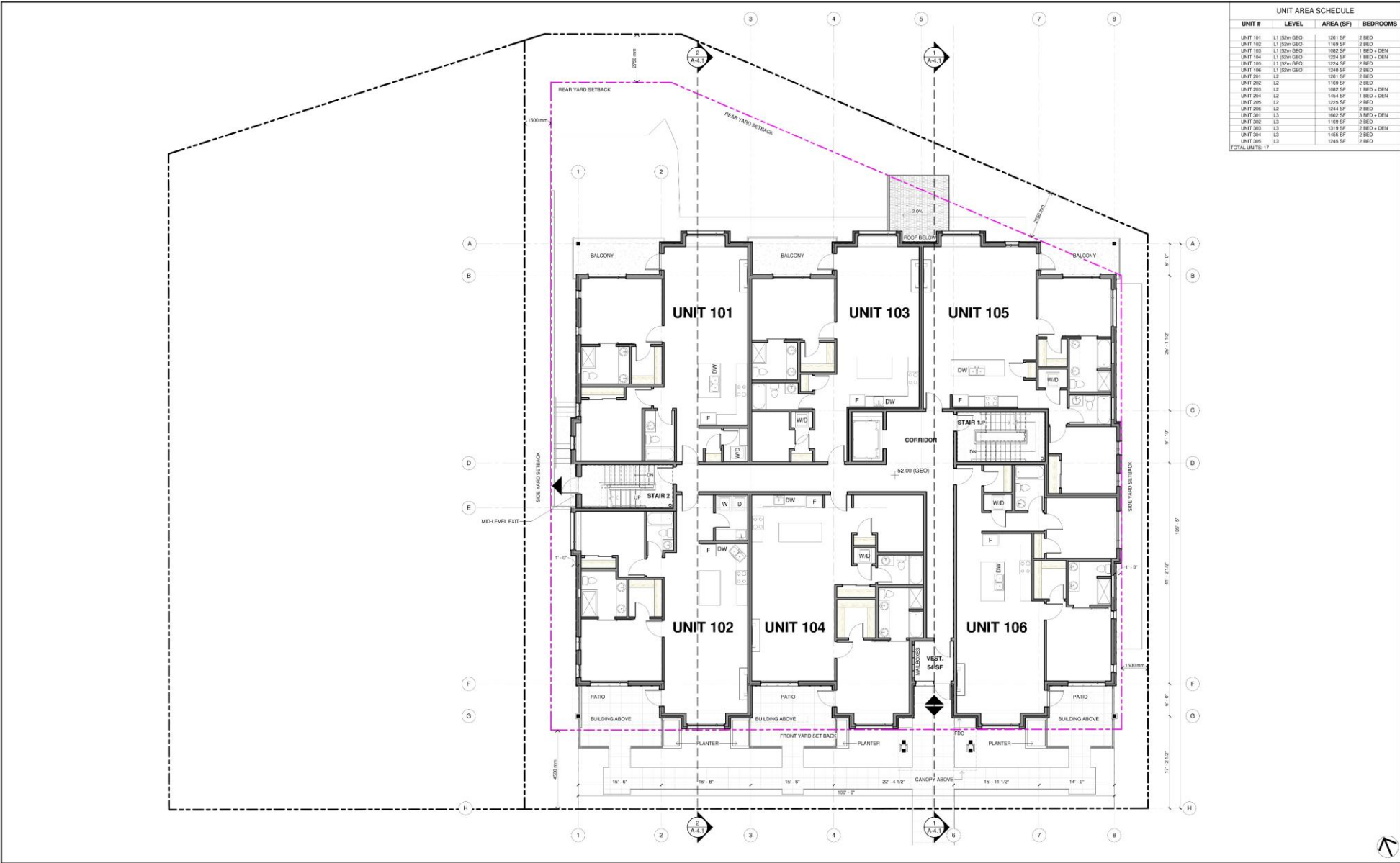


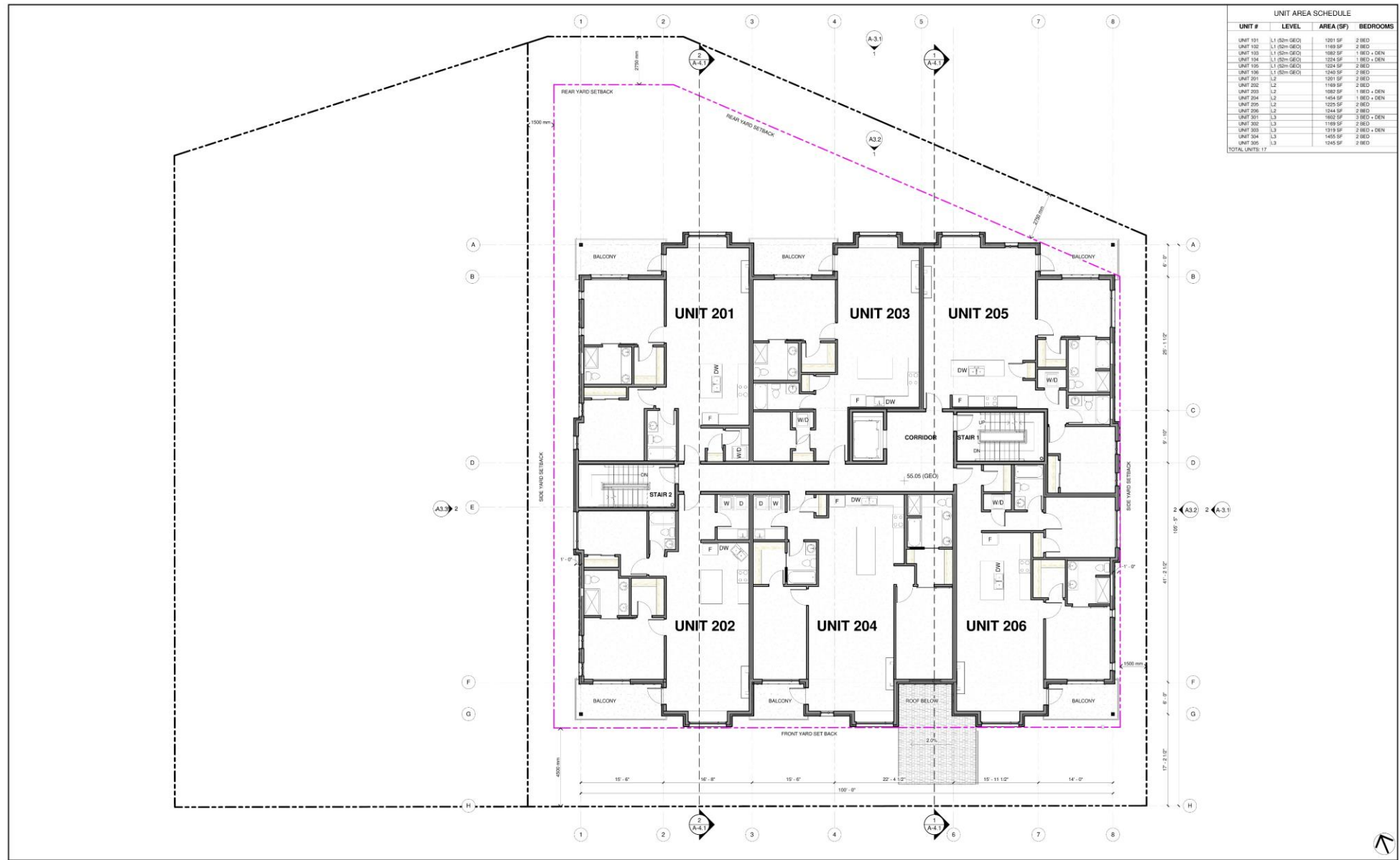
8 | SHADOW STUDY - WINTER SOLSTICE @ 12p
1 : 500

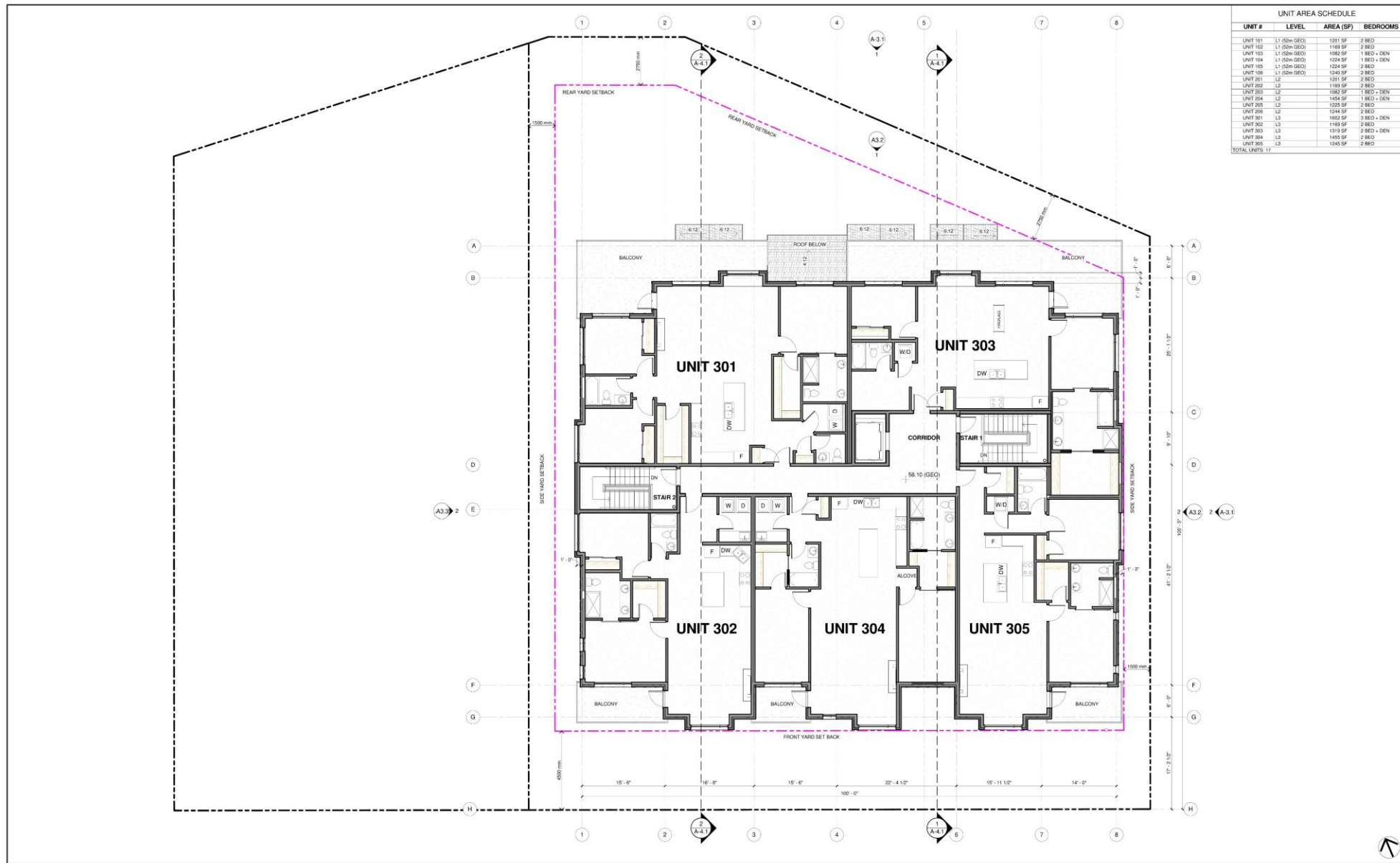


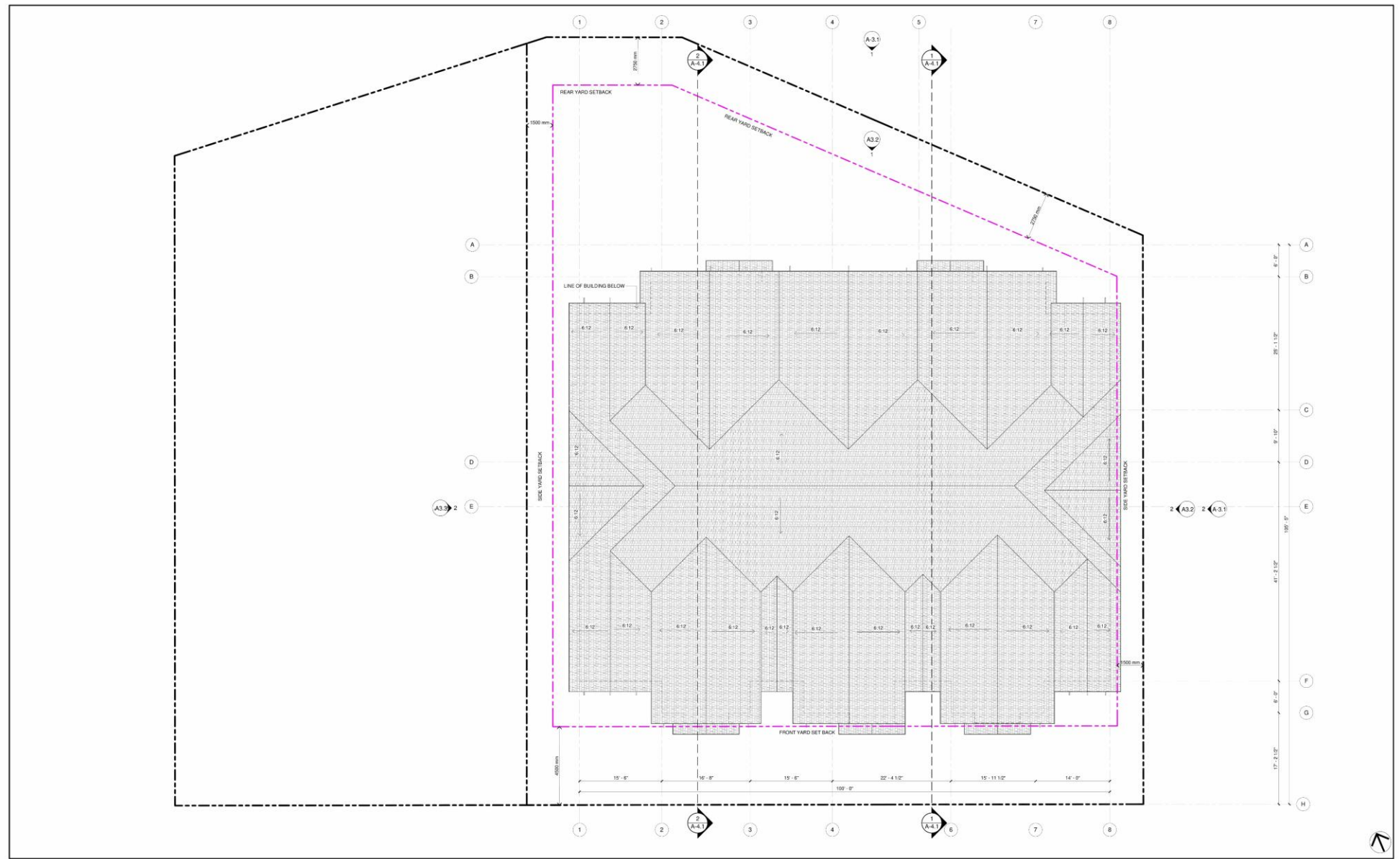
9 | SHADOW STUDY - WINTER SOLSTICE @ 4p
1 : 500













1 | ELEVATION - NORTH
1/8" = 1'-0"



2 | ELEVATION - EAST
1/8" = 1'-0"

ELEVATION KEY NOTES

KEYNOTE TAG	MATERIAL + COLOUR
1	BOARD & BATTEN - WHITE JASMINE
2	UNEVEN SHINGLE SIDING - SILVER BIRCH
3	TRIM BOARD - WHITE
4	ROCK COUNTRY LEDGESTONE - ASHFALL
5	VINYL WINDOW - CHARCOAL FRAME W/ WHITE TRIM
6	ENTRY DOOR W/ PARTIAL GLAZING - WOOD FINISH
7	GLASS RAILING - CHARCOAL GREY
8	FASCIA BOARD - WHITE
9	STEEL DOOR WITH VISION LITE - WOOD FINISH
10	FULL GLAZING DOOR - WOOD FINISH
11	PATIO RAILING - CHARCOAL GREY
12	DOWNSPOUT - WHITE
13	GUTTER - WHITE
14	ASPHALT ROOF SHINGLES - BLACK
15	T&G WOOD SOFFIT
16	HEAVY TIMBER - STAIN TO MATCH SOFFITS AND DOORS
17	EXPOSED CONCRETE WALL - ARCHITECTURAL FINISH



1 | ELEVATION - SOUTH
1/8" = 1'-0"



2 | ELEVATION - WEST
1/8" = 1'-0"

ELEVATION KEY NOTES

KEYNOTE TAG	MATERIAL + COLOUR
1	BOARD & BATTEN - WHITE JASMINE
2	UNEVEN SHINGLE SIDING - SILVER BIRCH
3	TRIM BOARD - WHITE
4	ROCK COUNTRY LEDGESTONE - ASH-FALL
5	VINYL WINDOW - CHARCOAL FRAME W/ WHITE TRIM
6	ENTRY DOOR W/ PARTIAL GLAZING - WOOD FINISH
7	GLASS RAILING - CHARCOAL GREY
8	FASCIA BOARD - WHITE
9	STEEL DOOR WITH VISION LITE - WOOD FINISH
10	FULL GLAZING DOOR - WOOD FINISH
11	PATIO RAILING - CHARCOAL GREY
12	DOWNSPOUT - WHITE
13	GUTTER - WHITE
14	ASPHALT ROOF SHINGLES - BLACK
15	T&G WOOD SOFFIT
16	HEAVY TIMBER - STAIN TO MATCH SOFFITS AND DOORS
17	EXPOSED CONCRETE WALL - ARCHITECTURAL FINISH



1 SITE SECTION 1
1/8" = 1'-0"



2 SITE SECTION 2
1/8" = 1'-0"

STREETSCAPE



EXTERIOR MATERIALS & COLOURS

KEYNOTE TAG	MATERIAL + COLOUR
1	BOARD & BATTEN - WHITE JASMINE
2	UNEVEN SHINGLE SIDING - SILVER BIRCH
3	TRIM BOARD - WHITE
4	ROCK COUNTRY LEDGESTONE - ASHFALL
5	VINYL WINDOW - CHARCOAL FRAME W/ WHITE TRIM
6	ENTRY DOOR W/ PARTIAL GLAZING - WOOD FINISH
7	GLASS RAILING - CHARCOAL GREY
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9	STEEL DOOR WITH VISION LITE - WOOD FINISH
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11	PATIO RAILING - CHARCOAL GREY
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14	ASPHALT ROOF SHINGLES - BLACK
15	T&G WOOD SOFFIT
16	HEAVY TIMBER - STAIN TO MATCH SOFFITS AND DOORS
17	EXPOSED CONCRETE WALL - ARCHITECTURAL FINISH



1. BOARD & BATTEN - WHITE JASMINE
3. TRIM BOARD - WHITE



2. UNEVEN SHINGLE SIDING - SILVER BIRCH



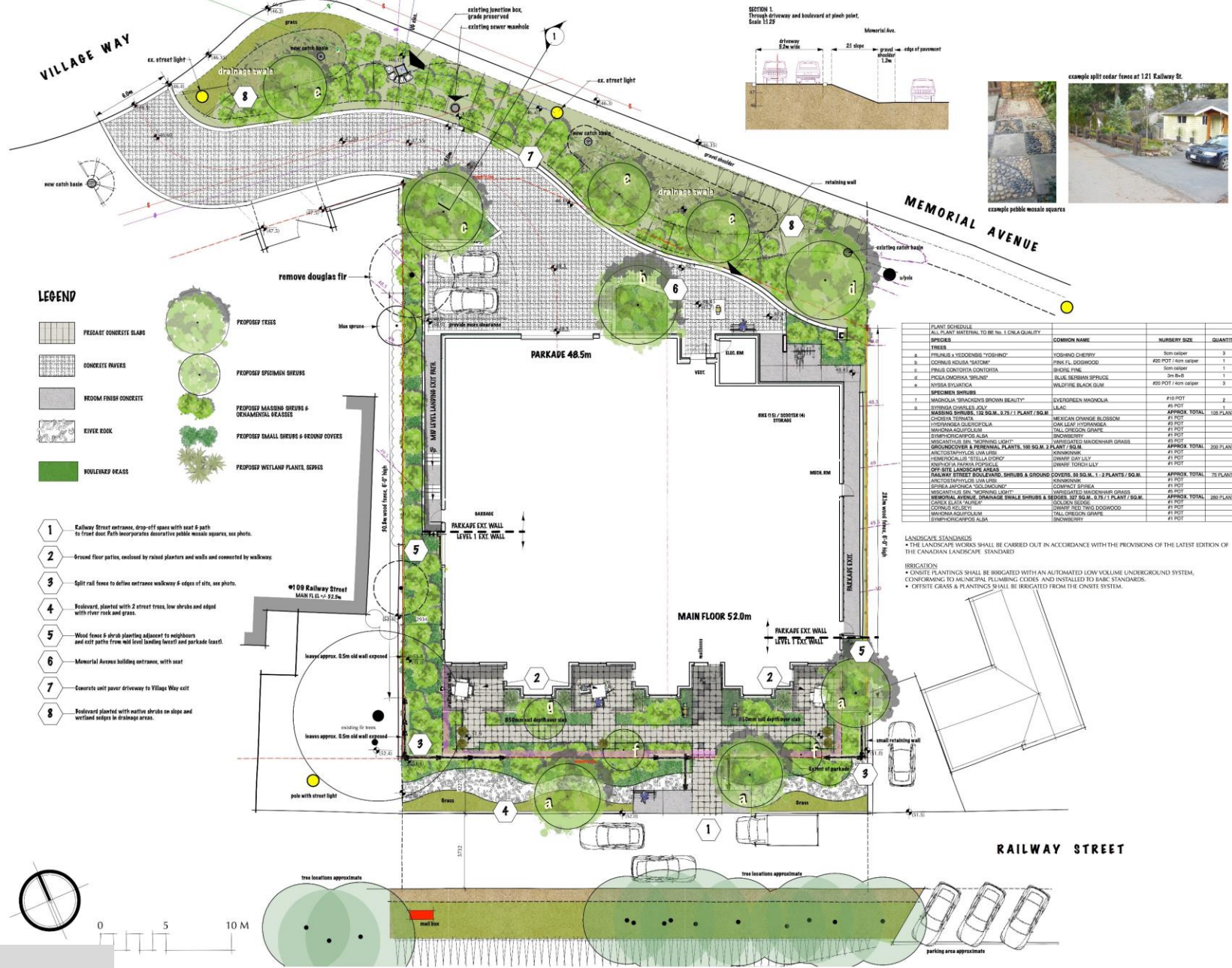
4. ROCK COUNTRY LEDGESTONE - ASHFALL



14. ASPHALT ROOF SHINGLES - BLACK



7. GLASS RAILING - CHARCOAL GREY



SMALL & ROSSELL
LANDSCAPE ARCHITECTS
 3012 moner road, sooke, b.c., v9y 0g9
 t: 250-642-6967
 design@smallandrossell.com
 www.smallandrossell.com

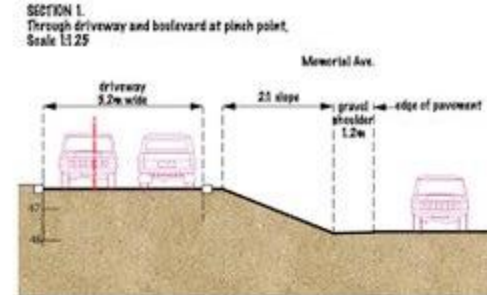
all drawings, designs, specifications and all correspondence with the project owner shall remain the property of Small & Rossell Landscape Architects. No part of this drawing shall be reproduced or transmitted in any form or by any means electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system, without the written permission of Small & Rossell Landscape Architects Inc.

Revision	Description	Date
No.		

Issue	Issue Date
Development Permit	11 February 2020
Development Permit - Review	6 February 2020

Project
 103 Railway Street
 Qualicum Beach, BC

Sheet Title
LANDSCAPE PLAN
 Drawn By: AJS Checked: CAR
 Project Number: _____ Scale: 1:125
 Revision: _____ Sheet Number: L1









5 YEAR VIEW



5 YEAR VIEW

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

TO: Luke Sales, Director of Planning **FOR:** Council Meeting, September 16, 2020

FROM: Rebecca Augustyn, Planner

SUBJECT: Zoning Amendment: 156 Fern Road West

RECOMMENDATION

1. 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.
2. THAT Council hold a Public Hearing on December 9, 2020 at 3:30pm electronically via Zoom in regard to "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (156 Fern Road W) Bylaw 580.120, 2020"

PURPOSE

To consider a zoning amendment application that would permit commercial uses in an existing residential building.

BACKGROUND

The owner of 156 Fern Road West has made an application to change the zoning for the subject property from Residential 14 (R14) to Commercial Residential 1 (CR1). The proposal is to permit commercial use on the subject property.

The subject property is currently zoned R14 and is located within the Village Neighbourhood and is designated as Transitional Commercial Residential in the Official Community Plan (OCP). The applicant is proposing to have a commercial business within the existing building, with no residential.



Figure 1: Subject Property

DISCUSSION

Following is an overview of land use regulations and design guidelines relevant to the property. For reference, the Town's policy on Community Amenity Contributions excludes development within the Village Neighbourhood.

LAND USE

Zoning: The CR1 zone permits the same uses as the Commercial 1 (C1) zone, including office use, personal service use, public assembly use, recreation facility, restaurant, retail store, and public parking lot. The difference is that the CR1 zone permits dwelling units that are not accessory to a commercial use. The site area required per dwelling unit in the CR1 zone is 185m². The parcel is approximately 624m², which would permit a maximum of three dwelling units. The application is to include a business in the existing residential building only, so staff recommend that a Section 219 Form and Character covenant be registered to ensure that what is proposed is what will be built on the subject property. In the future, if the applicant would like to build something different, they will have to apply to the Town and be granted permission via a Development Permit.

Density: The property is approximately 624m², and the proposed commercial unit will not increase the density.

Height: The proposed commercial use is within the existing, single-storey building. For reference, the CR1 zone has a maximum building height of 10.0m.

Setbacks: The setbacks of the current building will remain unchanged. The CR1 zone setbacks are as follows: the minimum front lot line setback is 1.0m, the minimum interior side lot line setback is 1.5m, the minimum exterior lot line setback is 1.0m and the minimum rear lot line setback is 2.0m. The CR1 zone setbacks are less than the existing R14 zone.

Parcel Coverage: The parcel coverage will remain unchanged due to the proposed commercial use. For reference, the parcel coverage for the CR1 zone is 75%.

Parking: Due to a commercial use being permitted in the existing building, a minimum of one parking space per 40m² of floor area is required. As such, a minimum of three off-street parking spaces is required. A parking plan is attached.

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 generally not applicable, as this proposal will reuse an existing structure. More relevant are the policies specific to the Transition Commercial/Residential designation:

1. The Town shall consider rezonings for multi-family residential and/or commercial uses within the area designated 'Transitional Commercial/Residential', as shown on map 'Schedule 2.2'.

Staff Comment: This policy provides clear support for flexibility in this area. Properties can pursue residential and/or commercial use. The proposal is to include a commercial use within an existing residential building.

2. The Town shall develop a suitable mixed-use zoning for the 'Transitional Commercial/Residential' area that will encourage small-scale developments compatible with 'Development Permit Area C1' design guidelines.
Staff Comment: n/a
3. The maximum density for residential dwellings in the transitional area shall be up to 80 dwellings/ha. However, the Town will consider density bonuses in order to provide affordable housing, underground parking, 'green' buildings, adaptable design features, public amenities and public open space as part of multi-family residential development within the "Village Neighbourhood".
Staff Comment: n/a
4. 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: Only one tree will be removed due to poor health.
5. Sidewalks, curb-and-gutter, grass boulevards, trees, and pedestrian-friendly streetscapes shall be encouraged as part of multi-family developments.
Staff Comment: n/a
6. Building designs and site development for multi-family residential developments shall be compatible with the 'Development Permit Area C1' guidelines.
Staff Comment: A review of the Development Permit Area C1 guidelines follows.

Development Permit Area C1 - Uptown Commercial: The subject property is in the "C1 - Uptown Commercial" 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 C1 Development Permit Area Guidelines.

1. Buildings shall avoid massive building components in favour of smaller clustered designs of human scale. Breaks in the street frontage to accommodate driveways and parking shall be avoided along the major shopping streets, where possible.
Staff Comment: The proposal is to utilize an existing building.
2. Courtyards and "boutique"-like clustering of commercial premises with associated street furniture scaled toward Pedestrian traffic are desirable. Public spaces for community gathering should be integrated into designs wherever possible. Lighting should be adequate, but should avoid the use of high-intensity fixtures in favour of more ornamental lighting at lower levels of illumination.
Staff Comment: There are no courtyards or public spaces included in the proposal.
3. Parking facilities shall be integrated with on-site landscaping. Smaller, clustered facilities are preferable to large blacktopped areas.
Staff Comment: No parking plan has been submitted; however, a parking has been submitted.

4. Residential uses may be considered on the ground floor subject to the following conditions:

- a. Ground-floor dwelling units must not have direct street frontage.
- b. Ground-floor dwelling units must be adaptable to future commercial uses.

Staff Comment: The proposal is for a commercial unit, and as such, this policy is not applicable.

SUMMARY

An application has been received to amend the zoning for 156 Fern Road West from R14 to CR1 to permit a commercial use within the existing residential building. In the opinion of staff, the application aligns with the applicable OCP policies. Staff recommend the bylaw be given second reading a Public Hearing be scheduled electronically for December 9, 2020.

ALTERNATIVES

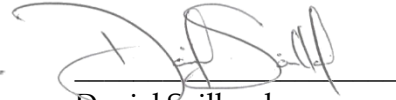
1. THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (156 Fern Road W) Bylaw 580.120, 2020" be denied;
2. THAT Council requests the following changes to the zoning amendment application for 156 Fern Road W: *[insert changes]*; or,
3. THAT Council provides alternative direction to staff.



R. Augustyn, MCIP, RPP
Planner
Report Writer



Luke Sales, MCIP, RPP
Director of Planning
Concurrence



Daniel Sailland
CAO
Concurrence

Attachments

[580.120 - 156 Fern Road W.docx](#)

[PLANS.156 Fern Road West.Sept162020.pdf](#)

N:\0100-0699 ADMINISTRATION\0360 COMMITTEES AND COMMISSIONS\Council\2020\09 16 regular Council
agenda\memo.156FernRoadW.Sept162020.docx

TOWN OF QUALICUM BEACH
BYLAW NO. 580.120
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 12, District Lot 78, Newcastle District, Plan 1894 (156 Fern Road W) from Residential 14 (R14) to Commercial Residential 1 (CR1) as shown outlined in a heavy black line on Schedule 'B' 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 (156 Fern Road W) Bylaw No. 580.120, 2020."

INTRODUCED FOR FIRST READING this day of, 2020.

READ A SECOND TIME this day of, 2020.

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

PUBLIC HEARING held on the day of, 2020.

READ A THIRD TIME this day of, 2020.

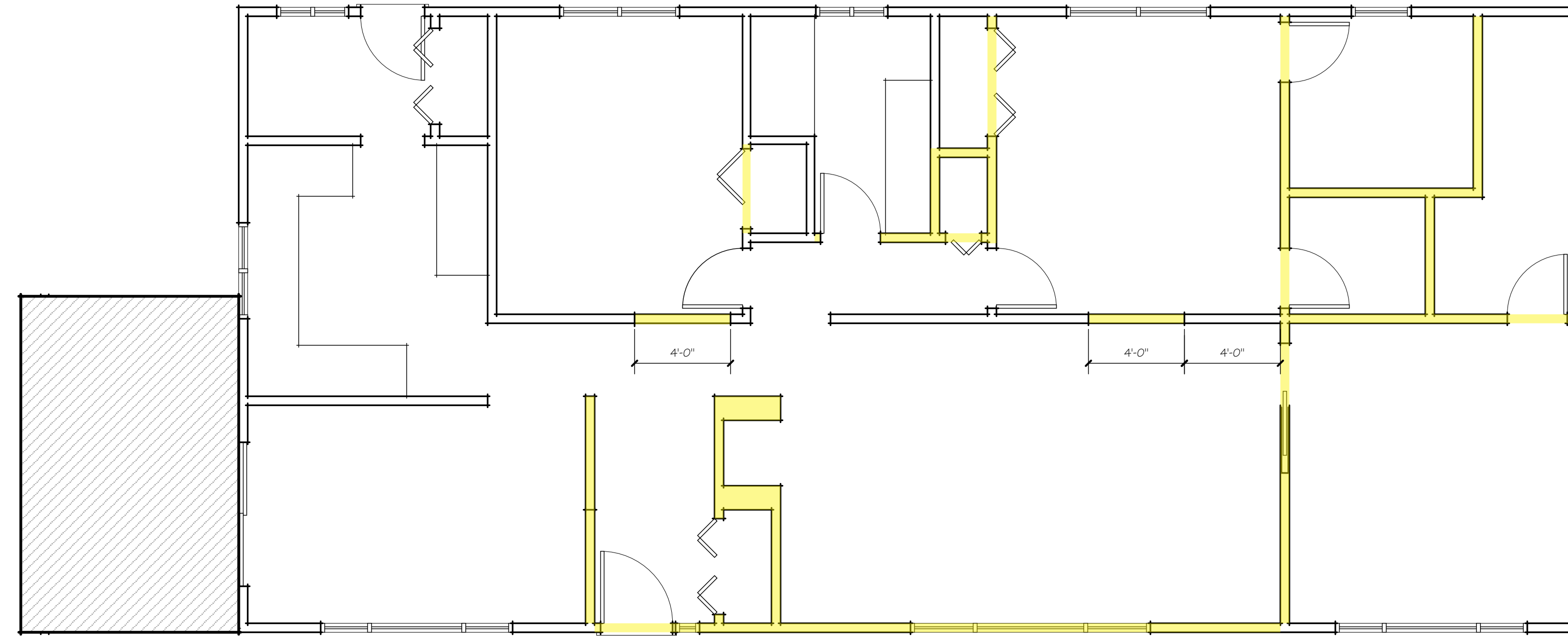
ADOPTED this day of, 2020.

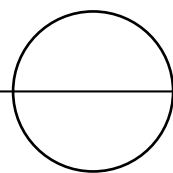
Mayor

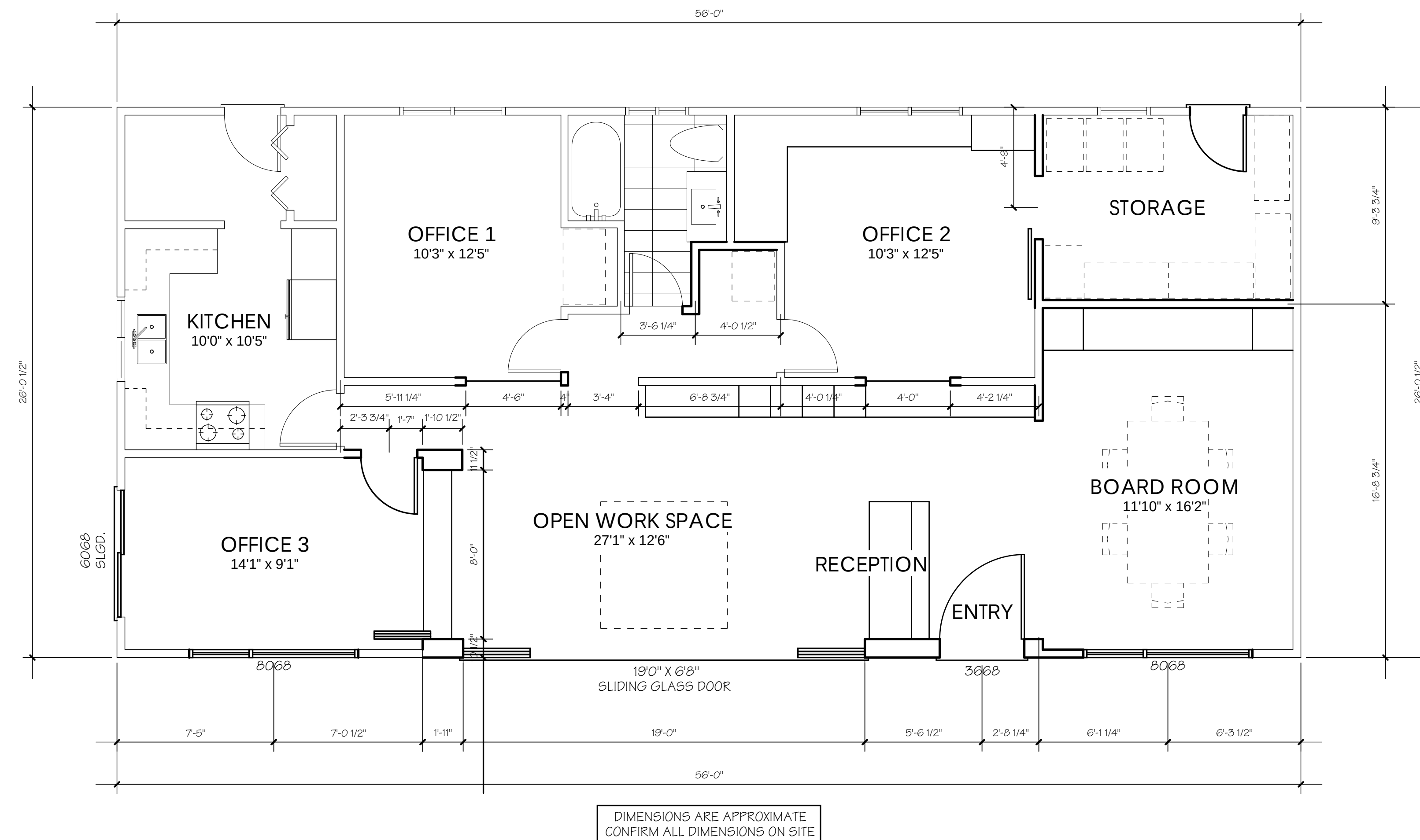
Corporate Administrator

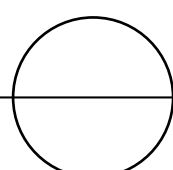
Schedule 'B' - Bylaw No. 580.120



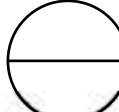



Floor Plan - Existing
 Scale 1/4" = 1'-0"

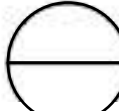


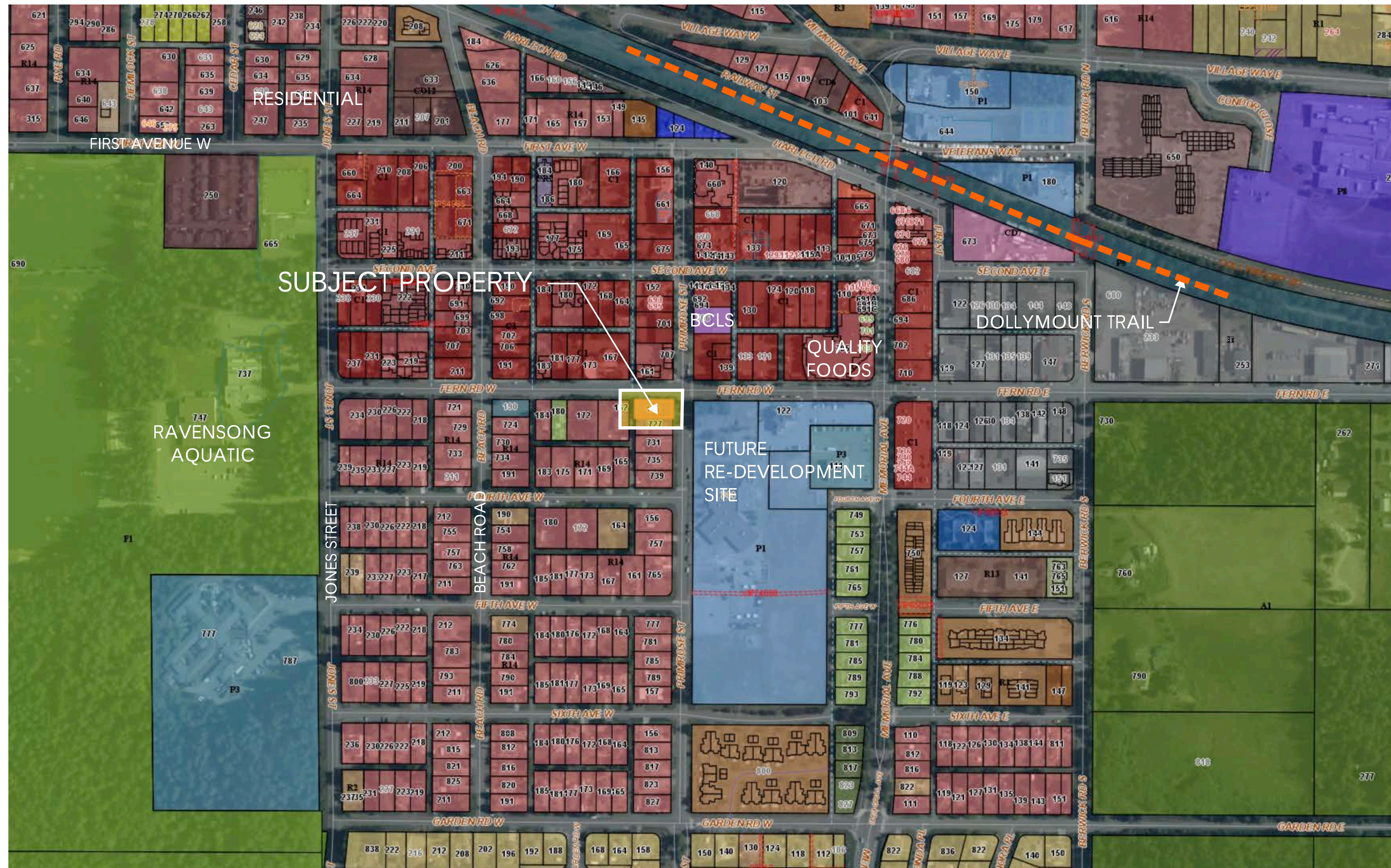
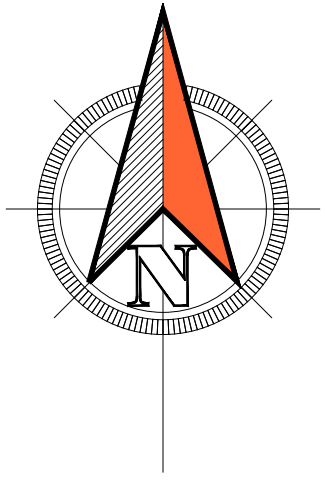

Floor Plan - Reno
 Scale 1/4" = 1'-0"



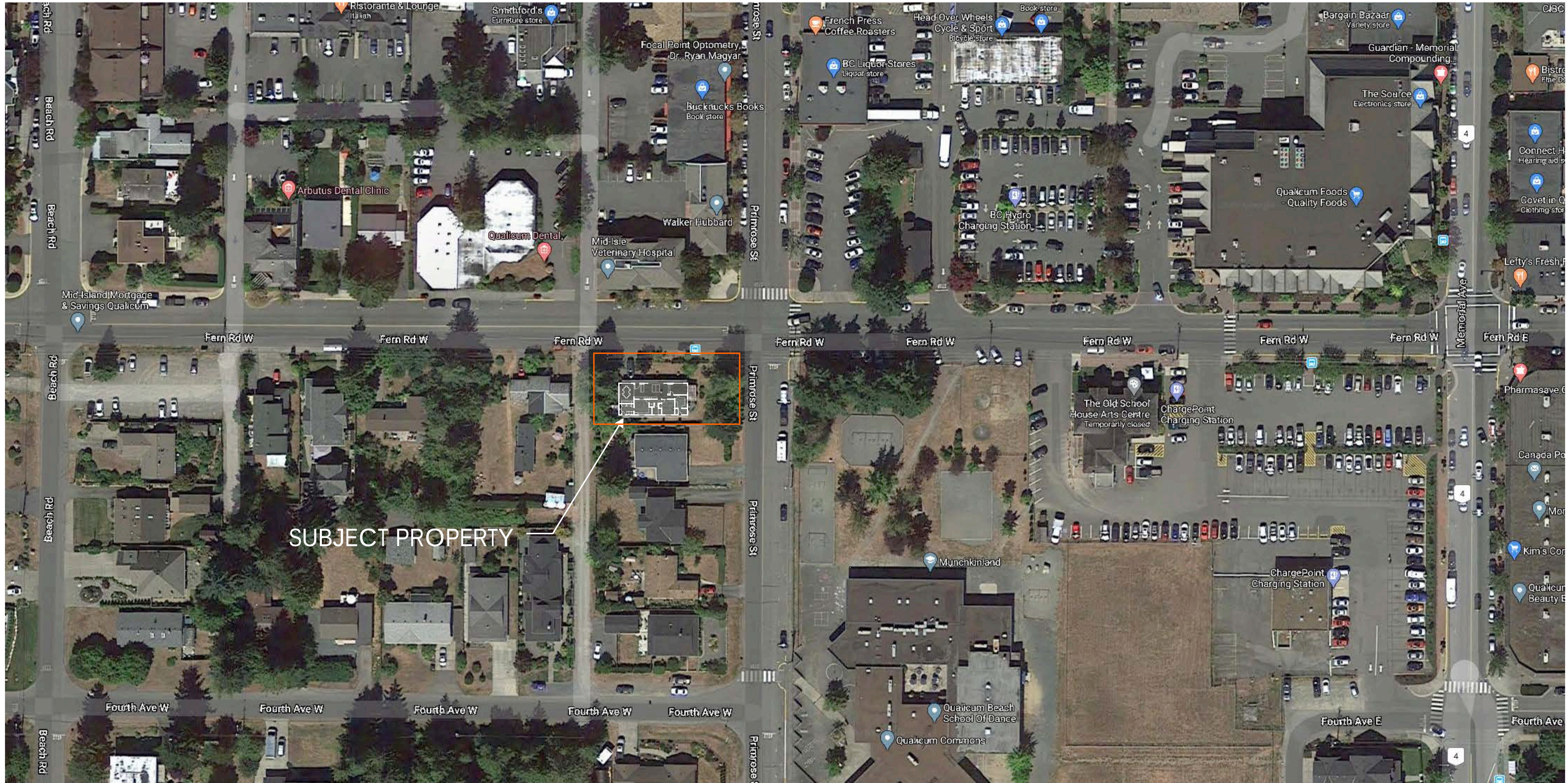
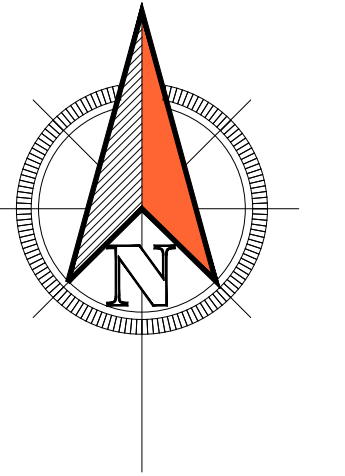

PERSPECTIVE - 1
 SCALE: NTS



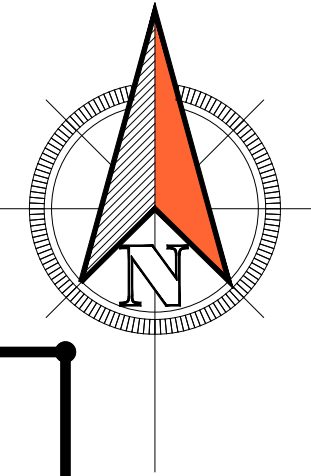
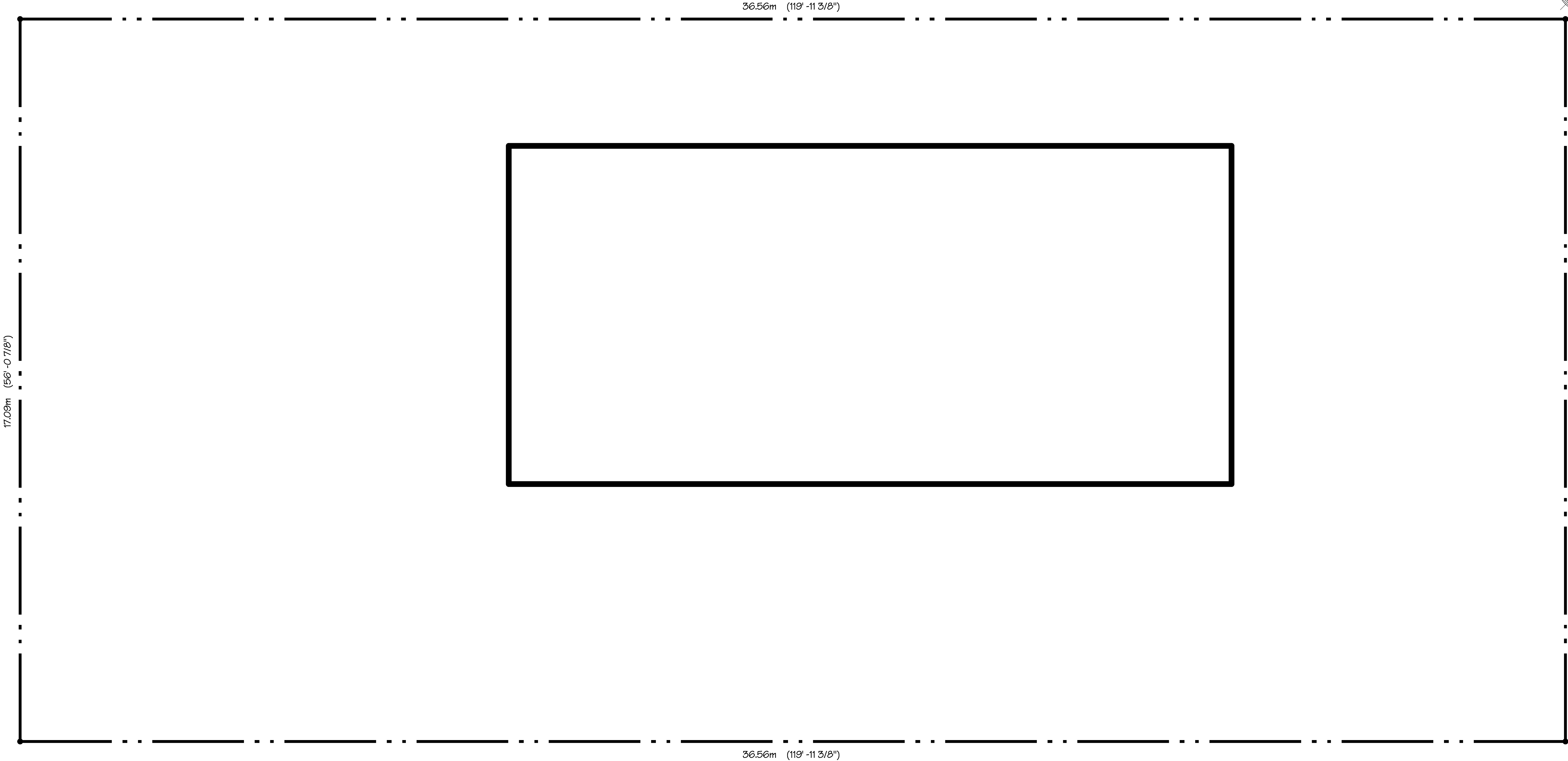

PERSPECTIVE - 2
 SCALE: NTS



LOCATION MAP
SCALE: NTS



PRIMROSE STREET



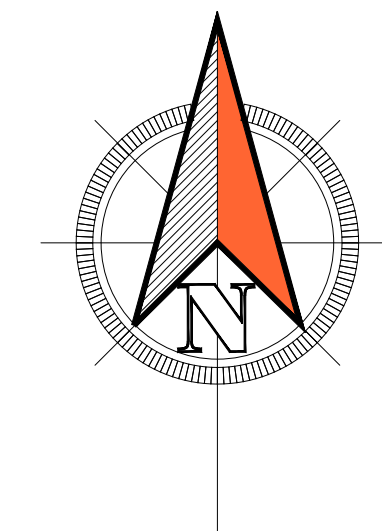
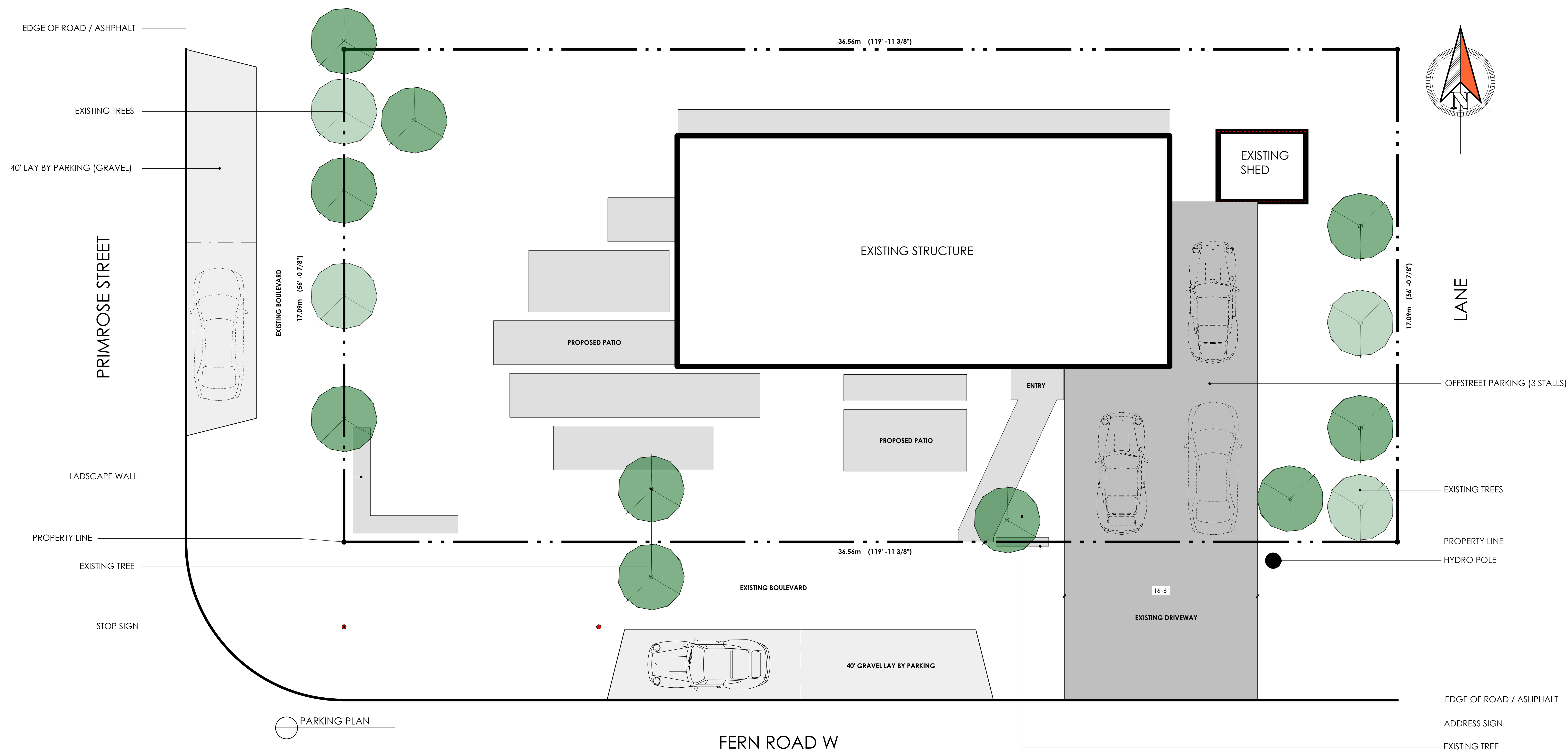
LANE

SITE PLAN
SCALE: 1/4" = 1'-0"

FERN ROAD W

Site Plan Data

LEGAL DESCRIPTION:	LOT 1, BLOCK 12, DISTRICT LOT 78, NEWCASTLE DISTRICT, PLAN VIP1894
CIVIC ADDRESS:	156 FERN ROAD WEST, QUALICUM BEACH, B.C.
SITE AREA:	624 sq. m. (6716.68 sq. ft.)



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

TO: Luke Sales, Director of Planning

FOR: Council Meeting, September 16, 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 introduced and read a first 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 introduced and read a first time.
3. 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.

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.

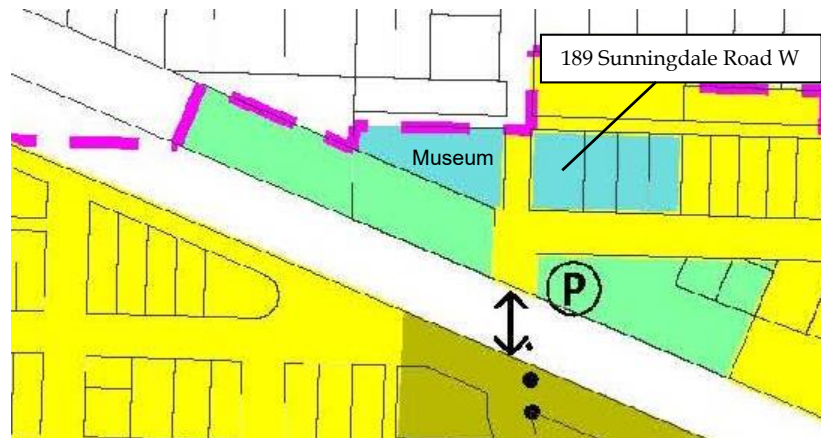


Figure 1: OCP map excerpt showing subject property on Sunningdale Road. It is directly east from the museum.

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.

LAND USE

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 in the SLR1 zone is 45%, which is less than the neighbouring industrial zones parcels, which are permitted 75% parcel coverage.

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 still relatively low.
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 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 decorative lighting. Residents have installed a mix of hedges, trees and other 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; subdivide, 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.

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\09 16\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 day of, 2020.

READ A SECOND TIME this day of, 2020.

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

PUBLIC HEARING held on the day of, 2020.

READ A THIRD TIME this day of, 2020.

ADOPTED this day of, 2020.

Mayor

Corporate Administrator

**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 day of, 2020.

READ A SECOND TIME this day of, 2020.

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

PUBLIC HEARING held on this day of, 2020.

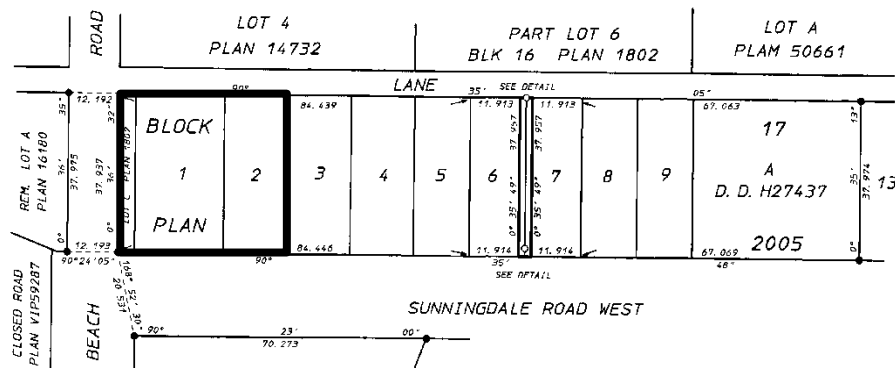
READ A THIRD TIME this day of, 2020.

ADOPTED this day of, 2020.

Brian Wiese, Mayor

Heather Svensen, Corporate Administrator

Schedule 'A'



TOWN OF QUALICUM BEACH
BYLAW NO. 626.04

A Bylaw to amend the Town of Qualicum Beach Municipal Ticket
Information Utilization Bylaw No. 626

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

1. The "Town of Qualicum Beach Municipal Ticket Information Utilization Bylaw No. 626, 2008" is amended as follows:
 - (1) Schedule 1 is deleted and replaced by Schedule 1, attached to and forming part of, this bylaw as Schedule A;
 - (2) Schedule 8 is deleted and replaced by Schedule 8, attached to and forming part of, this bylaw as Schedule B;
 - (3) Schedule 9 is deleted and replaced by Schedule 9, attached to and forming part of, this bylaw as Schedule C;
 - (4) Schedule 11 is deleted and replaced by Schedule 11, attached to and forming part of, this bylaw as Schedule D;
 - (5) Schedule 18 is deleted and replaced by Schedule 18, attached to and forming part of, this bylaw as Schedule E;
 - (6) Schedule 19 is deleted and replaced by Schedule 19, attached to and forming part of, this bylaw as Schedule F;
 - (7) Schedule 20 is added, as attached to and forming part of, this bylaw as Schedule G;
 - (8) Schedule 21 is added, as attached to and forming part of, this bylaw as Schedule H;
2. This bylaw may be cited as "Town of Qualicum Beach Municipal Ticket Information Utilization Bylaw No. 626, 2008, Amendment Bylaw No. 626.04, 2020".

READ A FIRST TIME this 19th day of August, 2020.

READ A SECOND TIME this day of 2020.

READ A THIRD TIME this day of 2020.

ADOPTED this day of 2020.

Brian Wiese, Mayor

Heather Svensen, Corporate Administrator

Bylaw No. 626.04 – SCHEDULE A

SCHEDULE 1 of Bylaw No. 626

Column 1		Column 2
Schedule No.	Designated Bylaws	Designated Bylaw Enforcement Officers
2.	Animal Control Bylaw No. 649, 2009	Animal Control Officer Bylaw Enforcement Officer R.C.M. Police Poundkeeper
3.	Building Bylaw No. 643, 2009	Building Inspector Bylaw Enforcement Officer
4.	Business Licencing and Regulation Bylaw No. 506.07, 2000	Bylaw Enforcement Officer Building Inspector
5.	Fireworks Regulation Bylaw No. 611, 2007	Bylaw Enforcement Officer Local Assistant to Fire Commissioner R.C.M. Police
6.	Graffiti Bylaw No. 565, 1996	Bylaw Enforcement Officer Building Inspector Superintendent of Public Works, Parks & Buildings Parks Foreman R.C.M. Police
7.	Land Use and Subdivision Bylaw No. 580, 1999	Bylaw Enforcement Officer Building Inspector Director of Planning
8.	Noise Control Bylaw No. 706, 2017	Animal Control Officer Bylaw Enforcement Officer R.C.M. Police
9.	Outdoor Burning Bylaw No. 715, 2017	Bylaw Enforcement Officer Local Assistant to Fire Commissioner
10.	Parks Regulation Bylaw, No. 551, 1994	Bylaw Enforcement Officer Superintendent of Public Works, Parks & Buildings Parks Foreman R.C.M. Police
11.	Property Maintenance and Standards Bylaw No. 720, 2018	Bylaw Enforcement Officer Building Inspector

SCHEDULE 1 of Bylaw No. 626

Column 1		Column 2
Schedule No.	Designated Bylaws	Designated Bylaw Enforcement Officers
12.	Public Nuisance and Disturbances on a Highway or a Public Place Bylaw No. 624, 2008	Bylaw Enforcement Officer R.C.M. Police
13.	Sign Regulation Bylaw No. 553, 1995	Bylaw Enforcement Officer R.C.M. Police
14.	Traffic Bylaw No. 225	Bylaw Enforcement Officer R.C.M. Police
15.	Pesticide Use Bylaw No. 650, 2010	Bylaw Enforcement Officer Parks Foreman
16.	Airport Establishment and Operation Bylaw No. 457.05	Corporate Administrator Bylaw Enforcement Officer R.C.M. Police
17.	Garbage, Food Waste and Recycling Collection Service Rates and Regulations Bylaw No. 654, 2010	Bylaw Enforcement Officer
18.	Smoking Regulation Bylaw No. 730, 2019	Bylaw Enforcement Officer
19.	Waterworks Rate and Regulation Bylaw No. 713, 2017	Bylaw Enforcement Officer
20.	Fire Protection and Life Safety Bylaw No. 698, 2016	Bylaw Enforcement Officer
21.	Noxious Weeds and Grass Control Bylaw No. 722, 2018	Bylaw Enforcement Officer

Bylaw No. 626.04 – SCHEDULE B

SCHEDULE 8 of Bylaw No. 626

Noise Control Bylaw No. 706, 2017			
Column 1		Column 2	Column 3
Offence		Section	Fine
1.	Make, cause, or permit noise in or on public / private place which disturbs	3.1	\$150.00
2.	Make, cause, or permit noise that exceeds sound levels in or on public / private property that disturbs	3.1.1	\$150.00
3.	Owner, tenant, or occupier of real property allow or permit noise that disturbs	3.2	\$150.00
4.	Keep or harbor animal which makes noise that disturbs	3.3	\$150.00
5.	Noise from gathering of people that disturbs	4.1 (a)	\$150.00
6.	Allow / permit radio, TV, sound playback device, music, voice amplification equipment noise that disturbs	4.1 (b)	\$150.00
7.	Construction noise during prohibited hours	4.1 (c)	\$150.00
8.	Noise from use of power equipment during prohibited hours	4.1 (d)	\$150.00
9.	Vehicle noise that disturbs	4.2 (a)	\$150.00
10.	Use of engine retarding device	4.2 (b)	\$150.00
11.	Excessive revving of engine	4.2 (c)	\$150.00
12.	Operate radio or other sound playback device, amplifying sound audible beyond 25 metres from vehicle	4.2 (d)	\$150.00
13.	Operating radio, TV, stereo, instrument or amplification of sound that disturbs between 10:00pm – 8:00am	4.3	\$150.00
14.	Continuous sound that exceeds sound level during day	4.4 (a) (i)	\$150.00
15.	Continuous sound that exceeds sound level during night	4.4 (a) (ii)	\$150.00
16.	Non-continuous sound that exceeds sound level during day	4.4 (b) (i)	\$150.00
17.	Non-continuous sound that exceeds sound level during night	4.4 (b) (ii)	\$150.00
18.	Use of Power Equipment that exceeds sound level during the day	4.4 (c) (i)	\$150.00
19.	Construction noise before 7:00am or after 8:00pm daily except Sunday or General Holiday	4.5 (a)	\$150.00
20.	Construction noise before 9:00am or after 6:00pm on Sunday or General Holiday	4.5 (b)	\$150.00
21.	Use of Power Equipment before 7:00am or after 8:00pm daily except Sunday or General Holiday	4.6 (a)	\$150.00
22.	Use of Power Equipment before 9:00am or after 6:00pm on Sunday or General Holiday	4.6 (b)	\$150.00

Bylaw No. 626.04 – SCHEDULE C

SCHEDULE 9 of Bylaw No. 626

Outdoor Burning Bylaw No.715, 2018			
Offence		Section	Fine
1	Burn noxious, explosive, corrosive, toxic, pesticide, herbicide, treated wood, wet wood or plastic materials in outdoor fire	3 (a)	\$200.00
2	Light, ignite, start, allow or cause any fire that is prohibited under this bylaw	3 (b)	\$200.00
3	Light, ignite, start, allow or cause agricultural or garden refuse fire without permit	3 (c)	\$200.00
4	Light, ignite, start, allow or cause any fire during Provincial fire ban	3 (d)	\$200.00
5	Light, ignite, start, allow or cause any outdoor fire within 3.0 metres from neighbouring property, building. Overhead wiring or highway	3 (e)	\$200.00
6	Fail to have person 19 years of age or older at outdoor fire at all times	4 (a)	\$200.00
7	Outdoor fire emitting heavy smoke or noxious odor	4 (b)	\$200.00
8	Fail to have suitable tools / water available at all times	4 (c)	\$200.00
9	Fail to take reasonable precautions to prevent smoke being generated or becoming nuisance	4 (d)	\$200.00
10	Fail to follow condition of outdoor burning permit	4 (e)	\$200.00
11	Light, ignite, start, allow or cause agricultural fire outside March 15th-April 5th or October 15th – November 5 th	11	\$200.00
12	Agricultural Fire contrary to Environmental Act or Open Burning Smoke control Regulation	13 (a)	\$200.00
13	Agricultural fire contrary to permit issued	13 (b)	\$200.00
14	Agricultural Fire contrary to requirements set out in Schedule B of bylaw	13 (c)	\$200.00
15	Agricultural fire within 10 metres of neighbouring property, building, overhead wiring or highway	14	\$200.00
16	Light, ignite, start, allow or cause garden refuse fire outside March 15th-April 5th or October 15th – November 5 th	19	\$200.00

Outdoor Burning Bylaw No.715, 2018			
Offence		Section	Fine
17	Burning material that is not thoroughly dried	21 (a)	\$200.00
18	No garden hose or immediate source of water at fire site	21 (b)	\$200.00
19	Fire exceeds 2 square metres in area or 3 metres in height	21 (c)	\$200.00
20	Garden Refuse fire located less than 10 metres from property line, buildings, structures, overhead wiring or highway	21 (d)	\$200.00
21	Garden refuse fire contrary to conditions set in permit	21 (e)	\$200.00
22	Obstruct officer from carrying out inspection under bylaw	23	\$500.00

Bylaw No. 626.04 – SCHEDULE D

SCHEDULE 11 of Bylaw No. 626

Property Maintenance and Standards Bylaw No. 720, 2018			
	Offence	Section	Fine
1.	Owner permits or allows property to become unsightly	3 (1)	\$200.00
2.	Place graffiti on wall, fence, structure or thing in any street or public place	3 (2)	\$100.00
3.	Place or permit graffiti to be placed on any sidewalk, highway, wall, fence, building or structure in any location on or adjacent to a street or public place	3 (3)	\$100.00
4.	Owner permits, places or allows graffiti on property	3 (4)	\$100.00
5.	Owner fails to remove graffiti on property	3 (5)	\$100.00
6.	Store, keep or permit derelict vehicle or vehicle parts on property	3 (6) (a)	\$100.00
7.	Keep, store or permit boat, trailer or RV in dismantled condition or state of disrepair	3 (6) (b)	\$100.00
8.	Cause, permit or allow accumulation of building materials in open air for more than 15 days	3 (7)	\$100.00
9.	Store, keep, permit or allow rubbish, junk, filth, or discarded materials on property so as to be visible from another property, highway or public place	3 (8)	\$100.00
10.	Owner fails to remove filth, rubbish, discarded materials building supplies, vehicles parts or derelict vehicles	3 (9)	\$100.00
11.	Permit or allow rubbish to overflow garbage container on property	4 (2)	\$100.00
12.	Failure to keep garbage container lid closed	4 (3)	\$100.00
13.	Failure to keep garbage container lid locked	4 (4)	\$100.00
14.	Failure to keep garbage containers clean, sanitary and free of water & loose rubbish	4 (5)	\$100.00

Bylaw No. 626.04 – SCHEDULE E

SCHEDULE 18 of Bylaw No. 626

Smoking Regulation Bylaw No. 730, 2019			
Offence		Section	Fine
1.	Smoke in Public Building	2 (1) (a)	\$100.00
2.	Smoke within 7.5 metres of any doorway, window or air intake of a Public Building	2 (1) (b)	\$100.00
3.	Smoke in/within 7.5 metres of a Public Building Outdoor Patio	2 (1) (c)	\$100.00
4.	Smoke in / within 7.5 metres of a Public Playground	2 (1) (d)	\$100.00
5.	Smoke in / within 7.5 metres of a Public Playing Field	2 (1) (e)	\$100.00
6.	Smoke in/within 7.5 metres of an Outdoor Special Event Area	2 (1) (f)	\$100.00
7.	Smoke in / within 7.5 metres of a Transit Shelter or Bus Stop	2 (1) (g)	\$100.00
8.	Smoke in / within any School Yard	2 (1) (h)	\$100.00
9.	Smoke in / within a Public Square	2 (1) (i)	\$100.00
10.	Smoke on /within 7.5 metres of sidewalk or grassed area on waterfront	2 (1) (J)	\$100.00
11.	Smoke cannabis on public land, facility or public right of way	3	\$100.00

Bylaw No. 626.04 – SCHEDULE F

SCHEDULE 19 of Bylaw No. 626

Waterworks Rate and Regulation			
Bylaw No. 713, 2017			
Offence		Section	Fine
1.	Watering contrary to restrictions	31	\$75.00

Bylaw No. 626.04 – SCHEDULE G

SCHEDULE 20 of Bylaw No. 626

Fire Protection and Life Safety Bylaw No. 698, 2016			
Column 1 Offence		Column 2 Section	Column 3 Fine
1.	Drive over fire hose	13(1)	\$200.00
2.	Failure to assist	13(2)	\$250.00
3.	Failure to obey evacuation order	13(3)	\$250.00
4.	Failure to secure a premises after fire	13(5)	\$200.00
5.	Failure to comply with direction	13(8)	\$250.00
6.	Interfere with fire equipment	13(9)	\$250.00
7.	Building in state of disrepair	14(1)(a)	\$200.00
8.	Endanger life or property	14(1)(b)	\$200.00
9.	Allow flammable conditions	14(1)(c)	\$200.00
10.	Allow a fire hazard to exist	14(1)(d)	\$200.00
11.	Failure to repair	14(2)(e)	\$200.00
12.	Failure to remove or destroy	14(2)(f)	\$200.00
13.	Failure to alter use of occupancy	14(2)(g)	\$200.00
14.	Failure to remove materials	14(2)(h)	\$200.00
15.	Failure to remove or take precautions	14(2)(i)	\$250.00
16.	Failure to Secure Premises where Fire Hazard exists	14(6)	\$200.00
17.	Failure to practise fire drill	16(1)&(2)	\$200.00
18.	Failure to submit Fire Safety Plan	17(1)	\$200.00

Column 1 Offence		Column 2 Section	Column 3 Fine
19.	Failure to resubmit Fire Safety Plan	17(2)	\$200.00
20.	Failure to notify Fire Safety Plan location	17(3)	\$200.00
21.	Failure to submit Pre-Incident Plan	18(1)	\$200.00
22.	Failure to resubmit Pre-Incident Plan	18(2)	\$200.00
23.	Failure to install Smoke Alarm(s)	19(i)	\$200.00
24.	Failure to install Sprinkler	20(i)	\$200.00
25.	Failure to install Fire Alarm	19(i)	\$200.00
26.	Failure to store combustible material in proper Container	20(1)	\$200.00
27.	Container without lid	20(2)	\$200.00
28.	Store container within 10 feet of Building or fuel tank	20(3)	\$200.00
29.	Failure to supply proper container	21(1)	\$200.00
30.	Failure to close lids on container	21(2)	\$200.00
31.	Improper storage contrary to Fire Code	21(3)	\$200.00
32.	Failure to obtain permit	22(1)	\$200.00
33.	Failure to keep doors closed	23(1)	\$200.00
34.	Alter exit door(s) without approval	23(2)	\$200.00
35.	Install locking device	23(3)	\$200.00
36.	Install access gate without approval	24(1)	\$200.00
37.	Secure without approval	24(2)	\$200.00
38.	Blocking a Fire Lane or Fire Department Connection	24(3)	\$200.00
39.	Failure to post exit signs	24(4)	\$200.00
40.	Failure to post exit plan	24(5)	\$200.00

Column 1 Offence		Column 2 Section	Column 3 Fine
41.	Failure to illuminate exit sign	24(6)	\$200.00
42.	Interfere with egress or access	24(7)	\$200.00
43.	Failure to obey an order	26(1)	\$300.00
44.	Alter or deface notice posted	26(3)	\$200.00
45.	Failure to evacuate	26(4)	\$250.00
46.	Failure to notify before servicing	27(1)(a)	\$200.00
47.	Failure to tag Fire and Life Safety Equipment	27(1)(b)	\$200.00
48.	Failure to supply contact person information	28(1)	\$200.00
49.	Failure to notify of changes to information	28(2)	\$200.00
50.	Failure to ensure Contact Person is able	28(3)	\$200.00
51.	Failure to notify of False Alarm	28(4)	\$200.00
52.	Failure to notify prior to servicing	28(6)	\$200.00
53.	Failure to remedy False Alarms	28(7)	\$250.00
54.	Failure to mark ID on fire hydrant	30(1)	\$200.00
55.	Failure to notify before servicing or repairing hydrant	30(3)	\$200.00
56.	Failure to cover hydrants	30(4)	\$200.00
57.	Failure to notify when hydrant is non-operational	30(5)	\$200.00
58.	Interfere with access to hydrant	30(6)	\$200.00

Column 1 Offence		Column 2 Section	Column 3 Fine
59.	Failure to submit report	31(1)	\$200.00
60.	Failure to keep records	31(2)	\$200.00
61.	Hydrant not correct colours	31(3)	\$200.00
62.	Failure to keep hydrant unobstructed	31(4)	\$200.00
63.	Failure to follow service requirements	32(1)	\$250.00
64.	Failure to conduct semi-annual inspection	33(1)	\$250.00
65.	Failure to conduct annual inspection	34(1)	\$250.00
66.	Failure to conduct three-year service	35(1)	\$250.00
67.	Failure to post civic address	36(1)	\$200.00
68.	Failure to post unit number	36(2)	\$200.00
69.	Failure to post site plan	36(3)	\$200.00
70.	Failure to illuminate exit sign	24(6)	\$200.00
71.	Interfere with egress or access	24(7)	\$200.00
72.	Failure to obey an order	26(1)	\$300.00
73.	Alter or deface notice posted	26(3)	\$200.00
74.	Failure to evacuate	26(4)	\$250.00
75.	Failure to notify before servicing	27(1)(a)	\$200.00
76.	Failure to tag Fire and Life Safety Equipment	27(1)(b)	\$200.00
77.	Failure to supply contact person information	28(1)	\$200.00

Bylaw No. 626.04 – SCHEDULE H

SCHEDULE 21 of Bylaw No. 626

Noxious Weeds and Grass Control			
Bylaw No. 722, 2018			
Offence		Section	Fine
1.	Owner fails to keep property clear of noxious weeds	3 (1) (a)	\$100.00
2.	Owner permits growth or presence of grass exceeding 25 cm (10 inches)	3 (1) (b)	\$100.00
3.	Owner fails to remove, cut noxious weeds as per order	3 (2) (a)	\$100.00
4.	Owner fails to cut or remove grasses in excess of 25cm (10 inches) from property as per order	3 (2) (b)	\$100.00
5.	Permit or allow brush, noxious weeds, grasses to encroach neighbouring property	3 (3)	\$100.00

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

TO: Daniel Sailland, CAO

FOR: Regular Council, September 16, 2020

FROM: Haylee Gould, Deputy Corporate Administrator

SUBJECT: Council Procedure Bylaw Review

RECOMMENDATION:

THAT the bylaw entitled “Town of Qualicum Beach Council Procedure Bylaw No. 733, 2019” be given second reading, as amended.

PURPOSE

To provide an update to the Council Procedure Bylaw, as it stands at first reading, following the review of the bylaw by a professional parliamentarian.

BACKGROUND

Council Procedure Bylaw No. 674, 2013, which governs meetings of Council and Committees, was adopted in 2013 and amended once in 2017 to match the new election cycle of four years (previously three years).

Shortly after taking office, the current Council expressed an interest in reviewing the procedures for Council and Committee meetings, and further cemented this interest by adopting Strategic Initiative #1 of their Strategic Plan, *Improved Governance Practices*, to develop “protocols and procedures for Council and Committee meetings” to make the governance process more transparent and effective.

In April 2019, Council directed staff to refer the existing Council Procedure Bylaw to a Committee of the Whole meeting for discussion, which was held in May of 2019 with fulsome discussion by Council regarding changes to incorporate in the bylaw. Due to the number of amendments, a new bylaw number was issued, and Council Procedure Bylaw No. 733, 2019 was given first reading on August 12, 2019. Further amendments to Bylaw No. 733 were made by Council at their September 16, 2019 special meeting, however the bylaw received no readings at that time.

In 2020, with the emergence of the coronavirus (COVID-19) pandemic, staff brought forward an amendment, Bylaw No. 674.03, to the existing procedure bylaw to permit Council to meet electronically. This bylaw was given three readings on March 31, 2020, but was officially abandoned in June of 2020 when the draft Council Procedure Bylaw was once again brought before Council. Electronic meetings of Council are currently permitted under Provincial Ministerial Order, which will remain in effect as long as the provincial State of Emergency persists. The proposed Council Procedure Bylaw includes provisions to allow electronic meetings.

Staff reviewed the Council Procedure Bylaw and made further changes based off the requested amendments, additions, and deletions from Council and from the provincial Sample Procedure Bylaw. At the June 24, 2020 regular meeting of Council, first reading of Bylaw No. 733 was rescinded and the amended bylaw was given first reading.

On August 17, 2020, Council and staff met in-camera for a workshop with a registered parliamentarian to review the bylaw in-depth.

DISCUSSION

Attached to this memo is Council Procedure Bylaw, No. 733, 2019, showing tracked changes from first reading. A summary of the changes follows:

- Removed provisions that are defined by higher levels of legislation (e.g. *Community Charter, Local Government Act*), as those provisions take precedence over municipal authority, are redundant when in step with legislation, and at risk of contradicting legislation should there be a change.
- Removed reference to a specific edition of Robert's Rules of Order.
- Defined the start time for regular meetings as 3:30 pm. Council may choose a different time, listed as alternative 1 of this memo.
- Added a provision to allow for the use of Consent Agendas. Consent Agendas would list common items that do not require in-depth Council debate, such as minutes, correspondence, and information only reports, that would then be approved by Council in a single motion without debate or amendment. Any member of Council may request that an item on the Consent Agenda be excluded from the Consent Agenda and brought forward for debate. Alternative 2 of this memo would remove Consent Agendas from the Council Procedure Bylaw.
- Amendments to Appendix A of the bylaw in line with parliamentary procedure (Robert's Rules of Order).
- Renumbered section numbers and references as necessary.

With the COVID-19 pandemic, and while the public is not permitted to attend open meetings of Council in person, the existing 'Comments from the Gallery' procedure has been changed to allow submissions from the public by e-mail, letter, or by phone. There are three alternatives provided for debate to change the 'Comments from the Gallery' procedure:

- 1) Alternative 3(a), re-order the order of business to move 'Comments from the Gallery' to an earlier part of the meeting. This has been an option previously discussed by Council.
- 2) Alternative 3(b), continue the current practice of receiving written submissions up to two days after the meeting. 'Comments from the Public' would be reviewed by Council at the next regular meeting. These comments could be placed on the Consent Agenda.
- 3) Alternative 3(c) would remove 'Comments from the Gallery' entirely. The purpose of 'Comments from the Gallery' is to allow the public an opportunity to comment on matters decided by Council at the meeting. There are other avenues for the public to provide their input into Council decisions both before and after they are made, including submitting correspondence, calling Council or staff directly, attending public hearings and open houses, participating in surveys, etc.
- 4) Making no motion would have the effect of returning to the established 'Comments from the Gallery' procedure, once the public is permitted to attend open meetings in person again.

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with this report.

STRATEGIC ALIGNMENT

In their 2019-2022 Strategic Plan, Council identified a goal of improved governance practices as Strategic Initiative #1. These amendments to the Council Procedure Bylaw completes part of this initiative, to develop or improve protocols and procedures for Council and Committee meetings, to make the governance process more transparent and effective.

SUMMARY

This memo serves as a continuation of an ongoing discussion by Council to amend the Council Procedure Bylaw, in accordance with Strategic Initiative #1 of their Strategic Plan, *Improved Governance Practices*, to develop “protocols and procedures for Council and Committee meetings” to make the governance process more transparent and effective.

An amended draft Council Procedure Bylaw, taking into account previous discussions and resolutions, is presented for further consideration by Council.

ALTERNATIVES

1. THAT the bylaw entitled “Town of Qualicum Beach Council Procedure Bylaw No. 733, 2019” be amended by deleting the words “3:30 pm” in section 5(2) and replacing them with “preferred regular meeting time”.
2. THAT the bylaw entitled “Town of Qualicum Beach Council Procedure Bylaw No. 733, 2019” be amended by removing Section 15, *Consent Agenda*, and all references thereto; the remainder of the bylaw to be renumbered accordingly.
3. a. THAT the bylaw entitled “Town of Qualicum Beach Council Procedure Bylaw No. 733, 2019” be amended by reordering section 16(1)(l), *Comments from the Gallery*, immediately after section 16(1)(section number), section name.
- b. THAT Section 16(1)(l), *Comments from the Gallery*, of the bylaw entitled “Town of Qualicum Beach Council Procedure Bylaw No. 733, 2019” be amended by:
 - i. replacing the words “Comments from the Gallery” with the words “Review of Comments from the Public”;
 - ii. deleting the words “[limited to 2 minutes each for comments only (no questions or dialogue), regarding business discussed by Council at that meeting, excluding public hearing topics]”

AND FURTHER THAT the bylaw entitled “Town of Qualicum Beach Council Procedure Bylaw No. 733, 2019” be amended by adding a new Section 16(3), that states:

“Comments from the Public shall be submitted by means of e-mail, letter, or by phone no later than 12:00 pm two days following the meeting date. 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 the submission topic will be included in the meeting minutes. Comments must include a full name and address in order to be submitted for the record.”.

OR

- c. THAT the bylaw entitled “Town of Qualicum Beach Council Procedure Bylaw No. 733, 2019” be amended by removing section 16(1)(l), *Comments from the Gallery*.



Haylee Gould, Deputy
Corporate Administrator
Report Writer



Heather Svensen,
Corporate Administrator
Concurrence



Daniel Sailland, CAO
Concurrence

Attach: [Schedule A: Town of Qualicum Beach Council Procedure Bylaw No. 733, 2019 - showing changes](#)

TOWN OF QUALICUM BEACH
BYLAW NO. 733
COUNCIL PROCEDURE BYLAW
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TOWN OF QUALICUM BEACH

**BYLAW NO. 733
COUNCIL PROCEDURE BYLAW**

A Bylaw to Govern Meetings of Council and Committees of Council

The Council of the Town of Qualicum Beach enacts as follows:

PART 1 - INTRODUCTION

Title

1. This bylaw may be cited as the "Town of Qualicum Beach Council Procedure Bylaw No. 733, 2019".

Definitions

2. In this Bylaw,

"Chair" means the Mayor or member chairing a meeting;

"Commission" means a municipal commission established under section 143 of the *Community Charter*;

"Committee" means a standing, select, or other committee of Council, but does not include COTW;

"COTW" means the Committee of the Whole Council;

"Corporate Officer" means the Corporate Officer for the Town of Qualicum Beach and includes the title of Corporate Administrator, or their designate;

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

"Mayor" means the Mayor of the Town of Qualicum Beach;

"Member" means a member of the Council or Commission or Committee;

"Public Notice Posting Places" means the Town's notice boards at Town Hall and the Town's website, www.qualicumbeach.com.

"Quorum" means, in the case of Council, a majority of the members of which the Council consists; and, in the case of a committee or other body, a majority of the voting members appointed.

"Town" means the Town of Qualicum Beach;

"Town Hall" means the Municipal Offices located at 660 Primrose Street, Qualicum Beach, British Columbia.

~~A resolution or vote of Council is a reference to a resolution or vote passed by the affirmative vote of a majority of the members present and entitled to vote on the matter, except as otherwise provided by the Act or the Charter or this or any other bylaw of the Town.~~

~~A requirement for a two-thirds vote is a requirement for the affirmative vote of at least two-thirds of the number of members of which Council consists.~~

Commented [HG1]: Voting requirements are defined by legislation (e.g. Community Charter, Local Government Act) which supersedes any bylaw of Council. For those motions that are not defined by legislation, Roberts Rules of Order applies.

Application of rules of procedure

3. (1) The provisions of this Bylaw govern the proceedings of Council, COTW, commissions and all standing and select committees of Council, as applicable.
- (2) In cases not provided for under this Bylaw, the ~~11th~~ current edition of Robert's Rules of Order Newly Revised apply to the proceedings of Council, COTW, commissions and Council committees to the extent that those Rules are:
- (a) applicable in the circumstances, as determined by the chair;
 - (b) not inconsistent with provisions of this Bylaw or the *Community Charter*; and
 - (c) limited for the purposes of making a motion to the provisions of Section 22 of this Bylaw (Motions generally).

PART 2 - COUNCIL MEETINGS

Inaugural meeting

4. (1) Following a general local election, the first Council meeting must be held on the first Monday in November in the year of the election.
- (2) ~~If a quorum of council members elected at the general local election has not taken office by the date of the meeting referred to in subsection (1), the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.~~

Commented [HG2]: Addressed by the Community Charter, S. 129(3)

Time and location of regular Council meetings

5. (1) All regular Council meetings must take place within Town Hall except when Council resolves to hold meetings elsewhere.
- (2) Council shall establish annually, by resolution, a schedule of regular Council meetings, ~~and regular meetings shall begin at 3:30 pm.~~
- (3) Council shall adjourn meetings 3 hours after commencing the meeting unless Council resolves to proceed beyond that time, in accordance with section 29.

Commented [HG3]: Council may choose a different time to commence meetings.

- (4) Regular Council meetings may:
 - (a) be varied in scheduled date or time, or cancelled by Council resolution, provided that two consecutive Regular Council meetings are not cancelled; and
 - (b) be postponed to a different date, time and place by the Mayor, provided the Corporate Officer is given at least 2 days written notice.

Notice of regular Council meetings

- 6. (1) In accordance with section 127 of the *Community Charter [notice of council meetings]*, Council must prepare annually, on or before January 1st, a schedule of the dates, times and places of regular Council meetings and must make the schedule available to the public by posting it at the Public Notice Posting Places.
- (2) In accordance with section 127 of the *Community Charter [notice of council meetings]*, Council must give notice annually, on or before December 1st, of the time and duration that the schedule of regular Council meetings will be available, beginning on the first business day after January 1st, in accordance with section 94 of the *Community Charter [requirements for public notice]*.
- (3) Where revisions are necessary to the annual schedule of regular Council meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a regular Council meeting.

Notice of special Council meetings

- 7. (1) Except where notice of a special meeting is waived by a unanimous vote of all Council members under section 127(4) of the *Community Charter [notice of council meeting]*, the Corporate Officer must give notice of the date, time, and place of a special Council meeting at least 24 hours before the time of meeting, by:
 - (a) posting a copy of the notice in the Council Chamber at Town Hall,
 - (b) posting a copy of the notice at the Public Notice Posting Places,
 - (c) posting a copy on the Town's web site, ~~if this option is available~~, and
 - (d) leaving a copy of the notice for each Council member in the Council member's mailbox at Town Hall.
- (2) The notice under subsection (1) must describe, in general terms, the purpose of the meeting and be signed by the Corporate Officer or the Mayor.

- ~~(3) The Mayor may call a special council meeting at their discretion.~~
- ~~(4) Two or more members of council may request a special council meeting, in accordance with section 126 of the Community Charter [Calling of special council meetings], by requesting, in writing and delivered in person or by certified mail, that the Mayor, or designate, call a special council meeting.~~
- ~~(5) If, within 24 hours of the Mayor or designate receiving the written request under subsection (4), no arrangements are made for a special meeting to be held within the next 7 days, the council members requesting the meeting may call a special meeting and sign the notice under section 127 of the Community Charter in place of the Mayor or Corporate Officer.~~

Commented [HG4]: Defined in the Community Charter S. 126

Electronic meetings

8. (1) Provided the conditions set out in subsection 128(2) of the *Community Charter* [electronic meetings and participation by members] are met, the open portion of a special Council meeting to deal with an urgent matter or during an emergency may be conducted by means of electronic or other communication facilities if:
- (a) necessary to ensure the minimum number of members required are present for the conduct of the intended business;
 - (b) the Mayor, Acting Mayor, or two or more members of Council requires; and
 - (c) the Corporate Officer has received sufficient notice and can make the necessary arrangements.
- (2) A member of Council who is unable to attend at the open portion of 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.
- (3) The Corporate Officer shall, at the commencement of the meeting, call the name of each member. Members are to indicate their presence when called upon for recording in the minutes.
- (4) If the electronic or other communication facilities are disrupted or fail during the meeting:
- (a) the participant affected will attempt to reestablish the link and in the interim, will be deemed to have left the meeting and the Corporate Officer will record this in the minutes;
 - (b) if there is not a quorum, the member presiding will call a recess until the link is reestablished; and

- (c) if after 10 minutes, a link cannot be reestablished and there is not a quorum of Council, the meeting will be deemed adjourned, the Corporate Officer will note this in the minutes and the remaining agenda items will be added to the next agenda.

PART 3 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

- 9. (1) At the Inaugural Council meeting, and at a subsequent regular or special Council meeting during the Council term when a change to members designated is required, Council must, from amongst its members, designate Councillors to serve on a scheduled basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
- (2) Each Councillor designated under section 9(1) must fulfill the responsibilities of the Mayor in their absence.
- (3) If both the Mayor and the member designated under section 9(1) are absent from a Council meeting, the Council members present must choose a Councillor to preside at the Council meeting until the Mayor arrives.
- (4) The member designated under section 9(1) or chosen under section 9(3) has the same powers and duties as the Mayor in relation to the applicable matter.

PART 4 - COUNCIL PROCEEDINGS

Attendance of public at meetings

- 10. (1) Except where the provisions of section 90 of the *Community Charter* [meetings that may or must be closed to the public] apply, all Council meetings must be open to the public.
- (2) Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with section 92 of the *Community Charter* [requirements before Council meeting is closed].
- (3) This section applies to all meetings of the bodies referred to in section 93 of the *Community Charter*, including, without limitation:
 - (a) COTW;
 - (b) standing and select committees;
 - (c) parcel tax review panel;
 - (d) board of variance;

- (e) advisory bodies, such as advisory planning commission; and
 - (f) commissions, such as heritage forest commission.
- (4) Despite section 10(1), the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 9 may expel or exclude from a Council meeting a person in accordance with section 21(7).

Minutes of meetings to be maintained and available to public

11. (1) Minutes of the proceedings of Council must be:
- (a) legibly recorded;
 - (b) certified as correct by the Corporate Officer; and
 - (c) signed by the Mayor or other member presiding at the meeting or at the next meeting at which the minutes are adopted.
- (2) Subject to subsection 11(3), and in accordance with section 97(1)(b) of the *Community Charter [other records to which public access must be provided]* minutes of the proceedings of Council must be open for public inspection at Town Hall during its regular office hours.
- (3) Subsection 11(2) does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded under section 90 of the *Community Charter [meetings that may be closed to the public]*.

Calling meeting to order

12. (1) As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order. However, where the Mayor is absent, the Councillor designated as the member responsible for acting in the place of the Mayor in accordance with section 9 must take the Chair and call the meeting to order, and preside at the meeting until the Mayor arrives.
- (2) If a quorum of Council is present, but the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 9 is not present at the scheduled time for a Council meeting:
- (a) the Corporate Officer must call to order the members present; and
 - (b) the members present must choose a member to preside at the meeting until the Mayor arrives.

Adjourning meeting where no quorum

13. If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer must:
- (a) record the names of the members present, and those absent; and
 - (b) adjourn the meeting until the next scheduled meeting.

Agenda

14. (1) Prior to each Council meeting, the Corporate Officer must prepare an agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.
- (2) The deadline for submissions by a member of the Council or the public to the Corporate Officer of items for inclusion on the Council meeting agenda is 12:00 noon of the seventh working day before the day of the meeting.
- (3) The Corporate Officer must make the agenda available to the members of Council and the public no later than 10:00 am two business days prior to the meeting.
- (4) Council must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item pursuant to section 17.

Consent Agenda

15. (1) Items listed in the Consent Agenda are considered for approval in one motion, unless a Member of Council wishes to debate an item and requests that it be excluded. The rule of order establishing a Consent Agenda provides that Consent Agenda items may be considered in total and without debate or amendment.
- (2) If an item is excluded from the Consent Agenda by Council, it will be considered as an agenda item under the appropriate section at their discretion and without resolution, to discuss such items in more detail or to provide a motion on the item(s) excluded.
- (3) Items under the Consent Agenda may include, but not limited to:
- (a) Minutes of Council, Committee, and Commission meetings;
 - (b) Correspondence, including petitions;
 - (c) Information only reports;
 - (d) Committee of the Whole recommendations.

Order of proceedings and business

- ~~15-16.~~ (1) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below, if there is business to be listed under the matter:
- (a) Adoption of the Agenda
 - (b) Adoption of the Consent Agenda
 - (c) Recognition
 - (d) Approval of the Minutes
 - (e) Business Arising from the Minutes
 - (f) Delegations
 - (g) Correspondence
 - (h) Public and Statutory Hearings and the third reading and/or adoption of bylaws, where applicable, after each hearing
 - (i) Bylaws
 - (j) Committee & Liaison Reports
 - (k) Staff Reports
 - (l) Comments from the Gallery [limited to 2 minutes each for comments only (no questions or dialogue), regarding business discussed by Council at that meeting, excluding public hearing topics]
 - (m) Adjournment
- (2) Particular business at a Council meeting must, in all cases, be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

Late Items

- ~~16-17.~~ (1) An item of business not included on the agenda must not be considered at a Council meeting unless introduction of the late item is approved by Council at the time of adoption of the agenda. Council, when considering whether to approve adding a late item, will consider whether the item arose since the agenda deadline for submissions, if the item can be considered at the next meeting, and whether it is time-sensitive or requires urgent consideration.
- (2) If the Council makes a motion under section 17(1), information available pertaining to late items must be distributed to the members as soon as it is available.

Voting at meetings

- ~~17-18.~~ (1) The following procedures apply to voting at Council meetings:
- (a) when debate on a matter is closed, the presiding member must put the matter to a vote of Council members;
 - (b) when the Council is ready to vote, the presiding member must put the matter to a vote by stating:

"All those in favour?" (members in favour are expected to raise their hands) and then "Those opposed?" (members opposed are required to raise their hands);

- (c) when the presiding member is putting the matter to a vote under paragraphs (a) and (b) a member must not:
 - (i) cross or leave the room,
 - (ii) make a noise or other disturbance,
 - (iii) speak to the question or make a motion concerning it; or
 - (iv) interrupt the voting procedure under paragraph (b) unless the interrupting member is raising a point of order;
- (d) the presiding member's decision about whether a question has been finally put is conclusive;
- (e) whenever a vote of Council on a matter is taken, each member present shall signify their vote by raising their hand, and, if not signified, it is counted in the affirmative; and
- (f) the presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative ("Carried" or "Defeated").
- (g) All votes on motions will be recorded as either (a) Carried unanimously; (b) Defeated unanimously; or (c) in cases where unanimity is not reached, the motion shall be recorded as Carried or Defeated, with the names of these who voted against the motion recorded in the minutes.

Delegations

~~18-19.~~ (1) A delegation (individual or group) may apply to address Council at a meeting by providing a written application on a prescribed form to the Corporate Officer in accordance with the deadline specified in section 14(2). Delegation applications must include:

- (a) the name(s) and address(es) of the speaker(s) and the organization, if applicable, comprising the delegation and the contact information (address, telephone number and email address);
- (b) a full description of the subject matter, including any supporting documents; and

- (c) the proposed action(s) which are within the jurisdiction of the Town, which the delegation wishes Council to take in response to the submission.
- (2) Each delegation must be limited to 5 minutes unless Council authorizes a longer period. Speakers shall be limited to the subject matter specified in the written request.
- (3) Where written application has not been received by the Corporate Officer as prescribed in section 19(1), a delegation may address the meeting if approved by the unanimous vote of the members present. Council, when considering whether to approve adding a late delegation to the agenda, will consider whether the item arose since the agenda deadline for submissions, if the delegation can be heard at the next meeting, and whether the topic is time-sensitive or requires urgent consideration.
- (4) Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.

- (5) The Corporate Officer may schedule delegations to another Council meeting or advisory body, as deemed appropriate, according to the subject matter of the delegation, including, for land use amendment applications in progress, referral to applicant's Public Information Meeting, statutory Public Hearing, and other public input opportunities.
- (6) The Corporate Officer may refuse to place a delegation on an agenda if the issue is not considered to fall within the jurisdiction of Council, or where the delegation, or members of the delegation, relates to existing or probable legal action against the Town. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.
- (7) The maximum number of delegations that will be scheduled for one meeting is five.

Points of order

- ~~19.20.~~ (1) Without limiting the presiding member's duty under section 132(1) of the *Community Charter [authority of presiding member]*, the presiding member must apply the correct procedure to a motion:
- (a) if the motion is contrary to the rules of procedure in this Bylaw; and
 - (b) whether or not another Council member has raised a point of order in connection with the motion.
- (2) When the presiding member is required to decide a point of order:
- (a) the presiding member must cite the applicable rule or authority, if requested by another Council member;
 - (b) another member must not question or comment on the rule or authority cited by the presiding member under subsection (2)(a); and
 - (c) the presiding member may reserve the decision until the next Council meeting.

Conduct and debate

- ~~20.21.~~ (1) A Council member may speak to a question or motion at a Council meeting only if that member first addresses the presiding member.
- (2) Members must address the presiding member by that person's title of Mayor, Acting Mayor, or Councillor.
 - (3) Members must address other non-presiding members by the title Councillor.

- (4) No member must interrupt a member who is speaking except to raise a point of order.
- (5) If more than one member speaks, the presiding member must call on the member who, in the presiding member's opinion, first spoke.
- (6) Members speaking at a Council meeting:
 - (a) Must use respectful language,
 - (b) Must not use offensive gestures or signs,
 - (c) Must speak only in connection with the matter being debated,
 - (d) May speak about a vote of Council only for the purpose of making a motion that the vote be rescinded, and
 - (e) Must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.
- (7) If a member does not adhere to subsection (6), the presiding member may order the member to leave the member's seat, and
 - (a) If the member refuses to leave, the presiding member may cause the member to be removed by a peace officer from the member's seat, and
 - (b) If the member apologizes to the Council, Council may, by resolution, allow the member to retake the member's seat.
- (8) If a person resists or disobeys an order of the Mayor or other person presiding to leave a meeting of Council, that person may be removed by the Corporate Officer or, if necessary by a peace officer at the direction of the Mayor or other person presiding.
- (9) A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.
- (10) A member may speak any number of times on the same question, as long as they are presenting new information, questions or perspectives.
- (11) After a question is finally put by the Chair, no member shall speak to the question, nor shall any other motion be made until after result of the vote has been declared, and the decision of the Chair as to whether the question has been finally put shall be conclusive. An appeal shall lie with the members of Council from a decision of the Chair pursuant to provisions of the *Charter*.

Motions generally

- ~~21-22.~~ (1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.
- (2) A motion that deals with a matter that is not on the agenda of the Council meeting at which the motion is introduced, may be introduced with the affirmative vote of a majority of the Council members present.
- (3) A Council member may make only the motions listed on Schedule A, attached to and forming part of this Bylaw.
- (4) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting, if requested by a Council member.

Motion to commit

- ~~22-23.~~ Until it is decided, a motion made at a Council meeting to refer to committee, another person or group, precludes an amendment of the main question.

Motion for the main question

- ~~23-24.~~ (1) In this section, "main question", in relation to a matter, means the motion that first brings the matter before the Council.
- (2) At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:
- (a) if a member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be ~~dealt with before any other amendments are made to the motion on the main question voted upon immediately;~~ and
- (b) if the motion ~~for to put~~ the main question, or for the main question as amended, ~~to a vote is decided in the negative defeated,~~ the Council may again debate the main question, or proceed to other business;
- ~~(b)(c)~~ if the motion to put the main question, or for the main question as amended, to a vote is carried, the Council must cease debate and vote on the main question, or the main question as amended, immediately.;

Commented [HG5]: For clarity

Amendments generally

- ~~24-25.~~ (1) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.
- (2) An amendment may propose removing, substituting for, or adding to, the words of an original motion.

- (3) A proposed amendment must be reproduced in writing by the mover, if requested by the presiding member.
- (4) A proposed amendment must be decided or withdrawn by Council before the motion being considered is put to a vote unless there is a call for the main question.
- (5) An amendment may be amended once only.
- (6) An amendment that has been defeated by a vote of Council cannot be proposed again.
- (7) A Council member may propose an amendment to an adopted amendment.
- (8) The presiding member must put the main question and its amendments in the following order for the vote of Council:
 - (a) a motion to amend a motion amending the main question;
 - (b) a motion to amend the main question, or an amended motion amending the main question, if the vote under subparagraph (a) is positive;
 - (c) the main question.

Reconsideration by Council member

[Mayor's right of reconsideration found at s.131 of the Community Charter]

- 25-26. (1) Subject to subsection (5), a Council member may, at the next Council meeting:
- (a) move to reconsider a matter on which a vote, ~~other than to postpone indefinitely,~~ has been taken; and
 - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
- (2) A Council member who voted affirmatively for a resolution adopted by Council may, at any time, move to rescind that resolution.
 - (3) Council must not discuss the main matter referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.
 - (4) A vote to reconsider must not be reconsidered.
 - (5) Council may only reconsider a matter that has not:
 - (a) had the approval or assent of the electors, and been adopted;

- (b) been reconsidered under subsection (1) or section 131 of the *Community Charter* [Mayor may require Council reconsideration of a matter]; or
 - (c) been acted upon by an officer, employee, or agent of the Town.
- (6) The conditions that applied to the adoption of the original bylaw, resolution, or proceeding, apply to its rejection under this section.
- (7) A bylaw, resolution, or proceeding that is reaffirmed under subsection (1) or section 131 of the *Community Charter* [Mayor may require Council reconsideration of a matter] is as valid, and has the same effect, as it had before reconsideration.

Privilege

26-27. (1) In this section, a matter of privilege refers to any of the following motions to:

- (a) fix the time to adjourn;
 - (b) adjourn;
 - (c) recess;
 - (d) raise a question of privilege of the Council;
 - (e) raise a question of privilege of a member of Council.
- (2) A matter of privilege must be immediately considered when it arises at a Council meeting.
- (3) For the purposes of subsection (2), a matter of privilege listed in subsection (1) has precedence over those matters listed after it.

Reports from committees

27-28. Council may take any of the following actions in connection with a resolution it receives from COTW:

- (a) agree or disagree with the resolution;
- (b) amend the resolution;
- (c) refer the resolution back to COTW; or
- (d) postpone its consideration of the resolution.

Adjournment

28-29. (1) Council may continue a Council meeting 3 hours after the meeting commences only by an affirmative vote of 2/3 of the Council members present.

- (2) A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same motion.
- (3) Subsection (2) does not apply to either of the following motions:
 - (a) a motion to adjourn to a specific day; or
 - (b) a motion that adds an opinion or qualification to a preceding motion to adjourn.

PART 5 - BYLAWS

Copies of proposed bylaws to Council members

29-30. A proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least 24 hours before the Council meeting, or if all Council members present unanimously agree to waive this requirement.

Form of bylaws

30-31. A bylaw introduced at a Council meeting must:

- (a) be printed;
- (b) have a distinguishing name;
- (c) have a distinguishing number;
- (d) contain an introductory statement of purpose; and
- (e) be divided into sections.

Bylaws to be considered separately or jointly

31-32. Council must consider a proposed bylaw at a Council meeting either:

- (a) separately when directed by the presiding member or requested by another Council member; or
- (b) jointly with other proposed bylaws in the sequence determined by the presiding member.

Reading and adopting bylaws

32-33. (1) The presiding member of a Council meeting may:

- (a) have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws, and then

- (b) request a motion that the proposed bylaw or group of bylaws be read.
- (2) The readings of the bylaw may be given by stating its name and number.
- (3) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.
- (4) Subject to section 477 of the *Local Government Act* [Official Community Plan adoption procedures], each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.
- (5) In accordance with section 135 of the *Community Charter* [requirements for passing bylaws], Council may give up to three readings to a proposed bylaw at the same Council meeting.
- (6) Despite section 135(3) of the *Community Charter* [requirements for passing bylaws], and in accordance with section 477(6) of the *Local Government Act* [public hearings], Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

Bylaws must be signed

~~33-34.~~ After a bylaw is adopted, and signed by the Corporate Officer and the presiding member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the Town's records for safekeeping and endorse upon it:

- (a) the Town's corporate seal;
- (b) the dates of its readings and adoption; and,
- (c) the date of Ministerial approval or approval of the electorate, if applicable.

PART 6 – RESOLUTIONS

Copies of resolutions to Council members

~~34-35.~~ A resolution may be introduced at a Council meeting only if a copy of it has been delivered to each Council member and the Corporate Officer at least 24 hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

Form of resolution

~~35-36.~~ A resolution introduced at a Council meeting should be printed.

Introducing resolutions

~~36.~~37. The presiding member of a Council meeting may:

- (a) have the Corporate Officer read the resolution; and
- (b) request a motion that the resolution be introduced.

PART 7 - COMMITTEE OF THE WHOLE

Going into Committee of the Whole

- ~~37.~~38. (1) At any time during a Council meeting Council may, by resolution, go into COTW.
- (2) In addition to subsection (1), a meeting, other than a standing or select committee meeting, to which all members of Council are invited to consider but not to decide on matters of the Town's business, is a meeting of COTW.

Notice for COTW meetings

- ~~38.~~39. (1) Subject to subsection (2), a notice of the date, time and place of a COTW meeting must be given at least 24 hours before the time of the meeting by:
- (a) posting a copy of the notice at the Public Notice Posting Places;
 - (b) posting a copy on the Town's web site, ~~if this option is available~~; and
 - (c) leaving a copy of the notice for each Council member in the Council member's mailbox at Town Hall.
- (2) Subsection (1) does not apply to a COTW meeting that is called, in accordance with section ~~39~~, during a Council meeting for which public notice has been given under section 6 or 7.

Agenda

- ~~39.~~40. (1) The Corporate Officer must:
- (a) Prepare an agenda setting out all items for consideration at each meeting, except for a COTW called in accordance with s. 36(1);
 - (b) Make the agenda available to the public and Council at least 24 hours before the time of the meeting by:
 - (i) posting a copy on the Town's web site, if this option is available; and

- (ii) leaving a copy of the agenda for each Council member in the Council member's mailbox at Town Hall.

Minutes of COTW meetings to be maintained and available to public

~~40-41.~~ (1) Minutes of the proceedings of COTW must be:

- (a) legibly recorded;
- (b) certified by the Corporate Officer;
- (c) signed by the Mayor or other member presiding at the meeting or at the next meeting at which the minutes are approved; and
- (d) open for public inspection in accordance with section 97(1)(c) of the *Community Charter [other records to which public access must be provided]*.

Presiding members at COTW meetings and quorum

~~41-42.~~ (1) The Mayor or the member designated under section 9 shall preside in a COTW meeting.

- (2) If both the Mayor and the member designated under section 9 are absent, the members of Council attending a meeting of COTW must appoint a presiding member for the COTW meeting.
- (3) The quorum of COTW is the majority of Council members.

Points of order at meetings

~~42-43.~~ The presiding member must preserve order at a COTW meeting and, subject to an appeal to other members present, decide points of order that may arise.

Conduct and debate

~~43-44.~~ The following rules apply to COTW meetings:

- (a) the chair may allow public participation during discussion of a motion;
- (b) if the chair has allowed public participation during discussion of a motion, a member of the public may not speak longer than 5 minutes on any one question, or at the discretion of the chair;
- (c) public participation is limited to discussion only; no member of the public shall engage in a debate with Council;
- (d) a motion is not required to be seconded;

- (e) a motion for adjournment is not allowed during discussion or debate of a motion;
- (f) a member may speak any number of times on the same question, as long as they are presenting new information, questions or perspectives; and
- (g) a member must not speak longer than a total of 10 minutes on any one question or at the discretion of the chair.

Voting at meetings

~~44-45.~~ (1) Votes at a COTW meeting must be taken by a show of hands if requested by a member.

- (2) The presiding member must declare the results of voting.

Reports

~~45-46.~~ (1) COTW may consider reports and bylaws only if:

- (a) they are printed and the members each have a copy; or
 - (b) a majority of the Council members present decide without debate that the requirements of paragraph (a) do not apply.
- (2) A motion for COTW to rise and report to Council must be decided without debate.
 - (3) The COTW's reports to Council must be presented by the Corporate Officer.

Rising without reporting

~~46-47.~~ (1) A motion made at a COTW meeting to rise without reporting:

- (a) is always in order and takes precedence over all other motions;
 - (b) may be debated; and
 - (c) may not be addressed more than once by any one member.
- (2) If a motion to rise without reporting is adopted by COTW at a meeting constituted under section 39(1), the Council meeting must resume and proceed to the next order of business.

PART 8 – COMMITTEES

Duties of standing committees

- ~~47-48.~~ (1) Standing committees must consider, inquire into, report, and make recommendations to Council about, all of the following matters:
- (a) matters that are related to the general subject indicated by the name of the committee;
 - (b) matters that are assigned by Council; and
 - (c) matters that are assigned by the Mayor.
- (2) Standing committees must report and make recommendations to Council at all of the following times:
- (a) in accordance with the schedule of the committee's meetings;
 - (b) on matters that are assigned by Council or the Mayor,
 - (i) as required by Council or the Mayor, or
 - (ii) at the next Council meeting if the Council or Mayor does not specify a time.

Duties of select committees

- ~~48-49.~~ (1) Select committees must consider, inquire into, report, and make recommendations to Council about the matters referred to the committee by the Council.
- (2) Select committees must report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.

Schedule of committee meetings

- ~~49-50.~~ (1) At its first meeting after its establishment, a standing or select committee must establish a regular schedule of meetings, unless the Mayor, for standing committees, or Council, for select committees, specifies a meeting schedule when establishing the committee.
- (2) The Chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

Notice of committee meetings

- ~~50-51.~~ (1) Subject to subsection (2), after the committee, the Mayor or Council, as applicable, has established the regular schedule of committee meetings, including the dates, times and places of the committee meetings, notice of the schedule must be given by:
- (a) posting a copy of the schedule at the Public Notice Posting Places;
 - (b) posting a copy of the schedule on the Town's web site, if this option is available; and
 - (c) providing a copy of the schedule to each member of the committee.
- (2) Where revisions are necessary to the annual schedule of committee meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a committee meeting.
- (3) The Chair of a committee must cause, through the Corporate Officer, a notice of the date, time and place of a meeting of a committee called under section 51(2) to be given to all members of the committee at least 24 hours before the time of the meeting.

Agenda

- ~~51-52.~~ (1) The Corporate Officer must:
- (a) Prepare an agenda setting out all items for consideration at each meeting,
 - (b) Make the agenda available to the public and committee members at least 24 hours before the time of the meeting by:
 - (i) posting a copy on the Town's web site, ~~if this option is available;~~ and
 - (ii) leaving a copy of the agenda at Town Hall for each member.

Attendance at committee meetings

- ~~52-53.~~ Council members who are not members of a committee may attend the meetings of the committee.

Minutes of committee meetings to be maintained and available to public

- ~~53-54.~~ Minutes of the proceedings of a committee must be:

- (a) legibly recorded;

- (b) certified by the Corporate Officer;
- (c) signed by the Chair or member presiding at the meeting or at the next meeting at which the minutes are approved; and
- (d) open for public inspection in accordance with section 97(1)(c) of the *Community Charter* [other records to which public access must be provided].

Conduct and debate

- ~~54-55.~~ (1) The rules of the Council procedure must be observed during committee meetings, so far as is possible and unless as otherwise provided in this Bylaw.
- (2) Council members attending a meeting of a committee, of which they are not a member, attend as observers.
 - (3) A motion made at a meeting of a committee is not required to be seconded.

Voting at meetings

- ~~55-56.~~ Council members attending a meeting of a committee of which they are not a member must not vote on a question.

PART 9 - COMMISSIONS

Schedule of commission meetings

- ~~56-57.~~ (1) At its first meeting after its establishment, a commission must establish a regular schedule of meetings, unless Council specifies a meeting schedule when establishing the commission.
- (2) The Chair of a commission may call a meeting of the commission in addition to the scheduled meetings or may cancel a meeting.

Notice of commission meetings

- ~~57-58.~~ (1) Subject to subsection (2), after the commission or Council has established the regular schedule of commission meetings, including the dates, times and places of the commission meetings, notice of the schedule must be given by:
- (a) posting a copy of the schedule at the Public Notice Posting Places;
 - (b) posting a copy of the schedule on the Town's web site, if this option is available; and
 - (c) providing a copy of the schedule to each member of the commission.

- (2) Where revisions are necessary to the annual schedule of the commission meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place for cancellation of a commission meeting.
- (3) The Chair of a commission must cause, through the Corporate Officer, a notice of the date, time and place of a meeting called under section 58(2) to be given to all members of the commission at least 24 hours before the time of the meeting.

Agenda

~~58-59.~~ (1) The Corporate Officer must:

- (a) Prepare an agenda setting out all items for consideration at each meeting;
- (b) Make the agenda available to the public and committee members at least 24 hours before the time of the meeting by:
 - (i) posting a copy of the agenda at the Public Notice Posting Places;
 - (ii) posting a copy on the Town's web site, if this option is available; and
 - (iii) leaving a copy of the agenda at Town Hall for each member.

Minutes of commission meetings to be maintained and available to the public

~~59-60.~~ Minutes of the proceedings of a commission must be:

- (a) legibly recorded;
- (b) certified by the Corporate Officer;
- (c) signed by the Chair or a member presiding at the meeting or at the next meeting at which the minutes are approved; and
- (d) open for public inspection in accordance with section 97(1)(c) of the *Community Charter [other records to which public access must be provided]*.

Conduct and Debate

~~60-61.~~ The rules of the Council procedure must be observed during commission meetings, so far as is possible and unless as otherwise provided in this bylaw.

PART 10 - COUNCIL WORKSHOPS

~~61-62.~~ From time to time, Council may hold a public workshop in accordance with the *Community Charter* and Council Policy.

~~62-63.~~ A Council Workshop is not a Council meeting and members of Council must not debate or vote on any matter in a Council Workshop.

~~63-64.~~ No section of the Council Procedure Bylaw shall apply to Council Workshops except as follows:

- (1) agenda will be posted;
- (2) minutes in the form of general notes will be recorded;
- (3) guidelines of the *Community Charter* will be followed, as applicable.

~~64-65.~~ No section of the Council Procedure Bylaw shall apply when Council members attend a gathering, other than a meeting or Council Workshop as described and regulated within this bylaw, that takes place in a location not under the control of the Council, and where formal procedures are not followed (e.g., Council members are not chairing the informal meeting or using standard Council formalities when in attendance).

PART 11 - GENERAL

~~65-66.~~ If any section, subsection or clause of this bylaw is, for any reason, held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.

~~66-67.~~ This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter* [public notice].

~~67-68.~~ Town of Qualicum Beach Procedure Bylaw No. 674, 2013, and amendments thereto, are hereby repealed.

READ A FIRST TIME THIS 12th day of August, 2019.

FIRST READING RESCINDED THIS 24th day of June, 2020

READ A FIRST TIME, AS AMENDED THIS 24th day of June, 2020

READ A SECOND TIME, AS AMENDED THIS >>> day of >>>, 2020.

READ A THIRD TIME THIS >>> day of >>>, 2020.

NOTICE given in accordance with the *Community Charter* on >>>, 2020 and >>>, 2020.

ADOPTED THIS >>> day of >>>, 2020.

Brian Wiese, Mayor

Heather Svensen, Corporate Administrator

SCHEDULE A

			Layman's	Interrupt	Second	Debate	Amend	Vote	Reconsider
S E C O N D A R Y	P R I V I L E G E D	Fix the Time to Which to Adjourn	Continue the current meeting another day		S	D	A	M	R
		Adjourn	End the meeting		S			M	
		Recess	Take a break		S		A	M	
		Raise a question of Privilege	Deal with an issue of comfort (e.g. heating)	I				Chair	
		Call for Orders of the Day	Get the meeting back on schedule	I				By demand, unless set aside by a 2/3rds vote	
	S U B S I D I A R Y	Lay on the Table	Cease current debate to deal with an urgent matter		S			M	Neg Only
		Previous Question	End debate and vote on the motion		S			2/3	R
		Limit or Extend Limits of Debate	Change the amount of time each member may speak		S		A	2/3	R
		Postpone Definitely	Discuss a motion later		S	D	A	M	R
		Commit (or Refer)	Send to committee		S	D	A	M	R
		Amend	Change the wording of a motion		S	D	A	M	R
		Amend an Amendment Motion	Make further changes to the wording of a motion		S	D		M	R
		Postpone Indefinitely	Let's not vote and not talk about this again		S	D		M	Affirm Only
	M I S C	Rescind/Repeal	Requires notice of motion or 2/3 majority to consider		S	D	A	M	Neg Only
		Reconsider	Must be same or next day & made by member who voted in favour	I	S	D		M	
MAIN MOTION					S	D	A	M	R

SCHEDULE A

		<i>Layman's</i>	Interrupt	Second	Debate	Amend	Vote	Reconsider
I N C I D E N T A L M O T I O N S	Point of Order	<i>Enforce the rules</i>	I				Chair	
	Appeal	<i>Overrule a decision of the Chair</i>	I	S	D		M, or tie	R
	Suspend the Rules	<i>Do something that violates a rule</i>		S			2/3	
	Object to the Consideration of the Question	<i>Avoid any consideration of a main motion</i>	I				2/3	Neg Only
	Division of the Question	<i>Debate and vote on separate parts of a motion</i>		S		A	M	
	Consideration by Paragraph	<i>Discuss a motion in part before voting on the whole</i>		S		A	M	
	Division of the Assembly	<i>Question the result of a voice vote</i>	I				no vote	
	Amend Something Previously Adopted	<i>Make a change to something already adopted</i>		S	D	A	M with Notice 2/3 without	Neg Only
	Discharge a Committee	<i>Take back a matter which a Committee has not reported out on</i>		S	D	A	M with Notice 2/3 without	Neg Only
	Parliamentary Inquiry	<i>Ask a procedural question</i>	I				Chair	
	Request for Information	<i>Ask for information pertaining to the motion</i>	I				Chair	
	Request for Permission to Withdraw or Modify a Motion	<i>Withdraw or change a motion already stated by the chair</i>	I				M	Neg Only
	Request to Read Papers	<i>Read something to the assembly</i>	I	S			M	R
	Request for Other Privilege	<i>Speak or make remarks when no business is pending</i>	I				M	R

**TOWN OF QUALICUM BEACH
BYLAW NO. 745**

A BYLAW TO EXEMPT PROPERTY FROM TAXATION

WHEREAS, Section 224(2)(a)(i)(c) of the *Community Charter* provides that Council may exempt from taxation land or improvements that are owned or held by a charitable, philanthropic or other not-for-profit corporation;

AND WHEREAS, Section 224(2)(i) of the *Community Charter* provides that Council may exempt from taxation land or improvements owned or held by an athletic or service club or association and used as a public park or recreation ground or for public athletic or recreational purposes;

AND WHEREAS, Section 225(b) of the *Community Charter* provides that Council may exempt from taxation heritage property;

AND WHEREAS, Section 224(4)(c) states that a bylaw does not apply to taxation in a calendar year unless it comes into force on or before October 31st in the preceding year;

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

1. That the land and improvements on the following described land be exempt from taxation for the taxation year 2021:
 - (a) Lots 2 and 3, Plan 3414, District Lot 101A, Newcastle Land District
Roll Numbers: 1024.000 and 1025.000
2945 and 2949 Island Highway West - Rotary Club of Qualicum Beach - Welch Park
 - (b) Lot 6, Block 10, Plan 1894, District Lot 78, Newcastle Land District
Roll Number: 799.000
211 Fern Road West – Rotary Club of Qualicum Beach - Sunrise
 - (c) Lot 1, Plan 27288, District Lot 78, Newcastle Land District
Roll Number: 664.100
250 First Avenue West - Kiwanis Housing
 - (d) Lot A, Plan 8548, District Lot 78, Newcastle Land District
Roll Number: 762.000
110 Second Avenue West - Village Theatre
 - (e) Lease of portion of parent property (Roll Number 1022.000) being
District Lot 101 & 101A, Newcastle Land District, SW PT NE of PL3868;
SW PT NE of PL3868; REM SW PT; PT SW of RD; NE PT SW of RD
Roll Number: 1022.001
2711 Island Highway West – Tourist Bureau

- (f) Lease of portion of parent property (Roll Number 409.000) being Lot B, Plan VIP58293, District Lot 59 & 60, Newcastle Land District, Except Plan VIP59287
Roll Number: 409.002
644 Memorial Avenue – Curling Rink
- (g) Lease of portion of parent property (Roll Number 664.000) being Lot 9, Plan 2047, District Lot 78, Newcastle Land District Except Plan 27288, 42165, VIP55424, VIP60676
Roll Number: 664.001
665 Jones Street – Lawn Bowling Club
- (h) Lease of portion of parent property (Roll Number 11920.025) being Lot A, District Lot 124, Nanoose District, Plan 42657 Except That Part in Plan 44330
Roll Number: 11920.036
Lease A3, 1000 Ravensbourne Lane – Beaufort Squadron @ Airport
- (i) Lot A, Plan 16180, District Lot 57, Newcastle Land District
Except PART IN PLAN 3022 RW
Roll Number: 521.000
587 Beach Road – Museum
- (j) Lot 3 & 4, Plan 2005, District Lot 58, Land District 35, Newcastle Land District
Roll Number: 523.000
181 Sunningdale Road West – Blue Sphere Foundation
- (k) Lot A, Plan 9145, District Lot 63, and remainder of Plan 1026, DL 57-62, Newcastle Land District
Roll Number: 581.000
469 Memorial Avenue – Qualicum Beach Memorial Golf Club
- (l) Lot 1, Plan 13424, District Lot 57, Newcastle Land District
Roll Number: 221.000
210 Crescent Road West – Valhalla (Hospice)
- (m) Lot 2, Plan 43567, District Lot 78, Newcastle Land District
Roll Number: 839.026
122 Fern Road West – The Old School House Arts Centre (TOSH)
- (n) Strata Lot 1, Plan VIS5454, DL 78, Newcastle Land District
Roll Number: 770.105
703 Memorial Avenue – Qualicum Beach Seniors' Activity Centre
- (o) Lot 21, Block 8, Plan 1894, District Lot 78, Newcastle Land District
Roll Number: 777.000
124 Second Avenue West - Chamber of Commerce

- (p) Block 5, Plan 1894, District Lot 78, Newcastle Land District
Roll Number: 739.100
180 Veterans' Way - Royal Canadian Legion Branch #76
 - (q) Lot A, Plan VIP66629, District Lot 78 & 88, Nanoose Land District, Nanoose and
Newcastle Districts Mile 99.13 to 100.114 – portion of VIP 66629; PID 024-135-
232
Roll Number: 19458.020
Island Corridor Foundation [E&N R/W]
 - (r) Lot A, Plan VIP 66629, District Lot 78 & 88, Nanoose Land District, & Newcastle
Land District except there out 0.21 acre lease – see Folio 565-01163.100; Mile
100.14 to 101.59 – portion of VIP66629 inside Qualicum Beach – located between
Hollywood & First Avenue, VIP 70053-70058 73117-73120 – No Adj.
Roll Number: 19458.025
Island Corridor Foundation [E&N R/W]
 - (s) Lot A, Plan VIP 68672, District Lot 52-78, Newcastle Land District EXCEPT
PLAN VIP74072-E & N R/W located in the Town- Mile 101.59 TO 103.297,
VIP70059,70060, 70115, 70118, 70119, 70125,70332,70488, 73107-73116 – No Adj.;
PID 024-503-436
Roll Number: 1151.000
Island Corridor Foundation [E&N R/W]
 - (t) District Lot 52-60, Nanoose Land District, VIA Rail Lease situated on E&N
R/W, DL 52 to 60 Incl. & Part of DL 78 within the Town of Qualicum Beach
Roll Number: 1163.001 & 1163.200
174 Railway Street - Train Station
3. This Bylaw may be cited for all purposes as "Town of Qualicum Beach 2021 Taxation
Exemption Bylaw No. 745, 2020".

READ A FIRST TIME this ____ day of _____, 2020.

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

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

Notice published pursuant to Section 227 of the *Community Charter* on the ____ day of _____,
2020, and the ____ day of _____, 2020.

ADOPTED this ____ day of _____, 2020.

Brian Wiese, Mayor

Heather Svensen, Corporate Administrator

**TOWN OF QUALICUM BEACH
BYLAW NO. 746**

A BYLAW TO EXEMPT PROPERTIES FROM TAXATION

WHEREAS, Section 220(1)(h) of the *Community Charter* provides that a building set apart for public worship, and the land on which the building stands, is exempt from taxation to the extent indicated;

AND WHEREAS, Section 224(2) (f) & (g) of the *Community Charter* provides that Council may exempt from taxation land or improvements in relation to property that is exempt under Section 220(1) or land or improvements used or occupied by a religious organization, as tenant or licensee, for the purpose of public worship or for the purposes of a hall that Council considers is necessary to land or improvements so used or occupied;

AND WHEREAS, Section 224(4)(c) states that a bylaw does not apply to taxation in a calendar year unless it comes into force on or before October 31st in the preceding year;

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

1. That the Class 8 (Rec/Non Profit) land and improvements on the following be exempt from taxation, for the year 2021, pursuant to the *Community Charter*:
 - (a) Lot A, Plan 19140, District Lot 78, Newcastle Land District
Roll Number: 663.400 - 591 Arbutus Street
Church of Jesus Christ of Latter-Day Saints
 - (b) Lot 12, Block 5, Plan 1835, District Lot 53, Newcastle Land District
Roll Number: 176.000 - 423 First Avenue West
Jehovah's Witnesses
 - (c) Lot A, Plan 50661, District Lot 58/59, Newcastle Land District
Roll Number: 319.000 - 138 Hoylake Road West
St. Mark's Anglican Church
 - (d) Lot A, Plan VIP58293, District Lot 60, Newcastle Land District
Roll Number: 406.000 - 150 Village Way
St. Stephen's United Church
 - (e) Lot 1, Plan 13066, District Lot 122, Nanoose Land District
Roll Number: 1149.000 - 825 Village Way
Christian Fellowship Centre
 - (f) Plan VIP59287, District Lot 57 & 58, Newcastle Land District, THOSE PARTS
SHOWN AS "ROAD TO BE CLOSED"
Roll Number: 409.011 - 600 Beach Road

Qualicum Community Baptist Church

2. This Bylaw may be cited for all purposes as "Town of Qualicum Beach 2021 Taxation Exemption (Places of Worship) Bylaw No. 746, 2020".

READ A FIRST TIME this ____ day of _____, 2020.

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

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

Notice published pursuant to Section 227 of the *Community Charter* on the ____ day of _____, 2020, and the ____ day of _____, 2020.

ADOPTED this ____ day of _____, 2020.

Brian Wiese, Mayor

Heather Svensen, Corporate Administrator

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

TO: Daniel Sailland, CAO FOR: Regular Council Meeting September 16, 2020

FROM: Heather Svensen, Corporate Administrator

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

RECOMMENDATIONS

- 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.
- 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.
- 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.

PURPOSE

To authorize closure of a portion of highway dedication.

BACKGROUND

With the enactment of the *Community Charter*, municipalities gained ownership (subject to the Provincial right of resumption) of most municipal highways, with some exceptions (s. 35(2)). The *Community Charter* provides a process for a municipality to close all or part of a highway to traffic and remove the dedication as highway, to use a portion of highway for a different purpose, or to dispose of it. Prior to a highway closure bylaw and disposing of land, municipalities must publish notice, and, before a highway closure bylaw is adopted, must provide an opportunity for persons affected to make representations to Council. BC Reg 245/2004 Resumption of Highways Regulation provides that the Corporate Administrator may file to have the Provincial government’s right of resumption cancelled if the land to be disposed of:

- resulted from highway closure and dedication removal by bylaw, is not adjacent to park, conservancy, recreation area or ecological reserve established by the Province and is not subject to an order under s. 7 of the *Environment and Land Use Act*
- is in exchange for land necessary for improving, widening, straightening, relocating or diverting a highway OR is sold to one or more adjacent landowners for the purpose of consolidating it with the landowners’ existing adjacent parcel or parcels of land.

DISCUSSION

Bylaw No. 747, 2020 authorizes the Town to close a portion of Second Avenue East, along the north portion of the road. The land included in this road closure bylaw is located along Second Avenue East, and is adjacent to 673 Second Avenue East. The area to be closed would be approximately 473.4m² (118.4m x 4.0m).

The closed portion of the road could be sold to the adjacent property; however, this bylaw does not commit the Town to selling the land. By closing this portion of the road, the Town would be reducing the width of Second Avenue East, which would create a narrower road. Reducing the width of this

road is aligned with the Town's East Village Concept Plan to have a walkable area that is pedestrian friendly.

If this bylaw proceeds, a public notice(s) will be required. The Town will provide an opportunity for persons who are affected by the bylaw to make representations to council. Due to the COVID-19 pandemic, these representations will be in written form.

Staff have reviewed the statutory conditions and report that:

- Council has the authority to close the road or portions of the road;
- The owner who originally dedicated the road does not continue to own all of the parcels created at that time; therefore, permission is not required;
- The road closure does not affect access to a body of water;
- Minister approval under the *Transportation Act* is not required;
- As the location is not within a park recreation area or ecological reserve, and land sale and consolidation is with an adjacent property owner, the Province's right of resumption would be eligible for application for cancellation; staff will apply for cancellation if the bylaw is adopted.

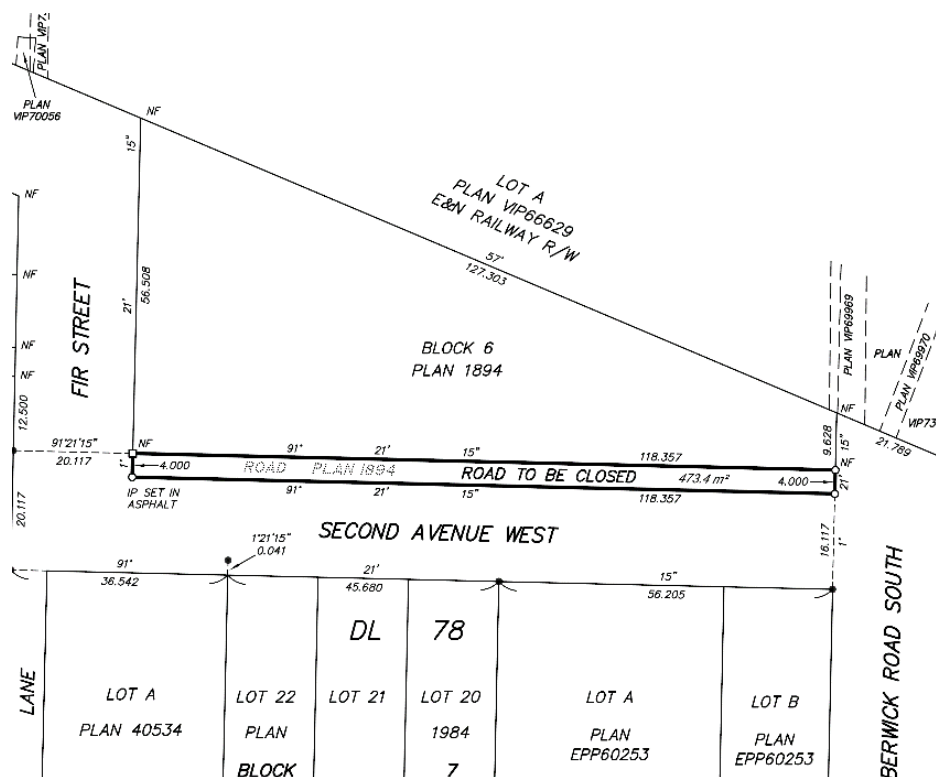


Figure 1: Proposed Road Closure

After the bylaw is given three readings, statutory public Notice of Intention to Close and Cancel Dedication of a Portion of Highway and Notice of Disposition will be published, highlighting the opportunity for public input at the next Council meeting, prior to consideration of adoption. Upon adoption of the bylaw and any other required documentation, all surveyor plans and land transfer documents will be concurrently registered in the Victoria Land Title Office.



Heather Svensen, Corporate Administrator
Report Writer



Daniel Sailland, Chief Administrative Officer
Concurrence



Luke Sales, Director of Planning
Concurrence

Attachments: [747 \(Second Avenue East Closure\) Bylaw.doc](#)

TOWN OF QUALICUM BEACH

Bylaw No. 747, 2020

A bylaw to close and cancel the dedication of part of a highway

WHEREAS, under section 40 of the *Community Charter*, the Council of the Town of Qualicum Beach may close all or part of a highway to traffic and remove the dedication of a highway; and

WHEREAS, as required by the *Community Charter*, the Council has posted and published notice of its intention to close the highway referred to in this Bylaw and to remove its dedication as a highway, and has provided an opportunity for persons who consider they are affected by such closure and removal to make representations to Council; and

WHEREAS the Council does not consider that the closure will affect the transmission or distribution facilities or works of utility operators; and

WHEREAS the owner of the land at the time the plan dedicating the highway was deposited in the land title office is no longer the owner of all of the parcels created by that plan;

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

1. Attached to this bylaw as Schedule "A" and forming part of this bylaw is a reduced copy of Reference Plan EPP104884.
2. The approximately 473.4m² portion of Second Avenue East (the "Closed Road") dedicated by Plan 1894, District Lot 78, Newcastle District, marked with a heavy outline and labelled "Road to be Closed" on the Reference Plan, is closed to all types of traffic.
3. The dedication as a highway of the Closed Road is removed and cancelled, effective upon filing of this Bylaw in the appropriate land title office.
4. The Mayor and Corporate Administrator are authorized to execute the necessary documents required to give effect to the intent of this Bylaw.

5. This Bylaw may be cited as "Town of Qualicum Beach Road Closure Bylaw (Second Avenue East) Bylaw No. 747, 2020".

READ A FIRST TIME this day of, 2020.

READ A SECOND TIME this day of, 2020.

READ A THIRD TIME this day of, 2020.

NOTICE given under Section 94 of the *Community Charter* the day of, 2020 and the day of, 2020.

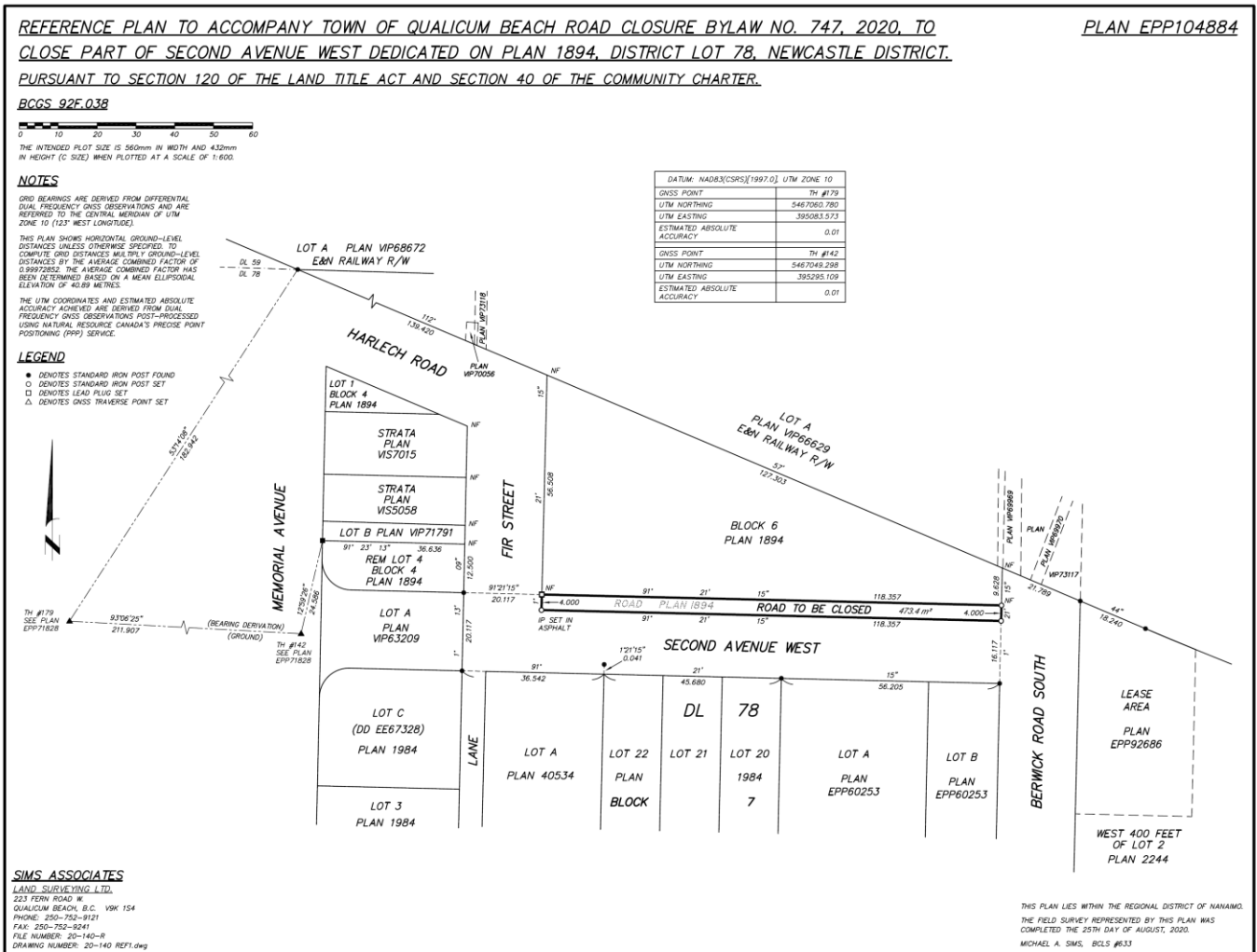
OPPORTUNITY for representations to Council provided under Section 40 of the *Community Charter* up to the day of , 2020.

ADOPTED this day of , 2020.

Brian Wiese, Mayor

Heather Svensen, Corporate Administrator

Attach. Schedule "A" - Reference Plan



**SURVEY PLAN CERTIFICATION
PROVINCE OF BRITISH COLUMBIA**

PAGE 1 OF 2 PAGES

Your electronic signature is a representation that you are a British Columbia land surveyor and a subscriber under section 168.6 of the *Land Title Act*, RSBC 1996 c.250. By electronically signing this document, you are also electronically signing the attached plan under section 168.3 of the act.

**MICHAEL
SIMS 9Z39Z2**

Digitally signed by MICHAEL SIMS
9Z39Z2
DN: c=CA, cn=MICHAEL SIMS
9Z39Z2, o=BC Land Surveyor,
ou=Verify ID at www.juricert.com/
LKUP.cfm?id=9Z39Z2
Date: 2020.08.26 11:10:05 -07'00'

1. BC LAND SURVEYOR: (Name, address, phone number)

MICHAEL A SIMS**223 FERN ROAD WEST**
**EMAIL msims@simssurvey.ca
PHONE 250 752 9121**
QUALICUM BEACH**BC V9K 1S4**☐ Surveyor General Certification [For Surveyor General Use Only]

2. PLAN IDENTIFICATION:

Control Number: **159-846-5405**Plan Number: **EPP104884**This original plan number assignment was done under Commission #: **633**

3. CERTIFICATION:

☒ Form 9☐ Explanatory Plan☐ Form 9A

I am a British Columbia land surveyor and certify that I was present at and personally superintended this survey and that the survey and plan are correct.

The field survey was completed on:	2020	August	26	(YYYY/Month/DD)	The checklist was filed under ECR#:
The plan was completed and checked on:	2020	August	26	(YYYY/Month/DD)	241575

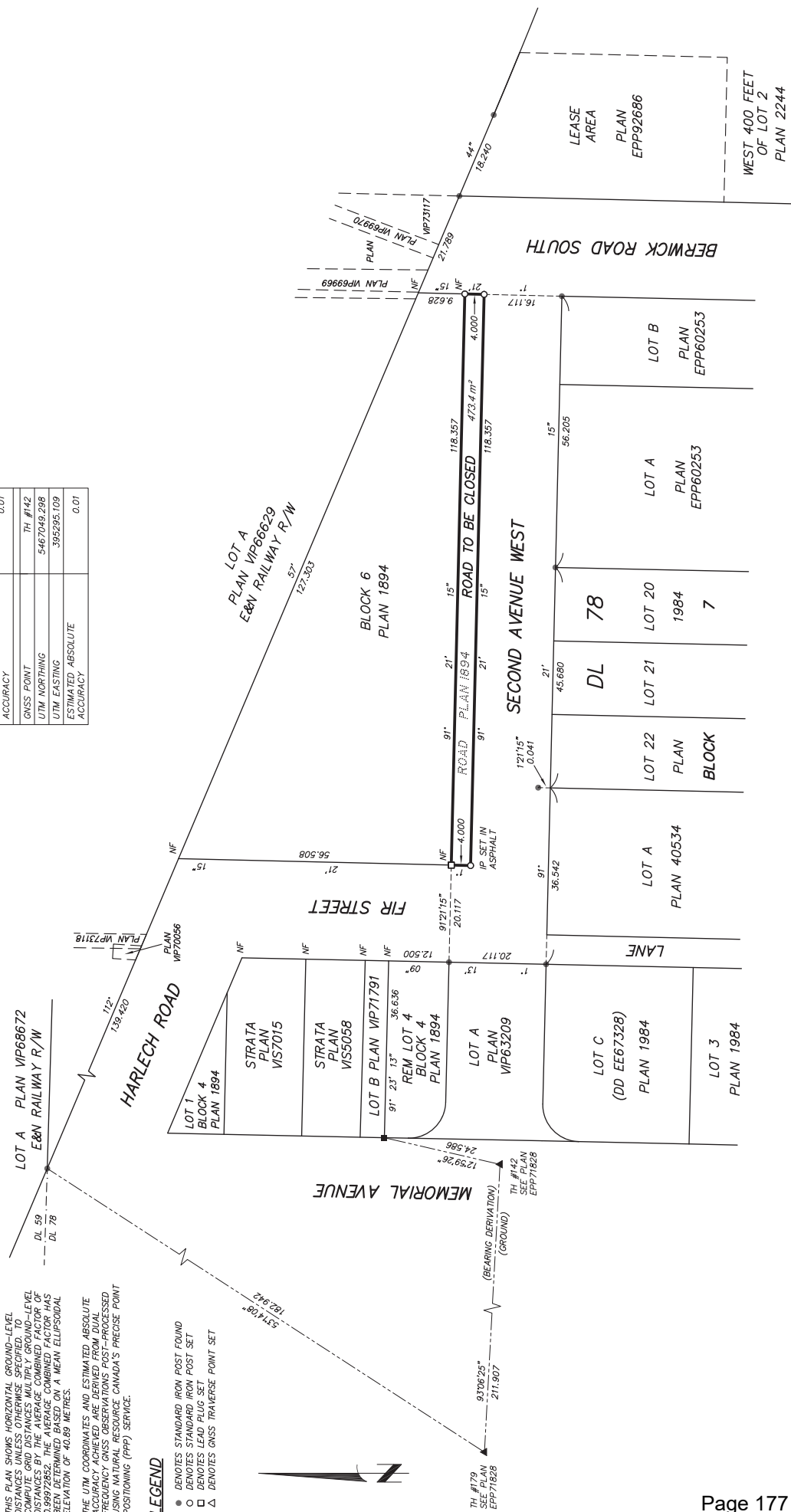
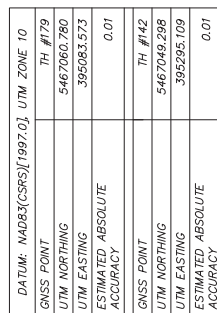
☒ None ☐ Strata Form S☒ None ☐ Strata Form U1 ☐ Strata Form U1/U2Arterial Highway ☐Remainder Parcel (Airspace) ☐4. ALTERATION: ☐

NOTES

THIS PLAN SHOWS HORIZONTAL GROUND-LEVEL DISTANCES UNLESS OTHERWISE SPECIFIED. TO COMPUTE GRID DISTANCES MULTIPLY GROUND-LEVEL DISTANCES BY THE AVERAGE COMBINED FACTOR OF 0.99972852. THE AVERAGE COMBINED FACTOR HAS BEEN DETERMINED BASED ON A MEAN ELIPSOIDAL ELEVATION OF 40.89 METRES.

LEGEND

- DENOTES STANDARD IRON POST FOUND
- DENOTES STANDARD IRON POST SET
- DENOTES LEAD PLUG SET
- △ DENOTES GNSS TRAVERSE POINT SET



THIS PLAN LIES WITHIN THE REGIONAL DISTRICT OF NANAIMO.
THE FIELD SURVEY REPRESENTED BY THIS PLAN WAS
COMPLETED THE 25TH DAY OF AUGUST, 2020.

MICHAEL A. SIMS, BCLS #633