

Agenda for the 10:00 am Thursday, May 27, 2021, 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

1-4 THAT Council adopts the May 27, 2021, regular Council meeting agenda.

2. OATH OF OFFICE

(1) **Swearing In Ceremony for Councillor Anne Skipsey**

3. ADOPTION OF THE CONSENT AGENDA

5-10 (1) **Monthly Finance Report** – April 2021 - For Information

11-12 (1) **Monthly Fire Department Report** – April 2021 - For Information

13 (2) **Monthly Building Permit Report** – April 2021 - For Information

14 (3) **Monthly Bylaw Report** – April 2021 - For Information

15-16 (4) **Correspondence Log** – May 27, 2021 – For Information

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

(a) **April 23, 2021 In Camera Meeting**

 THAT Council authorizes staff to accept the offer from Bayshore Construction to purchase Lot B West Ridge Way (proposed Lot B of proposed subdivision Plan of Lot 23, District Lot 78, Newcastle District, Plan EPP28954) for \$345,000 plus GST.

 THAT Council authorizes staff to accept the offer from Bayshore Construction to purchase Lot C Claymore Road (proposed Lot C of proposed subdivision Plan of Lot 23, District Lot 78, Newcastle District, Plan EPP28954) for \$335,000 plus GST.

4. APPROVAL OF THE MINUTES

17-40 THAT Council approves the following Council meeting minutes:

- Special Council Meeting, April 21, 2021
- Special Council Meeting, April 23, 2021
- Regular Council Meeting, April 28, 2021
- Special Council Meeting, April 28, 2021 (Parcel Tax Roll)
- Special Council Meeting, April 28, 2021
- Special Council Meeting, May 19, 2021

5. DELEGATIONS

- (1) **Ken Peters, Arrowsmith Search and Rescue** – Update on activities & request for a letter of support

6. CORRESPONDENCE

- 41 (1) **St. Andrews Lodge Family Park Society** - E-mail from Brenda Phillips – May 13, 2021

Staff Comment:

The Town has not yet adopted a permanent plan for the park. The bocce court and basketball hoop can easily be removed if the long-term plan does not include those elements. At this time the Town does not have a consultation plan for the next steps in park planning.

- 42-70 (2) **Audit of the December 31, 2020 Financial Statements** – McGorman MacLean Chartered Professional Accountants – May 12, 2021

7. BYLAWS

- 71-76 (1) **Emergency Program Regulatory Bylaw**

Staff Recommendation:

THAT the bylaw entitled "Town of Qualicum Beach Emergency Program Regulatory Bylaw No. 761, 2021" be adopted.

8. COMMITTEE & LIAISON REPORTS

- (1) **General Government** (Mayor Brian Wiese)
(2) **Parks & Recreation** (Councillor Robert Filmer)

Notice of Motion

THAT the Town of Qualicum Beach follows the international standard and declares the month of June as PRIDE month; AND FURTHER THAT, PRIDE month be celebrated by raising the PRIDE flag on June 1st, on the municipal flag pole at Town Hall, underneath the Town crested flag.

Select Committee on Parks and Recreation Meeting – February 18, 2021

THAT the Select Committee on Parks and Recreation recommends to Council, THAT staff be directed to draft a policy on field and trail closures to present to the Select Committee on Parks and Recreation for their advisory feedback.

Heritage Forest Commission Meeting – May 6, 2021

THAT the Heritage Forest Commission recommends to Council, THAT signs prohibiting off-leash dog walking in the forest be placed at each of the seven entrances to the Heritage Forest, and two additional signs be placed in the grassy area of the Heritage Forest.

(3) **Community Development** (Councillor Scott Harrison)
Notices of Motion

THAT staff prepare for a grant application for implementing a significant portion of the Waterfront Master Plan in winter 2022.

THAT staff present a report on the town's participation with the Kw'umut Lelum Step Up! Program for indigenous youth work placements.

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

9. STAFF REPORTS

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

77-79

(a) **2021 Local By-Election Report** – For Information

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

80-107

(a) **Development Permit: Railway Street and Village Way Affordable Housing Development**
Staff Recommendation:

THAT Council directs staff to issue a Development Permit for the Railway Street and Village Way Affordable Housing Development, as attached to the May 27, 2021 Planning memo to Council.

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

108-110

(a) **BC Hydro LED Lease Light Complaint Protocol**
Staff Recommendation:

THAT Council direct staff to follow the protocol as detailed in the memo of May 27, 2021 in dealing with resident complaints about the BC Hydro LED replacement program.

111-112

(b) **Airport Row B Sanitary Sewer and Storm Drain Extension - Tender Award**
Staff Recommendation:

THAT Council of the Town of Qualicum Beach awards the contract for the Airport Row B Sanitary Sewer and Storm Drain Extension to Edgett Excavating Ltd. in the amount of \$185,372.25.

113-114

(c) **Hemsworth Booster Pump Station Upgrade - Tender Award**
Staff Recommendation:

THAT Council of the Town of Qualicum Beach awards the contract for the Hemsworth Booster Pump Station Upgrade to Edgett Excavating Ltd. in the amount of \$177,975.00.

10. Review of Comments from the Public

Comments for this regular Council meeting must be received no later than 12:00 pm two days following the meeting (May 29, 2021). Submissions must be regarding business discussed by Council at the meeting, be 300 words or fewer, and any submissions relating to closed public hearing topics, or unrelated to Council business discussed at the meeting, will not be distributed to Council. Submissions that meet these guidelines will be distributed to all Council, posted on the Town's website, and a brief summary of the comments will be included in the meeting minutes. Comments must include a full name and address in order to be submitted for the record.

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

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

11. ADJOURNMENT

THAT Council adjourns the meeting.

NEXT SCHEDULED

REGULAR COUNCIL MEETING: Wednesday, June 16, 2021 at 10:00 am

Town of Qualicum Beach
MEMORANDUM

To: John Marsh, Director of Finance **For:** Regular Meeting May 27, 2021
From: Genelle Conn, Manager of Finance
RE: Finance Monthly Report

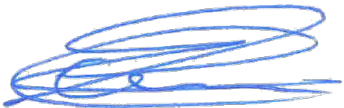
RECOMMENDATION

For Council to receive for information.

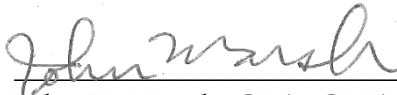
REPORT ANALYSIS

Attached is the Financial Plan Report listing revenues and expenditures to April 30, 2021 with a comparison to April 30, 2020. Revenue and expenditures are within budget expectations at this point in the year. A listing of capital expenditures to April 30, 2021 has also been included.

The audit of the December 31, 2020 Financial Statements has been completed and final 2020 figures are available. Finance Staff are now focused on getting the Property Tax and Utility billings out to residents. It is expected that residents will receive these bills in the mail after the May long weekend.



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 - April 30, 2021**

	YTD to Apr 30/21			YTD to Apr 30/20		
	Budget 21	(compared to 2021 budget)		Budget 20	(compared to 2020 budget)	
REVENUES:						
PROPERTY VALUE TAXES						
Municipal Property Taxation						
Municipal Taxation	9,794,000	0	0.0%	9,370,000	0	0.0%
Total Municipal Property Taxation	9,794,000	0	0.0%	9,370,000	0	0.0%
Other Gov't Taxes (this section nets to nil)						
V.I. Regional Library	556,000	0	0.0%	540,000	0	0.0%
Sewer Tax Rate Levy	1,751,000	0	0.0%	1,700,000	0	0.0%
Other - Regional District	2,472,000	0	0.0%	2,400,000	0	0.0%
School District #69	5,304,000	0	0.0%	5,150,000	0	0.0%
Regional Hospital District	556,000	0	0.0%	540,000	0	0.0%
B C Assessment Authority	137,000	0	0.0%	133,000	0	0.0%
Municipal Finance Authority	1,000	0	0.0%	1,000	0	0.0%
Sub Total Other Gov't Taxes Collected	10,777,000	0	0.0%	10,464,000	0	0.0%
Less Taxes Paid To Other Gov'ts	-10,777,000	-272,708	2.5%	-10,464,000	-142,724	1.4%
Less Accounts Payable Other Gov'ts	0	272,708		0	142,724	
Total Net Other Gov't Taxes	0	0		0	0	
Grants In Lieu Of Taxes & 1% Utility Tax						
Grants For 1% Utility Taxes	151,000	0	0.0%	147,000	0	0.0%
Grants in Lieu of Property Taxes	280,000	110,139	39.3%	269,000	101,181	37.6%
Total Grants In Lieu Of Taxes	431,000	110,139	25.6%	416,000	101,181	24.3%
PARCEL TAXES - WATER & SEWER						
Parcel Tax - Water	826,000	0	0.0%	732,000	0	0.0%
Parcel Tax - Sewer	187,000	0	0.0%	163,000	0	0.0%
TOTAL PARCEL TAXES	1,013,000	0	0.0%	895,000	0	0.0%
TOTAL PROPERTY VALUE TAXES	11,238,000	110,139	1.0%	10,681,000	101,181	0.9%
FEES AND CHARGES						
Public Works Services	34,000	8,787	25.8%	34,000	5,381	15.8%
Cemetery Services	47,000	31,795	67.6%	46,000	14,225	30.9%
Waste Removal Fees	750,000	0	0.0%	600,000	0	0.0%
Water Connections	10,000	18,850	188.5%	10,000	10,120	101.2%
Water Rates	1,299,000	0	0.0%	1,400,000	0	0.0%
Sewer Connections	10,000	9,000	90.0%	10,000	5,250	52.5%
Sewer Rates	648,000	0	0.0%	650,000	0	0.0%
TOTAL FEES AND CHARGES	2,798,000	68,432	2.4%	2,750,000	34,976	1.3%

**TOWN OF QUALICUM BEACH
FINANCIAL PLAN REPORT - April 30, 2021**

	YTD to Apr 30/21 (compared to 2021 budget)			YTD to Apr 30/20 (compared to 2020 budget)		
	Budget 21			Budget 20		
OWN SOURCES						
Licences	85,000	81,250	95.6%	96,000	82,790	86.2%
Permits	105,000	66,997	63.8%	130,000	38,499	29.6%
Leases and Rentals	500,000	252,698	50.5%	500,000	167,140	33.4%
Interest on Investments	54,000	25,576	47.4%	60,000	44,829	74.7%
Interest and Penalty on Taxes	52,000	621	1.2%	52,000	727	1.4%
Airport Services	80,000	64,405	80.5%	173,000	58,455	33.8%
Community Hall	16,000	3,353	21.0%	34,000	9,105	26.8%
Civic Centre	70,000	23,813	34.0%	134,000	23,837	17.8%
Contributions and Sales	240,000	19,980	8.3%	165,000	22,034	13.4%
Miscellaneous Revenues	62,000	32,945	53.1%	62,000	18,592	30.0%
TOTAL OWN SOURCES	1,264,000	571,638	45.2%	1,406,000	466,009	33.1%
GOVERNMENT GRANTS						
Revenue Sharing	467,000	0	0.0%	467,000	38,907	8.3%
Other Government Grants	3,144,000	0	0.0%	2,688,000	350,000	13.0%
RDN Fire and Other Services	286,000	0	0.0%	280,000	0	0.0%
Gas Tax Grants	451,000	0	0.0%	432,000	0	0.0%
TOTAL GOVERNMENT GRANTS	4,348,000	0	0.0%	3,867,000	388,907	10.1%
GRAND TOTAL REVENUES	19,648,000	750,209	3.8%	18,704,000	991,073	5.3%
EXPENDITURES:						
DEBT CHARGES						
Miscellaneous Interest	26,000	2,136	8.2%	26,000	9,162	35.2%
Debt Interest	60,000	26,040	43.4%	60,000	31,248	52.1%
Debt Principal	463,000	231,468	50.0%	463,000	231,468	50.0%
TOTAL DEBT CHARGES	549,000	259,644	47.3%	549,000	271,878	49.5%
CAPITAL EXPENDITURES						
General Capital	11,363,000	1,224,305	10.8%	9,422,000	2,209,735	23.5%
Water Capital	785,000	23,613	3.0%	755,000	8,396	1.1%
Sewer Capital	375,000	0	0.0%	340,000	0	0.0%
TOTAL CAPITAL EXPENDITURES	12,523,000	1,247,918	10.0%	10,517,000	2,218,131	21.1%
OTHER MUNICIPAL PURPOSES						
General Government						
Legislative Services	258,000	69,361	26.9%	253,000	74,134	29.3%
Grants in Aid & Tax Exemptions	252,000	71,196	28.3%	246,000	80,000	32.5%
Administrative	567,000	182,739	32.2%	536,000	173,416	32.4%
Finance	390,000	127,409	32.7%	367,000	117,859	32.1%
Information Technology	599,000	169,494	28.3%	254,000	72,742	28.6%
Common Services	621,000	222,110	35.8%	555,000	215,486	38.8%
Total General Government	2,687,000	842,309	31.3%	2,211,000	733,637	33.2%

**TOWN OF QUALICUM BEACH
FINANCIAL PLAN REPORT - April 30, 2021**

	YTD to Apr 30/21			YTD to Apr 30/20		
	Budget 21	(compared to 2021 budget)		Budget 20	(compared to 2020 budget)	
Protective Services						
RCMP Police Protection	1,474,000	492,000	33.4%	1,421,000	473,600	33.3%
Bylaw Compliance	124,000	39,205	31.6%	130,000	35,028	26.9%
Emergency Services	203,000	45,770	22.5%	199,000	63,785	32.1%
Building Inspection	123,000	42,522	34.6%	108,000	40,011	37.0%
Security/Vandalism	48,000	5,882	12.3%	46,000	8,695	18.9%
Fire Department Services	1,161,000	373,833	32.2%	1,005,000	360,075	35.8%
Total Protective Services	3,133,000	999,212	31.9%	2,909,000	981,194	33.7%
Transportation Services						
P/W Administration	645,000	173,021	26.8%	605,000	183,781	30.4%
P/W Yard	136,000	82,414	60.6%	110,000	58,426	53.1%
Roadway Surfaces	256,000	48,128	18.8%	270,000	51,042	18.9%
Road Allowances	111,000	34,083	30.7%	110,000	18,325	16.7%
Sidewalk Maintenance	55,000	14,412	26.2%	66,000	16,584	25.1%
Drainage Ditches	57,000	25,490	44.7%	52,000	12,195	23.5%
Storm Sewers	169,000	35,796	21.2%	144,000	32,824	22.8%
Street Cleaning	50,000	6,375	12.8%	65,000	9,951	15.3%
Snow and Ice Removal	120,000	28,743	24.0%	115,000	83,008	72.2%
Signs and other	46,000	12,204	26.5%	45,000	18,560	41.2%
Other Road Transport	32,000	5,576	17.4%	21,000	4,584	21.8%
Street Lighting	198,000	67,447	34.1%	192,000	70,876	36.9%
Airport Services	210,000	44,974	21.4%	205,000	69,053	33.7%
Equipment Operating	610,000	189,881	31.1%	613,000	225,329	36.8%
Total Transportation Services	2,695,000	768,544	28.5%	2,613,000	854,538	32.7%
Environmental And Public Health						
Town Garbage Pickup Services	83,000	29,657	35.7%	81,000	22,288	27.5%
Other Solid Waste	105,000	42,187	40.2%	104,000	31,545	30.3%
RDN Food Waste, Recycling & Garbage	764,000	233,079	30.5%	614,000	197,829	32.2%
Water Maintenance	1,152,000	319,520	27.7%	1,108,000	268,457	24.2%
Sewer Maintenance	284,000	83,988	29.6%	273,000	72,933	26.7%
Total Environmental Services	2,388,000	708,431	29.7%	2,180,000	593,052	27.2%
Community Development						
Planning and Zoning	394,000	117,349	29.8%	383,000	108,195	28.2%
Community Dev - Town Functions	315,000	86,816	27.6%	246,000	50,563	20.6%
Community Dev - Restart Initiatives	150,000	0	0.0%	0	0	0.0%
Community Dev - Partnerships and Other	137,000	9,649	0.0%	180,000	10,395	0.0%
Community Dev - Special Events	105,000	9,596	9.1%	152,000	13,653	9.0%
Community Dev - St. Andrews (Parks 2021)	0	0	0.0%	70,000	14,194	20.3%
Community Dev - Museum	110,000	102,730	93.4%	98,000	105,875	108.0%
Community Dev - Chamber & D/T	156,000	65,500	42.0%	79,000	14,000	17.7%
Total Community Development	1,367,000	391,640	28.6%	1,208,000	316,875	26.2%

**TOWN OF QUALICUM BEACH
FINANCIAL PLAN REPORT - April 30, 2021**

	YTD to Apr 30/21 (compared to 2021 budget)			YTD to Apr 30/20 (compared to 2020 budget)		
	Budget 21			Budget 20		
Parks And Recreation						
Administration & Supervision	330,000	130,694	39.6%	308,000	94,191	30.6%
Parks Yard	52,000	29,822	57.4%	50,000	29,936	59.9%
Civic Centre & Community Hall	402,000	98,474	24.5%	384,000	124,750	32.5%
Parks/Cultural Buildings	104,000	34,501	33.2%	101,000	59,333	58.7%
Community Park	173,000	56,534	32.7%	167,000	61,152	36.6%
Garden/Park Areas	506,000	138,425	27.4%	486,000	120,512	24.8%
Trails	103,000	27,860	27.0%	115,000	15,405	13.4%
Beach Areas	154,000	64,836	42.1%	130,000	33,953	26.1%
Other Park Functions	73,000	24,163	33.1%	35,000	38,405	109.7%
Public Health (Cemetery)	55,000	15,496	28.2%	55,000	12,867	23.4%
Total Parks And Recreation	1,952,000	620,805	31.8%	1,831,000	590,504	32.3%
Sub Total General Municipal Purposes	12,786,000	3,927,433	30.7%	11,571,000	3,728,410	32.2%
Sub Total Water Municipal Purposes	1,152,000	319,520	27.7%	1,108,000	268,457	24.2%
Sub Total Sewer Municipal Purposes	284,000	83,988	29.6%	273,000	72,933	26.7%
TOTAL OTHER MUNICIPAL PURPOSES	14,222,000	4,330,941	30.5%	12,952,000	4,069,800	31.4%
GRAND TOTAL EXPENDITURES	27,294,000	5,838,503	21.4%	24,018,000	6,559,809	27.3%
TOTAL NET EXPENDITURES	-7,646,000	-5,088,294		-5,314,000	-5,568,736	
NON OPERATING ITEMS AND TRANSFERS						
Other Non Operating Items						
Proceeds from Borrowing	2,920,000	0	0.0%	875,000	0	0.0%
Proceeds from Sale Of Assets	2,517,000	872,913	34.7%	3,517,000	0	0.0%
Total Other Non Operating Items	5,437,000	872,913	16.1%	4,392,000	0	0.0%
Other Non Operating Transfers						
Transfer from Reserve - General	1,675,000	0	0.0%	505,000	0	0.0%
Transfer from Reserve - Water	480,000	0	0.0%	387,000	0	0.0%
Transfer from Reserve - Sewer	118,000	0	0.0%	94,000	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	2,209,000	0	0.0%	922,000	0	0.0%
Other Non Cash Items						
Amortization of Assets	3,350,000	1,116,667	33.3%	3,300,000	1,100,000	33.3%
Net Non Cash Items	-3,350,000	-1,116,667	33.3%	-3,300,000	-1,100,000	33.3%
Total Other Non Operating Items	0	0	0.0%	0	0	0.0%
TOTAL ITEMS & TRANSFERS	7,646,000	872,913	11.4%	5,314,000	0	0.0%
FINANCIAL PLAN BALANCE	0	-4,215,381		0	-5,568,736	

**Town of Qualicum Beach
Major Projects and Debt - April 30, 2021**

	<u>Budget 21</u>	<u>Actual</u>
<u>Capital Debt</u>		
Fire Hall and Miscellaneous Debt	<u>570,000</u>	<u>0</u>
<u>Capital Projects</u>		
Annual Allocations		
Paving Program	420,000	0
Equipment Replacement	518,000	36,380
Fire Department Equipment Replacement	920,000	0
Misc. Drainage System Improvements	150,000	3,950
Misc. Age-Friendly Trans Plan Improvements	50,000	0
Total	2,058,000	40,330
Building Projects		
Childcare Facility	1,996,000	10,235
Curling Club Improvements	42,000	10,000
Public Works Yard	300,000	18,135
Total	2,338,000	38,371
Roads and Drainage Projects		
Seacrest Rd	50,000	0
Eaglecrest Dr Drainage	450,000	0
East Village	2,366,000	147,023
Memorial Improvements	3,200,000	965,399
Total	6,066,000	1,112,423
Other Projects		
Miscellaneous (not allocated)	166,000	16,403
- Christleton Park (Budget not yet determined)		0
Airport Projects - Grant Dependent	625,000	0
Rodway Trail	60,000	224
St Andrew's Lodge Park	50,000	0
Waterfront Improvements (Grant Funded)	0	16,556
Total	901,000	33,182
Sub Total General Fund Capital	11,363,000	1,224,305
Water and Sewer Capital		
Hemsworth Pump Station	175,000	2,658
Eaglecrest Watermain	450,000	7,459
Fiber Optic Expansion - Town Hall to PW Yard	135,000	0
Misc. Water System Improvements	25,000	13,495
Miscellaneous Sewer Improvements	25,000	0
Golf Club Sanitary	50,000	0
Airport Sewer Servicing - Grant Dependent	300,000	0
Total	1,160,000	23,613
Total Capital Projects	12,523,000	1,247,918
Total Capital Projects and Debt Expenditures	13,093,000	1,247,918



**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 May 27, 2021

FROM: Marc Norris, Fire Chief

SUBJECT: Monthly Fire Department Report to end of April 2021

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 April 2021. Total Calls for Service = 31 (2020 = 15; 2019 = 15)

8 Beach/Bush/Misc Outside	1 Carbon Monoxide	5 Alarms
3 Medical First Responder	1 Chimney Fire	3 Structural Fire
5 Vehicle Accident	1 Natural Gas Incident	3 Assist Other Agency
1 Wildland/Interface		

Duty Officer Only: **7** | Automatic Aid: **2** out; 0 in | Mutual Aid: **3** out; 0 in

Incident Hours: **33** hours, **54** minutes

Incident Staff Hours: **116** hours, **16** minutes

Average Response Time All: **07:01** minutes

Average Muster Time E52*: **4:03** minutes

Average Response Time E52*: **7:09** minutes

Average # of Personnel on-scene: **3.7** (Full Time: .8 | On-Call: 2.9)

2021 Total Calls for Service Summary to end of April = 80 (2020 = 70; 2019 = 105)					
January	February	March	April	May	June
14	19	16	31		
July	August	September	October	November	December

TRAINING

2021	<i>Sessions</i>	<i>Subjects</i>	<i>Session Hours</i>	<i>Instructor Hours</i>	<i>Staff Hours</i>
<i>Weekly:</i>	14	11	28	32	204
<i>Additional:</i>	8	8	33	12	162
Month Total:	22	19	61	44	366
Annual Total:	93	76	313.5	286	1639

Training highlights:

- COVID modifications continue to be in place to facilitate small group hands-on training. A day practice is held on Monday's along with evening drill nights on Wednesday's and Thursday's.

APPARATUS/EQUIPMENT/FACILITIES

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

FIRE PREVENTION

28 Inspections; 107 YTD | 0 Public Education Events | 0 Fire Investigations | 0 Development Plan Reviews
0 New Pre Incident Plans | 6 Preplan Updates | 1 Public Support Events

- Fire Prevention Officers Association of BC online Conference
- Virtual Fire Hall tour with the Collaborative Education Alternative Program

MEMBERSHIP, RECRUITING AND RETENTION – No change

Paid Members:	3	(one shared with Parksville)
Volunteer On-call Members:	28	(excludes special duty and paid staff)
Change from previous month:	0	Light / Restricted Duty: 0
Regular Duty - Officer	4	Special Duty (Assistant FFs): 2
- Full Service	13	Admin Assistant: .4 FTE
- Interior		
- Exterior	5	
- Recruits	6	

GENERAL

- We continue to monitor COVID-19 related issues and local conditions in order to modify and adapt as necessary.



Marc Norris, Fire Chief
Report Writer



Daniel Sailland, CAO
Concurrence



TOWN OF QUALICUM BEACH **2021 Construction and Building Permit Report**

R E S I D E N T I A L																	
No.	Permit #	Roll #	Civic	Street	Scope of Work	Contractor	# of Units SFD	# of Units Sec/Gar Suites	# of Units Multi	Additions and/or Renos	SFD (new)	Multi (new)	Commercial	Institutional	Industrial	Recreational	Totals
Year to Date as at March 31, 2021							7	4	2	\$793,000	\$4,439,000	\$0	\$123,000	\$0	\$0	\$0	\$5,355,000
April																	
39	5713	690.000	210	First Ave W	Multi-family (& 3 comm)	Saywell Contracting			15			\$2,834,000	\$566,000				
40	5725	3.007	602	Belyea Rd	Accessory	(self)				\$40,000							
41	5727	10084.156	529	Cleek Cl	Addition	Pickles Timber Frames				\$30,000							
42	5728	10083.058	955	Bluffs Dr	Renovation	(self)				\$10,000							
43	5729	933.125	270	Fern Rd E	Secondary Suite	(self)		1		\$5,000							
44	5730	175.002	445	First Ave W	Addition					\$12,000							
45	5731	10084.013(parent)	389	Whitmee Rd	Single Family Dwelling	Canopy Homes Ltd	1				\$465,000						
46	5733	3.006	694	Garrett Rd	Renovation	Kiwi Built Homes				\$32,000							
47	5734	10039.528	1062	Mallard Pl	Addition	(self)				\$50,000							
48	5735	298.000	334	Burnham Rd	Addition	(self)				\$20,000							
49	5737	10084.832	2045	Island Hwy W	Cell Tower	Sitepath Consulting										\$25,000	
50	5738	9987.002	1045	Ravensbourne Ln	Accessory	(self)				\$26,000							
51	5740	409.000	644	Memorial Ave	Plumbing	P & H Plumbing											\$25,000
Year to Date as at April 30, 2021							1	1	15	\$225,000	\$465,000	\$2,834,000	\$566,000	\$0	\$25,000	\$25,000	\$4,140,000
							8	5	17	\$1,018,000	\$4,904,000	\$2,834,000	\$689,000	\$0	\$25,000	\$25,000	\$9,495,000

MONTHLY BYLAW REPORT - April 2021 - DM

AREAS PATROLLED	NUMBER OF PATROLS			VIOLATIONS NOTED DURING PATROLS IN THESE AREAS					
	Foot	Drive	Bike		Animal	Traffic	Signs	Other	Other Notes
Community Park	11	17			6				
Other Parks		6							
Community Park Trails	12				7				
Dollymount Trail	2	4							
Heritage Forest Trails	9	1			5				
Museum Area Trails	5	7			2				
Other Trails	2	4							
Homeless Patrols		8							
Town Centre Patrols	21	31				6			
Residential Areas		33				2	1		directional arrow sign removed/ 1 vehicle towed
Main Beach Patrols	16	37			22	1	2	1	2 "off premise signs" removed & returned/tree removal on Hwy 19A near from visitor info
Other Beach Patrols	14	26			14				
TOTALS	92	174	0		56	9	3	1	
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	7		1		7	7	1lost dog returned to owner / dangerous dog questions		
Burning Outdoor	2				2	2			
Business Licence	4				4	4	door 2 door inquiry/home occupation/ bus. lic. Inquiry x2		
Homeless Issues									
Illegal Dumping									
Noise	4	1			4	4			
Parks / Trails / Beaches									
Sign	3		3		3	3			
Traffic	11	2	1	5	9	11	CSP creating parking shortage x 2/ tow notice /		
Tree Removal	6				5	6	tree cutting in lane off 4th		
Unsightly Premises	5	2	2		5	6			
Vandalism	1				1	1			
Zoning / Building	8				8	8	clothes-line / Air B & B x2 / vehicle / fence / RV's on priv. prop./ poultry		
Other	15				16	15	covid with CSP x4 / other covid x 5 / septic tank/ civil matter/protest		
TOTALS	66	5	7	5	64	67	MVI @ airport/low speed electric veh. Inq./ 4 notices posted for bears		

THE TOWN OF
QUALICUM BEACH



COUNCIL CORRESPONDENCE LOG
May 27, 2021

DATE REC'D	FROM	TOPIC	ACTION
May 19	District of Tofino	Old Growth Strategic Review	Rec'd for Information
May 18	J & E Case	Child Care Centre Questions	Rec'd for Information
May 18	R Woroniak	St Andrew's Water Park	Rec'd for Information
May 13	F Harrop	GIS Mapping & Climate Change	Rec'd for Information
May 13	C Britz	Speed Reduction	Rec'd for Information
May 10	C Dowe	Public Safety Committee item	Referred to Staff
May 10	D & S White	Waterfront Tourism Expansion	Rec'd for Information
May 7	Regional District of Nanaimo	Notice of Special Meeting	Rec'd for Information
May 6	Anne Hauldin	Temporary Dry Shelter Location	Referred to Staff
May 6	R Everard	Thanks to Council	Rec'd for Information
May 6	Komoks First Nation	Joint Operation Facility	Rec'd for Information
May 4	D Kelsey to BC Hydro	LED Light	Rec'd for Information
May 3	D Christie	Temp Dry Housing	Referred to Staff
May 3	C & T Stewart	Waterfront Tourism Expansion	Referred to Staff
May 3	G Dermody	Helicopter Training	Referred to Staff
May 3	D Golson	Parking off Rupert	Rec'd for Information
April 29	Qualicum Woods Residents Assoc	Aviation Safety	Rec'd for Information
April 29	City of Victoria	Coastal Communities Social Procurement Initiative Steering Committee	Rec'd for Information
April 29	Battered Womens' Services	Anti-black racism	Rec'd for Information
April 28	City of Kamloops	News Media Resolution	Rec'd for Information
April 28	Regional District of Nanaimo	Regional Growth Strategy for Nanaimo Airport Lands	Rec'd for Information
April 26	C Macfie	St Andrews Lodge	Rec'd for Information
April 25	Literacy Alberni	Anti-Racism Proclamation	Rec'd for Information
April 26	B Majercsik	St Andrews Lodge	Rec'd for Information
April 25	K & J Strobel	QB Elementary School Traffic	Referred to Staff
April 25	Town of View Royal	Authority & Training at Hospital	Rec'd for Information
April 25	Dist of Clearwater	Invasive Clams	Rec'd for Information

April 25	L & S Sieber	LED Lights	Referred to Staff
April 19	M Watson	Backyard Chickens	Rec'd for Information
April 19	D & C Kelly	Speeding on Hemsworth	Rec'd for Information
April 19	H Fortier	Proper Signage	Rec'd for Information
April 19	P Stary	Shoulder at Shore Restaurant	Rec'd for Information
April 19	Aux Box	Dry Recovery Units	Rec'd for Information
Various	Various	Dry Recovery Units – Opposed	Rec'd for Information
Various	Various	Dry Recovery Units – Neutral	Rec'd for Information
Various	Various	Dry Recovery Units – Opposed Location	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.

Minutes of the 9:30 am Wednesday, April 21, 2021, Town of Qualicum Beach Special Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

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

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

ALSO PRESENT: Staff: Daniel Sailland, CAO
Heather Svensen, Deputy CAO/Corporate Administrator
John Marsh, Director of Finance
Bob Weir, Director of Engineering and Operations
Weslie Gould, Deputy Corporate Administrator

The Mayor called the meeting to order at 9:30 am acknowledging that the meeting is being held on the traditional lands of the Coast Salish people.

ADOPTION OF THE AGENDA

Councillor Harrison MOVED and Councillor Westbroek SECONDED, THAT Council adopts the April 21, 2021 Special Council meeting agenda, as amended by including:

- Late Item 3(2)(a), 'Strengthening Communities' Services Grant Application';
- Meeting of the Municipalities invitation from the Regional District of Nanaimo;
- Motion to waive notice for the purposes of going into a closed meeting of Council.

CARRIED UNANIMOUSLY

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT the requirement of notice of meeting be waived for the purposes of going into a Closed meeting of Council.

MOTION FAILED

In Favour: Mayor Wiese; Councillor Harrison; Councillor Westbroek

Opposed: Councillor Filmer

BYLAWS

(1) Sewer Parcel Tax Bylaw

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Sewer Parcel Tax Bylaw No. 492, 1991 Amendment Bylaw No. 492.02, 2021" be given second reading.

CARRIED UNANIMOUSLY

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Sewer Parcel Tax Bylaw No. 492, 1991 Amendment Bylaw No. 492.02, 2021" be given third reading.
CARRIED UNANIMOUSLY

(2) **Water Parcel Tax Bylaw**

Councillor Filmer MOVED and Councillor Westbroek SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Water Parcel Tax Bylaw No. 493, 1991 Amendment Bylaw No. 493.03, 2021" be given second reading.
CARRIED UNANIMOUSLY

Councillor Harrison MOVED and Councillor Filmer SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Water Parcel Tax Bylaw No. 493, 1991 Amendment Bylaw No. 493.03, 2021" be given third reading.
CARRIED UNANIMOUSLY

(3) **2021 Property Tax Collection Scheme Options**

Councillor Harrison MOVED and Councillor Westbroek SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Alternative Municipal Tax Collection Scheme Bylaw No. 587, 2001, Amendment Bylaw No. 587.03, 2021" be given second reading.
CARRIED UNANIMOUSLY

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Alternative Municipal Tax Collection Scheme Bylaw No. 587, 2001, Amendment Bylaw No. 587.03, 2021" be given third reading.
CARRIED UNANIMOUSLY

(4) **2021 Property Tax Rates Bylaw**

Councillor Westbroek MOVED and Councillor Filmer SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Tax Rates (2021) Bylaw No. 758, 2021" be given second reading.
CARRIED UNANIMOUSLY

Councillor Westbroek MOVED and Councillor Filmer SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Tax Rates (2021) Bylaw No. 758, 2021" be given third reading.
CARRIED UNANIMOUSLY

STAFF REPORTS

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

(a) Airports Capital Assistance Program (ACAP) Airfield Lighting Project

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT Council authorizes the Mayor and the Corporate Administrator to execute the Project Contribution Agreement between the Government of Canada, represented by the Minister of Transport, and the Town of Qualicum Beach for receipt of funding of up to \$1,141,476 for the Airfield Lighting Rehabilitation Project at the Qualicum Beach Municipal Airport.

CARRIED UNANIMOUSLY

(2) Corporate Administrator (Heather Svensen)

(a) Strengthening Communities' Services Grant Application

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT the Town of Qualicum Beach supports the Strengthening Communities' Services Grant application, submitted on behalf of the Town of Qualicum Beach, the City of Parksville, and Electoral Areas E, F, G, and H of the Regional District of Nanaimo, for a temporary, COVID-19 response housing site for a dry recovery community of up to 15 housing units with wrap around services, including peer and mentor support, on lands within the Town of Qualicum Beach boundary;

AND FURTHER THAT the Town of Qualicum Beach agrees to be the primary applicant and to apply for, receive, and manage the grant funding on behalf of the partnering local governments.

AND FURTHER THAT a Committee of the Whole meeting be scheduled for Thursday, April 29, 2021 at 4:00 pm, to be held virtually via Zoom telecommunications software, for the purposes of discussing the temporary dry recovery community project for the Strengthening Communities' Services grant application;

AND FURTHER THAT representatives from the dry recovery community project, including partnering local governments, community groups, and MLA Adam Walker, be invited to attend and provide feedback at the April 29, 2021 Committee of the Whole meeting.

CARRIED UNANIMOUSLY

(3) Meeting of the Municipalities

Council discussed the invitation to attend the Meeting of the Municipalities to be held virtually on May 18th. Daniel Sailland, CAO advised that each municipality will be presenting their Strategic Priorities.

RECESS

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council recess the meeting to resume in the Committee of the Whole at 10:00 am.

CARRIED

MEETING ADJOURNED: 11:08 am

Certified Correct:

Heather Svensen
Corporate Administrator

Brian Wiese
Mayor

DRAFT

Minutes of the 11:30 am Friday, April 23, 2021, Town of Qualicum Beach Special Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

Pursuant to the March 26, 2020 Ministerial Order No. M083 [Local Government Meetings and Bylaw Process (COVID-19)] members of Council may participate in this meeting utilizing electronic or other communication facilities and members of the public were not permitted 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 Teunis Westbroek

ALSO PRESENT: Staff: Daniel Sailland, CAO
Heather Svensen, Corporate Administrator/Deputy CAO

The Mayor called the meeting to order at 11:30 am acknowledging that the meeting is being held on the traditional lands of the Coast Salish people.

ADOPTION OF THE AGENDA

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT Council adopts the April 23, 2021 Special Council meeting agenda.

CARRIED UNANIMOUSLY

MOTION TO CLOSE

Councillor Westbroek MOVED and Councillor Harrison 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;
- (b) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC at 11:30 am

MEETING REOPENED TO THE PUBLIC at 11:51 am

ADJOURNMENT

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

CARRIED

MEETING ADJOURNED: 11:51 am

Certified Correct:

Heather Svensen
Corporate Administrator

Brian Wiese
Mayor

Minutes of the 10:00 AM Wednesday, April 28, 2021, 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 Teunis Westbroek (10:05 am joined the meeting)

ALSO PRESENT: Staff: Daniel Sailland, CAO
Bob Weir, Director of Engineering
Luke Sales, Director of Planning
John Marsh, Director of Finance
Arnold Schwabe, Manager of Operations
Heather Svensen, Corporate Administrator/Deputy CAO
Weslie Gould, Deputy Corporate Administrator

The Mayor called the meeting to order at 10:00 AM acknowledging that the meeting is being held on the traditional lands of the Coast Salish people.

ADOPTION OF THE AGENDA

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT Council adopts the April 28, 2021 Regular Council meeting agenda.

CARRIED UNANIMOUSLY

ADOPTION OF THE CONSENT AGENDA

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

(1) Announcement of Council Meeting Motions

a. Motions from the April 9, 2021 In Camera Meeting

i. Heritage Forest Committee

THAT Council appoints Jack Maclean to represent the Brown Property Preservation Society on the Heritage Forest Commission for a term ending December 31, 2022.

ii. **Airport Users Committee**

THAT Council instructs staff to amend the Airport Users Committee Terms of Reference as presented at the April 9, 2021 special Council meeting.

THAT Council appoint Councillor Filmer to the Airport Users Committee as the Council liaison.

iii. **Dragonfly SUP Adventures Ltd.**

THAT Council authorizes staff to enter into a lease agreement with Dragonfly SUP Adventures Ltd. for use of the town-owned Land located at 2831 Island Highway West for the rental of non-motorized water and beach equipment; SUP yoga (on the water) and regular SUP lessons; and the sale of small retail items open to the public for no other purpose for a three-year term commencing the 1st day of June, 2021 and expiring the 31st day of May, 2024.

iv. **St. Andrews Lodge – lease negotiations**

Council could not reach a consensus on next steps for the lease negotiations with the St. Andrews Historical and Cultural Society at this time, and agreed to wait until after the By-Election to review the matter.

v. **Into the Woods – Childcare Facility Upgrade and Plan Review**

THAT Council directs staff to engage with residents on Dorset Road regarding the childcare facility site plan attached to the April 9, 2021 in-camera memo, for the purpose of refining the design and landscaping near the proposed Dorset Road entrance AND FURTHER THAT, subsequent to resident discussions, a staff report be presented to Council with options and a recommendation regarding this entrance and landscaping.

(2) **Monthly Finance Report** – March 2021 – For Information

(3) **Monthly Fire Department Report** – March 2021 – For Information

(4) **Monthly Bylaw Report** – March 2021 – For Information

(5) **Correspondence Log** – April 28, 2021 – For Information

CARRIED UNANIMOUSLY

APPROVAL OF THE MINUTES

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

- March 31, 2021 special Council meeting;
- April 7, 2021 regular Council meeting;
- April 9, 2021 special Council meeting;
- April 14, 2021 special Council meeting.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

(1) Notices of Motion from the April 7, 2021 Regular Council Meeting (Councillor Harrison)

- a. Councillor Harrison MOVED and Councillor Filmer SECONDED, THAT Council directs staff provide a report on proportional funding options for the proposed track at Ballenas Secondary School.

CARRIED UNANIMOUSLY

- b. Councillor Harrison MOVED and Councillor Filmer SECONDED, THAT Council direct staff to provide a report with information on the Town's water consumption and replenishment at a future Council meeting.

CARRIED UNANIMOUSLY

(2) Recommendation from the April 21, 2021 Committee of the Whole Meeting

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council directs staff to work with the regional partners and the Mount Arrowsmith Biosphere Region to take part in the 'Growing Canada's Forests Program' as part of a national funding proposal.

CARRIED UNANIMOUSLY

BYLAWS

(1) Sewer Parcel Tax Bylaw

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Sewer Parcel Tax Bylaw No. 492, 1991 Amendment Bylaw No. 492.02, 2021" be adopted.

CARRIED UNANIMOUSLY

(2) Water Parcel Tax Bylaw

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Water Parcel Tax Bylaw No. 493, 1991 Amendment Bylaw No. 493.03, 2021" be adopted.

CARRIED UNANIMOUSLY

(3) Zoning Amendment: 545 Nenzel Road

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT third reading for the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (Nenzel Road) Bylaw No. 580.119, 2020" be rescinded.

CARRIED UNANIMOUSLY

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT second reading for the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (Nenzel Road) Bylaw No. 580.119, 2020" be rescinded.

CARRIED UNANIMOUSLY

Councillor Harrison MOVED and Councillor Filmer 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 UNANIMOUSLY

Councillor Westbroek MOVED and Councillor Filmer SECONDED, THAT Council hold a Public Hearing on June 16, 2021 at 10:00am 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 UNANIMOUSLY

(4) Zoning Amendment: 431 College Road

Councillor Harrison MOVED and Mayor Wiese SECONDED, THAT Council rescinds the following motion from the October 7, 2020 regular Council meeting:

- THAT prior to adoption of "Town of Qualicum Beach Municipal Heritage Site Designation (Qualicum College Protection Repeal) Bylaw No. 751, 2020" the owner must enter into a binding agreement with the Town to ensure that Building 'D' (Qualicum College replica) is constructed within 24 months of bylaw adoption."

CARRIED UNANIMOUSLY

Councillor Harrison MOVED and Mayor Wiese SECONDED, THAT Council rescinds the following motion from the October 7, 2020 regular Council meeting:

- THAT prior to adoption of "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (Residential 15 Zone (R15) - 431 College Road) Bylaw No. 580.122, 2020", the owner enters into a housing agreement with the Town to ensure that all dwelling units in the former Qualicum College building remain as rental for a minimum of ten years, with a release of this obligation only after the residential rental vacancy rate rises above 3.0% for a minimum of six months.

CARRIED UNANIMOUSLY

Councillor Harrison MOVED and Mayor Wiese SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (Residential 15 Zone (R15) - 431 College Road) Bylaw No. 580.122, 2020" be adopted as amended.

Councillor Harrison MOVED and Councillor Westbroek SECONDED, THAT Council amends the motion on the floor by permitting the total density to 49 units.

CARRIED UNANIMOUSLY

MAIN MOTION AS AMENDED:

THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (Residential 15 Zone (R15) - 431 College Road) Bylaw No. 580.122, 2020" be adopted as amended by permitting the total density to 49 units.

CARRIED UNANIMOUSLY

Councillor Westbroek MOVED and Councillor Filmer SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (Residential 15 Zone (R15) - 431 College Road) Bylaw No. 580.122, 2020" be deferred to the May 26, 2021 Regular Council meeting for consideration of adoption as amended.

Councillor Westbroek withdrew his motion on the floor.

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council directs staff to issue a Development Permit for the 53-unit development at 431 College Road, as detailed in the April 28, 2021 Planning memo to Council.

Councillor Westbroek MOVED and Councillor Filmer SECONDED, THAT Council amends the motion on the floor by: (a) deleting 53 units and inserting "49 units"; and (b) inserting: "subject to the location of the solid waste pickup to be located in a more central location for the benefit of the residents and the contractor".

CARRIED UNANIMOUSLY

MAIN MOTION AS AMENDED:

THAT Council directs staff to issue a Development Permit for the 49-unit development at 431 College Road, as detailed in the April 28, 2021 Planning memo to Council; subject to the location of the solid waste pickup to be located in a more central location for the benefit of the residents and the contractor.

CARRIED UNANIMOUSLY

(5) 1025 Qualicum Road (Pheasant Glen)

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT, as described in the April 28, 2021 Planning memo to Council, the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (1025 Qualicum Road) Bylaw No. 580.123, 2021" be read a third time.

CARRIED

Opposed: Councillor Filmer;

In Favour: Mayor Wiese; Councillor Harrison; Councillor Westbroek

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT, as described in the April 28, 2021 Planning memo to Council, the bylaw entitled "Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018 Amendment (1025 Qualicum Road) Bylaw No. 800.05, 2021" be read a third time as amended.

CARRIED

Opposed: Councillor Filmer

In Favour: Mayor Wiese; Councillor Harrison; Councillor Westbroek

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council directs staff to engage a residual land analysis of the proposal for 1025 Qualicum Road to be presented between third reading and adoption of "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (1025 Qualicum Road) Bylaw No. 580.123, 2021" without the need for an additional public hearing.

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council amends the motion on the floor by striking: "residual" and inserting: "land lift analysis per the Town's Community Amenity Contribution Policy".

CARRIED UNANIMOUSLY

MAIN MOTION AS AMENDED:

THAT Council directs staff to engage a land lift analysis per the Town's Community Amenity Contribution Policy of the proposal for 1025 Qualicum Road to be presented between third reading and adoption of "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (1025 Qualicum Road) Bylaw No. 580.123, 2021" without the need for an additional public hearing.

CARRIED UNANIMOUSLY

Councillor Filmer MOVED and Councillor Westbroek SECONDED, THAT Council instructs staff to seek a legal opinion that addresses the degree of certainty of the proposal as presented by the proponent for 1025 Qualicum Road as it relates to zoning and the OCP amendments.

CARRIED UNANIMOUSLY

(6) Zoning Amendment: 188 Sunningdale Road East

Councillor Harrison MOVED and Councillor Westbroek SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (188 Sunningdale Road E) Bylaw No. 580.127, 2021" be introduced and given first reading.

CARRIED UNANIMOUSLY

Councillor Filmer MOVED and Councillor Westbroek SECONDED, THAT Council refers the development application for 188 Sunningdale Road East to the Advisory Planning Commission for comment subject to the following:

- a) Submission of a Tree and Vegetation Management Plan;
- b) Submission of a Landscape Plan; and,
- c) Submission of a Rainwater Management Plan.

CARRIED UNANIMOUSLY

Councillor Filmer MOVED and Councillor Westbroek SECONDED, THAT, prior to adoption of "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (188 Sunningdale Road E) Bylaw No. 580.127, 2021", the developer makes a contribution to the Village Neighbourhood Sidewalk Reserve Account equivalent to the value of constructing a sidewalk on Berwick Road and Sunningdale Road.

CARRIED UNANIMOUSLY

(7) Zoning Amendment: 245 Mill Road

Councillor Filmer MOVED and Councillor Westbroek SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (245 Mill Road) Bylaw No. 580.128, 2021" be introduced and given first reading.

CARRIED UNANIMOUSLY

Councillor Filmer MOVED and Councillor Westbroek SECONDED, THAT Council refers the development application for 245 Mill Road to the Advisory Planning Commission for comment subject to the following:

- a) Submission of a Tree and Vegetation Management Plan;
- b) Submission of a Landscape Plan;
- c) Submission of a Rainwater Management; and
- d) Vehicle turning movements to and from the rear garage.

CARRIED UNANIMOUSLY

Councillor Filmer MOVED and Councillor Westbroek SECONDED, THAT, prior to adoption of a zoning amendment bylaw for 245 Mill Road, the following be completed:

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

CARRIED UNANIMOUSLY

Councillor Filmer MOVED and Councillor Westbroek SECONDED, THAT, prior to adoption of "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (245 Mill Road) Bylaw No. 580.128, 2021", the developer makes a contribution to the Village Neighbourhood Sidewalk Reserve Account equivalent to the value of constructing a sidewalk on Mill Road.

CARRIED UNANIMOUSLY

(8) 2021 Property Tax Collection Scheme

Councillor Westbroek MOVED and Councillor Filmer SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Alternative Municipal Tax Collection Scheme Bylaw No. 587, 2001, Amendment Bylaw No. 587.03, 2021" be adopted.

CARRIED UNANIMOUSLY

(9) Repeal of Garbage, Food Waste and Recycling Collection Services Rates and Regulations Bylaw

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Garbage, Food Waste and Recycling Collection Service Rates and Regulations Bylaw No. 654, 2010, Repeal Bylaw No. 757, 2021" be adopted.

CARRIED UNANIMOUSLY

(10) 2021 Property Tax Rates Bylaw

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Tax Rates (2021) Bylaw No. 758, 2021" be adopted.

CARRIED UNANIMOUSLY

(11) Proposed Emergency Program Bylaw and Joint Emergency Program Services Agreement with the City of Parksville

Councillor Westbroek MOVED and Councillor Filmer SECONDED, THAT the report from the Emergency Program Coordinator dated April 28, 2021, entitled "Proposed Emergency Program Bylaw and Joint Emergency Program Services Agreement with the City of Parksville" be received for information.

CARRIED UNANIMOUSLY

Councillor Westbroek MOVED and Councillor Filmer SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Emergency Program Regulatory Bylaw No. 761, 2021" be introduced and given first reading.

CARRIED UNANIMOUSLY

Councillor Westbroek MOVED and Councillor Filmer SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Emergency Program Regulatory Bylaw No. 761, 2021" be given second reading.

CARRIED UNANIMOUSLY

Councillor Westbroek MOVED and Councillor Filmer SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Emergency Program Regulatory Bylaw No. 761, 2021" be given third reading.

CARRIED UNANIMOUSLY

Councillor Westbroek MOVED and Councillor Filmer SECONDED, THAT staff be directed to execute the Joint Emergency Program Services Agreement, as attached to the report from the Emergency Program Coordinator dated April 28, 2021, with the City of Parksville.

CARRIED UNANIMOUSLY

Councillor Westbroek MOVED and Councillor Filmer SECONDED, THAT Council refers the Joint Emergency Program Services Agreement, as attached to the report from the Emergency Program Coordinator dated April 28, 2021, with the City of Parksville to the Select Committee on Public Safety for information and comment.

CARRIED UNANIMOUSLY

Councillor Westbroek MOVED and Councillor Filmer SECONDED, THAT Council takes a 10-minute recess.

CARRIED UNANIMOUSLY

Meeting recessed at 12:23 pm

Meeting resumed at 12:33 pm

COMMITTEE & LIAISON REPORTS

(1) General Government (Mayor Brian Wiese)

Mayor Wiese commented on the following:

- Effects of COVID-19
- Open House held April 14, 2021 attended by Councillor Harrison
- Committee of the Whole meeting, discussing the Strategic Plan
- Round table with Gord Johns and Regional Mayor Chairs
- Volunteer Week – “the value of one the power of many,” thanking all the volunteers in the community and Oceanside area
- Island Health check in for April, encouraging the public to “get the jab”
- Strengthening Community Grant Application submitted - Open House/Committee of the Whole – 4pm April 29 via Zoom
- Meeting with Gord Johns regarding the Qualicum Beach Airport
- Numerous meetings with the Regional District of Nanaimo
- Numerous meetings with residents in Town
- Bi-annual check-in with staff clarifying any questions on what is taking place in Town
- First All Candidates meeting hosted by the Eaglecrest Residents Association, commending all candidates

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

Councillor Filmer commented on the following:

- Attending meetings with various resident associations over the past few weeks
- Attending the Airport Users Committee
 - Mandate of the committee
 - Committee to deal with strict recommendations should Council want a recommendation. Provide advice when needed.
 - Not the governing body of the airport
 - Larger airports have boards or commissions
 - Leaded fuel issue: Not as simple as banning the fuel or the airplanes that use that fuel
 - Confirmation that the Airport is not closed at night for emergency uses (eg., air ambulance)
 - Confirmation that Councillor Filmer is not in a conflict to be a member of the Airport Users Committee
 - Airport Bylaw up for review – confirmed with the Airport Users Committee that the draft bylaw would be brought back to the Committee for review
- Strengthening Communities Grant application and Committee of the Whole Meeting for the Dry Recovery Housing, confirmation that the process is in its early stages; looking at temporary use and a temporary use permit; misinformation about the location and number of trees being removed; benefits of building a strong relationship with the Town, the Province and our MLA.

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

Councillor Harrison commented on the following:

- Attending a Museum Society meeting
- Organize meeting regarding affordable housing
- Oceanside Track Fundraising Committee – Parksville contributed \$250,000; RDN \$200,000; two regional district areas have contributed \$32,000; looking at grant applications and ways to raise funds.
- Clarity needed on facts around the Dry Recovery Shelter location; brew pub location; and relocation of public works yard/operations
- Width of the School Connector
- Beach access on the waterfront – staff are costing out an accessibility mat for the waterfront

Councillor Harrison MOVED and Councillor Filmer SECONDED, THAT the Town requests that the Oceanside Services Committee creates a working group to address the regional need for affordable housing.

CARRIED UNANIMOUSLY

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

Councillor Westbroek commented on the following:

- Complimenting Councillor Filmer and Arnold Schwabe, Manager of Operations, in the response to Mr. Dermody regarding the type of aviation fuel used at the airport
- Complimenting Rebecca Augustyn, Planner, on the detail of the planning reports
- Requesting the meeting format for Public Hearings and whether Council members can ask members of the public questions during the Public Hearing, for clarification purposes

Councillor Westbroek MOVED and Councillor Filmer SECONDED, THAT the letter dated April 7, 2021 from Lotar Maurer regarding cyclist safety on Highway 19A along the waterfront be referred to the Select Committee on Public Safety, Accessibility, and Emergency Preparedness for their comment.

CARRIED UNANIMOUSLY

STAFF REPORTS

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

(a) **Regular Council Meeting, May 2021 – Reschedule Meeting**

Councillor Westbroek MOVED and Councillor Filmer SECONDED, THAT the regular meeting of Council scheduled for May 19, 2021 at 10:00 am be rescheduled to May 26, 2021 at 10:00 am to meet legislative guidelines to administer the Oath of Office to the Councillor to be elected at the May 15, 2021 by-election.

Councillor Westbroek MOVED and Councillor Filmer SECONDED, THAT Council amends the motion on the floor by deleting: “May 26, 2021” and inserting: “Thursday, May 27, 2021”.

CARRIED UNANIMOUSLY

MAIN MOTION AS AMENDED:

THAT the regular meeting of Council scheduled for May 19, 2021 at 10:00 am be rescheduled to Thursday, May 27, 2021 at 10:00 am to meet legislative guidelines to administer the Oath of Office to the Councillor to be elected at the May 15, 2021 by-election.

CARRIED UNANIMOUSLY

(b) **Grand Prix D'Art 2021**

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, 2021, from 10:00 am to 2:00 pm.

CARRIED UNANIMOUSLY

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

(a) **COVID-19 Related Grant-in-Aid**

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT Council approves grant funding under the Town's 2021 COVID-19 grant-in-aid program to the following organizations in the amounts specified:

- \$5,000, Bard to Broadway Theatre Society.
- \$5,000, Ecole Oceanside Elementary School PAC.
- \$5,000, Qualicum Beach Elementary School PAC.
- \$5,000, Qualicum Beach Farmers Market.
- \$2,500, Qualicum Beach Community Garden Society.
- \$4,000, Qualicum Beach Lawn Bowling Club.
- \$5,000, Qualicum Beach Royal Canadian Legion Branch #76.
- \$5,000, Qualicum Weavers and Spinners Guild Society.
- \$4,000, Rotary Club of Qualicum Beach.
- \$5,000, Rotary Club of Qualicum Beach Sunrise.
- \$5,000, The Old School House Arts Centre.
- \$2,500, Young Life of Canada.
- \$3,500, Echo Players.

CARRIED UNANIMOUSLY

Councillor Harrison MOVED and Mayor Wiese SECONDED, THAT Council instructs staff to issue a second round for a process to support further groups in need, including: St. Andrews; KSS; and Arrowview Elementary to be presented to Council for consideration at the June 16th Regular Council meeting.

CARRIED UNANIMOUSLY

(b) **Award of Hyperconverged Infrastructure RFP**

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT staff be authorized to enter into a contract with RBS Managed IT Services Inc. for the installation of a Hyperconverged Infrastructure proposal in the amount of \$129,304.10.

CARRIED UNANIMOUSLY

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

(a) **Local Government Development Approvals Program Grant**

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT Council directs staff to apply to the Local Government Development Approvals Program for funding to review and update Town development processes and support the creation of a toolkit of refined and more efficient application templates, checklists, guides and documentation, based on a comprehensive review of best practices.

CARRIED UNANIMOUSLY

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT Council continues the meeting past 1pm.

CARRIED UNANIMOUSLY

(b) **Development Permit: 3109 Island Highway West**

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council authorizes staff to issue a Development Permit for 3109 Island Highway West, as attached to the April 28, 2021 Planning memo to Council, subject to confirmation that the colour scheme is compatible with the Town's Village Design Guidelines.

CARRIED UNANIMOUSLY

(c) **Community Climate Change Adaptation Plan**

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT Council directs staff to post the draft 2021 Community Climate Adaptation Plan for stakeholder review and public comment until June 11, 2021.

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT Council amends the motion the floor by referring the draft 2021 Community Climate to the Select Committee on Environment and Sustainability and that the May meeting be reinstated.

CARRIED UNANIMOUSLY

Main motion as amended:

THAT Council directs staff to post the draft 2021 Community Climate Adaptation Plan for stakeholder review and public comment until June 11, 2021; AND FURTHER THAT, Council instructs staff to refer the draft 2021 Community Climate Adaptation Plan to the Select Committee on Environment and Sustainability; AND FURTHER THAT the May meeting of the Select Committee on Environment be reinstated.

CARRIED UNANIMOUSLY

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT Council directs staff to include a staffing strategy for implementation of Town-led climate initiatives during the anticipated 2021-2022 municipal service review.

CARRIED UNANIMOUSLY

REVIEW OF COMMENTS FROM THE PUBLIC

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

Comments for this regular Council meeting were received by 12:00 pm two business days following the meeting (April 30, 2021). Submissions were distributed to all Council, and a brief summary of the comments are as follows:

- Charna Macfie, 578 Maple Street, regarding the expansion of the Public Works yard and the development application for 545 Nenzel Road.
- Tim Pritchard, 663 Windward Way, regarding water consumption, progress on the development at 431 College Road, and the development at Pheasant Glen (1025 Qualicum Road).
- Laurie Sieber, 566 Beach Road, regarding communication with Town Council and Staff.

ADJOURNMENT

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

CARRIED

MEETING ADJOURNED: 1:20 pm

Certified Correct:

Heather Svensen
Corporate Administrator

Brian Wiese
Mayor

Minutes of the 2:00 pm Wednesday, April 28, 2021, Town of Qualicum Beach Special Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

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

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

ABSENT: Councillor Robert Filmer

ALSO PRESENT: Staff: Daniel Sailland, CAO
Heather Svensen, Deputy CAO/Corporate Administrator
John Marsh, Director of Finance

The Mayor called the meeting to order at 2:00 pm acknowledging that the meeting is being held on the traditional lands of the Coast Salish people.

ADOPTION OF THE AGENDA

Councillor Harrison MOVED and Councillor Westbroek SECONDED, THAT Council adopts the April 28, 2021 Special Council meeting agenda.

CARRIED UNANIMOUSLY

MOTION TO CLOSE

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

- (a) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
- (b) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 1:54 pm on April 30, 2021.

Certified Correct:

Heather Svensen
Corporate Administrator

Brian Wiese
Mayor

Minutes of the 9:30 am Wednesday, April 28, 2021, Town of Qualicum Beach Special Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

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

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

ABSENT: Councillor Teunis Westbroek

ALSO PRESENT: Staff: Heather Svensen, Deputy CAO/Corporate Administrator
John Marsh, Director of Finance
Weslie Gould, Deputy Corporate Administrator

The Mayor called the meeting to order at 9:30 am acknowledging that the meeting is being held on the traditional lands of the Coast Salish people.

ADOPTION OF THE AGENDA

Councillor Harrison MOVED and Councillor Westbroek SECONDED, THAT Council adopts the April 28, 2021 Special Council meeting agenda.

CARRIED UNANIMOUSLY

Revised Sewer Parcel Tax Assessment Roll

- (a) There were no written notices of complaint against the Revised Sewer Parcel Tax Assessment Roll.

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT pursuant to Section 206 of the *Community Charter* that the Revised Sewer Parcel Tax Assessment Roll comprising 831 pages and representing 4,734 parcels of land is hereby confirmed by the Parcel Tax Roll Review Panel of the Town of Qualicum Beach and, except as may be amended on further appeal, is hereby certified to be the Revised Sewer Parcel Tax Assessment Roll of the "Sewer Parcel Tax Bylaw, 492, 1991 Amendment Bylaw No. 492.02, 2021" and all amendments thereto.

CARRIED UNANIMOUSLY

Revised Water Parcel Tax Assessment Roll

- (a) There were no written notices of complaint against the Revised Water Parcel Tax Assessment Roll.

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT pursuant to Section 206 of the *Community Charter* that the Revised Water Parcel Tax Assessment Roll comprising 831 pages and representing 4,652 parcels of land is hereby confirmed by the Parcel Tax Roll Review Panel of the Town of Qualicum Beach and, except as may be amended on further appeal, is hereby certified to be the Revised Water Parcel Tax Assessment Roll of the "Water Parcel Tax Bylaw, 493. 1991, Amendment Bylaw No. 493.03, 2021" and all amendments thereto.

CARRIED UNANIMOUSLY

Regional Parks Parcel Tax Roll

- (a) There were no written notices of complaint against the Revised Regional Parks Parcel Tax Roll.

Councillor Harrison MOVED and Councillor Filmer SECONDED, THAT pursuant to Section 206 of the *Community Charter* that the Revised Regional Parks Parcel Tax Roll comprising 831 pages and representing 4,909 parcels of land is hereby confirmed by the Parcel Tax Roll Review Panel of the Town of Qualicum Beach and, except as may be amended on further appeal, is hereby certified to be the Revised Regional Parks Parcel Tax Roll of the "Regional Parks and Trails Parcel Tax Bylaw, 2007, No. 599" and all amendments thereto.

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 9:40 am

Certified Correct:

Heather Svensen
Corporate Administrator

Brian Wiese
Mayor

Minutes of the 11:00 am Wednesday, May 19, 2021, Town of Qualicum Beach Special Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

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

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

ALSO PRESENT: Staff: Daniel Sailland, CAO
Heather Svensen, Deputy CAO/Corporate Administrator
Colleen Rehor, Manager of Human Resources

The Mayor called the meeting to order at 11:00 am acknowledging that the meeting is being held on the traditional lands of the Coast Salish people.

ADOPTION OF THE AGENDA

Councillor Harrison MOVED and Councillor Filmer SECONDED, THAT Council adopts the May 19, 2021 Special Council meeting agenda.

MOTION TO CLOSE

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

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

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC at 11:00 am

MEETING REOPENED TO THE PUBLIC at 11:39 am

MEETING ADJOURNED: 11:39 am

Certified Correct:

Heather Svensen
Corporate Administrator

Brian Wiese
Mayor

Subject: FW: Former St. Andrew's Lodge Park

From:

Date: May 13, 2021 at 4:34:43 PM PDT

To: Teunis Westbroek <TWestbroek@qualicumbeach.com>

Subject: **Former St. Andrew's Lodge Park**

I am perplexed. The St. Andrew's Lodge Family Park Society posted that they are collecting money for development of the Park.

But this is town land is it not?

And a thorough process on ideas for development for the Park was held and a document was created and posted on the Town's website.

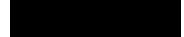
And while I do not oppose a playground with a Waterpark etc., I am confused about why and how the aforementioned Society can collect donations for the development?

Will the money be given to the Town to proceed with the Society's version of the Park? What happened to the input captured in the document?

I think there needs to be some answers from the Town.

Thank you

Brenda Phillips



Qualicum Beach

Sent from my Galaxy

May 12, 2021

Town of Qualicum Beach
201-660 Primrose Street
PO Box 130
Qualicum Beach, BC V9K 1S7

To the Mayor and Council:

Re: Audit of the December 31, 2020 Financial Statements

Subsection 171(1) of the Community Charter requires that the auditor report to Council on the annual financial statements; accordingly, we would like to report that we have completed our Independent Auditors Report on the financial statements of the Town of Qualicum Beach for the year ended December 31, 2020.

Our Independent Auditors Report is included in the accompanying financial statements, which comprise the consolidated statements of financial position, operations, changes in net financial assets and cash flows, and a summary of significant accounting policies and other explanatory information. The report states that in our opinion these financial statements present fairly, in all material respects, the consolidated financial position of the Town of Qualicum Beach as at December 31, 2020 and the results of its operations for the year then ended in accordance with Canadian public sector accounting standards.

We conducted our audit in accordance with Canadian generally accepted auditing standards and our responsibilities under those standards are further described in the Auditors' Responsibilities section of our report.

Our report also outlines the responsibilities of management and those charged with governance in relation to the financial statements.

We would like to thank Council for appointing us as auditors for the Town and to acknowledge the assistance and cooperation of all management and staff throughout our audit.

Yours very truly,

McGORMAN MacLEAN



Leanne Souchuck CPA, CA
Partner

TOWN OF QUALICUM BEACH
CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2020

TOWN OF QUALICUM BEACH
CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2020

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**TOWN OF QUALICUM BEACH
MANAGEMENT'S RESPONSIBILITY REPORT
2020 FINANCIAL STATEMENTS**

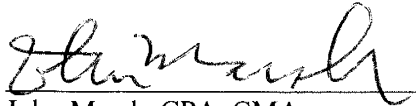
The preparation of these financial statements is the responsibility of management. The consolidated financial statements have been prepared in accordance with Canadian public sector accounting standards, and the integrity and objectivity of these statements are management's responsibility.

Management is also responsible for implementing and maintaining a system of internal control to provide reasonable assurance that reliable financial information is produced.

Council is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and exercises this responsibility. Council meets with the external auditors two times per year.

The external auditors, McGorman MacLean, conduct an independent examination, in accordance with Canadian generally accepted auditing standards, and express their opinion on the financial statements. Their examination includes a review and evaluation of the Town's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to Council.

On behalf of the Town of Qualicum Beach



John Marsh, CPA, CMA
Director of Finance



Brian Wiese
Mayor

INDEPENDENT AUDITORS' REPORT

S2

To the Mayor and Council of the
Town of Qualicum Beach

Opinion

We have audited the accompanying consolidated financial statements of the Town of Qualicum Beach (the "Town"), which comprise the consolidated statement of financial position as at December 31, 2020 and the consolidated statements of operations, changes in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the Town as at December 31, 2020, and the results of its operations, changes in net financial assets and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

McGorman Maclean
CHARTERED PROFESSIONAL ACCOUNTANTS

Parksville, Canada
April 28, 2021

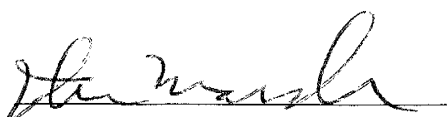
TOWN OF QUALICUM BEACH
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2020

S3
STATEMENT 1

	<u>2020</u>	<u>2019</u>
FINANCIAL ASSETS		
Cash and cash equivalents (note 2)	\$ 16,964,928	\$ 10,959,690
Accounts receivable (note 3)	2,099,414	3,256,633
Capital lease receivable (note 4)	79,877	90,163
Municipal Finance Authority debt reserve fund deposit	51,885	50,839
Assets held for sale	<u>1,118,350</u>	<u>552,609</u>
	<u>20,314,454</u>	<u>14,909,934</u>
FINANCIAL LIABILITIES		
Accounts payable (note 5)	2,551,165	1,998,199
Accrued employee benefits	853,082	751,833
Deferred revenue	2,910,422	1,396,655
Performance bonds and deposits	966,099	1,068,489
Deferred revenue - capital (note 6)	2,676,105	2,535,036
Long term debt (note 7)	<u>2,314,682</u>	<u>2,777,618</u>
	<u>12,271,555</u>	<u>10,527,830</u>
NET FINANCIAL ASSETS	<u>8,042,899</u>	<u>4,382,104</u>
NON-FINANCIAL ASSETS		
Inventories	110,782	95,686
Prepaid expenses	28,462	28,458
Tangible capital assets (note 8)	<u>121,542,960</u>	<u>120,619,576</u>
	<u>121,682,204</u>	<u>120,743,720</u>
ACCUMULATED SURPLUS (notes 9 and 10)	<u><u>\$ 129,725,103</u></u>	<u><u>\$ 125,125,824</u></u>

Contingent liabilities and commitments (note 11)

Approved:

 Director of Finance

The accompanying notes are an integral part of these consolidated financial statements

TOWN OF QUALICUM BEACH
CONSOLIDATED STATEMENT OF OPERATIONS
AS AT DECEMBER 31, 2020

S4
STATEMENT 2

	2020 Budget (unaudited)	2020 Actual	2019 Actual
REVENUE			
Net taxation	\$ 10,681,000	\$ 10,756,690	\$ 10,273,010
Water and sewer rates	2,070,000	1,846,078	2,033,148
Sale of services	680,000	612,081	635,590
Other revenue from own sources	1,406,000	1,408,819	1,556,044
Government transfers	3,867,000	4,689,086	4,448,081
Gain on disposal of tangible capital assets	3,517,000	461,240	36,668
Gain on disposal of assets held for sale	-	230,900	141,866
Capital contributions	-	140,745	2,245,543
	<u>22,221,000</u>	<u>20,145,639</u>	<u>21,369,950</u>
EXPENSES			
General government services	2,307,000	2,316,883	2,216,304
Protective services	3,099,000	2,992,544	2,873,436
Transportation services	5,025,000	4,792,856	4,901,813
Environmental services	799,000	809,125	805,882
Water services	1,466,000	1,360,775	1,370,876
Sewer services	423,000	379,459	360,923
Planning and development services	1,208,000	887,062	1,038,270
Parks and recreation services	2,011,000	2,007,656	1,758,257
	<u>16,338,000</u>	<u>15,546,360</u>	<u>15,325,761</u>
ANNUAL SURPLUS	5,883,000	4,599,279	6,044,189
ACCUMULATED SURPLUS AT BEGINNING OF YEAR	<u>125,125,824</u>	<u>125,125,824</u>	<u>119,081,635</u>
ACCUMULATED SURPLUS AT END OF YEAR	<u>\$ 131,008,824</u>	<u>\$ 129,725,103</u>	<u>\$ 125,125,824</u>

The accompanying notes are an integral part of these consolidated financial statements

TOWN OF QUALICUM BEACH
CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
AS AT DECEMBER 31, 2020

S5
STATEMENT 3

	<u>2020 Budget (unaudited)</u>	<u>2020 Actual</u>	<u>2019 Actual</u>
ANNUAL SURPLUS	\$ 5,883,000	\$ 4,599,279	\$ 6,044,189
Acquisition of tangible capital assets	(10,517,000)	(5,325,562)	(7,373,495)
Amortization of tangible capital assets	3,300,000	3,441,220	3,256,653
Proceeds on disposal of tangible capital assets	3,517,000	461,240	67,942
Gain on disposal of tangible capital assets	-	(461,240)	(36,668)
Tangible capital assets transferred to held for sale	-	960,958	-
	<u>(3,700,000)</u>	<u>(923,384)</u>	<u>(4,085,568)</u>
Purchase of supplies inventories	-	(15,096)	(6,899)
Increase in prepaid expenses	-	(4)	(13,544)
	<u>-</u>	<u>(15,100)</u>	<u>(20,443)</u>
CHANGE IN NET FINANCIAL ASSETS	2,183,000	3,660,795	1,938,178
NET FINANCIAL ASSETS AT BEGINNING OF YEAR	<u>4,382,104</u>	<u>4,382,104</u>	<u>2,443,926</u>
NET FINANCIAL ASSETS AT END OF YEAR	\$ <u><u>6,565,104</u></u>	\$ <u><u>8,042,899</u></u>	\$ <u><u>4,382,104</u></u>

The accompanying notes are an integral part of these consolidated financial statements

TOWN OF QUALICUM BEACH
CONSOLIDATED STATEMENT OF CASH FLOWS
AS AT DECEMBER 31, 2020

S6
STATEMENT 4

	<u>2020</u>	<u>2019</u>
CASH PROVIDED BY OPERATIONS		
Annual surplus	\$ 4,599,279	\$ 6,044,189
Items not involving cash:		
Amortization of tangible capital assets	3,441,220	3,256,653
Gain on disposal of tangible capital assets	(461,240)	(36,668)
Tangible capital assets transferred to held for sale	960,958	-
Change in non-cash operating assets and liabilities:		
Decrease (increase)		
Accounts receivable	1,157,219	(2,146,288)
Capital lease receivable	10,286	10,286
Municipal Finance Authority debt reserve fund deposit	(1,046)	(1,157)
Assets held for sale	(565,741)	30,305
Inventories	(15,096)	(6,899)
Prepaid expenses	(4)	(13,544)
Increase (decrease)		
Accounts payable	552,966	532,940
Accrued employee benefits	101,249	50,222
Deferred revenue	1,513,767	(209,921)
Performance bonds and deposits	(102,390)	82,437
Deferred revenue - capital	141,069	209,419
	<u>11,332,496</u>	<u>7,801,974</u>
FINANCING ACTIVITIES		
Decrease in long term debt	<u>(462,936)</u>	<u>(462,937)</u>
CAPITAL ACTIVITIES		
Acquisition of tangible capital assets	(5,325,562)	(7,373,495)
Proceeds on disposal of tangible capital assets	<u>461,240</u>	<u>67,942</u>
	<u>(4,864,322)</u>	<u>(7,305,553)</u>
INCREASE IN CASH AND CASH EQUIVALENTS	6,005,238	33,484
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	<u>10,959,690</u>	<u>10,926,206</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR	\$ <u><u>16,964,928</u></u>	\$ <u><u>10,959,690</u></u>
SUPPLEMENTARY CASH FLOW INFORMATION:		
Cash paid for interest	\$ <u><u>78,725</u></u>	\$ <u><u>90,119</u></u>

The accompanying notes are an integral part of these consolidated financial statements

**TOWN OF QUALICUM BEACH
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2020**

S7

The Town of Qualicum Beach (the "Town") was incorporated on May 5, 1942 under the provisions of the Local Government Act of British Columbia. The Town's principal activities include the provision of services to residents of Qualicum Beach. These include general government services, protective services, transportation services, environmental services, planning and development services and parks and recreation services.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of presentation

Consolidated financial statements have been prepared in accordance with Canadian Public Sector Accounting Board (PSAB) standards. The consolidated statement of financial position includes all assets and liabilities of the Town.

(b) Principles of consolidation

These financial statements include accounts of all funds of the Town and its proportionate interest in Arrowsmith Water Service Joint Venture. Inter-fund transactions and balances have been eliminated.

(c) Basis of accounting

Except as noted below, the basis of accounting followed in the financial statement presentation is the accrual basis and includes revenue in the period in which the transactions or events occurred that gave rise to the revenue, and expenses in the period the goods and services are acquired and a liability is incurred or transfers are due.

(d) Cash and cash equivalents

Cash and cash equivalents are comprised of cash on hand, demand deposits and short-term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

(e) Assets held for sale

Assets held for sale are those expected to be sold within one year. They are valued at the lower of cost or expected net realizable value. When a decline in net realizable value is determined to be other than temporary, the impairment is recognized in the consolidated statement of operations and accumulated surplus.

(f) Employee future benefits

The Town and its employees make contributions to the Municipal Pension Plan. These contributions are expensed as incurred.

TOWN OF QUALICUM BEACH
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2020

S7

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(f) Employee future benefits (continued)

In addition to the Municipal Pension Plan, sick leave and other retirement benefits are also available to the Town's employees. The costs of these benefits are determined based on years of service and best estimates of retirement ages and expected future salary and wage increases. The obligations under these benefit plans are accrued based on projected benefits earned as the employees render services necessary to earn the future benefits.

(g) Deferred revenue

Amounts that have been received in advance of services being rendered are recorded as deferred revenue until the Town discharges the obligations that led to the collection of funds.

(h) Non financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

Inventories

Inventories are recorded at the lower of cost and net realizable value.

Tangible capital assets

Tangible capital assets are recorded at cost, which includes amounts that are directly attributable to acquisition, construction, development or betterment of the assets. Tangible capital assets transferred to the Town from developers are recorded at their fair market value at the date of transfer and are also recorded as revenue under capital contributions. The cost, less the residual value, of the tangible capital assets, excluding land, are amortized on a straight line basis over their estimated useful lives as follows:

	<u>Years</u>
Buildings and structures	10 - 50
Infrastructure - utilities	50 - 80
Infrastructure - land improvements	25 - 75
Infrastructure - transportation	20 - 75
Equipment	3 - 20

A full year of amortization is charged in the year of acquisition and none in the year of disposal. Assets under construction are initially recorded as work-in-progress and are not amortized until the asset is available for productive use.

TOWN OF QUALICUM BEACH
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2020

S7

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(h) Non financial assets (continued)

Works of art and cultural and historic assets

Works of art and cultural and historic assets are not recorded as assets in these consolidated financial statements.

(i) Taxation and related revenues

Property tax revenues in the form of local government requisitions are recognized in the year they are levied. Grants in lieu of taxes are recorded on an accrual basis when it is possible to reasonably estimate the amounts receivable. Parcel taxes are recognized in the year they are levied.

(j) Government transfers

Government transfers are recognized in the consolidated financial statements as revenue in the period the transfers are authorized and any eligibility criteria have been met, except when and to the extent that the transfer gives rise to an obligation that meets the definition of a liability for the recipient government. Transfers received which meet the definition of a liability are included in deferred revenue. Government transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

(k) Contaminated sites

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of contaminated sites is recognized when a site is not in productive use and all of the following criteria are met:

- An environmental standard exists;
- Contamination exceeds the environmental standard;
- The Town is:
 - Directly responsible; or
 - Accepts responsibility;
- It is expected that future economic benefits will be given up; and
- A reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

There are no liabilities to be recorded as at December 31, 2020.

TOWN OF QUALICUM BEACH
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2020

S7

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(l) Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the amounts of assets and liabilities, disclosure of contingent assets and liabilities and the reported amounts of revenue and expenses. As such, actual results could differ from these estimates. Significant estimates include assumptions used in estimating provisions for accounts receivable, accrued employee benefits, performing calculations of employee future benefits, estimating fair value of contributed tangible capital assets, estimating the useful lives of tangible capital assets and allocation of expenses. Developer contributions of tangible capital assets are recorded at the Town's best estimate of fair value on the date of contribution. These estimates are reviewed periodically and adjustments are made to income as appropriate in the year they become known.

2. RESTRICTED CASH AND CASH EQUIVALENTS

Included in financial assets are cash and cash equivalents of \$241,484 (2019: \$230,318) that are invested on behalf of the cemetery trust fund. These funds may only be used for the upkeep and care of the cemetery and burial plots.

3. ACCOUNTS RECEIVABLE

	2020	2019
Property taxes	\$ 245,117	\$ 324,689
Water rates	244,679	262,515
Sewer rates	166,033	159,361
Solid waste	181,373	170,384
Receivable from federal government	111,999	982,895
Receivable from provincial government	958,631	1,139,530
Trades receivable	191,582	217,259
	<u>\$ 2,099,414</u>	<u>\$ 3,256,633</u>

TOWN OF QUALICUM BEACH
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2020

S7

4. CAPITAL LEASE RECEIVABLE

On April 1, 2016, the Town entered into a long term lease agreement for a building owned by the Town. The lease requires annual payments of \$10,757, expiring March 31, 2028. Provided the tenant satisfies all the conditions of the lease, including payment in full of the rent due over the lease term, the tenant will have an exclusive option to purchase the building from the Town for a nominal amount.

Payments due over the next five years on the capital lease receivable are as follows:

2021	\$	10,757
2022		10,757
2023		10,757
2024		10,757
2025		10,757

5. ACCOUNTS PAYABLE

	2020	2019
Trades payable	\$ 722,499	\$ 1,350,801
Payable to federal government	540,547	422,117
Payable to provincial government	1,261,116	46,512
Holdbacks payable	27,003	178,769
	<u>\$ 2,551,165</u>	<u>\$ 1,998,199</u>

6. DEFERRED REVENUE - CAPITAL

	Off Street Parking	Development Cost Charges	Total
Balance at beginning of year	\$ 196,186	\$ 2,338,850	\$ 2,535,036
Additions	-	115,679	115,679
Interest	1,962	23,428	25,390
	<u>\$ 198,148</u>	<u>\$ 2,477,957</u>	<u>\$ 2,676,105</u>

Deferred revenue - capital includes statutory reserves that are required to be set-up under section 188(2) of the Community Charter.

TOWN OF QUALICUM BEACH
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2020

S7

7. LONG TERM DEBT

	2020	2019
2.25% Municipal Finance Authority Loan, principal payments of \$231,468 semi-annually plus interest, due November 30, 2025	\$ 2,314,682	\$ 2,777,618

Principal due over the next five years on long term debt is as follows:

2021	\$ 462,936
2022	462,936
2023	462,936
2024	462,936
2025	462,938

8. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated Amortization	Net Book Value
<u>2020</u>			
Land	\$ 38,782,434	\$ -	\$ 38,782,434
Buildings and structures	31,759,226	11,098,304	20,660,922
Infrastructure	120,401,611	60,495,589	59,906,022
Equipment	6,330,190	4,136,608	2,193,582
	<u>\$ 197,273,461</u>	<u>\$ 75,730,501</u>	<u>\$ 121,542,960</u>

	Cost	Accumulated Amortization	Net Book Value
<u>2019</u>			
Land	\$ 39,276,088	\$ -	\$ 39,276,088
Buildings and structures	30,179,205	10,384,319	19,794,886
Infrastructure	117,761,844	58,164,720	59,597,124
Equipment	5,868,517	3,917,039	1,951,478
	<u>\$ 193,085,654</u>	<u>\$ 72,466,078</u>	<u>\$ 120,619,576</u>

The Town manages and controls various works of art located at Town sites and public display areas including paintings and a sculpture. These assets are not recorded as tangible capital assets and are not amortized.

TOWN OF QUALICUM BEACH
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2020

S7

9. ACCUMULATED SURPLUS

	2020	2019
<u>Reserves and Surpluses</u>		
Equipment reserve fund	\$ 55,502	\$ 54,953
Property reserve fund	217,663	215,508
Park land reserve fund	95,650	94,703
Emissions reduction reserve fund	23,481	23,224
Park improvements reserve fund	92,259	91,345
Cemetery reserve fund	250,069	241,443
Municipal Finance Authority debt reserve fund	51,885	50,839
Arrowsmith water reserve	60,898	56,788
Protective services reserve	-	18,732
Buildings reserve	56,000	56,000
Developer contribution reserve	78,432	-
COVID-19 Safe Restart Grant reserve	1,468,502	-
Assets held for sale	1,118,350	512,313
Unallocated surplus		
General	4,352,825	3,852,663
Water	1,974,013	1,661,520
Sewer	601,296	353,835
	<u>10,496,825</u>	<u>7,283,866</u>
Investment in tangible capital assets (note 10)	<u>119,228,278</u>	<u>117,841,958</u>
Total accumulated surplus	<u>\$ 129,725,103</u>	<u>\$ 125,125,824</u>

10. INVESTMENT IN TANGIBLE CAPITAL ASSETS

	2020	2019
Investment in tangible capital assets at beginning of year	\$ 117,841,958	\$ 113,293,453
Add: Acquisition of tangible capital assets	5,325,562	7,373,495
Reduction in long term debt	462,936	462,937
Less: Amortization	(3,441,220)	(3,256,653)
Net book value of tangible capital asset disposals	-	(31,274)
Tangible capital assets transferred to held for sale	(960,958)	-
Investment in tangible capital assets at end of year	<u>\$ 119,228,278</u>	<u>\$ 117,841,958</u>

TOWN OF QUALICUM BEACH
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2020

S7

11. CONTINGENT LIABILITIES AND COMMITMENTS

- (a) Regional District - The Town is responsible, as a member of the Regional District of Nanaimo and of the Nanaimo Regional Hospital District, for its proportion of any operating deficits or capital debt related to functions in which it participates.
- (b) Municipal Pension Plan - The Town and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of the assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2020, the plan has about 213,000 active members and approximately 106,000 retired members. Active members include approximately 41,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation as at December 31, 2018 indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The Town of Qualicum Beach paid \$405,974 for employer contributions to the plan in the fiscal year ended December 31, 2020.

The next valuation will be as at December 31, 2021, with results available in 2022.

Employers participating in the plan record their pension expenses as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan. Contributions to the plan were as follows:

	2020	2019
Employer portion	\$ 405,974	\$ 372,289
Employee portion	354,555	324,742
	<u>\$ 760,529</u>	<u>\$ 697,031</u>

**TOWN OF QUALICUM BEACH
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2020**

S7

11. CONTINGENT LIABILITIES AND COMMITMENTS (continued)

- (c) Municipal Finance Authority contingent demand notes - Under borrowing arrangements with the Municipal Finance Authority (MFA), the Town is required to lodge security by means of a demand note and an interest-bearing cash deposit based on the amount of the borrowing. As a condition of the borrowing, a portion of the debenture proceeds is withheld by the MFA as a debt reserve fund. This deposit is included in the Town's financial assets and is held by the MFA as security against the possibility of debt repayment default. If the debt is repaid without default, the deposit is refunded to the Town. At December 31, 2020, there was a contingent demand note of \$212,517 (2019 - \$212,517) which was not included in the financial statements of the Town.
- (d) Municipal Insurance Association of British Columbia - The Town is a participant in the Municipal Insurance Association of British Columbia. Should the Association pay out claims in excess of premiums received, it is possible that the Town, along with other participants, would be required to contribute towards the deficit.
- (e) Other contingent liabilities consisting of routine claims will be accounted for as an expense in the period in which the costs are incurred. It is not possible to determine the Town's liability, if any, with respect to these other matters.

12. SEGMENT DISCLOSURE BY SERVICE

The Town of Qualicum Beach is a diversified municipal government that provides a wide range of services to its residents. The following is a description of the types of services included in each of the main segments of the Town's financial statements:

General Government Services

Services related to general corporate and legislative governance and administration as well as human resources, information technology and financial management.

Protective Services

Services related to providing fire protection, bylaw enforcement and building inspection to the Town, as well as the Town's share of expenses related to providing policing.

Transportation Services

Services related to the delivery of municipal public works services including the development and maintenance of roadway systems, street lighting, airport operations and other public works and engineering related services.

TOWN OF QUALICUM BEACH
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2020

S7

12. SEGMENT DISCLOSURE BY SERVICE (continued)

Environmental Services

Services related to the collection of garbage and chipping as well as environmental testing and monitoring. It also includes services related to the delivery of water, sanitary sewer removal and the planning and development and maintenance of the Town's water and sewer infrastructure.

Planning and Development Services

Services related to planning for development and for improving quality of life and sustainability initiatives.

Parks and Recreation Services

Services related to the development and maintenance of parks and trails, municipal landscaping, and providing and maintaining recreation and cultural buildings.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in note 1. For additional information, see the Consolidated Schedule of Segment Disclosure by Service (Schedule D).

13. FINANCIAL IMPACTS OF COVID-19

In March 2020, the World Health Organization declared a global pandemic due to the novel coronavirus (COVID-19). It is not possible to reliably estimate the financial effects, if any, that the severity and length of the pandemic will have on the Town and its operations.

TOWN OF QUALICUM BEACH
SCHEDULE OF REVENUES
YEAR ENDED DECEMBER 31, 2020

\$8

SCHEDULE A

	2020 Budget (unaudited)	2020 Actual	2019 Actual
NET TAXATION			
Taxes collected for municipal purposes			
General	\$ 9,370,000	\$ 9,376,607	\$ 8,875,521
Parcel tax - water	732,000	742,880	802,930
Parcel tax - sewer	163,000	165,375	164,675
1% utility tax	147,000	145,854	148,621
	<u>10,412,000</u>	<u>10,430,716</u>	<u>9,991,747</u>
Taxes collected for other government services			
Education	4,812,000	4,813,381	5,024,379
Regional District of Nanaimo	4,060,000	4,062,378	3,972,430
Nanaimo Regional Hospital District	520,000	522,843	526,363
Vancouver Island Regional Library	560,000	557,792	527,424
B.C. Assessment Authority	141,000	141,207	130,232
Municipal Finance Authority	1,000	647	647
	<u>10,094,000</u>	<u>10,098,248</u>	<u>10,181,475</u>
Less taxes paid to other governments	<u>(10,094,000)</u>	<u>(10,094,009)</u>	<u>(10,180,724)</u>
	<u>-</u>	<u>4,239</u>	<u>751</u>
Grants-in-lieu of taxes			
Federal government	14,000	12,783	15,614
Taxes paid to other governments	(7,000)	(4,937)	(7,802)
Fortis BC	47,000	51,181	47,281
B.C. Hydro	65,000	112,708	75,419
Permissive tax exemptions	150,000	150,000	150,000
	<u>269,000</u>	<u>321,735</u>	<u>280,512</u>
	<u>\$ 10,681,000</u>	<u>\$ 10,756,690</u>	<u>\$ 10,273,010</u>
WATER AND SEWER RATES			
Water user rates	\$ 1,400,000	\$ 1,209,704	\$ 1,389,629
Water connection fees	10,000	19,955	32,986
Sewer user rates	650,000	604,419	597,491
Sewer connection fees	10,000	12,000	13,042
	<u>\$ 2,070,000</u>	<u>\$ 1,846,078</u>	<u>\$ 2,033,148</u>
SALE OF SERVICES			
Public Works	\$ 34,000	\$ 17,959	\$ 25,637
Solid waste pickup	600,000	544,227	552,146
Cemetery	46,000	49,895	57,807
	<u>\$ 680,000</u>	<u>\$ 612,081</u>	<u>\$ 635,590</u>

TOWN OF QUALICUM BEACH
SCHEDULE OF REVENUES (continued)
YEAR ENDED DECEMBER 31, 2020

S8

SCHEDULE A
2019
Actual

	2020 Budget (unaudited)	2020 Actual	
OTHER REVENUE FROM OWN SOURCES			
Licences and permits	\$ 226,000	\$ 205,330	\$ 240,392
Leases and rentals	500,000	571,372	578,359
Interest on investments	60,000	98,013	205,187
Interest on property taxes	52,000	38,083	62,988
Miscellaneous - operating	90,000	96,485	132,238
Contributions and other	137,000	248,820	37,650
Airport services	173,000	80,122	144,308
Community Hall	33,000	17,408	29,914
Civic Centre	135,000	53,186	125,008
	<u>\$ 1,406,000</u>	<u>\$ 1,408,819</u>	<u>\$ 1,556,044</u>
GOVERNMENT TRANSFERS			
Operating			
Revenue sharing grants	\$ 467,000	\$ 469,016	\$ 470,451
Fire protection	130,000	132,592	126,735
Community parks and other	150,000	153,357	151,778
Other grants	13,000	2,423,752	26,086
	<u>760,000</u>	<u>3,178,717</u>	<u>775,050</u>
Capital			
Infrastructure	2,675,000	1,078,637	2,802,500
Federal gas tax revenue	432,000	431,732	870,531
	<u>3,107,000</u>	<u>1,510,369</u>	<u>3,673,031</u>
	<u>\$ 3,867,000</u>	<u>\$ 4,689,086</u>	<u>\$ 4,448,081</u>
OTHER CAPITAL REVENUE			
Gain on disposal of tangible capital assets	\$ 3,517,000	\$ 461,240	\$ 36,668
Gain on disposal of assets held for sale	-	230,900	141,866
Developer contributions	-	83,700	2,000,589
Other contributions	-	57,045	244,954
	<u>\$ 3,517,000</u>	<u>\$ 832,885</u>	<u>\$ 2,424,077</u>
TOTAL REVENUE	<u>\$ 22,221,000</u>	<u>\$ 20,145,639</u>	<u>\$ 21,369,950</u>
SUMMARY OF REVENUE			
Operating revenue	\$ 15,597,000	\$ 17,802,385	\$ 15,272,842
Capital and other revenue	<u>6,624,000</u>	<u>2,343,254</u>	<u>6,097,108</u>
	<u>\$ 22,221,000</u>	<u>\$ 20,145,639</u>	<u>\$ 21,369,950</u>

TOWN OF QUALICUM BEACH
SCHEDULE OF EXPENSES
YEAR ENDED DECEMBER 31, 2020

\$9

SCHEDULE B
2019
Actual

	2020 Budget (unaudited)	2020 Actual	
GENERAL GOVERNMENT SERVICES			
Legislative	\$ 253,000	\$ 218,625	\$ 248,079
Grants-in-aid	246,000	207,600	245,000
Office and ground maintenance	165,000	171,773	189,460
Administrative	1,157,000	1,143,989	1,077,789
Other	390,000	474,380	378,498
	<u>2,211,000</u>	<u>2,216,367</u>	<u>2,138,826</u>
Fiscal services	26,000	18,833	19,811
Amortization of tangible capital assets	70,000	81,683	57,667
	<u>\$ 2,307,000</u>	<u>\$ 2,316,883</u>	<u>\$ 2,216,304</u>
PROTECTIVE SERVICES			
RCMP	\$ 1,421,000	\$ 1,347,496	\$ 1,098,971
Fire department	1,005,000	999,453	1,056,696
Other	483,000	450,879	517,563
	<u>2,909,000</u>	<u>2,797,828</u>	<u>2,673,230</u>
Fiscal services	60,000	59,892	70,308
Amortization of tangible capital assets	130,000	134,824	129,898
	<u>\$ 3,099,000</u>	<u>\$ 2,992,544</u>	<u>\$ 2,873,436</u>
TRANSPORTATION SERVICES			
Public Works administration and yard	\$ 715,000	\$ 718,852	\$ 736,273
Roads and drainage	888,000	697,152	820,551
Airport	549,000	484,021	548,794
Less fuel sales	(344,000)	(335,949)	(340,380)
Street lighting	192,000	192,400	187,324
Equipment operating costs	613,000	493,445	553,268
	<u>2,613,000</u>	<u>2,249,921</u>	<u>2,505,830</u>
Fiscal services	-	44,824	-
Amortization of tangible capital assets	2,412,000	2,498,111	2,395,983
	<u>\$ 5,025,000</u>	<u>\$ 4,792,856</u>	<u>\$ 4,901,813</u>
ENVIRONMENTAL SERVICES			
Waste removal	\$ 695,000	\$ 691,056	\$ 702,266
Solid waste landfill	20,000	19,167	26,377
Other solid waste	84,000	98,902	77,239
	<u>\$ 799,000</u>	<u>\$ 809,125</u>	<u>\$ 805,882</u>

TOWN OF QUALICUM BEACH
SCHEDULE OF EXPENSES (continued)
YEAR ENDED DECEMBER 31, 2020

S9
SCHEDULE B
2019
Actual

	2020 Budget (unaudited)	2020 Actual	
WATER SERVICES			
Water maintenance	\$ 1,108,000	\$ 1,000,889	\$ 1,012,150
Amortization of tangible capital assets	<u>358,000</u>	<u>359,886</u>	<u>358,726</u>
	<u><u>\$ 1,466,000</u></u>	<u><u>\$ 1,360,775</u></u>	<u><u>\$ 1,370,876</u></u>
SEWER SERVICES			
Sewer maintenance	\$ 273,000	\$ 224,713	\$ 210,262
Amortization of tangible capital assets	<u>150,000</u>	<u>154,746</u>	<u>150,661</u>
	<u><u>\$ 423,000</u></u>	<u><u>\$ 379,459</u></u>	<u><u>\$ 360,923</u></u>
PLANNING AND DEVELOPMENT SERVICES			
Planning and zoning	\$ 383,000	\$ 327,822	\$ 335,804
Community development	<u>825,000</u>	<u>559,240</u>	<u>702,466</u>
	<u><u>\$ 1,208,000</u></u>	<u><u>\$ 887,062</u></u>	<u><u>\$ 1,038,270</u></u>
PARKS AND RECREATION SERVICES			
Parks administration and yard	\$ 358,000	\$ 442,008	\$ 340,777
Civic Centre and Community Hall	384,000	326,004	353,138
Buildings and other	136,000	247,723	128,609
Trails	115,000	82,169	90,176
Community Park	167,000	132,409	144,353
Beach maintenance	130,000	106,580	122,373
Garden and park areas	486,000	414,888	379,777
Cemetery	<u>55,000</u>	<u>43,905</u>	<u>35,336</u>
	1,831,000	1,795,686	1,594,539
Amortization of tangible capital assets	<u>180,000</u>	<u>211,970</u>	<u>163,718</u>
	<u><u>\$ 2,011,000</u></u>	<u><u>\$ 2,007,656</u></u>	<u><u>\$ 1,758,257</u></u>
TOTAL EXPENSES	<u><u>\$ 16,338,000</u></u>	<u><u>\$ 15,546,360</u></u>	<u><u>\$ 15,325,761</u></u>
SUMMARY OF EXPENSES			
Operating costs	\$ 12,952,000	\$ 11,981,591	\$ 11,978,989
Fiscal services	86,000	123,549	90,119
Amortization of tangible capital assets	<u>3,300,000</u>	<u>3,441,220</u>	<u>3,256,653</u>
	<u><u>\$ 16,338,000</u></u>	<u><u>\$ 15,546,360</u></u>	<u><u>\$ 15,325,761</u></u>

TOWN OF QUALICUM BEACH
SCHEDULE OF RECEIPTS AND DISBURSEMENTS OF GAS TAX AGREEMENT
YEAR ENDED DECEMBER 31, 2020

		S10
		SCHEDULE C
	2020	2019
Gas Tax Agreement Funds		
Opening balance	\$ 823,942	\$ (46,589)
Add: Amount received during the year	431,733	870,531
Add: Interest earned	4,120	-
Less: Amount spent on projects	<u>(1,259,795)</u>	<u>-</u>
	<u>\$ -</u>	<u>\$ 823,942</u>

Federal gas tax funding is provided by the Government of Canada. Use of the funding is established by a funding agreement between the Municipality and the Union of British Columbia Municipalities. Gas tax funding may be used towards designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreements.

TOWN OF QUALICUM BEACH
CONSOLIDATED SCHEDULE OF SEGMENT DISCLOSURE BY SERVICE
DECEMBER 31, 2020

S11
SCHEDULE D

2020	Consolidated	General Government Services	Protective Services	Transportation Services	Environmental Services	Planning and Development Services	Parks and Recreation Services
Revenue							
Net taxation	\$ 10,756,690	\$ 9,848,435	\$ -	\$ -	\$ 908,255	\$ -	\$ -
Sale of services	2,458,159	-	-	16,341	2,440,200	-	1,618
Other operating revenue	1,408,819	752,793	209,061	103,372	70,117	170,483	102,993
Government transfers	4,689,086	2,773,152	299,293	418,754	443,825	-	754,062
Gain on disposal of assets	692,140	692,140	-	-	-	-	-
Other capital revenue	140,745	-	-	23,800	83,700	33,245	-
	<u>20,145,639</u>	<u>14,066,520</u>	<u>508,354</u>	<u>562,267</u>	<u>3,946,097</u>	<u>203,728</u>	<u>858,673</u>
Expenses							
Wages and salaries	6,171,064	1,191,071	1,058,414	1,313,622	952,929	327,173	1,327,855
Goods and services	5,810,527	1,025,296	1,739,414	936,299	1,081,798	559,889	467,831
Amortization	3,441,220	81,683	134,824	2,498,111	514,632	-	211,970
Fiscal services	123,549	18,833	59,892	44,824	-	-	-
	<u>15,546,360</u>	<u>2,316,883</u>	<u>2,992,544</u>	<u>4,792,856</u>	<u>2,549,359</u>	<u>887,062</u>	<u>2,007,656</u>
Annual surplus (deficit)	<u>\$ 4,599,279</u>	<u>\$ 11,749,637</u>	<u>\$ (2,484,190)</u>	<u>\$ (4,230,589)</u>	<u>\$ 1,396,738</u>	<u>\$ (683,334)</u>	<u>\$ (1,148,983)</u>

TOWN OF QUALICUM BEACH
CONSOLIDATED SCHEDULE OF SEGMENT DISCLOSURE BY SERVICE
DECEMBER 31, 2020

S11
SCHEDULE D

2019	Consolidated	General Government Services	Protective Services	Transportation Services	Environmental Services	Planning and Development Services	Parks and Recreation Services
Revenue							
Net taxation	\$ 10,273,010	\$ 9,305,405	\$ -	\$ -	\$ 967,605	\$ -	\$ -
Sale of services	2,668,738	-	-	23,400	2,643,101	-	2,237
Other operating revenue	1,556,044	877,156	245,428	152,108	-	110,230	171,122
Government transfers	4,448,081	417,323	226,535	2,407,322	882,623	-	514,278
Gain on disposal of assets	178,534	178,534	-	-	-	-	-
Other capital revenue	2,245,543	-	-	521,100	335,690	238,354	1,150,399
	<u>21,369,950</u>	<u>10,778,418</u>	<u>471,963</u>	<u>3,103,930</u>	<u>4,829,019</u>	<u>348,584</u>	<u>1,838,036</u>
Expenses							
Wages and salaries	6,319,574	1,169,322	1,177,289	1,447,404	957,729	373,307	1,194,523
Goods and services	5,659,415	969,504	1,495,941	1,058,426	1,070,565	664,963	400,016
Amortization	3,256,653	57,667	129,898	2,395,983	509,387	-	163,718
Fiscal services	90,119	19,811	70,308	-	-	-	-
	<u>15,325,761</u>	<u>2,216,304</u>	<u>2,873,436</u>	<u>4,901,813</u>	<u>2,537,681</u>	<u>1,038,270</u>	<u>1,758,257</u>
Annual surplus (deficit)	<u>\$ 6,044,189</u>	<u>\$ 8,562,114</u>	<u>\$ (2,401,473)</u>	<u>\$ (1,797,883)</u>	<u>\$ 2,291,338</u>	<u>\$ (689,686)</u>	<u>\$ 79,779</u>

TOWN OF QUALICUM BEACH
CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS
DECEMBER 31, 2020

S12
SCHEDULE E

	Land	Buildings	Equipment	Water	Sewer	Drainage	Roads	Other	WIP	Parks	Total
COST											
Opening Balance (Jan 1, 2019)	\$ 37,769,788	\$ 30,112,962	\$ 5,614,611	\$ 15,381,994	\$ 9,667,970	\$ 20,168,428	\$ 43,813,442	\$ 20,140,864	\$ 1,462,715	\$ 1,654,209	\$ 185,786,983
2019 Additions	1,537,574	66,243	297,456	725,343	187,765	374,716	275,111	200,671	3,690,811	17,805	7,373,495
2019 Disposals	(31,274)	-	(43,550)	-	-	-	-	-	-	-	(74,824)
2019 Transfers	-	-	-	-	-	-	-	-	-	-	-
2019 Assets held for sale	-	-	-	-	-	-	-	-	-	-	-
Closing Balance (Dec 31, 2019)	39,276,088	30,179,205	5,868,517	16,107,337	9,855,735	20,543,144	44,088,553	20,341,535	5,153,526	1,672,014	193,083,654
2020 Additions	467,304	1,580,021	566,423	83,700	245,108	456,029	783,413	5,091,146	(3,947,582)	-	5,325,562
2020 Disposals	-	-	(104,750)	-	-	-	(72,047)	-	-	-	(176,797)
2020 Transfers	-	-	-	-	-	-	-	-	-	-	-
2020 Assets held for sale	(960,958)	-	-	-	-	-	-	-	-	-	-
Closing Balance (Dec 31, 2020)	38,782,434	31,759,226	6,330,190	16,191,037	10,100,843	20,999,173	44,799,919	25,432,681	1,205,944	1,672,014	197,273,461
ACCUMULATED AMORTIZATION											
Opening Balance (Jan 1, 2019)		9,728,865	3,658,277	5,839,839	5,355,227	7,328,421	26,864,344	9,445,098	-	1,032,904	69,252,975
2019 Amortization		655,454	302,312	230,027	164,263	355,243	1,102,067	405,401	-	41,886	3,256,653
2019 Disposals		-	(43,550)	-	-	-	-	-	-	-	(43,550)
2019 Transfers		-	-	-	-	-	-	-	-	-	-
Closing Balance (Dec 31, 2019)		10,384,319	3,917,039	6,069,866	5,519,490	7,683,664	27,966,411	9,850,499	-	1,074,790	72,466,078
2020 Amortization		713,985	324,319	231,187	168,347	362,843	1,102,263	496,390	-	41,886	3,441,220
2020 Disposals		-	(104,750)	-	-	-	(72,047)	-	-	-	(176,797)
2020 Transfers		-	-	-	-	-	-	-	-	-	-
Closing Balance (Dec 31, 2020)		11,098,304	4,136,608	6,301,053	5,687,837	8,046,507	28,996,627	10,346,889	-	1,116,676	75,730,501
Net Book Value (Dec 31, 2019)	\$ 39,276,088	\$ 19,794,886	\$ 1,951,478	\$ 10,037,471	\$ 4,336,245	\$ 12,859,480	\$ 16,122,142	\$ 10,491,036	\$ 5,153,526	\$ 597,224	\$ 120,619,576
Net Book Value (Dec 31, 2020)	\$ 38,782,434	\$ 20,660,922	\$ 2,193,582	\$ 9,889,984	\$ 4,413,006	\$ 12,952,666	\$ 15,803,292	\$ 15,085,792	\$ 1,205,944	\$ 555,338	\$ 121,542,960

TOWN OF QUALICUM BEACH
SCHEDULE OF COVID-19 SAFE RESTART GRANT
YEAR ENDED DECEMBER 31, 2020

S13
SCHEDULE F

2020

COVID-19 Safe Restart Grant received November 2020	\$ <u>2,359,000</u>
Eligible costs incurred	
Revenue shortfalls	(447,923)
Technology costs to improve remote work	(84,329)
General administration	(44,466)
Public Works	(9,339)
Protective Services	(121,553)
Parks and Buildings	<u>(182,888)</u>
Total eligible costs incurred	<u>(890,498)</u>
Balance December 31, 2020	\$ <u><u>1,468,502</u></u>

The above schedule is a requirement under the COVID-19 Safe Restart Grant for Local Governments which is funded jointly by the Government of Canada and the Government of British Columbia under the Safe Restart Agreement.

**TOWN OF QUALICUM BEACH
BYLAW NO. 761, 2021**

**A BYLAW TO ESTABLISH AN EMERGENCY PROGRAM
WITHIN THE TOWN OF QUALICUM BEACH**

WHEREAS, Section 6(2) of the *Emergency Program Act* provides that Council is required to prepare a local emergency plan respecting preparation for, response to, and recovery from, emergencies and disasters;

WHEREAS the Council wishes to provide a comprehensive management program to prepare for, respond to, and recover from emergencies and disasters;

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

1. Citation

- 1.1 This Bylaw may be cited for all purposes as the “Town of Qualicum Beach Emergency Program Bylaw No. 761, 2021”

2. Interpretation

- 2.1 In this bylaw, “*Act*” means the *Emergency Program Act*.
- 2.2 Unless otherwise specifically stated, the words used in this bylaw shall have the same meaning as words have in the *Act*.
- a) “Chief Administrative Officer” means the person designated by Council as the Chief Administrative Officer or their designate.
 - b) “Town” means the Town of Qualicum Beach.
 - c) “Council” means the Town Council of the Town of Qualicum Beach.
 - d) “Declaration of a state of local emergency” means a declaration of the Mayor or the Council that an emergency exists or is imminent in the Town.
 - e) “Disaster” means a calamity that:
 - i. Is caused by accident, fire, explosion or technical failure or by the forces of nature, and
 - ii. Has resulted in the serious harm to the health, safety or welfare of people, or in widespread damage to property.

- f) "Emergency" means a present or imminent event that:
 - i. Is caused by accident, fire, explosion or technical failure or by the forces of nature, and
 - ii. Has resulted in the serious harm to the health, safety or welfare of people, or in widespread damage to property.
- g) "Emergency Management Oceanside" (EMO) means the Emergency Program Operating Committee, Emergency Program Stakeholder Working Group, Emergency Program Coordinator and such other persons appointed and functional groups established, and which are charged with emergency preparedness, response and recovery measures.
- h) "Emergency Program Coordinator" means the person appointed by the Chief Administration Officer to act in that capacity for the Town of Qualicum Beach who is deemed to be the coordinator for the Town pursuant to Section 6(3) of the *Act*.
- i) "Mayor" means the person elected as Mayor of the Town of Qualicum Beach and includes the person designated as acting mayor.
- j) "Operating Committee" means the committee established under Section 5 of this Bylaw.
- k) "Stakeholder Working Group" means the working group established under Section 6 of this Bylaw.

3. Emergency Program (EMO)

3.1 In accordance with the provisions of the *Act*, an Emergency Program, comprising:

- a) Mayor and Council,
- b) an Operating Committee,
- c) an Emergency Program Coordinator,
- d) an Emergency Program Stakeholder Working Group.

is hereby established.

4. The Council

- 4.1 The Council is at all times responsible for the general direction of the response of the Town of Qualicum Beach to an emergency or disaster, specifically to;
- a) declare a State of Local Emergency;
 - b) delegate powers available under the *Emergency Program Act*, as required, and to monitor the use of such powers;
 - c) establish any emergency policy and legislation necessary to facilitate the response to an emergency or disaster; and
 - d) approve an emergency plan respecting preparation for, response to, and recovery from an emergency or disaster.
- 4.2 Notwithstanding the provisions of subsection 3.1, the Mayor may carry out the responsibilities specified in clauses 4.1 (a) and (b) where, because of the circumstances of an emergency or disaster, it is not possible to assemble a quorum of the Council, and provided the Mayor has made reasonable effort to obtain the consent of the other members of Council.
- 4.3 The Chief Administrative Officer will appoint an Emergency Program Coordinator to facilitate emergency preparedness, response, and recovery measures.
- 4.4 The Council will ensure that the sufficient budget and staff are provided to maintain an essential level of emergency program preparedness as defined by provincial emergency program legislation and regulations.

5. Emergency Program Operating Committee

- 5.1 The Operating Committee is accountable to Council.
- 5.2 The Operating Committee must compromise, at a minimum:
- a) the Chief Administrative Officer;
 - b) another person designated by the Chief Administrative Officer;
 - c) the Emergency Program Coordinator.

5.3 The Operating Committee must;

- a) Provide strategic direction and oversight to the Stakeholder Working Group and Emergency Program Coordinator;
- b) Prepare the annual strategic plan and budget and present to Council for approval;
- c) Approve Emergency Plans developed by the Stakeholder Working Group.

5.4 Subject to the approval of Council, the Operating Committee may:

- a) make recommendations to Council for entering into agreements with other municipalities or regional districts for the purpose of mutual aid or fee for service arrangements;
- b) make recommendations to Council for entering into agreements with individuals, bodies, corporations or other non-government agencies for the provision of goods and services.

5.5 The Operating Committee may be a combination of the Town of Qualicum Beach and City of Parksville Operating Committees, in accordance with the Joint Emergency Program Services Agreement.

6. Emergency Program Stakeholder Working Group

6.1 The Emergency Program Stakeholder Working Group is accountable to the Operating Committee.

6.2 The Stakeholder Working Group must compromise, at a minimum:

- a) The Emergency Program Coordinator (the chair);
- b) Representatives of agencies having direct operational responsibilities during a major emergency, as deemed necessary by the Emergency Program Coordinator. These representatives can include, but are not limited to, police, fire, ambulance, Emergency Support Services (ESS), Emergency Communications Team (ECT), Search and Rescue (SAR), and Town of Qualicum Beach staff, including administration and public works". It can also include representatives from agencies with an interest in safety and bring in others for consultation and advice.

6.3 The responsibilities of the Stakeholder Working Group include:

- a) Developing and implementing the emergency program and plans as directed by the Operating Committee;
- b) Ongoing assessment of hazards, risks and vulnerabilities;
- c) Evaluating progress of the emergency program annually;
- d) Assisting with development of the annual strategic plan including emergency program priorities, specifying procedures for implementation, budget and resource requirements;
- e) Supporting internal and external training and exercise programs.

6.4 The Stakeholder Working Group may be a combination of the working groups from the Town of Qualicum Beach and City of Parksville in accordance with the Joint Emergency Program Services Agreement.

7. Emergency Response

7.1 The Emergency Management Program will conform to the BC Emergency Management System (BCEMS).

7.2 The Chief Administrative Officer is designated as the Emergency Operations Centre (EOC) Director.

- a) The EOC Director is authorized to expend the Town of Qualicum Beach funds which are not included in the financial plan of the Town, required for the preservation of life, health and the protection of property during an emergency or disaster, on the following basis:
 - i) Up to and including Seventy Five Thousand Dollars (\$75,000) at the discretion of the EOC Director, and
 - ii) Above Seventy Five Thousand Dollars (\$75,000) at the discretion of Council.
- b) Any expenditure made in accordance with subsection 7.2 (a) must be presented to the Council at the earliest opportunity.

8. Liability

- 8.1 As enabled by the *Act*, no person, including, without limitation, the Mayor, Council, members of Emergency Management Oceanside, employees of the Town of Qualicum Beach, a volunteer and any other persons appointed, authorized or requested to carry out measures relating to emergencies or disasters, is liable for any loss, cost, expense, damages or injury to persons or property that result from:
- a) The person in good faith doing or omitting to do any act that the person is appointed, authorized or required to do under this bylaw, unless, in doing or omitting to do the act, the person was grossly negligent, or
 - b) Any acts done or omitted to be done by one or more of the persons who were, under this bylaw, appointed, authorized or required by the person to do the acts, unless in appointing, authorizing or requiring those persons to do the acts, the person was not acting in good faith.

9. General

- 9.1 If any part, section, sentence, clause, phrase or word of this bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder which shall continue in full force and effect and be construed as if the bylaw has been adopted without the invalid portion.

10. Repeal

- 10.1 "Emergency Program Bylaw No. 416, 1985" and all amendments thereto are hereby repealed.

READ A FIRST TIME this 28th day of April, 2021.

READ A SECOND TIME this 28th day of April, 2021.

READ A THIRD TIME this 28th day of April, 2021.

ADOPTED this __ day of __, 2021.

Brian Wiese, Mayor

Heather Svensen, Corporate Administrator

Town of Qualicum Beach
MEMORANDUM

TO: Daniel Sailland, CAO **FOR:** Regular Council Meeting, May 27, 2021

FROM: Heather Svensen, Corporate Administrator/Chief Election Officer

SUBJECT: 2021 Local By-Election Report

RECOMMENDATION: For Information

PURPOSE:

To provide the statutory report on the May 15, 2021 Local By-Election.

BACKGROUND:

The *Local Government Act* requires the Chief Election Officer to declare official election results by 4:00 pm on the fourth day after General Voting closes and to submit a report on the election results to the local government within 30 days of the declaration of official election results, including a compilation of the information on the ballot accounts for the election.

The next general election will be held on the third Saturday in October, 2022 (October 15th).

BY-ELECTION INFORMATION:

Official election results for the May 15, 2021 by-election were declared May 19, 2021 following the Final Determination held at 10:00 am at Town Hall. As a result of the voting, I declared **Anne Skipsey** elected to the position of Councillor for the remainder of the 2018 – 2022 Council term.

For this by-election, a total of 3,366 ballots were cast. In addition to the 8,121 registered electors from the Provincial Voters List, which serves as the base for the Town's List of Registered Electors, we processed 149 new registrations, for a combined total of 8,270 electors. The Town's overall voter turnout was 40.70% (vs. 57.46% from the 2018 General Local Election).

Due to provincial COVID-19 guidelines and restrictions, the Town sought a ministerial order to assist with safely conducting this by-election. This ministerial order was granted, and permitted the Town to remove the Special Voting Opportunity at the Gardens, and to allow voting by mail ballot for all eligible electors within the Town of Qualicum Beach.

As well as General Voting Day on May 15, 2021, two Advance Voting Opportunities were held at the Civic Centre on May 5th and 12th. For mail ballot voting, 949 electors registered to receive a mail ballot package. Of those, 900 mail ballots were returned (94.84%); 2 were never picked up (0.21%); and 47 were never returned (4.95%). Of the 900 returned mail ballots, three were rejected, and one was accepted but not counted by the machine due to over-voting (elector selected more than one candidate to vote for). A total of 896 valid votes were counted for mail ballot voting.

We were fortunate to have Town staff, and former staff, assisting in the election preparations. Their related experience having worked numerous elections for the Town of Qualicum Beach was an asset to the process. In summary, the election was delivered efficiently, accurately, without any legal objections filed regarding the process, and in compliance with the *Local Government Act* and the Town's Election Procedures Bylaw. This is a statutory report provided for information.



Heather Svensen
Corporate Administrator/CEO
Report Writer



Weslie Gould
Deputy Corporate Administrator/DCEO
Concurrence



Daniel Sailland
Chief Administrative Officer
Concurrence

2021 Local By-Election Results

COMPILATION OF INFORMATION ON BALLOT ACCOUNTS		
1.	Number of ballots received for use	8,200
2.	Ballots without objection	3,366
3.	Ballots accepted subject to objection under s.140	0
4.	Ballots rejected without objection (includes blanks)	3
5.	Ballots rejected subject to objection under s.140	0
6.	Spoiled ballots that were replaced under s.128	10
7.	Number of ballots given to the electors (2+3+4+5+6)	3,379
8.	Unused ballots	4,772
9.	Number of ballots added under s.137(3)	0
10.	Number of ballots not accounted for (mail ballots not picked up and/or returned)	49
11.	TOTAL (7+8+9+10) NOTE: No. 1 & No. 11 must agree	8,200

	COUNCILLOR CANDIDATES	Advance Voting	Mail Voting	General Voting Total	TOTAL VOTES
	DENBIGH, Brian	14	8	14	36
	DUNCAN, Sarah	439	248	330	1,017
	KENT, Peter	125	100	117	342
ELECTED	SKIPSEY, Anne	714	429	396	1,539
	YOUNG, Jean	197	111	123	431

Registered Electors	8,121
Plus New Registrations	149
Total Eligible Electors	8,270

VOTER TURNOUT:	
# of Voters	3,366
/ Total Eligible Voters	8,270
Voter Turnout	40.70%

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

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting, May 27, 2021

FROM: Rebecca Augustyn, Planner

SUBJECT: Development Permit: Railway Street and Village Way Affordable Housing Development

RECOMMENDATION

- THAT Council directs staff to issue a Development Permit for the Railway Street and Village Way Affordable Housing Development, as attached to the May 27, 2021 Planning memo to Council.

PURPOSE

To consider a Development Permit application for an affordable housing development located at Railway Street and Village Way.

BACKGROUND

An updated Development Permit application has been received from the Qualicum – Parksville Kiwanis Housing Society (Kiwanis) for the property located at Railway Street and Village Way. The subject property is Town-owned; however, a 60-year lease agreement is in place with Kiwanis to oversee the construction and operation of the building. The property was rezoned to Residential 20 (R20) in early 2020. The subject property is approximately 7,690m².

The proposal is for an affordable 56-unit multi-residential development that consists of both townhomes and an apartment building. The proposed development will have eight townhomes, and one multi-residential building. The application went before Council on February 3, 2021 and Council passed the following motions:

- THAT Council refers the Development Permit for the development at Railway Street and Village Way to the Advisory Planning Commission, as attached to the February 3, 2021 Planning memo to Council.
- THAT Council directs staff to draft an online survey to solicit public input on the “Residences at Qualicum Station” Development Permit application, as detailed in the February 3, 2021 Planning memo to Council.

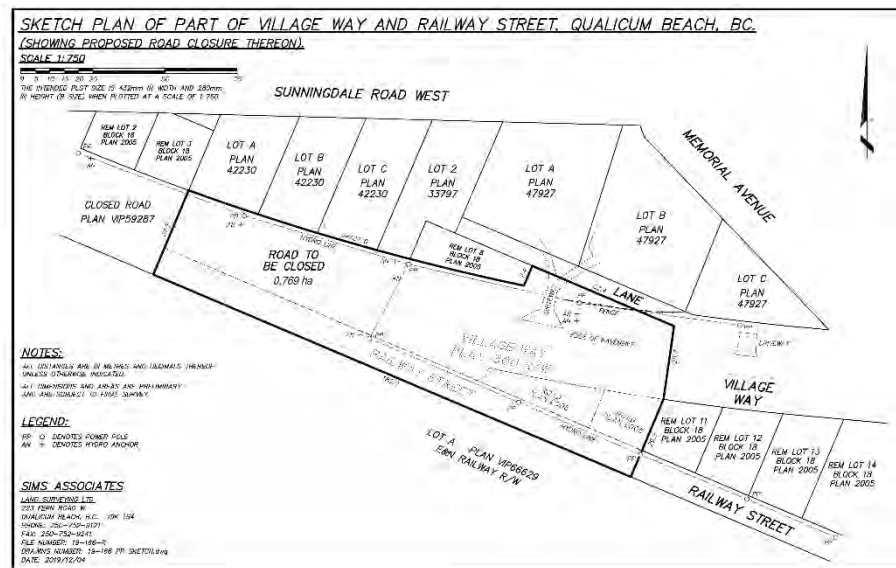
The proposal went before the Advisory Planning Commission (APC) on March 3, 2021, and adopted the following motion:

- THAT the Advisory Planning Commission supports the development permit application for an affordable housing development on Village Way and Railway Street; and FURTHER THAT the Advisory Planning Commission recommends the following changes to the development permit application for Village Way and Railway Street:
 - o Height be reduced by one to two storeys in order to comply more closely with the 12.75 metre maximum;
 - o Detailed landscaping plan be provided to ensure that there is adequate buffering around the parking area and adjacent lands, and that the parking area be constructed with some permeable material; and
 - o The 12 space parking variance be permissible.

Kiwanis has revised the proposal to reflect feedback from the APC and the public, as follows:

- One storey has been removed from the multi-residential building, while the total number of units (56) has not changed.
- The building footprint has been increased to accommodate the redistribution of units.
- The multi-residential building is now four storeys on the south side and five storeys on the north side. Previously it was five storeys on the south, six on the south.
- The unit mix has also changed slightly.
- The townhomes remain unchanged.
- The townhomes and apartment building remain connected.

- On the south side of the subject property, 36 trees, or 76% of trees, can be retained.
- In the centre of the site (between Village Way and Railway Street), 140 trees will be removed.
- Along the north side (under the power lines and in the ditch), 103 trees were evaluated as part of the tree assessment. Of those, Kiwanis has committed to shifting parking stalls as required to protect the twelve Arbutus trees identified in the report. The other trees in the ditch and/or under the power lines will be removed to accommodate parking.
- No tree removal is planned north of the power lines.
- Forty trees are proposed to be planted as part of this proposal.



Page 81

DISCUSSION

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

Zoning: The proposed residential use complies with the current Residential 20 (R20) zone.

Density: The R20 zone requires 124m² of site area for each dwelling unit. The site is approximately 7,690m², which allows a maximum density of 62 dwelling units. The proposal is for 56 dwelling units, which is less than the maximum permitted density.

Height: The proposed development consists of two storey townhomes and a five storey multi-residential building when viewed from the north side. The maximum height of the multi-residential building is 17.5m, which is 4.75m higher than the 12.75m maximum permitted under the R20 zone. The height can be varied through the Development Permit process.

Setbacks: The proposed development is within the permitted setbacks.

Parcel Coverage: The proposed development is within the 61% maximum parcel coverage.

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 townhomes complement existing single-family residential uses; however, the multi-residential building is very distinct from the 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 multi-family redevelopments in the near future, such as 103 Railway Street.

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

Staff Comment: The proposed development consists of townhomes and a multi-residential building. The roofline is varied for the proposed development. The townhomes have ground floor access to individual units, and are at a human scale. The multi-residential building does not have ground floor access, and is taller than most would consider to be human scale; however, the applicant has reduced the multi-residential building by one storey.

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

Staff Comment: There is greenspace that could be utilized for public gathering; however, it is not programmed in such a way. The subject property also borders greenspace, including the community garden and General Money Park.

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

Staff Comment: The parking facilities are one large black topped area. A landscaping plan has been submitted. Landscaping is used to buffer the parking area, including the access point.

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 from Village Way Railway Street.

As part of the Development Permit process, the Town created and distributed a survey in order to gather further feedback on the building design. There were 380 responses to the survey. A summary of the results from multiple choice questions is attached to this memo. The full survey results, including all written comments, can be found on the Town's website:

<https://qualicumbeach.civicweb.net/document/8705>.

SUMMARY

The Town has received an application for an affordable, 56-unit, multi-residential development located at Village Way and Railway Street. The subject property was rezoned in early 2020 in preparation for an affordable housing development. The subject property is Town-owned and the Town has entered into a 60-year lease with the Qualicum – Parksville Kiwanis Housing Society, who will oversee the construction and operation of the building. Since last consideration by Council, the building has been reduced in height by one storey. Staff recommend that Council direct staff to issue a Development Permit.

ALTERNATIVES

1. **THAT** Council denies the Development Permit for Railway Street and Village Way;
2. 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

[PLANS.RailwayStandVillageWay.May272021.pdf](#)

[Feedback on The Residences at Qualicum Station.pdf](#)

N:\0100-0699 ADMINISTRATION\0360 COMMITTEES AND COMMISSIONS\Council\2021\05 27 Regular Open
Agenda\memo.DP.RailwayStVillageWay.AffordableHousing.May272021.docx

CLIENT

**QUALICUM-PARKSVILLE
 KIWANIS HOUSING SOCIETY**

NO. | DATE | ISSUE

NO. | DATE | REVISION



1 SOUTH ELEVATION



2 NORTH ELEVATION

PROJECT

**THE RESIDENCES AT
 QUALICUM STATION**

VILLAGE WAY, QUALICUM BEACH, BC

**COLOURED
 BUILDING ELEVATIONS**

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Within dimensions and have precedence over scaled dimensions. Contractors shall verify and be responsible for all dimensions and conditions on the job and dys architecture shall not be responsible for any variations from the dimensions and conditions shown on the drawings. These drawings shall be submitted to dys architecture for review before proceeding with construction.

PROJECT A220480
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SCALE NTS
 DATE 2020-10-20



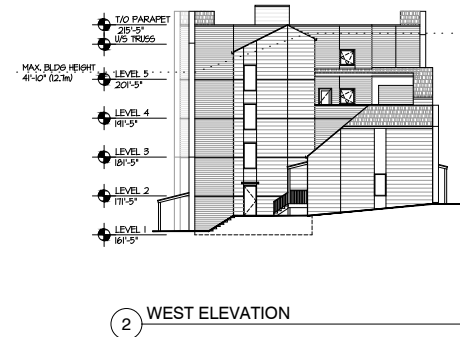
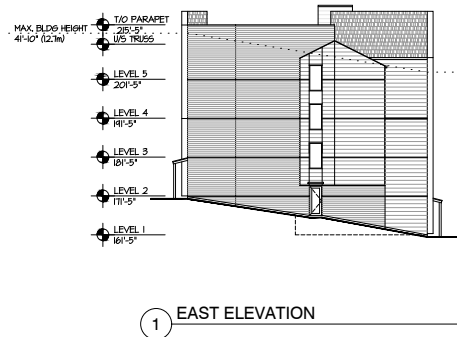
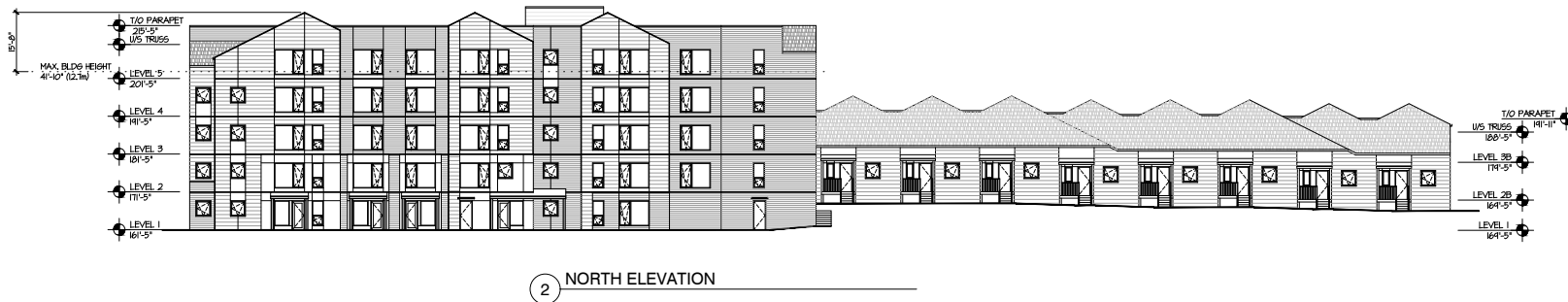
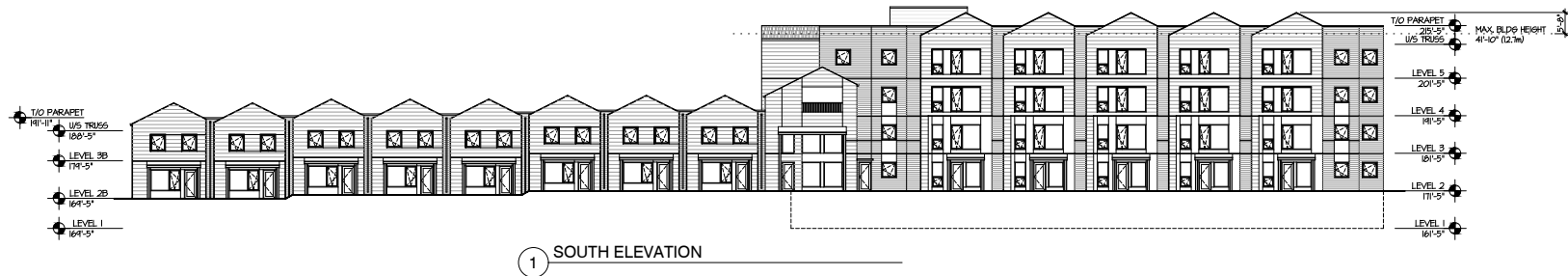
A3.02

CLIENT

QUALICUM-PARKVILLE
KIWANIS HOUSING SOCIETY

NO.	DATE	ISSUE
1	01-11-2021	ISSUES FOR DP
2	02-25-2021	RE-ISSUED FOR COLOURS

NO.	DATE	REVISION
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PROJECT

THE RESIDENCES AT
QUALICUM STATION

VILLAGE WAY, QUALICUM BEACH, BC

BUILDING ELEVATIONS

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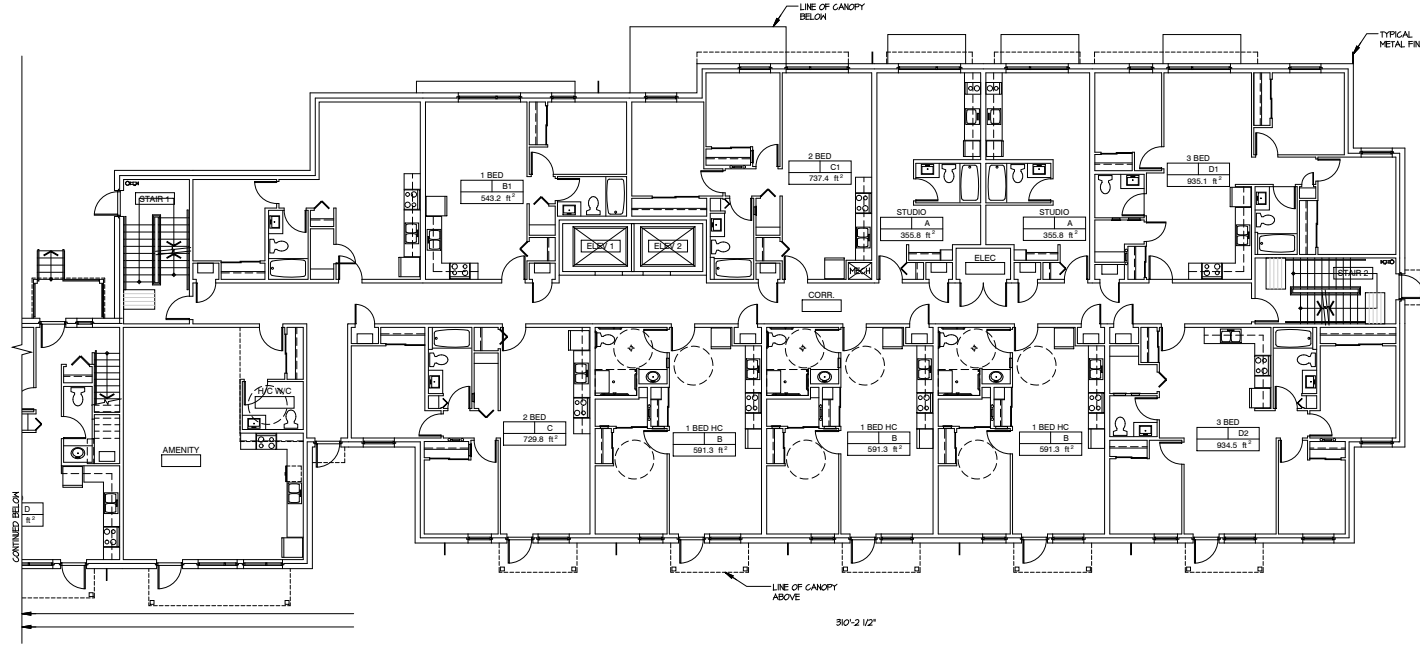
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DATE 2020-10-20

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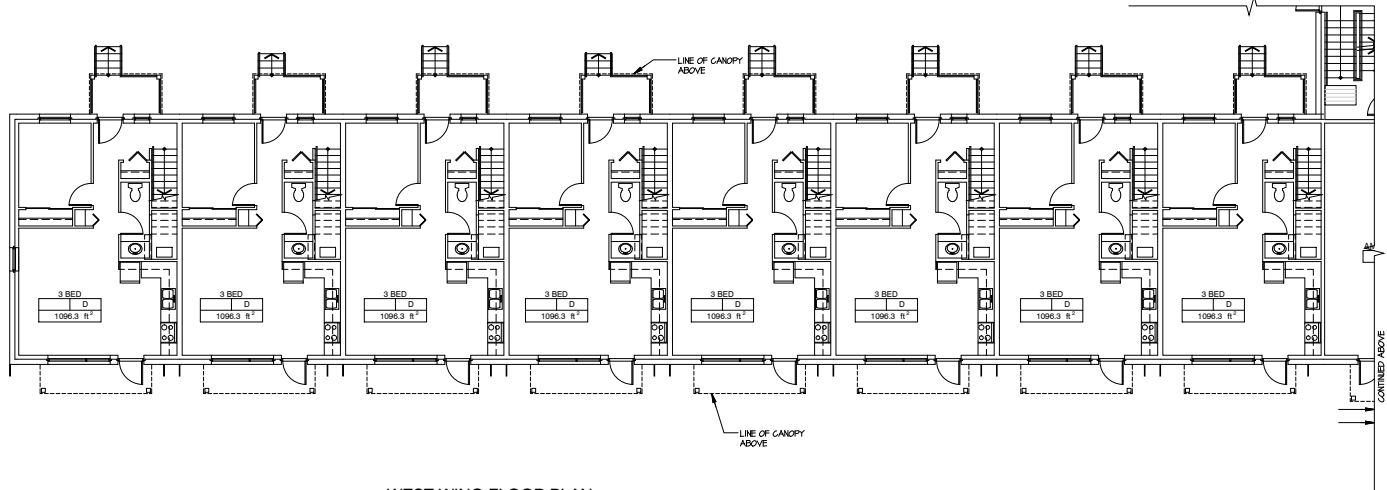
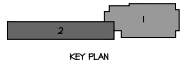
CLIENT
**QUALICUM-PARKVILLE
KIWANIS HOUSING SOCIETY**

NO. | DATE | ISSUE
1 | 01-11-2021 | ISSUES FOR DP

NO. | DATE | REVISION



1 EAST WING FLOOR PLAN



2 WEST WING FLOOR PLAN

PROJECT
**THE RESIDENCES AT
QUALICUM STATION**
VILLAGE WAY, QUALICUM BEACH, BC

LEVEL 2 FLOOR PLAN

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PROJECT A220480
DRAWN DI CHECKED DS
SCALE 1/8" = 1'-0"
DATE 2020-10-20

A2.02

CLIENT
**QUALICUM-PARKSVILLE
KIWANIS HOUSING SOCIETY**

NO. | DATE | ISSUE
1 | 01-11-2021 | ISSUES FOR DP

NO. | DATE | REVISION

PROJECT

**THE RESIDENCES AT
QUALICUM STATION**

VILLAGE WAY, QUALICUM BEACH, BC

SITE PLAN

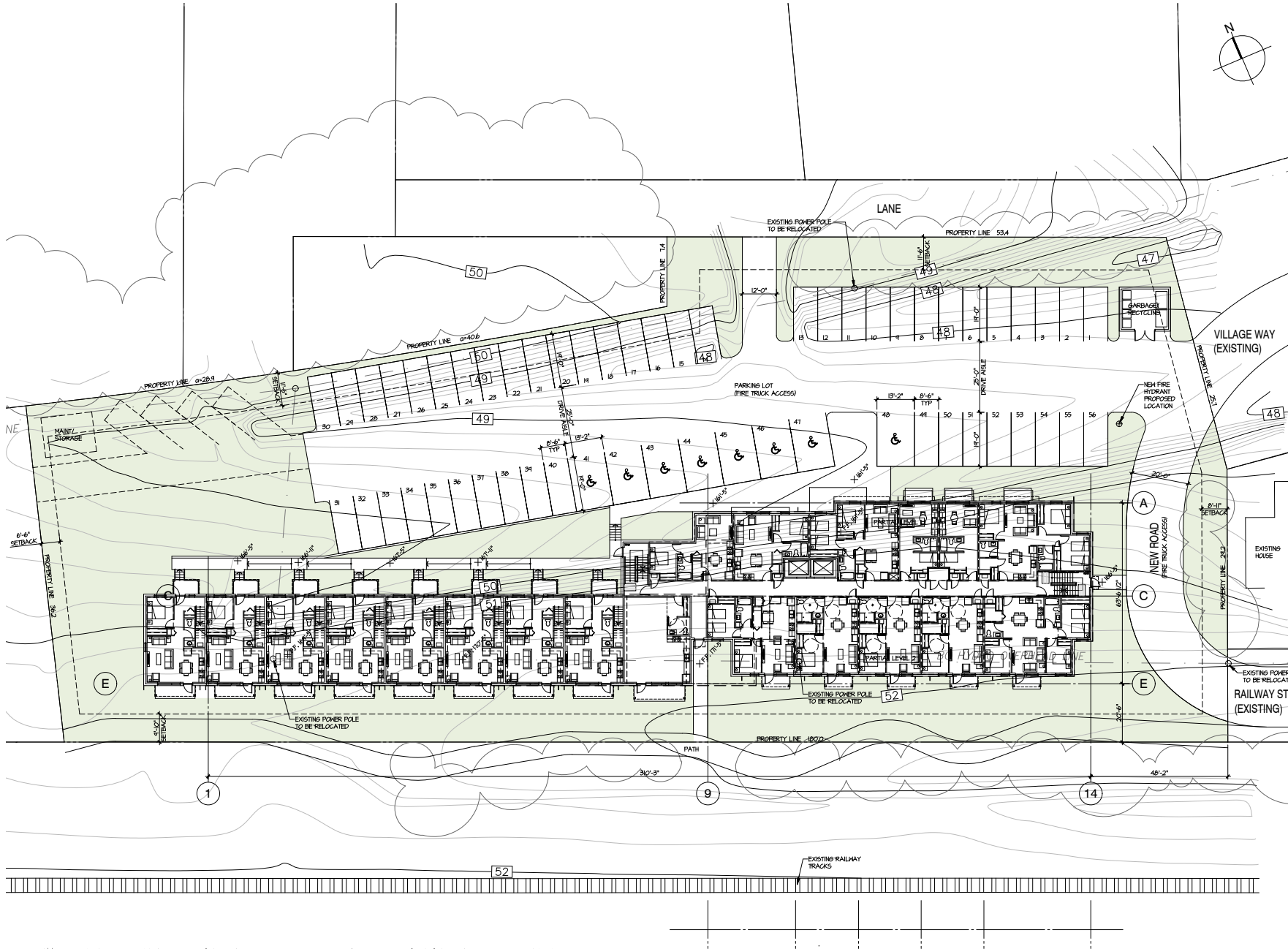
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PROJECT A220480
DRAWN DI CHECKED DS

SCALE 1/16" = 1'-0"
DATE 2020-10-20

A1.01



Assignment

1. Provide an overview about the trees within the building footprint.
2. Comment how the new road (Railway Street joining Village Way) will impact the trees.
3. Assess the 46 trees located between the development site and the rail line.
4. Estimate the number of trees located on the north side of the property growing under the three-phase powerline and provide attributes.
5. Provide mitigating measures.

Observations

Item 1 & 2:

The area where the buildings will be located will impact the estimated 140 trees. I broke up this area into three sections, see Map A. Table A shows the tree type, diameter in each area.

Map A



Table A

Tree Type & DBH (cm)	Area 1	Area 2	Area 3
D Fir 10-30 cm	5	18	18
D Fir 30-60 cm	4	6	15
D Fir 60 + cm		3	8
Pine 10-30 cm	7	16	3
Pine 30-60 cm	2	3	2
Cedar 10-30 cm		2	15
Cedar 30-60 cm		1	2
Arbutus 4-20 cm		4	
Total:	18	53	63
Totals: 134			

Area 3 (east end) is the densest portion of the forest having 63 trees with 12 trees larger than 60 centimeters. General biological condition is 70% (good) with few structural issues of the whole forest.



West end



East end

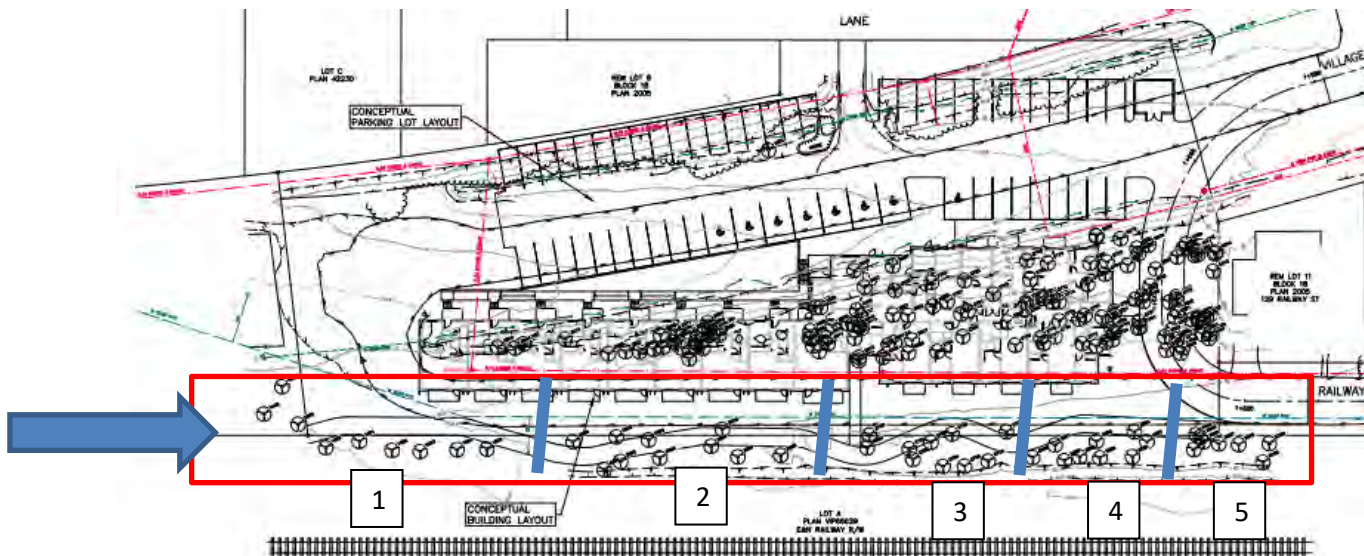


east end by 129 Railway St.

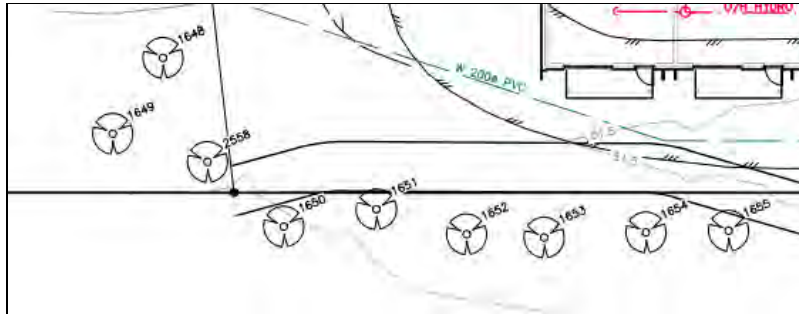
Concept drawing indicates Railway Street would be linked to Village Way. The design has the road edge within 8 meters to the property edge. Retention of the trees located along the edge of the property is not feasible due to the construction of the road being too close of the trees.

Item #3

MAP B

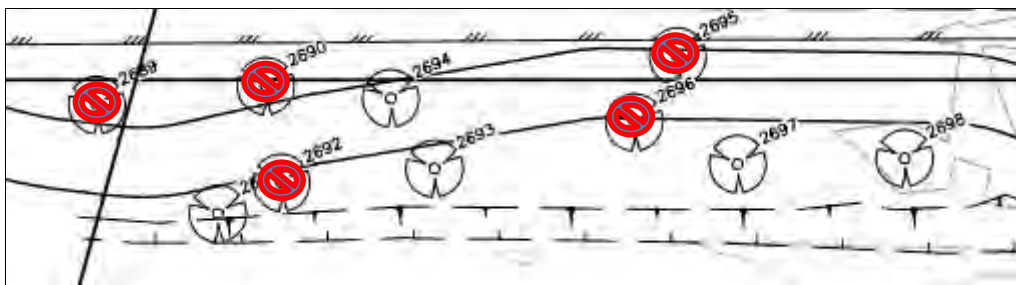


On March 2, associate Lana Tutt and I assessed the trees within the red rectangle shown on Map B. There are 46 trees along this edge of the property. From the west edge of the property are nine newly planted fruit trees, refer to Area 1 on Map B.



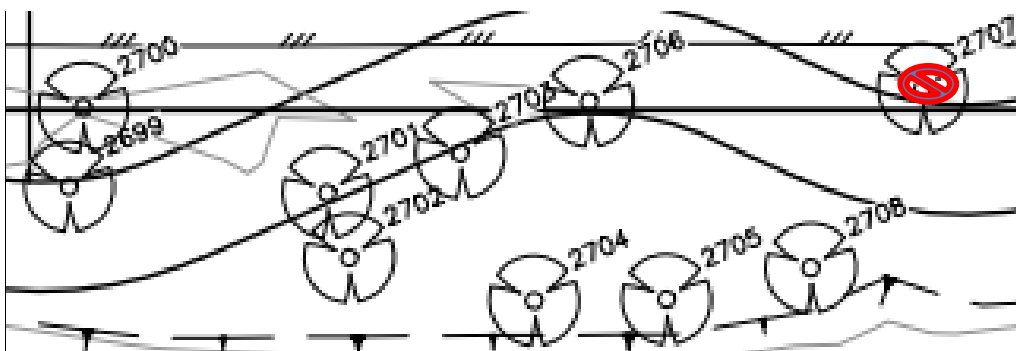
Area 1

Area 2 consists of ten trees. Of the 10 trees, five are not viable to retain due to poor health, structural issues, or both.



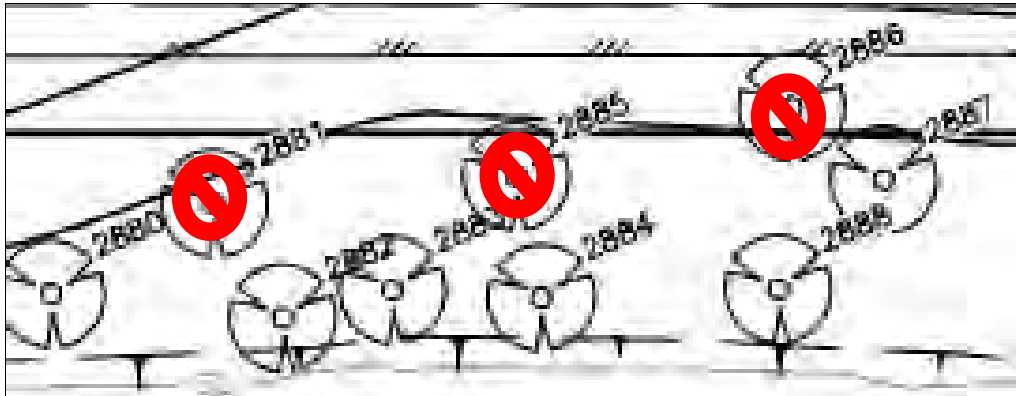
Area 2

Area 3 consists of ten trees. One tree cannot be retained.



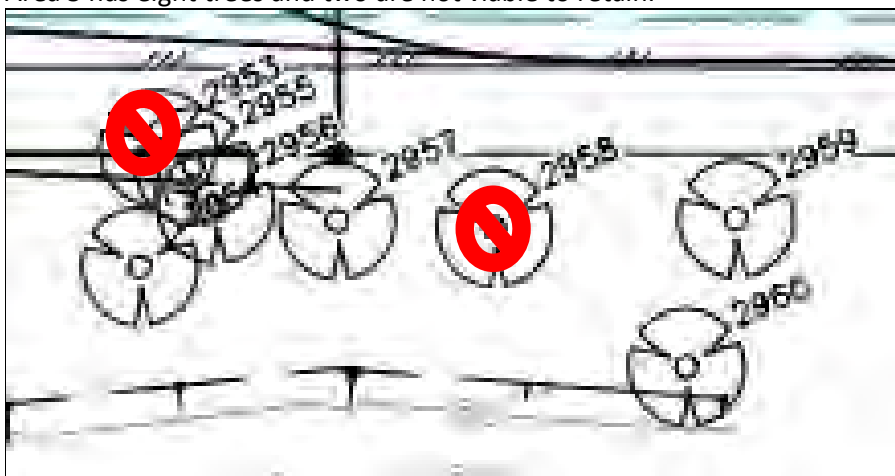
Area 3

Area 4 has nine trees, three are not viable to retain.



Area 4

Area 5 has eight trees and two are not viable to retain.



Area 5

Total trees: 46
Not to retain: 11
Trees to retain: 35



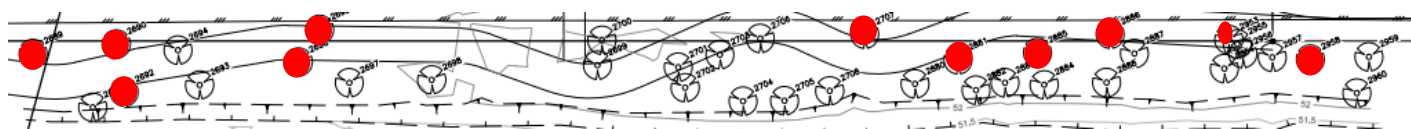
Strip of trees on south side



Pathway on south side of trees

Area	Survey #	Tree type	Diameter (cm)	CRZ (m)	Biological condition	Structural condition
					% 20 – 100%	1 – 4 1 extreme 4 no issue
1	See map 8 trees	Fruit trees	4	1.0	90	4
2	2691	D Fir	40	5.0	80	4
2	2694	LP Pine	37	5.5	60	3
2	2693	LP Pine	32	5.0	70	3
2	2697	LP Pine	44	5.0	80	4
2	2697	LP Pine	11	2.0	80	4
3	2698	LP Pine	32	5.0	60	3
3	2699	LP Pine	23	3.0	60	4
3	2700	LP Pine	23	3.0	60	4
3	2701	LP Pine	24	4.0	60	3
3	2702	LP Pine	18	3.0	50	3
3	2703	LP Pine	21	3.0	50	3
3	2704	LP Pine	47	5.0	70	3
3	2705	LP Pine	25	4.0	50	3
3	2706	LP Pine	37	4.0	70	4
3	2708	LP Pine	18	3.0	60	4
4	2880	D Fir	12	3.5	90	4
4	2882	Arbutus	7	2.5	70	4
4	2883	D Fir	11	2.5	60	3
4	2884	Arbutus	8	2.5	80	3
4	2887	LP Pine	23	3.0	50	4
4	2888	D Fir	50	6.0	80	4
5	2954	D Fir	18	3.5	70	4
5	2955	Arbutus	09	3.5	80	4
5	2956	Arbutus	05	3.5	80	4
5	2957	D Fir	44	4.5	80	4
5	2959	D Fir	21	3.0	60	4
5	2960	D Fir	30	3.0	70	4

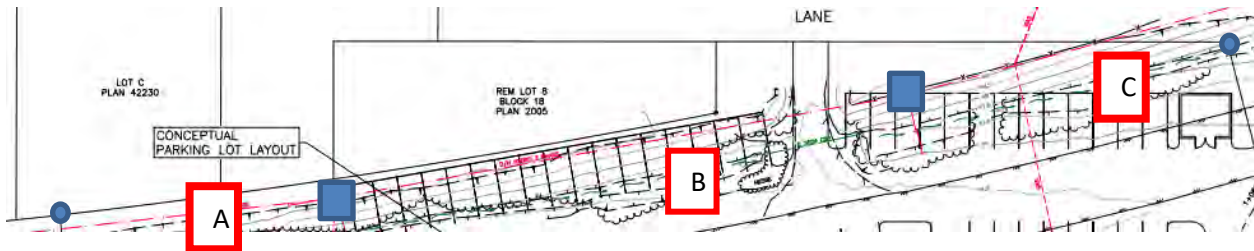
Map A showing trees to remove.



Item 4:



On the north side of the property is a ditch and three-phase powerline.



● Property Pins ■ Power pole

Area A is between west edge property pin and Pole, Area B between the two power poles and Area C between power pole and east property pin. We inventoried 103 trees located in the ditch and any trees growing under the powerline. We were not sure of property lines beyond the powerline therefore did not inventory the trees past the powerline.

Area A

Tree Type	Total
D Fir 10 – 30 cm	15
Pine 10 – 30 cm	03
Western Red Cedar	01
Arbutus	01
Total	20

Area B

Tree Type	Total
D Fir 10 – 30 cm	23
Pine 10 – 30 cm	13
Western Red Cedar	22
Arbutus	05
Total	66

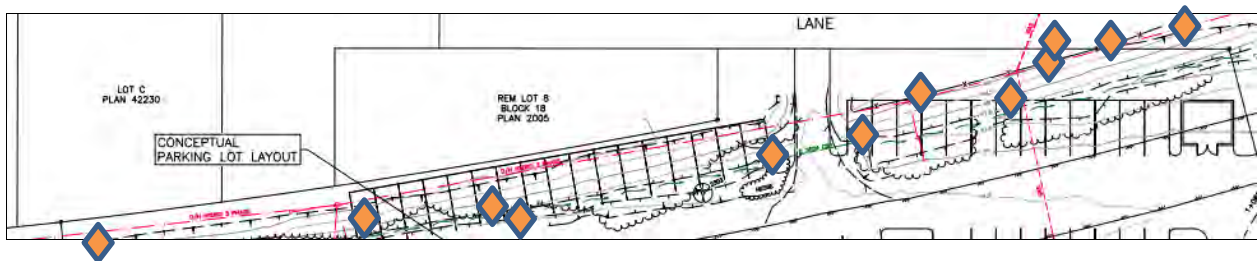
Area C

Tree Type	Total
D Fir 10 – 30 cm	09
Pine 10 – 30 cm	01
D Fir 30- 60 cm	02
Arbutus	06
Total	17

Arbutus inventory on North side of property.

Area	Tag #	Diameter (cm)	Biological condition 20-100%	Structural condition 1-Extreme 4 – no issue
A	12244	18	90	4
B	12243	17	90	4
B	12242	12	80	4
B	12241	04	50	3
B	12240	09	80	4
B	12239	25	60	4
C	12238	8	50	4
C	12237	34	50	2
C	12236	32	60	2
C	12235	27	60	2
C	12234	28	50	2
C	12233	43	70	2

General area where the twelve arbutus trees are located along the north side.



This Douglas fir tree is located to the west of the property to the south of the community gardens. I tagged it with #12245; the tree is 80 cm diameter, 28 m tall with a canopy spread of 12 m. Condition is 90%. Soil grade or hydrology change to this tree should be considered prior to construction.

Summary**South side**

For the strip of trees between the development footprint and railway line, 36 can be retained (76%). Utilize the wood chips from the removed trees back to the area under the remaining 36 trees. This will greatly improve the soil structure and moisture holding capacity. Along the south edge of this strip of trees is a well-used gravel pedestrian path. Installing a path through these 36 trees is not required. Once tree work is complete, tree protection fencing is to be installed.

North side

Of the 103 trees growing in the ditch and under the powerline, thirteen are Arbutus, commonly protected in municipal tree bylaws.



Arbutus north side



Arbutus north side



Arbutus north side

The Douglas fir outside the development site should be properly protected during the construction.

ARBORIST DISCLOSURE STATEMENT

Arborists are tree specialists who use their education, knowledge, training, and experience to examine trees, recommend measures to enhance the beauty and health of trees, and attempt to reduce the risk of living near trees. Clients may choose to accept or disregard the recommendations of the arborist, or seek additional advice. Arborists cannot detect every condition that could possibly lead to the structural failure of a tree. Trees are living organisms that fail in ways we do not fully understand. Conditions are often hidden within trees and below ground. Arborists cannot guarantee that a tree will be healthy or safe under all circumstances, or for a specified period of time. Likewise, remedial treatments, like any medicine, cannot be guaranteed. Treatment, pruning, and removal of trees may involve considerations beyond the scope of the arborist's services such as property boundaries, property ownership, site lines, disputes between neighbors, and other issues. Arborists cannot consider such considerations unless complete and accurate information is disclosed to the arborist. An arborist should then be expected to reasonably rely upon the completeness and accuracy of the information provided. Trees can be managed, but they cannot be controlled. To live near a tree is to accept some degree of risk. The only way to eliminate all risks is to eliminate all trees.

I further certify that I am a member in good standing of the American Society of Consulting Arborists and the International Society of Arboriculture. I have been involved in the field of Arboriculture in a full time capacity for a period of more than twenty-five years.

Feedback on The Residences at Qualicum Station

380 responses

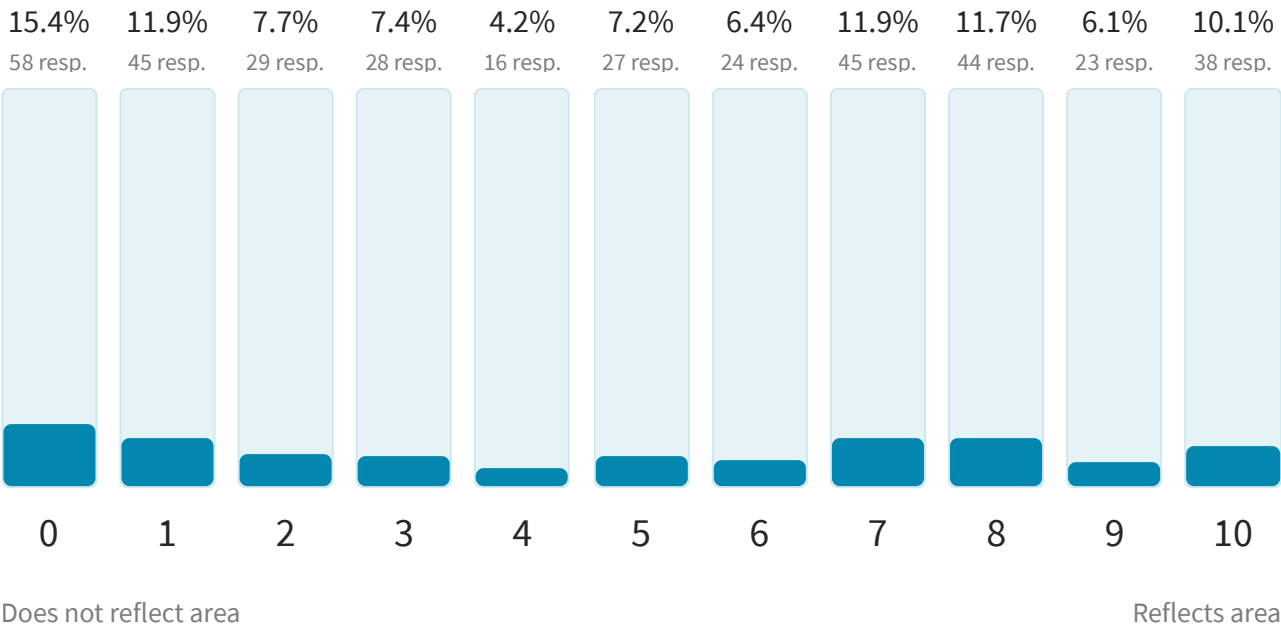
This summary does not include written comments. For the complete survey results please visit:
<https://qualicumbeach.civicweb.net/document/8705>



To what extent does the design reflect the location in a transition area between residential and commercial?

377 out of 380 answered

4.7 Average rating

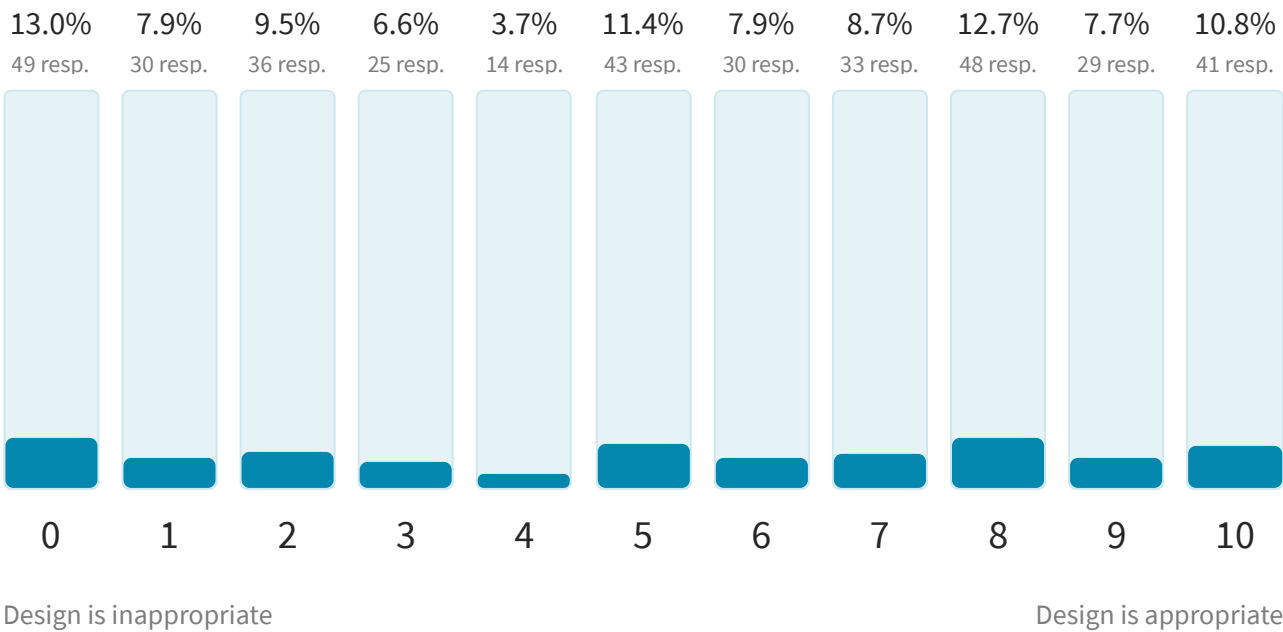




Human scale building is important to the pedestrian-friendly character of the Town. To what extent does the proposed design elements stress the human scale, through varied rooflines, ground floor access to individual units, courtyards and landscaping?

378 out of 380 answered

5.1 Average rating

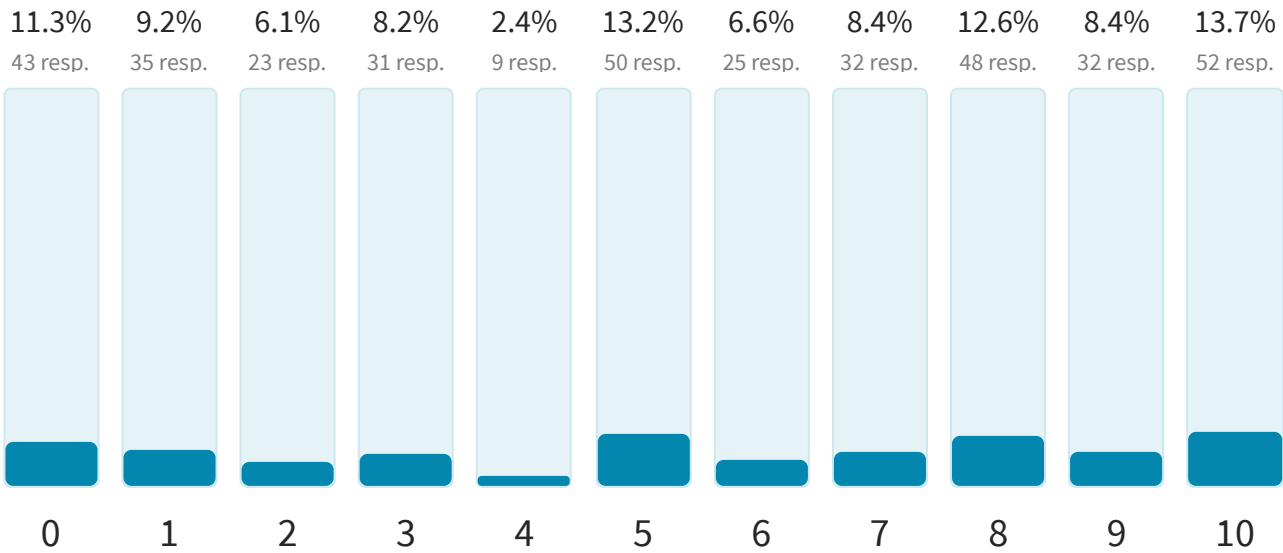




The Town's design guidelines emphasize the need for adequate public spaces for community gatherings. Do you think this design proposal has an appropriate amount of public space?

380 out of 380 answered

5.3 Average rating



Inadequate public space

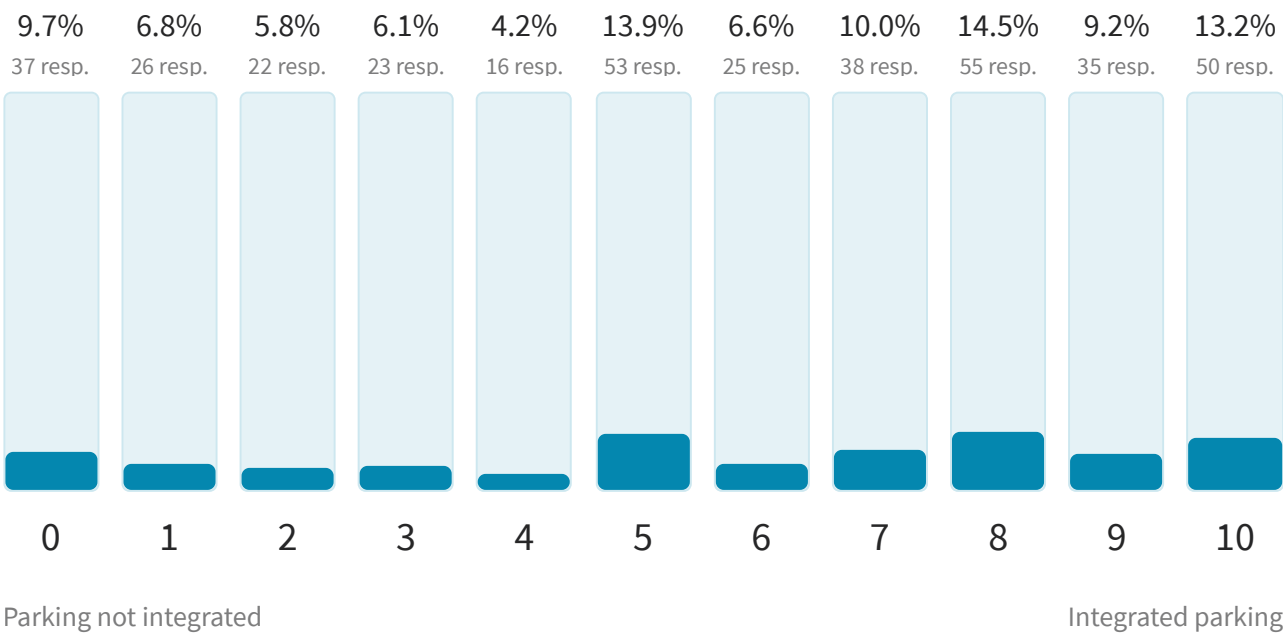
Adequate Public Space



Are the parking facilities integrated with the site landscaping and buffered from adjoining parcels and buildings on site through the use of trees, shrubs and screens?

380 out of 380 answered

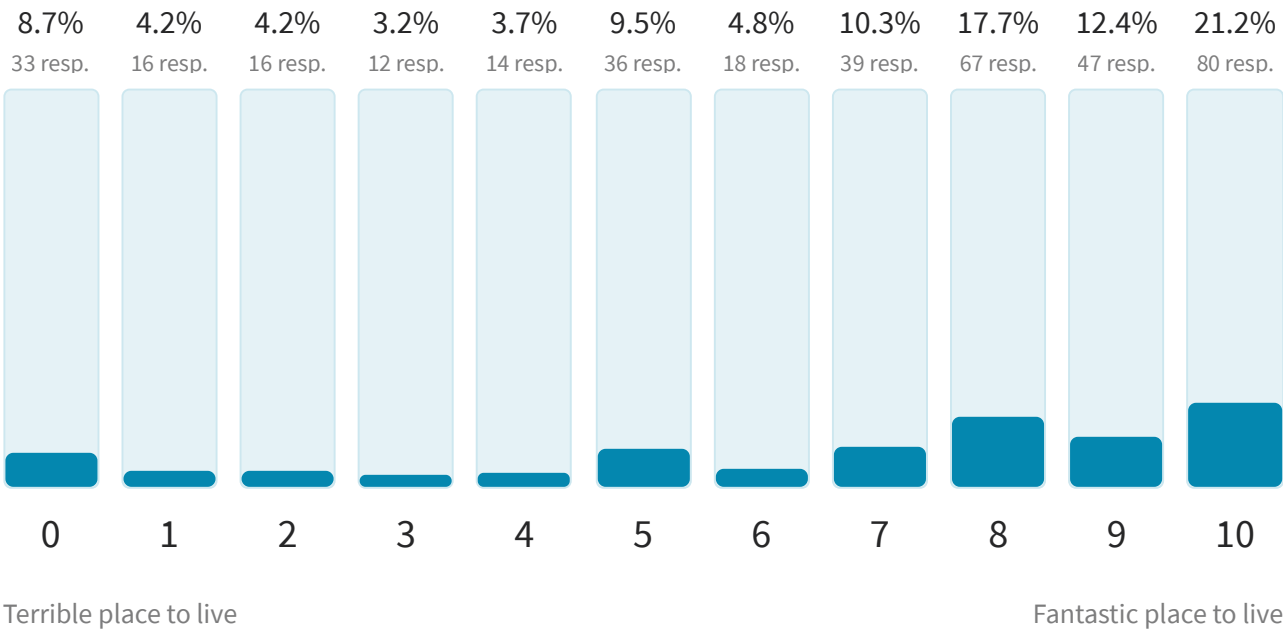
5.6 Average rating



This development would be home to up to 56 households. Considering the design of the building and the location, do you think this would be a good place to live?

378 out of 380 answered

6.5 Average rating



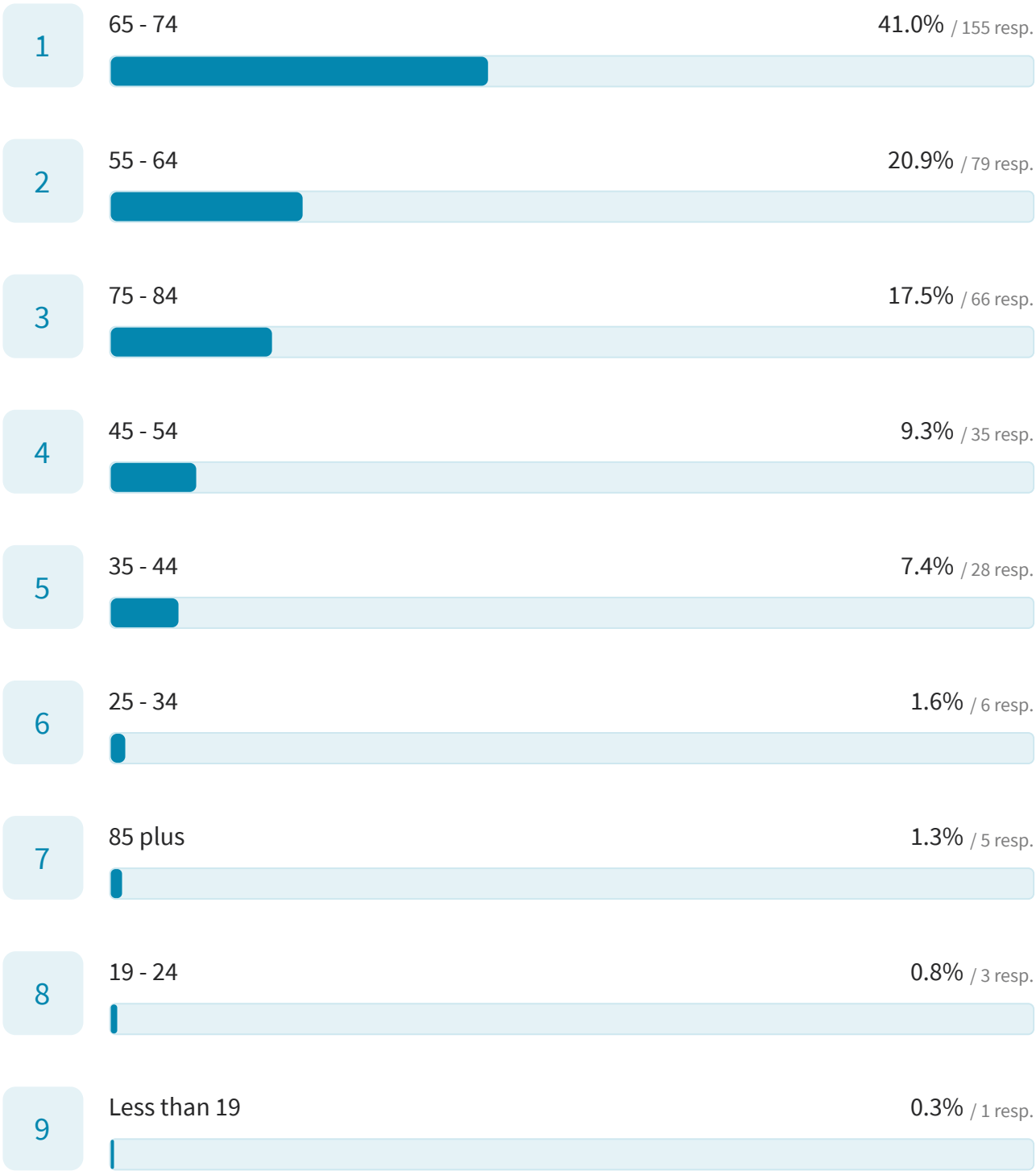
Where do you live?

377 out of 380 answered



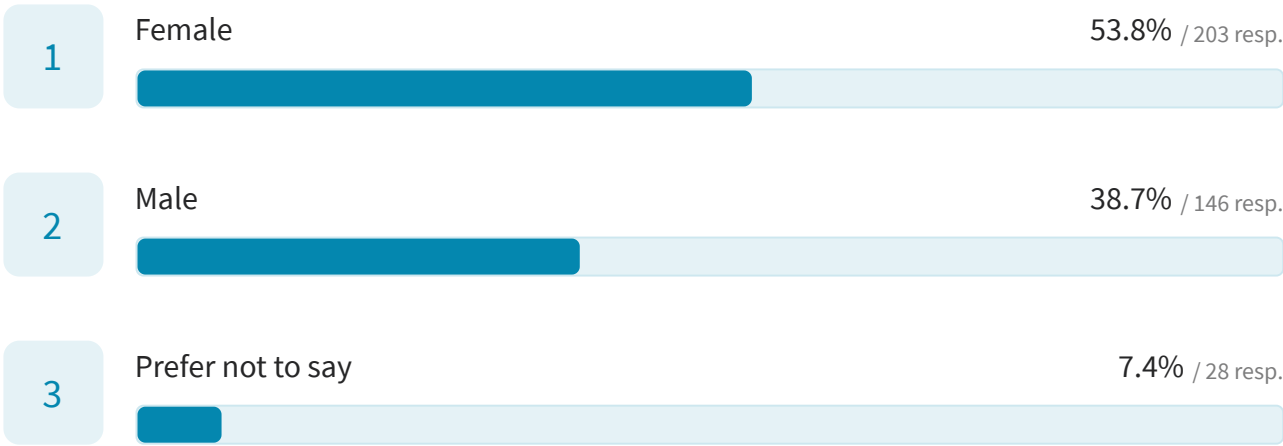
What is your age?

378 out of 380 answered



What is your gender?

377 out of 380 answered



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

TO: Daniel Sailland, CAO **FOR:** Regular Council, May 27, 2021

FROM: Bob Weir, P. Eng. Director of Engineering & Capital Projects

SUBJECT: BC Hydro LED Lease Light Complaint Protocol

RECOMMENDATION:

THAT Council direct staff to follow the protocol as detailed in the memo of May 27, 2021 in dealing with resident complaints about the BC Hydro LED replacement program.

PURPOSE

To provide a protocol for staff to follow in reviewing complaints arising from the BC Hydro upgrading of the pole mounted lease lights.

BACKGROUND

BC Hydro is undertaking a Province wide streetlight replacement program to convert old high-pressure sodium (HPS) lights to high efficiency LED lights. The LED streetlights have a different colour temperature and some residents have complained that they are too bright. The BC Hydro program offers two colour temperatures and several different wattages for the replacement luminaires. Staff elected to adopt the wattages that BC Hydro represented as equivalent to the specific lights being replaced, and chose the higher colour temperature as it maximizes the safety benefits and is the standard adopted for municipal street lighting installation and upgrades since 2012.

DISCUSSION

In response to a staff memo on the BC Hydro Streetlight Replacement Program presented at the April 7th, 2021 Regular Council meeting, Council adopted the following resolutions:

- THAT at locations where a street light modification is requested, Council direct staff to perform a thorough examination of all parameters such as height, davit arm length and luminaire orientation.
- THAT downgrading or removal of street lighting only be considered after a professional evaluation by an Illumination Engineer on the impact to illumination levels and safety of the proposed change.
- THAT staff be directed to report back to Council with a more articulated, systemic complaint process for evaluation of LED street lights, that includes neighborhood consultation, for Council to review.

The protocol proposed below for this evaluation process will ensure that resident complaints are addressed with a uniform set of parameters that consider road network safety, affected or nearby stakeholders and the resident's concerns.

PROTOCOL OUTLINE

It is proposed that street lighting complaints be considered in the following manner:

1. Complaint received
2. Desktop Review
 - Wattage
 - Spacing
 - Geometrics
 - Arterial or local
3. If unusual circumstances identified - Town engages Illumination Engineer to find possible resolution (at the Town's cost)
4. If consistent with arterial route lighting and/or good lighting practice that should not be altered - resident(s) informed that no further action is intended
5. If there is no obvious variance from good lighting practice other than say closer than typical spacing on a local residential street (eg. Larch and Doset)- Town proceeds with stakeholder notification to gauge support or opposition for further review
6. Majority of stakeholders support review and agree to pay for Illumination Engineer's review and possible light modification - Illumination Engineer engaged to provide a report on impacts to lighting levels and safety including a recommendation to the Town
7. Illumination Engineer determines acceptable lighting levels for safety following proposed modification - BC Hydro requested to modify light & resident(s) invoiced for costs of review and modification
8. Illumination Engineer determines lighting levels not sufficient for safety following proposed modification - residents advised that modification is not supported - resident(s) invoiced for costs of review

FINANCIAL IMPLICATIONS

The review of a typical site by the Illumination Engineer is estimated to be approximately \$750-\$1000. In the situation described in Point 3. above, this cost would be covered by the Town. In the situation described in Point 5. above, this cost would be covered by the resident(s). If a luminaire is modified during the 1 year provincial implementation period, the cost is estimated to be about \$250, and if modified after 1 year about \$500.

COMMUNICATION PLAN

Following adoption or direction from Council for this approach, staff will reach out to all residents that have requested light removal or modification. Front office staff would be instructed in the communication of the protocol.

STRATEGIC ALIGNMENT

Downgrading of street lighting does not align with any Council Strategic Plan elements, however, having a process for consistently receiving and reviewing lighting requests is consistent with Council's Strategic Plan Initiative #6: the Efficient Provision of Services.

ALTERNATIVES

1. Modify no lights

2. Provide alternative direction to staff.



Bob Weir, P.Eng. Director of
Engineering & Capital Projects
Report Writer



Daniel Sailland, CAO
Concurrence

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Agenda\ BC Hydro Lease Light Complaint Protocol
File: 5400-03- BC Hydro Lease Light Complaint Protocol.docx

**Town of Qualicum Beach
MEMORANDUM**

TO: Daniel Sailland, CAO FOR: Regular Council Meeting May 27th 2021

FROM: R.K. (Bob) Weir, P. Eng., Director of Engineering & Capital Projects

SUBJECT: Airport Row B Sanitary Sewer and Storm Drain Extension - Tender Award

RECOMMENDATION:

THAT Council of the Town of Qualicum Beach awards the contract for the Airport Row B Sanitary Sewer and Storm Drain Extension to Edgett Excavating Ltd. in the amount of \$185,372.25.

PURPOSE:

To present to Council the results of the tender call for the Airport Row B Sanitary Sewer and Storm Drain Extension.

DISCUSSION:

Quotations for the project were opened at the Qualicum Beach Town Hall on May 3rd, 2021. Six tenders were received and the results are as follows:

<u>Tenderer</u>	<u>Total Tender</u>
Edgett Excavating Ltd. (Courtenay)	\$185,372.25
Knappett Industries (2006) Ltd. (Nanaimo)	\$188,790.00
David Stalker Excavating Ltd. (Ladysmith)	\$193,017.83
Leuco Construction (Qualicum Beach)	\$255,885.00
IWC Excavation Ltd. (Nanaimo)	\$300,197.10
Copcan Civil (Nanaimo)	\$304,733.63

The tender amounts shown include a \$15,000 contingency allowance, \$5,000 in cash allowances, and 5% GST.

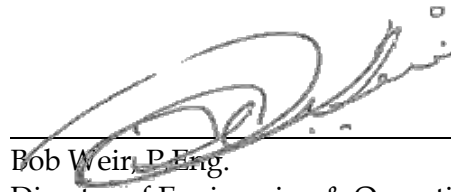
The low tender was submitted by Edgett Excavating Ltd. (Courtenay), a company that has performed previous projects with the Town of Qualicum Beach with excellent results.

FINANCIAL IMPLICATIONS:

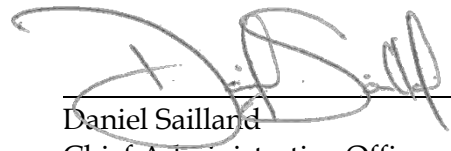
The Town has budgeted \$300,000 for this project. This was intended to be funded 1/3 from sewer reserves and 2/3 from a potential infrastructure grant. As the Town was not successful in obtaining the grant, the full amount will be funded from reserves.

ALTERNATIVES

1. THAT Council provides alternative direction to staff;



Bob Weir, P.Eng.
Director of Engineering & Operations
Report Writer



Daniel Sailland
Chief Administrative Officer
Concurrence

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Agenda\ Airport Row B Sanitary Sewer and Storm Drain Extension
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Airport Row B Sanitary Sewer and Storm Drain Extension Tender Recommendation 2021.docx

**Town of Qualicum Beach
MEMORANDUM**

TO: Daniel Sailland, CAO FOR: Regular Council Meeting May 27th 2021

FROM: R.K. (Bob) Weir, P. Eng., Director of Engineering & Capital Projects

SUBJECT: Hemsworth Booster Pump Station Upgrade - Tender Award

RECOMMENDATION:

THAT Council of the Town of Qualicum Beach awards the contract for the Hemsworth Booster Pump Station Upgrade to Edgett Excavating Ltd. in the amount of \$177,975.00.

PURPOSE:

To present to Council the results of the tender call for the Hemsworth Booster Pump Station Upgrade.

DISCUSSION:

Quotations for the project were opened at the Qualicum Beach Town Hall on May 6th, 2021. Six tenders were received and the results are as follows:

<u>Tenderer</u>	<u>Total Tender</u>	<u>Days to Complete</u>
Edgett Excavating Ltd. (Courtenay)	\$177,975.00	90
Ridgeline Mechanical (Courtenay)	\$184,673.22	120
IWC Excavation Ltd. (Nanaimo)	\$202,177.50	90
Ecklundson Construction Group (Nanaimo)	\$215,519.85	60
CanWest Mechanical Inc. (Fanny Bay)	\$224,070.98	210
TDN Constructors Group Inc. (Chilliwack)	\$389,655.00	90

The tender amounts shown include a \$20,000 contingency allowance, a \$1,500 cash allowance, and 5% GST.

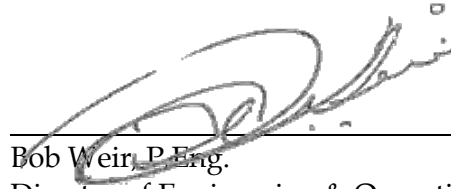
All six tenderers submitted Community Benefit Plans that align with our Social Procurement Policy as part of their tender package. The plan submitted by the second lowest tenderer, Ridgeline Mechanical, was not deemed to be more beneficial than the plan submitted by the low bid, Edgett Excavating. Therefore, the social value scoring did not affect the ranking of the Tenders.

FINANCIAL IMPLICATIONS:

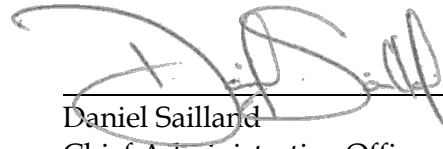
The Town has budgeted \$175,000 for this project. There is every likelihood that this project can be completed within this budget considering the Town's GST rebate and the potential to preserve most if not all of the contingency. Additional funding, if required could come from water reserves.

ALTERNATIVES

1. THAT Council provides alternative direction to staff;



Bob Weir, P.Eng.
Director of Engineering & Operations
Report Writer



Daniel Sailland
Chief Administrative Officer
Concurrence

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Agenda\ Hemsworth Booster Pump Station Upgrade
File: 5330-07- Hemsworth Booster Station Upgrade Tender Recommendation 2021.docx