

**Agenda for the 10:00 am Wednesday, October 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 Town of Qualicum Beach Council Procedure Bylaw No. 733, 2019,
members of Council may participate in this meeting utilizing electronic or other
communication facilities. 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

1-6 THAT Council adopts the October 27, 2021, regular Council meeting
agenda.

2. ADOPTION OF THE CONSENT AGENDA

7-8 (1) **Correspondence Log** – October 27, 2021 – For Information

9 (2) **Motions Released from the October 20, 2021 Special In Camera Meeting**

10-15 (3) **Monthly Finance Report** – September 2021 - For Information

16-17 (4) **Monthly Fire Department Report** – September 2021 - For Information

18 (5) **Monthly Bylaw Report** – September 2021 - For Information

3. APPROVAL OF THE MINUTES

19-32 THAT Council approves the October 6, 2021 regular Council meeting
minutes and the October 20, 2021 special Council meeting minutes.

4. BUSINESS ARISING FROM THE MINUTES

(1) Notice of Motion from the October 6, 2021 Regular Council Meeting

(a) *Councillor Westbroek:* THAT the Town do not increase our numbers of
staff from our current complement unless approved by Council.

Staff Comments:

Dialogue on the Collective Bargaining Agreement and Senior Staff
Employment Agreements should be dealt with during an in-camera
meeting.

Staff Recommendation:

THAT Council refer the October 6, 2021 Notice of Motion from
Councillor Westbroek regarding Council approval of staff increases
to a future in-camera meeting for discussion.

(2) Motions from the October 20, 2021 Committee of the Whole Meeting

(a) THAT the Committee of the Whole recommends to Council that staff
be instructed to leave major collectors and points of conflict as 75W
4000K; AND FURTHER THAT all residential lighting be changed to
3000K 39W.

- (b) THAT the Committee of the Whole recommends to Council THAT the Town work with BC Hydro to mitigate the current 31 locations by either reducing the wattage; davit arm orientation/location; shielding or by any other deems necessary.
- (c) THAT the Committee of the Whole recommends to Council THAT Council accept Policy No 3004-7 Standards of Conduct as amended as follows:
 - deleting 10.2 and inserting revised wording as follows: “10.2 An alleged breach of this Standard of Conduct policy may be submitted by a Council or Committee Member or Staff. Complaints shall be submitted simultaneously in writing to the Mayor and Chief Administrative Officer within two (2) months of the last alleged breach, but not prior to the adoption of this policy. The Mayor and Chief Administrative Officer are authorized to extend the this two (2) month deadline if circumstances warrant an extension.”
 - by deleting 10.7(d)(vi) “reduction in compensation in accordance with the Council Remuneration By-Law”
 - by deleting 4(h) and inserting revised wording as follows: “4(h) Not disclose details on other members of Council’s closed meeting deliberations or specific detail on whether other individual Councillors voted for or against an issue.”
- (d) THAT the Committee of the Whole recommends to Council THAT staff be directed to work with a consultant and/or staff to hold a workshop for Policy No. 3004-7, Standards of Conduct, to assist with the wording of Section 6. Interactions with Staff.

5. DELEGATIONS

- (1) **Corry Gervais and Kim Burden, Parksville & District Chamber of Commerce** – Request for 5-year Fee for Service agreement for \$75,000 annually towards the Oceanside Initiatives Economic Development Plan

Staff Recommendation:

THAT staff be directed to bring back a report with recommendations regarding the request from the Parksville & District Chamber of Commerce to enter into a fee for service agreement for the Oceanside Initiatives Economic Development Plan, at an upcoming in camera meeting.

6. CORRESPONDENCE

- 33 (1) **Qualicum Beach Memorial Golf Club**, e-mail dated October 16, 2021
34-35 (2) **Thank You Qualicum Beach**, e-mail dated September 29, 2021

7. BYLAWS

- 36-39 (1) **Airport Establishment and Operations Bylaw Amendment (Miscellaneous Fees)**
Staff Recommendation:
THAT the bylaw entitled "Town of Qualicum Beach Airport Establishment and Operations Bylaw No. 457.05, 1998 Amendment (Miscellaneous Fees) Bylaw No. 457.12, 2021" be adopted.
- 40-82 (2) **1025 Qualicum Road (Pheasant Glen)**
Staff Recommendation:
THAT, as described in the October 27, 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.123, 2021" be adopted AND FURTHER THAT, as described in the July 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 adopted.
- 83-107 (3) **Zoning Amendment: 188 Sunningdale Road East**
Staff Recommendation:
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 adopted.
- 108-121 (4) **Zoning Amendment: 245 Mill Road**
Staff Recommendation:
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 adopted.
- 122-162 (5) **Zoning Amendment: 111 Fourth Avenue West (Naked Naturals)**
Staff Recommendation:
(a) THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (111 Fourth Avenue West) Bylaw No. 580.129, 2021" be read a second time;

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- (b) THAT Council holds a Public Hearing on November 17, 2021 at 10:00am in person in the Council Chamber, 660 Primrose Street, Qualicum Beach, or electronically via Zoom in regard to "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (111 Fourth Avenue West) Bylaw No. 580.129, 2021".
- (c) THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (Housing Agreement: 111 Fourth Avenue West) Bylaw No. 766, 2021" be introduced and read a first and second time.

- 163-170 (6) **Rural Innovation Hub**
 Staff Recommendation:
 THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (Rural Innovation Hub) Bylaw No. 580.130, 2021" be introduced and read a first time.

- 171-176 (7) **Property Permissive Tax Exemption Bylaws**
 Staff Recommendation:
 a. THAT the bylaw entitled "Town of Qualicum Beach 2022 Taxation Exemption Bylaw No. 763, 2021" be adopted.
 b. THAT the bylaw entitled "Town of Qualicum Beach 2022 Taxation Exemption (Places of Worship) Bylaw No. 764, 2021" be adopted.

8. COMMITTEE & LIAISON REPORTS

- (1) **General Government** (Mayor Brian Wiese)
- (2) **Parks & Recreation** (Councillor Robert Filmer)
- (3) **Community Development** (Councillor Scott Harrison)
- (4) **Arts & Culture** (Councillor Anne Skipsey)
- (5) **Protective Services** (Councillor Teunis Westbroek)

9. STAFF REPORTS

- 177-178 (1) **Corporate Administrator** (Heather Svensen)
- (a) **Remembrance Day Poppy Campaign and Parade**
Staff Recommendation:
 THAT Council endorses the Poppy Canvassers request to solicit donations from the community from October 29 to November 10, 2021;
- AND FURTHER THAT based on the parade route identified, Council instructs staff to proceed with the appropriate temporary road closures for the Remembrance Day Parade;
- AND FURTHER THAT Council authorizes the Town to provide support for the provision of barricades, subject to the applicant, Royal Canadian Legion Branch 76, providing traffic control services and working with Town staff to ensure Town requirements are met, including emergency services notification.
- 179-181 (2) **Planning** (Luke Sales, Director of Planning)
- (a) **Request for Proposal Results for Development of Emergency Management Oceanside's "Departmental Continuity of Operations Plan" and "Hazard-Specific Template and Supporting Guidance Tools"**
Staff Recommendation:
 THAT Council approves the City of Parksville to manage the project funding for Emergency Management Oceanside's "Departmental Continuity of Operations Plan" and "Hazard-Specific Template and Supporting Guidance Tools" on behalf of the Town of Qualicum Beach.
- 182-195 (b) **Municipal Regional District Tax Affordable Housing Program Service Agreement**
Staff Recommendation:
 THAT the Town of Qualicum Beach Council supports the 2022 Online Accommodation Platform Municipal Regional District Tax Affordable Housing Program Service Agreement between the Parksville Qualicum Beach Tourism Association and the Society of Organized Services to provide housing subsidies in the Oceanside area.

196-226 (c) **Backyard Chickens Pilot Project – Survey Results**

Staff Recommendation:

THAT Council directs staff to prepare amendments to “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580” and “Town of Qualicum Beach Animal Control Bylaw No. 649” as required to permit backyard poultry with a licensing system, as described in the October 27th, 2021 Planning memo to Council.

227-233 (3) **Engineering & Operations** (Bob Weir, P.Eng., Director)

(a) **Motion #21-283 – Town of Qualicum Beach Benches – For Information**

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 (October 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, November 17, 2021 at 10:00 am

THE TOWN OF
QUALICUM BEACH



COUNCIL CORRESPONDENCE LOG
October 27, 2021

DATE REC'D	FROM	TOPIC	ACTION
Oct 14	Oceanside Health & Wellness Network	Invitation to Film Screening	Rec'd for Information
Oct 13	M Diamond	Council Comments Oct 6	Rec'd for Information
Oct 13	T Pritchard	Council Comments Oct 6	Rec'd for Information
Oct 13	J Wood	Council and Staff Hiring	Rec'd for Information
Oct 13	B Blood	E&N Railway and Snaw-Snaw-As	Rec'd for Information
Oct 13	J Flemming	Requested Services	Rec'd for Information
Oct 13	C Peters	Sexual Exploitation	Rec'd for Information
Oct 13	D Owens	Recycling	Rec'd for Information
Oct 13	K Miller	Water to Oceanside Strata	Rec'd for Information
Oct 13	K Miller	Facebook Post by Councillor Harrison	Rec'd for Information
Oct 13	S Gioia	Public Benches	Rec'd for Information
Oct 13	L Eaton	Climate Change	Rec'd for Information
Oct 13	L Eaton	Glass Plant	Rec'd for Information
Oct 13	J Daman	Council Meeting Oct 6	Rec'd for Information
Oct 12	N & L Bang	Backyard Chickens	Rec'd for Information
Oct 12	J Stockdale	Naked Naturals Proposal	Rec'd for Information
Oct 12	A Grocholski	Petition from Larch Dr Residents	Rec'd for Information
Oct 12	Ministry of Education	Premiers Award for Excellence	Rec'd for Information
Oct 7	C Olivier	Light Pollution	Rec'd for Information
Oct 7	City of Langley	Resolution Appointment of Directors	Rec'd for Information
Oct 7	J Daman	Liason to Eaglecrest Golf Course	Rec'd for Information
Oct 6	T Hitch	Cell Tower	Rec'd for Information
Oct 5	Water Sustainability BC	Groundwater Licensing	Rec'd for Information
Oct 5	Min of Mental Health	Service for Substance Abuse	Rec'd for Information
Oct 5	L Flint	245 Mill Rd Support	Rec'd for Information
Oct 5	L Eaton	245 Mill Rd Opposed	Rec'd for Information
Oct 5	S Weisenberger	Temporary Use Permit 210 First Ave – Support	Rec'd for Information
Oct 5	R Ubell & E Willson	343 Night Terrace Opposed	Rec'd for Information
Oct 4	J Wood	Roundabout Speed_2	Rec'd for Information
Oct 4	J Wood	Roundabout Speed	Rec'd for Information
Oct 4	R Diack	434 Knight Terrace	Rec'd for Information
Oct 4	B Meister	434 Knight Terrace Opposed	Rec'd for Information
Oct 4	O Elsasser	Cardboard Bin	Rec'd for Information

Oct 1	Various	Truth & Reconciliation	Rec'd for Information
Oct 1	D & B Clark	434 Knight Terrace Opposed	Referred to Staff
Oct 1	D & S White	434 Knight Terrace Suggestions	Referred to Staff
Oct 1	M Collster & J Westenberg	Staff Appreciation	Rec'd for Information
Oct 1	D & L McMullan	434 Knight Terrace Opposed	Rec'd for Information
Sept 29	B Chysky	Tree Removal	Rec'd for Information
Sept 29	L Eaton	Urban Forestry	Rec'd for Information
Sept 29	L Eaton	Tree Planting	Rec'd for Information
Sept 29	FCM	Seniors Care Benefit	Rec'd for Information
Sept 28	S Worth	Councillor Conduct	Rec'd for Information
Sept 28	C Peters	Sex Trafficking	Rec'd for Information
Sept 27	Ambulance Paramedics BC	Resource Availability	Rec'd for Information
Sept 27	T Hitch	Cell Towers	Rec'd for Information
Sept 27	L Moore	Bylaw to Restrict Cats	Rec'd for Information
Sept 10	L Nater	Memorial Benches	Rec'd for Information
		Various - Various - 210 First Ave Temporary Use Permit - Opposed	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.

Motions Released from the October 20, 2021 Special In Camera Meeting

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

- THAT Council instructs staff to utilize Type II benches for the dedication of benches for the Town's Freeman.
- THAT Council instructs staff to amend the draft lease agreements between the Town of Qualicum Beach and Semiahmoo Golf Center Ltd. for use of the 17th fairway and the 18th tee box by deleting a portion of section (e), of Tenant's Covenant, as follows: "to employ a course marshal to enforce these rules and to remove playing privileges from any person who breaches these rules on a repeated basis".

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

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

RECOMMENDATION

For Council to receive for information.

REPORT ANALYSIS

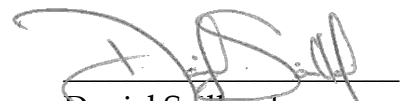
Attached is the Financial Plan Report listing revenues and expenditures to September 30, 2021 with a comparison to September 30, 2020. Revenue and expenditures are within budget expectations at this point in the year. A listing of capital expenditures to September 30, 2021 has also been included.



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 - September 30, 2021

	YTD to Sep 30/21			YTD to Sep 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	9,796,630	100.0%	9,370,000	9,376,607	100.1%
Total Municipal Property Taxation	9,794,000	9,796,630	100.0%	9,370,000	9,376,607	100.1%
Other Gov't Taxes (this section nets to nil)						
V.I. Regional Library	556,000	539,392	97.0%	540,000	557,792	103.3%
Sewer Tax Rate Levy	1,751,000	1,745,081	99.7%	1,700,000	1,660,899	97.7%
Other - Regional District	2,472,000	2,544,240	102.9%	2,400,000	2,401,479	100.1%
School District #69	5,304,000	5,298,479	99.9%	5,150,000	4,813,381	93.5%
Regional Hospital District	556,000	721,447	129.8%	540,000	522,843	96.8%
B C Assessment Authority	137,000	144,638	105.6%	133,000	141,207	106.2%
Municipal Finance Authority	1,000	682	68.2%	1,000	647	64.7%
Sub Total Other Gov't Taxes Collected	10,777,000	10,993,960	102.0%	10,464,000	10,098,248	96.5%
Less Taxes Paid To Other Gov'ts	-10,777,000	-10,638,770	98.7%	-10,464,000	-5,075,052	48.5%
Less Accounts Payable Other Gov'ts	0	-355,189		0	-5,023,196	
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	146,206	96.8%	147,000	145,854	99.2%
Grants in Lieu of Property Taxes	280,000	300,873	107.5%	269,000	284,235	105.7%
Total Grants In Lieu Of Taxes	431,000	447,079	103.7%	416,000	430,089	103.4%
PARCEL TAXES - WATER & SEWER						
Parcel Tax - Water	826,000	838,260	101.5%	732,000	742,880	101.5%
Parcel Tax - Sewer	187,000	189,560	101.4%	163,000	165,375	101.5%
TOTAL PARCEL TAXES	1,013,000	1,027,820	101.5%	895,000	908,255	101.5%
TOTAL PROPERTY VALUE TAXES	11,238,000	11,271,529	100.3%	10,681,000	10,714,951	100.3%
FEES AND CHARGES						
Public Works Services	34,000	17,026	50.1%	34,000	13,516	39.8%
Cemetery Services	47,000	55,105	117.2%	46,000	37,165	80.8%
Waste Removal Fees	750,000	560,343	74.7%	600,000	382,203	63.7%
Water Connections	10,000	31,373	313.7%	10,000	15,355	153.5%
Water Rates	1,299,000	1,350,000	103.9%	1,400,000	1,014,185	72.4%
Sewer Connections	10,000	16,500	165.0%	10,000	9,000	90.0%
Sewer Rates	648,000	520,531	80.3%	650,000	457,731	70.4%
TOTAL FEES AND CHARGES	2,798,000	2,550,878	91.2%	2,750,000	1,929,155	70.2%

TOWN OF QUALICUM BEACH
FINANCIAL PLAN REPORT - September 30, 2021

	YTD to Sep 30/21			YTD to Sep 30/20		
	Budget 21	(compared to 2021 budget)		Budget 20	(compared to 2020 budget)	
OWN SOURCES						
Licences	85,000	93,541	110.0%	96,000	88,425	92.1%
Permits	105,000	188,947	179.9%	130,000	82,025	63.1%
Leases and Rentals	500,000	466,040	93.2%	500,000	430,720	86.1%
Interest on Investments	54,000	68,592	127.0%	60,000	85,089	141.8%
Interest and Penalty on Taxes	52,000	25,605	49.2%	52,000	11,468	22.1%
Airport Services	80,000	83,017	103.8%	173,000	68,353	39.5%
Community Hall	16,000	7,207	45.0%	34,000	12,929	38.0%
Civic Centre	70,000	62,265	88.9%	134,000	58,616	43.7%
Contributions and Sales	240,000	54,456	22.7%	165,000	60,260	36.5%
Miscellaneous Revenues	62,000	116,287	187.6%	62,000	74,555	120.3%
TOTAL OWN SOURCES	1,264,000	1,165,956	92.2%	1,406,000	972,439	69.2%
GOVERNMENT GRANTS						
Revenue Sharing	467,000	450,974	96.6%	467,000	469,016	100.4%
Other Government Grants	3,144,000	12,517	0.4%	2,688,000	372,592	13.9%
RDN Fire and Other Services	286,000	300,001	104.9%	280,000	285,949	102.1%
Gas Tax Grants	451,000	883,211	195.8%	432,000	431,733	99.9%
TOTAL GOVERNMENT GRANTS	4,348,000	1,646,703	37.9%	3,867,000	1,559,290	40.3%
GRAND TOTAL REVENUES	19,648,000	16,635,067	84.7%	18,704,000	15,175,834	81.1%
EXPENDITURES:						
DEBT CHARGES						
Miscellaneous Interest	26,000	8,291	31.9%	26,000	11,453	44.0%
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	265,799	48.4%	549,000	274,169	49.9%
CAPITAL EXPENDITURES						
General Capital	11,363,000	4,605,194	40.5%	9,422,000	3,960,180	42.0%
Water Capital	785,000	75,679	9.6%	755,000	68,643	9.1%
Sewer Capital	375,000	169,756	45.3%	340,000	0	0.0%
TOTAL CAPITAL EXPENDITURES	12,523,000	4,850,629	38.7%	10,517,000	4,028,823	38.3%
OTHER MUNICIPAL PURPOSES						
General Government						
Legislative Services	258,000	152,048	58.9%	253,000	165,354	65.4%
Grants in Aid & Tax Exemptions	252,000	160,191	63.6%	246,000	180,000	73.2%
Administrative	567,000	420,520	74.2%	536,000	397,065	74.1%
Finance	390,000	288,347	73.9%	367,000	268,416	73.1%
Information Technology	599,000	371,399	62.0%	254,000	141,178	55.6%
Common Services	621,000	494,198	79.6%	555,000	503,725	90.8%
Total General Government	2,687,000	1,886,703	70.2%	2,211,000	1,655,738	74.9%
Protective Services						

TOWN OF QUALICUM BEACH
FINANCIAL PLAN REPORT - September 30, 2021

	Budget 21	YTD to Sep 30/21 (compared to 2021 budget)		Budget 20	YTD to Sep 30/20 (compared to 2020 budget)	
RCMP Police Protection	1,474,000	1,107,000	75.1%	1,421,000	1,065,600	75.0%
Bylaw Compliance	124,000	89,097	71.9%	130,000	83,633	64.3%
Emergency Services	203,000	98,077	48.3%	199,000	142,459	71.6%
Building Inspection	123,000	90,479	73.6%	108,000	90,236	83.6%
Security/Vandalism	48,000	17,125	35.7%	46,000	23,673	51.5%
Fire Department Services	1,161,000	802,340	69.1%	1,005,000	809,089	80.5%
Total Protective Services	3,133,000	2,204,118	70.4%	2,909,000	2,214,690	76.1%
Transportation Services						
P/W Administration	645,000	407,536	63.2%	605,000	417,177	69.0%
P/W Yard	136,000	133,030	97.8%	110,000	100,034	90.9%
Roadway Surfaces	256,000	230,112	89.9%	270,000	217,088	80.4%
Road Allowances	111,000	69,096	62.2%	110,000	69,414	63.1%
Sidewalk Maintenance	55,000	26,427	48.0%	66,000	28,171	42.7%
Drainage Ditches	57,000	76,807	134.7%	52,000	38,766	74.6%
Storm Sewers	169,000	91,370	54.1%	144,000	62,258	43.2%
Street Cleaning	50,000	14,800	29.6%	65,000	19,216	29.6%
Snow and Ice Removal	120,000	28,743	24.0%	115,000	83,015	72.2%
Signs and other	46,000	31,318	68.1%	45,000	25,852	57.4%
Other Road Transport	32,000	28,580	89.3%	21,000	14,622	69.6%
Street Lighting	198,000	149,415	75.5%	192,000	160,148	83.4%
Airport Services	210,000	161,996	77.1%	205,000	144,595	70.5%
Equipment Operating	610,000	362,450	59.4%	613,000	383,969	62.6%
Total Transportation Services	2,695,000	1,811,680	67.2%	2,613,000	1,764,325	67.5%
Environmental And Public Health						
Town Garbage Pickup Services	83,000	78,613	94.7%	81,000	61,227	75.6%
Other Solid Waste	105,000	61,307	58.4%	104,000	61,570	59.2%
RDN Food Waste, Recycling & Garbage	764,000	519,626	68.0%	614,000	440,784	71.8%
Water Maintenance	1,152,000	806,837	70.0%	1,108,000	691,519	62.4%
Sewer Maintenance	284,000	197,333	69.5%	273,000	151,123	55.4%
Total Environmental Services	2,388,000	1,663,716	69.7%	2,180,000	1,406,223	64.5%
Community Development						
Planning and Zoning	394,000	264,956	67.2%	383,000	240,385	62.8%
Community Dev - Town Functions	315,000	191,303	60.7%	246,000	131,480	53.4%
Community Dev - Restart Initiatives	150,000	90,250	60.2%	0	0	0.0%
Community Dev - Partnerships and Other	137,000	20,224	0.0%	180,000	25,982	0.0%
Community Dev - Special Events	105,000	23,063	22.0%	152,000	16,632	10.9%
CD-St Andrews (Moved to Parks Dep in 2021)	0	0	0.0%	70,000	19,112	27.3%
Community Dev - Museum	110,000	102,730	93.4%	98,000	109,161	111.4%
Community Dev - Chamber & D/T	156,000	65,500	42.0%	79,000	65,500	82.9%
Total Community Development	1,367,000	758,026	55.5%	1,208,000	608,252	50.4%

TOWN OF QUALICUM BEACH
FINANCIAL PLAN REPORT - September 30, 2021

	YTD to Sep 30/21			YTD to Sep 30/20		
	Budget 21	(compared to 2021 budget)		Budget 20	(compared to 2020 budget)	
Parks And Recreation						
Administration & Supervision	330,000	252,439	76.5%	308,000	236,522	76.8%
Parks Yard	52,000	50,618	97.3%	50,000	63,137	126.3%
Civic Centre & Community Hall	402,000	210,273	52.3%	384,000	231,171	60.2%
Parks/Cultural Buildings	104,000	74,783	71.9%	101,000	108,606	107.5%
Community Park	173,000	127,695	73.8%	167,000	106,383	63.7%
Garden/Park Areas	506,000	378,070	74.7%	486,000	314,221	64.7%
Trails	103,000	44,435	43.1%	115,000	68,491	59.6%
Beach Areas	154,000	141,386	91.8%	130,000	81,754	62.9%
Other Park Functions	73,000	48,920	67.0%	35,000	106,493	304.3%
Public Health (Cemetery)	55,000	37,311	67.8%	55,000	34,186	62.2%
Total Parks And Recreation	1,952,000	1,365,930	70.0%	1,831,000	1,350,964	73.8%
Sub Total General Municipal Purposes	12,786,000	8,686,003	67.9%	11,571,000	8,157,550	70.5%
Sub Total Water Municipal Purposes	1,152,000	806,837	70.0%	1,108,000	691,519	62.4%
Sub Total Sewer Municipal Purposes	284,000	197,333	69.5%	273,000	151,123	55.4%
TOTAL OTHER MUNICIPAL PURPOSES	14,222,000	9,690,173	68.1%	12,952,000	9,000,192	69.5%
GRAND TOTAL EXPENDITURES	27,294,000	14,806,601	54.2%	24,018,000	13,303,184	55.4%
TOTAL NET EXPENDITURES	-7,646,000	1,828,466		-5,314,000	1,872,650	
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	870,133	34.6%	3,517,000	436,500	12.4%
Total Other Non Operating Items	5,437,000	870,133	16.0%	4,392,000	436,500	9.9%
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	2,233,333	66.7%	3,300,000	2,200,000	66.7%
Net Non Cash Items	-3,350,000	-2,233,333	66.7%	-3,300,000	-2,200,000	66.7%
Total Other Non Operating Items	0	0	0.0%	0	0	0.0%
TOTAL ITEMS & TRANSFERS	7,646,000	870,133	11.4%	5,314,000	436,500	8.2%
FINANCIAL PLAN BALANCE	0	2,698,599		0	2,309,150	

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

	<u>Budget 21</u>	<u>Actual</u>
<u>Capital Debt</u>		
Fire Hall and Miscellaneous Debt	<u>570,000</u>	<u>257,508</u>
<u>Capital Projects</u>		
Annual Allocations		
Paving Program	420,000	358,012
Equipment Replacement	518,000	363,753
Fire Department Equipment Replacement	920,000	43,143
Misc. Drainage System Improvements	150,000	6,289
Misc. Age-Friendly Trans Plan Improvements	50,000	16,922
Total	2,058,000	788,119
Building Projects		
Childcare Facility	1,996,000	137,577
Curling Club Improvements	42,000	51,698
Public Works Yard	300,000	60,889
Total	2,338,000	250,164
Roads and Drainage Projects		
Seacrest Rd	50,000	0
Eaglecrest Dr Drainage	450,000	0
East Village	2,366,000	526,440
Memorial Improvements	3,200,000	2,652,348
Total	6,066,000	3,178,788
Other Projects		
Miscellaneous projects	104,000	123,056
Christleton Park	62,000	61,324
Airport Projects - Grant Dependent	625,000	11,878
Rodway Trail	60,000	6,860
St Andrew's Park	50,000	0
Waterfront Improvements (Grant Funded)	0	66,610
IT Infrastructure	0	118,396
Total	901,000	388,124
Sub Total General Fund Capital	11,363,000	4,605,194
Water and Sewer Capital		
Hemsworth Pump Station	175,000	15,557
Eaglecrest Watermain	450,000	13,127
Fiber Optic Expansion - Town Hall to PW Yard	135,000	0
Misc. Water System Improvements	25,000	11,963
Sandpiper Water	0	35,032
Miscellaneous Sewer Improvements	25,000	0
Golf Club Sanitary	50,000	0
Airport Sewer Servicing	300,000	169,756
Total	1,160,000	245,435
Total Capital Projects	<u>12,523,000</u>	<u>4,850,629</u>
Total Capital Projects and Debt Expenditures	<u>13,093,000</u>	<u>5,108,137</u>



**Town of Qualicum Beach
FIRE RESCUE DEPARTMENT**

M E M O R A N D U M

TO: Daniel Sailland, CAO

FOR: Regular Council meeting October 27, 2021

FROM: Peter Cornell, Fire Chief

SUBJECT: Monthly Fire Department Report to end of September 2021

PURPOSE

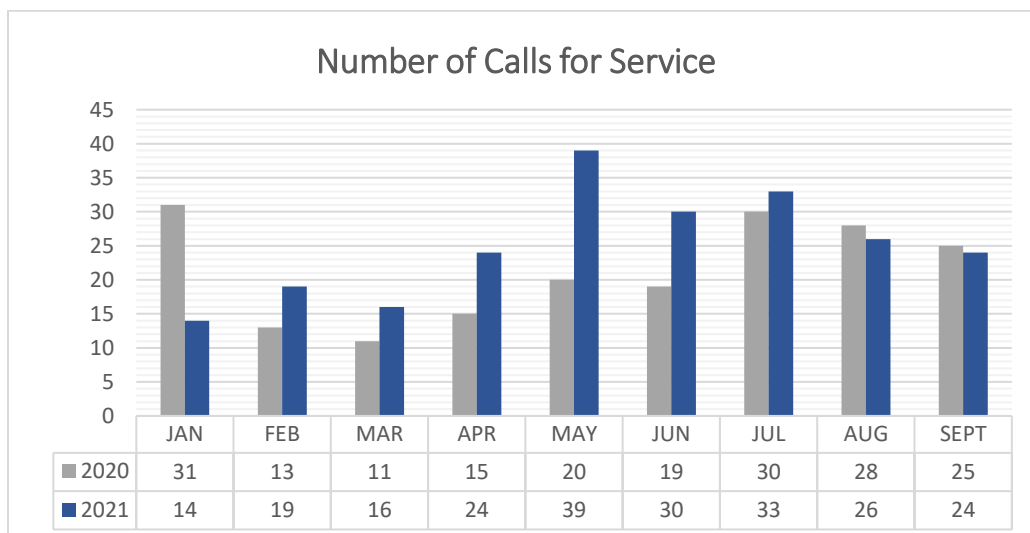
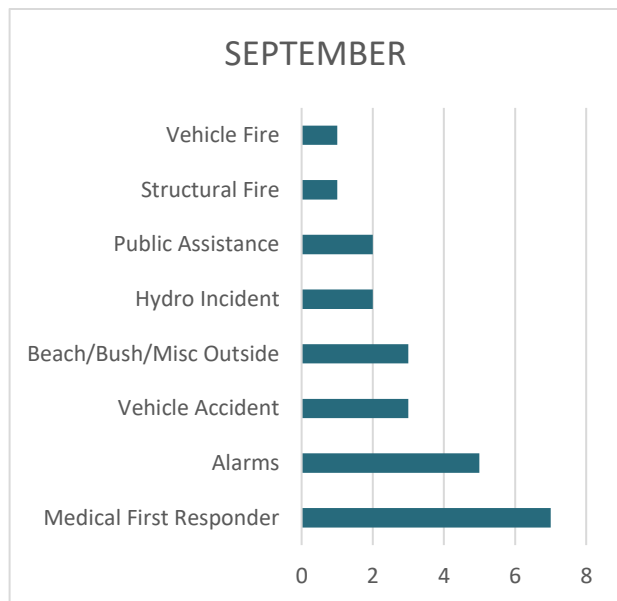
To provide Council with an update regarding Fire Rescue Department activities.

CALLS FOR SERVICE

Summary for September 2021:

Total Calls for Service in September = **24**
 Duty Officer Only: 4 | Automatic Aid: **1** out; **0** in |
 Mutual Aid: **0** out; 0 in

- Incident Hours: 19 hours, 9 minutes
- Average # of Personnel responding: 8.46
(Full Time: 1.42 | On-Call: 7.04)
- Incident Staff Hours: 97 hours, 10 minutes
- Average Response Time All: 7:31 minutes
- Average Muster Time E52: 7.07 minutes
- Average Response Time E52: 10.10 minutes



TRAINING

2021	<i>Sessions</i>	<i>Subjects</i>	<i>Session Hours</i>	<i>Instructor Hours</i>	<i>Staff Hours</i>
<i>Weekly:</i>	11	7	22	28	176
<i>Additional:</i>	8	8	44	8	196
Month Total:	19	15	66	36	372
Annual Total:	208	166	747	542	3634

Training highlights:

- Training subjects covered in September included: vertical high point pick off, apartment fire hose drills, vertical ventilation and rotary saw skills.
- 2 members completed Fire Investigation training.
- 7 members completed a Basic Chainsaw Operators Course.
- Training continues in preparation for Superior Tender Shuttle Accreditation.
- The recruit class spent September training on attack lines evolutions.

APPARATUS/EQUIPMENT/FACILITIES

- 7 sets of turnout gear were sent to an authorized repair and inspection centre for three-year advanced inspection and cleaning.

FIRE PREVENTION

17 Inspections; 198 YTD | 2 Public Education Events | 0 Fire Investigations | 0 Development Plan Reviews | 0 New Pre Incident Plans | 2 Preplan Updates | 0 Public Support Event

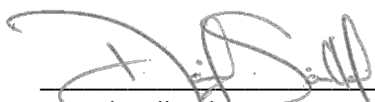
MEMBERSHIP, RECRUITING AND RETENTION

- The annual joint recruitment drive closed at the end of September with interviews and physical testing being completed in November.

Paid Members: 3
 Volunteer On-call Members: 22 (excludes non-operational and paid staff)
 Change from previous month: 1

<i>REGULAR DUTY</i>		<i>NON-OPERATIONAL</i>	
Officer	4	Special Duty (Assistant FFs)	2
Full Service	11	Admin Assistant	0.4 fte
Interior	1		
Exterior	1		
Recruits	5		


 Peter Cornell, Fire Chief
 Report Writer


 Daniel Sailland, CAO
 Concurrence

MONTHLY BYLAW REPORT - September 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	7	15	11		2		1		
Other Parks									
Community Park Trails	12		11		8				
Dollymount Trail			8		1				
Heritage Forest Trails	14		3		7				
Museum Area Trails	3	10	8						
Other Trails		4	4						
Homeless Patrols		7	5						
Town Centre Patrols	19	29	12			12	2	1	
Residential Areas		33	12			8	8		
Main Beach Patrols		22	6			8			
Other Beach Patrols		7							
TOTALS	55	127	80		18	28	11	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	3				3	3	cougar sighting / 2 dogs going after chickens & sheep/
Burning Outdoor	1				1	1	
Business Licence							
Homeless Issues	7	2	2		7	7	water front x 5 / 2 homeless in Town core
Illegal Dumping							
Noise	6				6	6	1 airplane noise complaint/ barking dog x 2 / GC noise x2
Parks / Trails / Beaches	1				1	1	cutting vegetation along waterfront /
Sign	6		8		6	6	request for no parking signs/ sm. business signs x3/
Traffic	7	1	2	2	6	7	debris obstructing lane/
Tree Removal	3				1	3	beachfront/ Heritage Forest/
Unsightly Premises							
Vandalism	1				1	1	sprinkler heads damaged Village Way & memorial area
Zoning / Building	6				6	6	fence around swimming pool x2/ living in RV /storage/fences
Other	17		2		16	16	plastic bags/ fence height/ Telus cell tower / COVID x 7 / street light /
TOTALS	58	3	14	2	54	57	lanes/RV parking on private property/roadside memorial/ fireworks x 2

Minutes of the 10:00 am Wednesday, October 6, 2021, Town of Qualicum Beach Regular Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

Pursuant to the Town of Qualicum Beach Council Procedure Bylaw No. 733, 2019, members of Council may participate in this meeting utilizing electronic or other communication facilities. 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 Anne Skipsey
Councillor Teunis Westbroek

ALSO PRESENT: Staff: Daniel Sailland, CAO
Heather Svensen, Deputy CAO/Corporate Administrator
Bob Weir, Director of Engineering and Operations
Luke Sales, Director of Planning
Peter Cornell, Fire Chief
Weslie Gould, Deputy Corporate Administrator
Rebecca Augustyn, Planner
Arnold Schwabe, Manager of Operations

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 specifically the Qualicum First Nation.

ADOPTION OF THE AGENDA

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT Council adopts the October 6, 2021 Regular Council meeting agenda, as amended by reordering the agenda to hear from the delegations prior to addressing Business Arising from the Minutes.

CARRIED UNANIMOUSLY

ADOPTION OF THE CONSENT AGENDA

Councillor Harrison requested that the letter from Oceanside Hospice in the Correspondence Log be removed from the consent agenda for consideration.

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

- (1) **Correspondence Log** – October 6, 2021 – For Information
- (2) **Motions Released from the September 22, 2021 Special In Camera Council Meeting**
- (3) **Monthly Finance Report** – August 2021
- (4) **Monthly Fire Department Report** – August 2021
- (5) **Monthly Building Permit Report** – August and September, 2021
- (6) **Monthly Bylaw Report** – August 2021

CARRIED UNANIMOUSLY

Letter from Oceanside Hospice

Councillor Harrison suggested that the Town's engineer provide feedback on the recommendation to provide alternate parking solutions for Oceanside Hospice/Valhalla.

APPROVAL OF THE MINUTES

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT Council approve the September 8, 2021 Regular Council meeting and the September 22, 2021 special Council meeting minutes.

CARRIED UNANIMOUSLY

DELEGATIONS

- (1) **Oceanside RCMP – Acting Detachment Commander Steve Rose**, presented the first and second quarter Annual Performance Plan results.
 - Mayor Wiese requested clarification on whether traffic units were enforcing speeds on the high use areas of Sunrise Drive, Memorial Avenue. Commander Steve Rose confirmed that all members are active in traffic monitoring.
 - Daniel Sailland, CAO, acknowledged Sgt. Rose's recent promotion to Inspector with the City of Colwood.
 - Councillor Westbroek congratulated Sgt. Rose on his promotion and sought clarification on the difference between the yellow road/speed signs versus the white road/speed signs. Sgt. Rose noted that the white signs with black numbering denote the maximum speed limit permitted under perfect road conditions, and the yellow road/speed signs with black numbers are advisory signs with temporary speed recommendations. Councillor Westbroek noted the increased speed of users on West Crescent due to the temporary detour for the roundabout construction.
 - Councillor Harrison congratulated Sgt. Rose on his promotion and noted the decline in theft from vehicles. Sgt. Rose attributed the reduction in theft from vehicles to the increase of consistent and repeated public education to remind the community to lock their vehicles and remove all valuables.
- (2) **Larry Gardner, Manager of Solid Waste – Regional District of Nanaimo**, provided a presentation on two new bylaws for mandatory waste source separation and waste hauler licensing.

Councillor Harrison MOVED and Councillor Westbroek SECONDED, THAT, as per the Town's Council Procedure Bylaw, the delegation from the Regional District of Nanaimo be granted an additional 10 minutes to present, for a total of 15 minutes.

CARRIED UNANIMOUSLY

- (3) **Garry Young** presented a petition regarding traffic concerns in the Chartwell neighbourhood to Council, specifically noting concerns with vehicle maneuvering at the intersection of Miraloma Drive and Chartwell Boulevard.

Councillor Harrison MOVED and Mayor Wiese SECONDED, THAT Council instructs staff to prepare a report on options for a pilot program to look at the reduction in the speed limits in the Chartwell subdivision that do not have a yellow centre line.

Councillor Harrison MOVED and Mayor Wiese SECONDED, THAT the motion on the floor be referred to the Select Committee on Public Safety for comment.

CARRIED

In Favour: Mayor Wiese; Councillor Harrison, Councillor Skipsey, Councillor Westbrook
Opposed: Councillor Filmer

BUSINESS ARISING FROM THE MINUTES

(1) **Arrowsmith Search and Rescue: Resolution deferred from the June 15, 2021 Regular Council Meeting**

Councillor Harrison MOVED and Councillor Filmer SECONDED, THAT Council authorize payment of \$31,462.14 as a grant-in-aid to Arrowsmith Search and Rescue for the purpose of reimbursing the amount paid to the Town for Development Cost Charges for water and storm drainage; AND FURTHER THAT staff continue to dialogue with the Town's regional partners to identify opportunities for collaboration to support regional service providers, such as Arrowsmith Search and Rescue.

CARRIED UNANIMOUSLY

(2) **Notice of Motion from the September 8, 2021 Regular Council Meeting**

THAT Councillor Westbrook be appointed as liaison to the Eaglecrest Golf Course.

Councillor Westbrook withdrew his September 8, 2021 Notice of Motion.

(3) **Committee of the Whole meeting – September 22, 2021**

Councillor Harrison MOVED and Councillor Filmer SECONDED, THAT the report dated September 22, 2021 from the Planner regarding the Rural Innovation Hub be received for information; AND FURTHER THAT the comments received at the September 22, 2021 Committee of the Whole meeting be referred to an upcoming in camera meeting of Council for further deliberation.

CARRIED UNANIMOUSLY

PUBLIC AND STATUTORY HEARINGS

The public were invited to speak at this Public Hearing by attending the meeting in person in the Council Chamber, 660 Primrose Street, Qualicum Beach, BC, or by joining the Zoom meeting via telephone or over the Internet using a smartphone, tablet or computer.

(1) **Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (245 Mill Road) Bylaw No. 580.128, 2021**

At 11:31 am, the Mayor re-opened the Public Hearing, convened pursuant to Section 464 of the *Local Government Act*, to allow the public to make representations to Council

respecting matters contained in the proposed Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (245 Mill Road) Bylaw No. 580.128, 2021.

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

- John Phillips, 290 Mill Road, spoke in favour of the development with the exception of the removal of trees on the site.
- Ron Fairbairn, Qualicum Beach, expressed concerns with tree removal on the proposed development; questioned where the secondary suites would be located; and the potential for parking issues with additional cars from tenants in the suites.
- Bruce Fleming-Smith, Berwick Road, noted that the project was of good quality but in his opinion it does not meet Official Community Plan objectives for affordable housing goals and densification.

The Mayor called a second time for any persons who deemed themselves affected by Bylaw No. 580.128, 2021 who wished to be heard or present written submissions, to come forward.

- Bruce Fleming-Smith, Berwick Road, noted the contradiction to the Official Community Plan in regards to tree retention, as the project as proposed will remove all trees on the site. He further noted that experts are suggesting that municipalities make maximum efforts on tree retention.

Hearing no further comments, the Mayor declared the public hearing on Bylaw No. 580.128, 2021 closed at 11:44 am. Council cannot accept further comments directly from the public; all comments must go through staff.

BYLAWS

(1) Zoning Amendment: 245 Mill Road

Councillor Westbroek MOVED and Councillor Harrison 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 read a third time.

Councillor Skipsey MOVED and Councillor Westbroek SECONDED, THAT Council amends the motion on the floor by inserting: a tree replacement fee of \$5,000 be applied in addition to the proposed landscaping plan, unless four or more of the more significant trees currently on site remain with the required precautions prior to construction.

CARRIED UNANIMOUSLY

MAIN MOTION AS AMENDED:

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 read a third time;
AND FURTHER THAT a tree replacement fee of \$5,000 be applied in addition to the proposed landscaping plan unless four or more of the more significant trees currently on site remain with the required precautions prior to construction.

CARRIED UNANIMOUSLY

(2) Property Permissive Tax Exemption Bylaws

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT the bylaw entitled "Town of Qualicum Beach 2022 Taxation Exemption Bylaw No. 763, 2021" be read a second and third time.

CARRIED UNANIMOUSLY

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT the bylaw entitled "Town of Qualicum Beach 2022 Taxation Exemption (Places of Worship) Bylaw No. 764, 2021" be read a second and third time.

CARRIED UNANIMOUSLY

(3) Town of Qualicum Beach Financial Plan (2022 – 2026) Bylaw No. 765, 2021

Councillor Filmer MOVED and Councillor Westbroek SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Financial Plan (2022-2026) Bylaw No. 765, 2021" be introduced and given first reading.

CARRIED UNANIMOUSLY

Notice of Motion (Councillor Westbroek): THAT the Town do not increase our numbers of staff from our current complement unless approved by Council.

COMMITTEE & LIAISON REPORTS

(1) General Government (Mayor Brian Wiese)

Mayor Wiese commented on the following:

- September 9, 2021 attending the Council Open House and a luncheon at the Beach Club with local MLA for the Oceanside Leaders Forum;
- September 10, 2021, meeting with Kim Burden of the Chamber of Commerce;
- September 21, 2021 attending a meeting with the Rotary Club (Sunrise) and the Nanaimo Regional Hospital Board Select Committee meeting;
- September 22, 2021 attending the Committee of the Whole meeting discussing the Rural Innovation Hub;
- September 27, 2021 attending the Oceanside Service Committee meeting and meeting with Doug Holmes, CAO for the Regional District of Nanaimo;
- September 28, 2021 attending the Chartwell Residents Association Annual General Meeting;

- October 2, 2021 attending the Arrowsmith Search and Rescue Open House, the uptown shopping "Fall Fest" event, the "Out of the Woods" carving event, and meeting with the Legion President;
- October 3, 2021, accepted the carved bench on behalf of the Town;
- October 4, 2021, meeting with log carvers and Town staff to discuss relocating the recently carved logs from Veteran's Way to an appropriate location for the public to view and use.

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

Councillor Filmer extended congratulations to Gord Johns as our newly re-elected member of parliament.

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

Councillor Harrison MOVED and Mayor Wiese SECONDED, WHEREAS Semiahmoo Golf Centre Ltd. Has told its members that they have not made a profit operating the golf course as of March 5th of this year,

BE IT RESOLVED THAT the Town of Qualicum Beach will not purchase the Eaglecrest Golf Course, nor any portion thereof.

MOTION FAILED

Opposed: Councillor Filmer; Councillor Skipsey; Councillor Westbrook

In Favour: Mayor Wiese; Councillor Harrison

Councillor Harrison commented on the following:

- September 6, 2021, joining a phone call with Ministry of Health staff, noting:
 - o Primary Care Networks (PCN) has hired roughly half of the staff indicated in the funding announcement from September 2019. The PCN Steering Committee continues to work to address the needs of the community, and the need for greater mental health care was raised;
 - o The operational structure of the Flowerstone Family Health Clinic is one of three examples of its kind in all of British Columbia;
 - o Still no guidelines or documentation regarding how to proceed with a community health centre from the province;
 - o Healthy Communities initiative looks at how infrastructure can promote physical literacy and reduce healthcare demand;
 - o Briefly discussed the dementia village in Courtenay.
- September 9, 2021:
 - o Attended the Chamber of Commerce meeting discussing "Fall Fest", difficulties hiring staff and the impacts to business operations, and re-introducing the Town's plastic bag ban;
 - o Participated in a meeting with BC Housing staff, discussing funding timelines for the Community Housing Fund, housing for veterans, the recently published housing affordability task force final report, and the Town's dry housing initiative.

- o Ministry of Infrastructure, discussed implementing a modest multiplier for underfunding from federal programs, noting that the Town is roughly at 1/6th of its per capita funding.
- o Attended the Eaglecrest Residents Association town hall meeting, noting there were 25 residents in attendance and that the primary concern was Eaglecrest golf course and the lack of maintenance, phone calls not being returned, and concerns about potential damage to properties owing to a lack of maintenance. It was noted that the golf course greens were not watered during the drought. Second concern was with the Oceanside strata's water issue not being resolved. Third concern was active transportation and the width of roads in relation to pedestrian and cyclist utilization for Eaglecrest Drive and Country Club Drive.
- September 13 to 17, 2021, attended the virtual UBCM convention, commenting that the highlight was the plenary session 'Pathways to Truth and Reconciliation' with the honourable Murray Sinclair, and attending the session from the BC Liberals on affordable housing.
- September 16, 2021, attended the Oceanside Health and Wellness Network Circle of partners meeting, noting that planning continues for an event in the late fall.
- September 22, 2021, attended the Ballenas Track Steering Committee, commenting that the Committee continues to look for grant funding and that the project is more than 50% funded.
- September 24, 2021, attended the Tour de Rock event to honour tradition of the haircut with Joan Lemoine, and the presentation of a cheque for almost \$10,000 dating from December of the previous year.
- Noted that the 2020 Annual Report for the Vancouver Island Regional Library is now available online.
- September 28, 2021, attended the Fine Gentlemen of Oceanside meeting commenting that the charity selected by the group for funding was Island Prostate Centre.
- September 29, attended the Select Standing Committee on Finance and Government Services
 - o Discussed gaps in data for smaller communities with CMHC rental market data, how that impacts BC Housing applications and projects.
 - o The scope of the challenge in dealing with housing affordability in BC. i.e. a \$2 billion investment represents 0.1% of real estate in BC.
 - o Discussed looking at incentives from provincial and federal governments to incentivize the appropriate type of development for the long-term health of the community. Briefly discussed models such as Germany and Switzerland.
- October 2, 2021, attended the Arrowsmith Search and Rescue Open House
 - o Ken Neden provided Director Leanne Wallace and Doug Holmes, the CAO of the RDN, and Councillor Harrison with a brief tour of the new building.
- October 5, 2021, met with MLA Adam Walker's office and discussed with staff the potential opportunities mentioned in the recent funding announcement from the province to address homelessness.

(4) **Arts & Culture** (Councillor Anne Skipsey)

Councillor Skipsey noted that she is self-isolating at home because of COVID-19 and wanted to remind everyone to continue to follow the health orders. Councillor Skipsey further noted that the Delta variant is in our community, and even fully vaccinated individuals can still contract COVID-19. COVID-19 could negatively impact the elderly and those who are compromised.

Recommendation from the September 2, 2021 Heritage Forest Commission Meeting

Mayor Wiese MOVED and Councillor Skipsey SECONDED, THAT Council approve the allocation of a 'wheelchair accessible' sign to be placed on the metal gate at the Chester Fire Access Road entrance to the Heritage Forest.

CARRIED UNANIMOUSLY

Councillor Skipsey commented on the following:

- September 9, 2021, attended the first Oceanside Leaders Forum hosted by MLA Adam Walker.
- September 13 through 17, 2021, attended the UBCM virtual conference, highlighting:
 - o UBCM identified three areas deserving of focus, (Attainable) Housing; Community Safety; and Climate Change.
 - o The Short-Term Rental Advisory Committee has been working with the Province in preparing a report which is expected to be released shortly.
 - o Plenary Session: Pathways to Truth and Reconciliation – powerful and important presentation
 - o Community Excellence Awards Winners – excellent examples of best practices:
 - Governance – West Kelowna – Community vision;
 - Asset Management - qathet – Stormwater at landfill using natural forest;
 - Service Delivery – Surrey – Urban Forest Resources for Outdoor Learning (Runner up – Richmond – Works Yard and Recycling Depot);
 - Sustainability – Nanaimo – Complete Streets Engineering Standards and Guidelines.
 - o Participating in six hours of resolutions.
 - o Global Warming: Lessons from the 2021 Heat Wave (Dome) – Presenters: Health Minister Adrian Dix, Dr. Bonnie Henry (Provincial Health Officer), Dr. Sarah Henderson (BC CDC), Johanna Wagstaffe (Meteorologist), Councillor Patrick Johnstone (New Westminster) and Mayor Barbara Roden (Ashcroft). The heat wave was considered a 1 in 1,000-year event which we can expect to see again within the next 5 to 10 years. This heat wave was only possible because of human caused climate change. Was not expected to happen so early in this decade but we have seen a 1.4 degree temperature increase since the turn of the century. Last heat wave was in 2009 but this one was 5 degrees hotter. Pacific North West is raising twice as fast as other places because of our normally cooler temperatures. Estimated 570 heat-related deaths.

- o Is Your Local Government Safe from a Cybersecurity attack? The importance of having a cyber incident response plan.
- September 21, 2021 attended the Oceanside Women's Business Network dinner.
- September 22, 2021 attended the Business After Business where there were many exciting ideas for how to vitalize our uptown and support the business owners.
- September 23, 2021 attended the Early Learning Child Care Coalition of Oceanside meeting.
- September 24, 2021 helped to welcome the Tour de Rock riders at Town Hall.

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

Councillor Westbroek commented on the following:

- Requesting an update on the removal of public benches and when the replacement will take place. Arnold Schwabe, Manager of Operations, noted that a report on benches will be on the October 27, 2021 Regular Council meeting agenda with recommendations.
- Noting that the Town did not provide special concession to the property owners at 2075 Island Highway West to build two homes on parcel of land, and that the owners were entitled to build two homes as per the property's zoning.
- September 28, 2021, attended the Regional District of Nanaimo Board meeting highlighting transit and the upcoming improvements in the works for Route 91.
- Year of the Garden – Centennial Celebration of Canada's horticulture sector from January 1 to December 31, 2022, will commemorate and celebrate Canada's rich garden heritage, celebrate today's vibrant garden culture, and create important legacies for a sustainable future. Environmental benefits including our rain gardens, growing food and working with other organizations who have the same sentiment.

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council instructs staff to prepare a recommendation on what level, if any, including options and budget for Qualicum Beach to participate in the Year of the Garden in 2022.

CARRIED UNANIMOUSLY

Councillor Westbroek sought clarity on the registration of the Statement of Significance prepared for the St. Andrew's Lodge building. Luke Sales, Director of Planning confirmed that the Statement of Significance has been sent in for registration.

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council instructs staff to list the BC Hydro LED street lighting report on the October 20, 2021 Committee of the Whole meeting.

Daniel Sailland, CAO confirmed that the BC Hydro LED street lighting report will be on the October 20, 2021 Committee of the Whole meeting. Councillor Westbroek withdrew his motion.

STAFF REPORTS

(1) Corporate Administrator (Heather Svensen)

(a) Remembrance Day Field of Crosses

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT the Town of Qualicum Beach grants permission to the Rotary Club of Qualicum Beach and the Royal Canadian Legion Branch 76 to create a 'field of crosses' to honour Veterans from WWI and WWII, as requested in the correspondence received September 9, 2021;

AND FURTHER THAT, the Rotary Club and the Legion be permitted to erect the display on the grassy area kitty-corner from the Qualicum Beach Curling Club on Railway Street, between the railway tracks and the road, from November 1, 2021 to November 12, 2021.

CARRIED UNANIMOUSLY

(b) International Day for the Elimination of Violence against Women (November 25, 2021)

Councillor Skipsey MOVED and Councillor Filmer SECONDED, THAT the Canadian Federation of University Women be permitted to display red dresses in the main foyer of Town Hall, 660 Primrose Street, from November 25 to December 10, 2021 to bring awareness to the issue of murdered aboriginal women across Canada.

CARRIED UNANIMOUSLY

(2) Financial Administration (John Marsh)

(a) Solid Waste – Cardboard Bin – report deferred from the September 8, 2021 regular Council meeting

Councillor Filmer MOVED and Councillor Westbrook SECONDED, THAT the location for the Town's cardboard bin be relocated to the south east corner of the temporary parking lot across the street from the Town Hall on Mill Street AND FURTHER THAT the cardboard bin be permanently removed in 2022 to coincide with the Regional District of Nanaimo's mandatory Waste Source Separation program for commercial and institutional sectors.

Councillor Filmer MOVED and Councillor Skipsey SECONDED, THAT Council amends the motion on the floor by deleting: "AND FURTHER THAT the cardboard bin be permanently removed in 2022 to coincide with the Regional District of Nanaimo's mandatory Waste Source Separation program for commercial and institutional sectors" and inserting: "permanently" after Mill Street.

Councillor Westbrook MOVED and Mayor Wiese SECONDED, THAT Council defer consideration of the permanent relocation of the cardboard bin to Mill Street back to staff to look at alternate locations to store the cardboard bin.

CARRIED UNANIMOUSLY

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

(a) **Development Variance Permit: 434 Knight Terrace**

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT Council directs staff to issue a Development Variance Permit for 434 Knight Terrace as described in the October 6, 2021 Planning memo to Council;

Councillor Filmer MOVED and Councillor Harrison SECONDED THAT Council amends the motion on the floor by inserting: AND FURTHER THAT Council directs staff to install no-parking signs on the Town land connecting Knight Terrace to Judges Row (458 Judges Row).

CARRIED UNANIMOUSLY

MAIN MOTION AS AMENDED:

THAT Council directs staff to issue a Development Variance Permit for 434 Knight Terrace as described in the October 6, 2021 Planning memo to Council; AND FURTHER THAT Council directs staff to install no-parking signs on the Town land connecting Knight Terrace to Judges Row (458 Judges Row).

CARRIED

Opposed: Councillor Skipsey; Councillor Westbroek

In Favour: Mayor Wiese; Councillor Filmer; Councillor Harrison

The Director of Planning confirmed that any activity on the site that would be disruptive to the tree vegetation would be abiding by the Provincial Guidelines.

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council extends the meeting past 1:00 pm.

CARRIED UNANIMOUSLY

(b) **Temporary Use Permit Application: 210 First Avenue West
Public Input Opportunity**

Mayor Wiese called for members of the public who wished to provide input on the Temporary Use Permit Application for 210 First Avenue West. There were no members of the public who raised their hand to speak on the matter.

Councillor Harrison MOVED and Mayor Wiese SECONDED, THAT Council approves the Temporary Use Permit for 210 First Avenue West to permit three short-term vacation rentals on the ground floor, for a period of three years, with the permit to be reviewed by Council prior to any renewals.

MOTION FAILED

Opposed: Councillor Filmer; Councillor Skipsey; Councillor Westbroek

In Favour: Mayor Wiese; Councillor Harrison

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

(a) Memorial Avenue Roundabout – Verbal Update

Bob Weir, Director of Engineering, provided a verbal update on the progress of the roundabout construction on Memorial Avenue and Highway 19A.

REVIEW OF COMMENTS FROM THE PUBLIC

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

Comments for this regular Council meeting were received by 12:00 pm two business days following the meeting (October 8, 2021). Submissions were distributed to all Council, and a brief summary of the comments are as follows:

- Joyce Daman, 1203 Pintail Drive, regarding the presentation on the Memorial Avenue roundabout, the Year of the Garden celebration, the update on benches, the RCMP update, Council's input on hiring employees, and the temporary use permit for 210 First Avenue.
- Marlys Diamond, 120 First Avenue West, regarding the presentation by the RCMP, traffic speeding on residential streets, the Year of the Garden, the Memorial Avenue roundabout presentation, the length of the meeting, and the role of Council in Town affairs.
- Tim Pritchard, 663 Windward Way, regarding the temporary use permit for 210 First Avenue, the delegation by the Regional District of Nanaimo, speeding concerns in Chartwell, and the presentation regarding the Memorial Avenue roundabout.
- John Wood, 466 Troon Close, regarding the role of Council in the operation of the Town.

ADJOURNMENT

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

CARRIED

MEETING ADJOURNED: 1:32 pm

Certified Correct:

Heather Svensen
Corporate Administrator

Brian Wiese
Mayor

Minutes of the Wednesday, October 20, 2021, Town of Qualicum Beach Special Council Meeting held immediately following the Committee of the Whole meeting, held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

Pursuant to the Town of Qualicum Beach Council Procedure Bylaw No. 733, 2019, members of Council may participate in this meeting utilizing electronic or other communication facilities. 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 Robert Filmer
Councillor Anne Skipsey
Councillor Teunis Westbroek

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

The Mayor called the meeting to order at 12:30 pm.

ADOPTION OF THE AGENDA

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT Council adopts the October 20, 2021 Special Council meeting agenda.

CARRIED UNANIMOUSLY

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; and
- b. the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED

MEETING CLOSED TO THE PUBLIC at 12:30 pm

MEETING REOPENED TO THE PUBLIC at 2:12 pm with Mayor Wiese; Councillors Harrison; Filmer; Skipsey and Westbroek in attendance. Also in attendance: D. Sailland, CAO, and H. Svensen, Corporate Administrator/Deputy CAO.

ADJOURNMENT

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

CARRIED

MEETING ADJOURNED: 2:12 pm

Certified Correct:

Heather Svensen
Corporate Administrator

Brian Wiese
Mayor

DRAFT

From: REDACTED

Date: October 16, 2021 at 6:12:06 PM PDT

To: *Brian Wiese <BWiese@qualicumbeach.com>, REDACTED

Subject: Golf Course Discussed

Good afternoon Mayor Wiese,

As the volunteer Finance Director at Memorial Golf Club for the past six years, I would like to comment on impressions given by Councillor Filmer at the October 6th Council meeting about the "big financial burden" imposed by our club on Qualicum Beach taxpayers. These impressions - published by PQB News on October 13th - have caused questions about club finances from members and the public alike.

Our audited financial statements, sent annually to the town, do not record in the

"Revenues" section any disbursements from the Town of Qualicum Beach. This is because there are none. Under "General Expenses", however, it is recorded that the club makes annual lease payments of \$76,000 to the town, and an additional \$50,000 annually to repay a Reserve Fund loan for the clubhouse. These expenses have been honoured without fail since our 2008 Lease Agreement and constitute, I understand, more than the tax revenues from all other courses combined under the town's jurisdiction.

During the summer months our course employs up to thirty full and part-time staff on the grounds, in administration, and - through contractors - in the restaurant and pro shop. A huge portion of our operational budget is spent with town and area suppliers. Since 2008 - in addition to the above - our volunteer boards have purchased and managed leasehold assets totalling \$1.76 million (as of September, 2021). This does not include the value of the land or the buildings, also under volunteer asset management.

Regarding recreational benefits, the club has 310 members and a waiting list of over ninety. The club is largely supported by public non-member fees (54% public vs 40% members), and many of the non-members are visitors to our town, thus continuing a tradition going back to the Bob Hope and Bing Crosby days (see the 100 year anniversary book).. So in its way every citizen is served by our facility in the same way they are served by the town's other recreational assets, even though all assets may not be used by all citizens. We all share in the town's character and traditions.

The board is extremely grateful to Council for its decision to advance up to \$650,000 for Work Yard Improvements. This project will provide a badly needed work space for our employees and for the safe storage of equipment and chemical supplies. We look forward also to many more years of able volunteer management so that this debt can be successfully retired - not as a "burden" - but as a valuable, club-funded town asset. .

Best wishes,

REDACTED

QBMGC Finance

REDACTED

QB Town

Subject:

FW: THANK YOU QUALICUM BEACH

Date Received

OCT 01 2021

From: Luke Sales <LSales@qualicumbeach.com>

Sent: Wednesday, September 29, 2021 2:46 PM

To: QB Town <qbtown@qualicumbeach.com>

Subject: FW: THANK YOU QUALICUM BEACH

File No. _____

☒ Acknowledgement
Card

☐ Response
Letter

Council, BW, LS, ME
front staff

From: _____

Sent: September 29, 2021 2:33 PM

To: *Brian Wiese <BWiese@qualicumbeach.com>; Robert Filmer <RFilmer@qualicumbeach.com>; Scott Harrison <SHarrison@qualicumbeach.com>; Anne Skipsey <ASkipsey@qualicumbeach.com>; Teunis Westbroek <TWestbroek@qualicumbeach.com>

Cc: Bob Weir <BWeir@qualicumbeach.com>; building <building@qualicumbeach.com>; Oliver Watson <OWatson@qualicumbeach.com>; Luke Sales <LSales@qualicumbeach.com>

Subject: THANK YOU QUALICUM BEACH

Action Required By _____

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe

September 29, 2021

Mayor and Town Council
Qualicum Beach

THANK YOU QUALICUM BEACH

My wife and I moved to Qualicum Beach a few years ago and have been slowly renovating our rancher. Therefore, we had to deal with building, planning and engineering departments. We both have extensive experience in private sector construction and municipal process elsewhere so we wanted to share our experience in dealing with your management and staff here in Qualicum.

From the beginning of our project, we were met by friendly, courteous and helpful front counter staff.

Luke Sales was not only helpful in guiding us through the town's zoning and development regulations but personable as well.

We found Bob Weir equally helpful and accessible when it came to questions regarding the undeveloped laneway at the rear of our property. He listened to our (and neighbours) concerns and took the time to come out to the property to review the storm and water problem areas. He was unable to promise any immediate action at that time to alleviate our concerns but advised that there was a desire by the town to start controlling storm water runoff in the future.

This summer we were advised by Oliver Watson that the town was moving ahead with a solution to control the storm runoff and alleviate the water issues that we and our neighbours were contending with. The crew came in and worked quickly and efficiently. They were polite and friendly when we asked questions. As of today, the system provided seems to be working well. The laneway seems dry despite the amount of rainfall over the last few weeks. We will continue to monitor the laneway and stay in touch with our neighbours to see if this changes.

When it came to the building permit process, not only were we pleased and amazed at how quickly the plans were reviewed and approved, but also at how accessible the inspector was for questions. At that time, Darryl

Saby conducted the inspections in a timely, professional manner. Further on in our process a change in inspectors occurred. Having worked as an inspector as well as managed the building department in Vancouver during my career, we found working with Mark Eshpeter, a pleasure. He is well versed in the building code and has great people skills. His common sense approach to inspections and problems solving ability was what stood out for us. Where it can be stressful calling for a building inspection we looked forward to seeing him, as it always seemed that he wanted to help us achieve our goals.

At a time when there has been a great deal of negativity and anxiety we wanted to express our gratitude to all of you.

Keep up the great work!

Sincerely Yours.

[REDACTED]

[REDACTED]

**TOWN OF QUALICUM BEACH
BYLAW NO. 457.12**

A Bylaw to amend Town of Qualicum Beach
Airport Establishment and Operation Bylaw No. 457.05, 1998

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

1. This bylaw may be cited for all purposes as “Town of Qualicum Beach Airport Establishment and Operation Bylaw No. 457.05, 1998, Amendment (Miscellaneous Fees) Bylaw No. 457.12, 2021”.
2. The “Town of Qualicum Beach Airport Establishment and Operation Bylaw No. 457.05, 1998” is amended as follows:
 - (a) “Schedule ‘A’ Fees” is deleted and replaced by “Schedule ‘A’ Fees” attached to and forming part of this bylaw.
 - (b) In “7. AIRCRAFT PARKING” **by striking:**

“Owners of aircraft parking on land at the Airport that is not leased shall be required to complete a Transient Parking Application as shown in "Schedule B" or an Aircraft Tie Down Accommodation Agreement as shown in "Schedule C" both attached hereto and forming a part of this Bylaw.”

And inserting:

“Owners of aircraft parking on land at the Airport that is not leased shall be required to complete an Aircraft Tie Down Accommodation Agreement as shown in "Schedule C" attached hereto and forming a part of this Bylaw.”
 - (c) Deleting “Schedule “B” – Transient Parking Application”.
3. The “Town of Qualicum Beach Airport User Fee Bylaw No. 448, 1998” and all amendments thereto, is hereby repealed in its entirety.

INTRODUCED AND READ A FIRST TIME this 17th day of March, 2021.

READ A SECOND TIME this 21st day of July, 2021.

READ A THIRD TIME this 8th day of September, 2021

ADOPTED this day of _____, 2021.

Brian Wiese, Mayor

Heather Svensen, Corporate Administrator

TOWN OF QUALICUM BEACH
BYLAW NO. 457.05
SCHEDULE 'A' – Bylaw No. 457.05,
Amendment (Miscellaneous Fees) Bylaw No. 457.12, 2021

“2. Tie-Down Space:

A fee shall be levied for each airplane parked on the tie-down area, the paved ramp, or on leased land if the aircraft is not the property of the lessee, under an Aircraft Tie- Down Accommodation Agreement:

Effective Date:	Jan. 1, 2021	Jan. 1, 2022	Jan. 1, 2023	Jan. 1, 2024	Jan. 1, 2025
Grass Tie-Down					
Per Day	\$10.00	\$10.00	\$10.00	\$11.00	\$11.00
Per Month	\$70.00	\$70.00	\$75.00	\$75.00	\$80.00
Per Year	\$560.00	\$560.00	\$600.00	\$600.00	\$640.00
Paved Parking					
Per Day	\$15.00	\$15.00	\$15.00	\$17.00	\$17.00
Per Month	\$110.00	\$110.00	\$110.00	\$120.00	\$120.00
Paved Tie-Down on Ramp – Reserved for Commercial					
Commercial Non-Tenant:					
Per Day	\$15.00	\$15.00	\$15.00	\$17.00	\$17.00
Commercial Tenant					
Per Day (*)	\$15.00	\$15.00	\$15.00	\$17.00	\$17.00
Per Month (*)	\$110.00	\$110.00	\$110.00	\$120.00	\$120.00
Per Year (*)	\$880.00	\$880.00	\$880.00	\$960.00	\$960.00

* - Commercial tenants leasing office and counter space in the terminal are entitled to park 1 aircraft on the ramp as part of their lease. Additional aircraft will be charged at the current rate.

3. Reserved Tie-Down Space:

Every owner who wishes to reserve tie down space (as per section “7. Aircraft Parking”) shall be charged \$40.00 for the initial purchase of a tie-down cone from the municipality, and pay an annual fee of \$40.00 to retain the reserved tie down space.

4. Transient Aircraft Parking:

All transient aircraft parked on the Airport overnight will be billed based on the daily fee for the location they are parked.

5. Airport User Fee:

A fee shall be levied for all commercial or corporate air traffic that use the airport as follows:

On-Site Commercial/Corporate

Base of Operation is from the Qualicum Beach Airport and the tenant leases terminal space or a parcel of land.

Effective Date:	Jan. 1, 2021	Jan. 1, 2022	Jan. 1, 2023	Jan. 1, 2024	Jan. 1, 2025
Flying Schools					
Per Month (*)	\$300.00	\$310.00	\$320.00	\$330.00	\$340.00
Per Year (*)	\$2,400.00	\$2,480.00	\$2,560.00	\$2,640.00	\$2,720.00
Helicopter Companies					
Per Month (*)	\$300.00	\$310.00	\$320.00	\$330.00	\$340.00
Per Year (*)	\$2,400.00	\$2,480.00	\$2,560.00	\$2,640.00	\$2,720.00

* - These rates include 1 aircraft for commercial tenants leasing terminal space or a parcel of land in Row A, or B. Additional aircraft will be charged at the current rate.

Charges do not include GST.

Off-Site Commercial/Corporate

Base of Operation is outside the Qualicum Beach Airport.

Effective Date:	Jan. 1, 2021	Jan. 1, 2022	Jan. 1, 2023	Jan. 1, 2024	Jan. 1, 2025
Flying Schools					
Per Month (*)	\$400.00	\$410.00	\$420.00	\$430.00	\$440.00
Per Year (*)	\$3,200.00	\$3,280.00	\$3,360.00	\$3,440.00	\$3,520.00
Skydiving Companies					
Per Month (*)	\$400.00	\$410.00	\$420.00	\$430.00	\$440.00
Per Year (*)	\$3,200.00	\$3,280.00	\$3,360.00	\$3,440.00	\$3,520.00
Helicopter Companies (Charters and Training)					
Per Week (*)	\$200.00	\$205.00	\$210.00	\$215.00	\$220.00
Per Month (*)	\$400.00	\$410.00	\$420.00	\$430.00	\$440.00
Per Year (*)	\$3,200.00	\$3,280.00	\$3,360.00	\$3,440.00	\$3,520.00
Other Commercial Operators					
Per Month (*)	\$400.00	\$410.00	\$420.00	\$430.00	\$440.00
Per Year (*)	\$3,200.00	\$3,280.00	\$3,360.00	\$3,440.00	\$3,520.00

Charges do not include GST.

6. **Airport Passenger User Fee:**

- a) Every Operator (the "Operator") of a scheduled air passenger service shall pay to the Town of Qualicum Beach (the "Town") for each passenger on every flight of the Operator commencing at the Qualicum Beach Airport the following airport passenger user fee:

EFFECTIVE DATE	AIRPORT PASSENGER FEE
January 1, 2021	\$8.00 each
January 1, 2022	\$10.00 each
January 1, 2023	\$11.00 each

- b)
- i. The Operator shall remit to the Town of Qualicum Beach within fifteen (15) days of the end of each calendar month the total amount of airport passenger user fees which the Operator was liable under this Bylaw to pay to the Town for that month, less **Twenty-five Cents (\$.25) for each user fee charged** in consideration of the administrative costs of the Operator.
 - ii. If the Operator does not remit to the Town the airport passenger user fee within fifteen (15) days of the end of a calendar month, the Operator shall remit the total airport passenger user fees payable for that month to the Town within thirty (30) days of the end of that calendar month, and shall not withhold any percentage of that total amount.
- c)
- i. The Operator shall file to the Town, with each payment of the fees required under this Bylaw, a statement of the numbers of all passengers commencing and terminating flight at the Qualicum Beach Airport for each day and a total for the applicable month, and the total number of flights for the applicable month, showing in sufficient detail the information necessary to calculate exactly the fees payable under this Bylaw.
 - ii. The Operator shall keep proper books of account of passengers commencing and terminating flights at the Qualicum Beach Airport in a form satisfactory to the Town, and shall keep all books of account and aircraft journey log books available for inspection by any municipal official of the Town at all reasonable times.

7. **Meeting Room Rental Fee:**

The Airport Terminal meeting room is available for rental at the following rates:

- o \$25.00 per hour
- o \$150.00 per day

Charges do not include GST.

8. **Vehicle Parking Rate:**

The Airport Terminal metered parking lot space will be set at \$5 per day."

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

TO: Luke Sales, Director of Planning **FOR:** Council Meeting, October 27, 2021

FROM: Rebecca Augustyn, Planner

SUBJECT: 1025 Qualicum Road (Pheasant Glen)

RECOMMENDATION

1. THAT, as described in the October 27, 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.123, 2021" be adopted AND FURTHER THAT, as described in the July 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 adopted.

PURPOSE

To consider an Official Community Plan (OCP) amendment and zoning amendment application to permit a 225-unit multi-residential development that would permit tourist accommodation and/or year-round residential accommodation.

BACKGROUND

The zoning and OCP amendment application for 1025 Qualicum Road proposes 225 dwelling units. Of the 225 units, 185 units can be used as either residential dwellings, or tourist accommodations, and 40 units will be held by the developer/operator and used as daily, weekly, or monthly rentals. An amendment is required to the existing Comprehensive Development Zone 5 (CD5) to accommodate several proposed uses in this application. The proposal includes a mix of housing types, including detached dwellings, such as small houses or cabins, and multi-family dwellings such as a condominium or hotel style building. Phase One includes a clubhouse, brew pub or tap house, a minimum of 40 units in the form of a lodge/hotel/stacked condominium, a minimum of 60 units in the form of villas and/or cottages, and a blanket easement for connecting trails.

Following uses proposed in the CD5 zone that are not in the current CD5 zone:

- Resort Accommodation (Permanent Residential or Tourist Accommodation)
 - o Hotel/Stacked Condominium (No maximum)
 - o Resort Accommodation Cottages or Villas (Max 100)
- Outdoor Recreation
- Outdoor Private Assembly
- Personal Care Facility
- Public Assembly
- Recreation Facility
- Seasonal Outdoor Theatre
- Seasonal Outdoor Market
- Bed and Breakfast
- Lock-off Suite Accommodation

There is also a requested minimum lot size of 150m² for lots that are subdivided through a bare-land strata. A “bare land strata” is a way of dividing land, similar to a subdivision. The main difference between a conventional subdivision and a bare land strata subdivision is that bare land strata owners also have a share in common property such as roads, infrastructure, or amenities.

The proposed community amenity contribution is a \$450,000 affordable housing contribution to the Town as well as public access to the proposed trail network. The applicant has provided a report indicating that the value of the proposed amenities exceeds the lift in land value resulting from the zoning amendment.

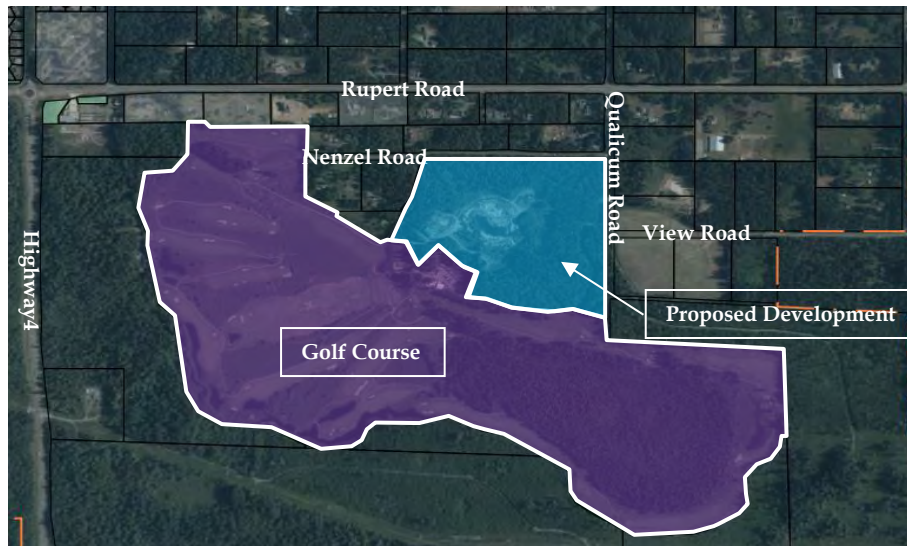


Figure 1: Subject Property

On January 13, 2021, Council adopted the following motions:

- THAT 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 first time.
- THAT the development proposal for 1025 Qualicum Road be referred to the Advisory Planning Commission for comment, once staff receives confirmation that the proposed first phase will include:
 - a clubhouse;
 - a brew pub or tap house;
 - a tourism focused lodge with a minimum of 40 rooms;
 - a minimum of 60 units of villas and/or cottages; and
 - confirmation of trails connecting the golf course and the community trail network.
- THAT 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 first time.
- THAT staff be directed to meet with the proponent of 1025 Qualicum Road to advance the elements identified by Council, as well as the plan for liquid waste servicing.

The revised application went before the Advisory Planning Commission (APC) on February 17, 2021. The APC passed the following motion:

- THAT the Advisory Planning Commission supports the application for 1025 Qualicum Road in principle, and recommends Council, through a public process, revise Section 2.2.6 Rural, Policy 9 of the current Official Community Plan, to allow “flexible tenure”, i.e. permanent residential and tourist accommodation on this property, prior to considering this application, or any subsequent revisions thereto.

The application went before Council on March 17, 2021, and Council adopted the following motions:

- THAT 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 second time.
- THAT Council hold a Public Hearing on March 31, 2021 at 10:00 am, electronically via Zoom teleconferencing software, in regard to “Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018 Amendment (1025 Qualicum Road) Bylaw No. 800.05, 2021”.
- THAT the bylaw entitled “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (1025 Qualicum Road) Bylaw No.123, 2021” be read a second time as amended.
- THAT Council holds a Public Hearing on March 31, 2021 at 10:00 am, electronically via Zoom teleconferencing software, in regard to “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (1025 Qualicum Road) Bylaw No.123, 2021”.
- THAT prior to adoption of “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (1025 Qualicum Road) Bylaw No.123, 2021”, the applicant executes legal agreements as required to ensure that:
 - a) Every dwelling unit in the development will be included in a resort managed rental pool.
- THAT prior to adoption of “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (1025 Qualicum Road) Bylaw No.123, 2021”, the applicant executes legal agreements as required to ensure that:
 - b) The 40 Hotel/Stacked Condominium units constructed in the first phase will be retained for daily, weekly or monthly rental by the developer/operator.

A Public Information Meeting was held by the applicant on March 15, 2021.

A Public Hearing was held by the Town on March 31, 2021, and the minutes from the meeting (Public Hearing) are attached to this memo. Some of the key points from speakers that were in support of the current application before Council included:

- The importance of amenity contributions (e.g. trails and affordable housing contribution)
- Benefit to the tourism economy;
- Residential units being built; and,
- Support for the local economy

Some key points from speakers opposed to the current application included:

- Lack of guarantee around the number of tourist accommodation units;
- The need for more public consultation;

- Environmental concerns, including Beach Creek,
- Infrastructure concerns and cost to municipality; and,
- The proposed amenity contribution as it relates to the Town's policy.

The application went before Council on April 28, 2021 and Council adopted the following motions:

- 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.
- 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.
- 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.
- 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.

DISCUSSION

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

Zoning: The proposed zoning amendment would remove the requirement that the 225 units be tourist accommodation. As such, the tenure could be either resort condominium or year round residential for 185 units. The applicant has committed to retaining ownership of 40 units in the lodge/hotel/stacked condominium as daily, weekly and monthly rental. The building type would consist of both detached dwellings and multi-residential dwellings. The maximum size of the dwellings is proposed to increase from 110m² to a range of 110m² to 232m², and the minimum parcel size is proposed to decrease to 150m². The proposed zoning also adds a number of permitted uses including, but not limited to:

- personal care facility (e.g. care home or hospital)
- public assembly
- bed and breakfast
- outdoor private assembly
- lock off suite accommodation

Density: The proposed number of units is 225, which is the same as the previous zoning. However, this density does not include lock-off suites. At the APC meeting, the suites were described as lockable storage areas, in which case they would not impact the density calculations.

Height: The maximum height varies depending on the building, but it is between 12m to 18m.

Setbacks: The proposed setbacks are as follows: a minimum front lot line setback of 20m, a minimum exterior lot line setback of 20m, a minimum interior lot line setback of 20m, and a rear lot line setback of 6m. Internal lot lines within the development have no minimum setback.

Parcel Coverage: The maximum parcel coverage has remained at 11%. However, the 11% parcel coverage is applied to the property as a whole, and not individual strata lots.

Parking: The original zoning includes 892 off-street parking spaces, based on the uses permitted in the existing zone. The parking requirements will be calculated based on uses as they are proposed. The one exception is that all the villas and cottages are proposed to be calculated at the multi-family rate, rather than the typical single-family requirement.

Maximum Unit Size: The maximum unit size is a range from 110m² to 232m²

Minimum Parcel Size: The proposed minimum parcel size for a bare land strata lot is reduced from 2 ha (20,000m²) to 150m².

Official Community Plan (OCP)

As this application would change the OCP land use designation for this property, some inconsistencies between the existing OCP and what is being proposed is expected. However, this application conflicts with many of the OCP policies, and where it may conform, the flexibility of the application results in the potential for additional conflict between the OCP and the application. The following policies related to the subject property under Section 2.2.6 Rural are as follows:

9. The Town supports the location of a destination resort within the golf course property ('Pheasant Glen Golf Resort') located on the south boundary of the Town, as indicated on map 'Schedule 2.1', provided that the development:
 - i. includes no permanent residential use;
Staff Comment: Of the 225 units, the proposal permits residential use for 185 units, in addition to permitting tourist accommodation.
 - ii. includes only commercial development that is auxiliary to the proposed tourism activity;
Staff Comment: Additional commercial uses have been added to the permitted uses.
 - iii. does not threaten the urban containment policies of this Plan;
Staff Comment: The application, without certainty on the tourism accommodation and amenities, would conflict with the urban containment policies in the OCP. This conflict is resolved if Council accepts the tourism aspects of this proposal as appropriate to a destination resort.
 - iv. does not conflict with adjacent land uses and environmentally-sensitive areas;
Staff Comment: To be determined at the time of a Development Permit.
 - v. complies with the Development Permit Area C13 guidelines for this area and any other criteria that may be imposed by the Town as part of a rezoning application,

e.g. covenants prohibiting further subdivision of land, occupation and maximum length of stay; and

Staff comment: The DP Area C12 Guidelines are addressed later in this memo.

- vi. comprises a maximum density of 11.4 resort accommodation units per hectare.
Staff Comment: The density is 11.25 units per hectare, which meets the density; however, the proposal is for residential use and/or tourist accommodation.

The applicant is proposing to replace the Development Permit Area C12 – Rural Destination Resort guidelines with the guidelines included as part of the proposal. The new guidelines touch on the natural environment, accessibility, architectural form and character of the buildings and site planning and landscape architecture, energy conservation and greenhouse gas emissions, and water conservation. The new guidelines are listed in the OCP amendment bylaw, Bylaw No. 800.05, 2021. If Bylaw No. 800.05, 2021 is passed, the guidelines will replace the existing guidelines under Development Permit Area C12 – Rural Destination Resort.

Retaining Tourism Accommodation Capacity

At the time that the Pheasant Glen Destination Resort was first approved in 2005, the Town included a site-specific prohibition on permanent residential in both the zoning and OCP. Staff remain receptive to the assertion that a degree of permanent residential development may be key to the success of a destination resort.

Since 2005 the OCP has clearly supported the development of a destination resort at Pheasant Glen. If permanent residential is key to the success of a destination resort, then a proposal with some permanent residential could be supported. The current proposal before Council includes 40 dedicated tourist accommodation units and 185 units that could be used for either tourist accommodation or residential use.

Deliberation of Council to date has indicated general support for the proposed approach to tourism accommodation. As such, the application overall advances the goal of a destination resort at this location as per the OCP.

Staff update subsequent to third reading:

As specified by Council, the applicant has provided a legal agreement that addresses the phasing and amenities requirements set by Council. The legal agreements and legal advice are not attached to this memo, as legal matters are reviewed in an in-camera meeting. Council has expressed satisfaction with the legal agreements and can now consider adoption.

SUMMARY

The Town has received an application to amend the zoning and OCP for 1025 Qualicum Road to permit 225 units as part of a flexible development that would permit tourist accommodation and year-round residential. Of the 225 units, 40 units in the lodge/hotel/stacked condominium will be retained for daily, weekly and monthly rental. The proposal also permits a variety of new uses such as lock-off suite accommodation, bed and breakfast, personal care facility, recreation facility, and seasonal outdoor theatre or market, however, the number of these uses and their locations are not provided. A community amenity contribution has been proposed in the form of a blanket easement and construction of a multi-modal trail system and a \$450,000 contribution to affordable housing.

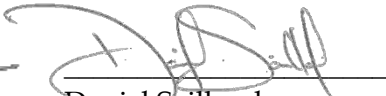
The Town has had long-standing support for a destination resort at this location. The current proposal permits flexible tenure that would allow both tourist accommodation and permanent, year-round residential in 185 of the 225 units. The flexible zoning could achieve the desired tourism accommodation however offers less certainty than more traditional, dedicated tourism accommodation models, such as hotels. The zoning bylaw before Council generally reflects Council's direction as articulated through the zoning amendment process.

ALTERNATIVES

2. THAT the development application for 1025 Qualicum Road be refused.
3. THAT Council provide alternative direction to staff.


Rebecca Augustyn, MCIP, RPP
Planner
Report Writer


Luke Sales, MCIP, RPP
Director of Planning
Concurrence


Daniel Sailland
CAO
Concurrence

Attachments:

[PLANS.1025QualicumRoad.Oct72021.pdf](#)
[BYLAW.580.123 - 1025QualicumRoad \(CD5\)\(Updated\).docx](#)
[BYLAW.800.05 - 1025 Qualicum Road.docx](#)

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REGULAR\memo.1025QualicumRoad(PheasantGlen.Oct272021.docx



macdonald gray

BY EMAIL
February 1, 2021

Luke Sales, MCIP, RPP
Director of Planning and Community Development
Town of Qualicum Beach
250.752.6921
lsales@qualicumbeach.com

Attention: Luke Sales

Re: Bylaw Amendment (1025 Qualicum Road) Bylaw No. 580.123, 2021 / Follow Up Items

This following letter is intended to confirm the intended first phase of development as requested in the Council Motion from the January 13, 2021 Regular Council Meeting:

Councillor Westbrook MOVED and Councillor Harrison SECONDED, THAT the development proposal for 1025 Qualicum Road be referred to the Advisory Planning Commission for comment, once staff receives confirmation that the proposed first phase will include:

- *a club house;*
- *a brew pub or tap house;*
- *a tourism focused lodge with a minimum of 40 rooms;*
- *a minimum of 60 units of villas and/or cottages; and*
- *confirmation of trails connecting the golf course and the community trail network.*

CARRIED UNANIMOUSLY

The intended first phase of development has been adjusted to suit the Council Motion. The attached table below outlines elements that are intended to occur in the first phase of development. Additional detail and interpretation is provided for the clarity of Council.

The Application Report and 'Draft' CD5 Zoning District Bylaw Template has also been updated to reflect direction by Council. Please refer to the attachments.

Sincerely,

Nigel Gray, MCIP, RPP, MBCSLA
Principal Planner / Project Manager, MacDonald Gray Consultants

Cc: Owner, Consulting Team, File.

Table 1-First Phase of Development

Golf Course Lands	Land Use	Intent	Notes
Golf Clubhouse / Brew Pub or Taphouse	Commercial	To be commenced upon a successful rezoning	<i>The Golf Clubhouse / Brew Pub is intended to be located on a separate parcel of land within the CD5 Zoning District, which is currently the Pheasant Glen Golf Resort. The establishment of a Brew Pub or Taphouse is subject to provincial licencing requirements.</i>
Resort Lands	Land Use	Security	Notes
a minimum of 60 units of Villas and/or Cottages	Resort Accommodation	Built into Zoning District	Villa and Cottage sales will assist in financing Hotel/Stacked Condominium or Resort Amenity Building construction. In no case shall the combined density (number of units) of Cottage and Villa units exceed 100
A tourism focused Lodge (<i>Hotel/Stacked Condominium</i>) with a minimum of 40 units	Resort Accommodation	Built into Zoning District	<i>hotel/stacked condominium/lodge</i> means a resort accommodation building or group of buildings providing three or more separate dwelling units, and which may be subdivided pursuant to the Condominium Act and amendments thereto, providing accommodation on a permanent or temporary basis, and includes resort or lodge.
Trails connecting the Golf Course and Community Trail Network	Resort / Public Amenity	Blanket Easement on the property Title	The form of public access will be a multi modal trail connecting through the property suitable for pedestrians, cyclists, golf carts and other complimentary forms of non-automotive transportation. The trail specifications will provide a safe and comfortable travel route for users of all age groups and physical ability based on the Town's 2.5m width multi-use trail standard (A)



macdonald gray

BY EMAIL
March 2, 2021

Luke Sales, MCIP, RPP
Director of Planning and Community Development
Town of Qualicum Beach
250.752.6921
lsales@qualicumbeach.com

Attention: Luke Sales

Re: Bylaw Amendment (1025 Qualicum Road) Bylaw No. 580.123, 2021 / Retained Unit Approach

The following letter suggests an additional element to further secure to the intended first phase of development as requested in the Council Motion from the January 13, 2021 Regular Council Meeting.

Based on the CBRE Limited report recommendations, comments from the Advisory Planning Commission and concerns raised by Town Staff, The property owner is proposing that:

In addition to the resort managed rental pool that includes every unit in the development, a minimum of 40 Hotel/Lodge/Stacked condominium units will be retained for daily, weekly or monthly rental by the developer/operator and made available to property owners through a shared facilities agreement. The units may occur within a single building or multiple buildings within the CD-5 Zoning District.

This approach is based on the real economic viability of a stand-alone short term/tourist accommodation component and preserves a core short term/tourist accommodation component within the resort accommodation mix.

Your thoughts on including this approach as a condition of the Bylaw Amendment Adoption are appreciated.

Sincerely,

Nigel Gray, MCIP, RPP, MBCSLA
Principal Planner / Project Manager, MacDonald Gray Consultants

Cc: Owner, Consulting Team, File.

1025 Qualicum Road – Multi Use Resort Lifestyle Community

Bylaw Amendment Application Report



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TABLE OF CONTENTS

1.0 INTRODUCTION 2

1.1 THE CURRENT ZONING IS NOT VIABLE NOR SUSTAINABLE 2

1.2 RECOGNIZING INDUSTRY TRENDS & REMOVING BARRIERS 3

1.3 COLLABORATIVE SOLUTIONS..... 4

2.0 REQUESTED BYLAW AMENDMENTS 4

2.1 RESOLVE MINIMUM PARCEL SIZE CONSTRAINTS 4

2.2 REVISED COMPREHENSIVE DEVELOPMENT ZONE (CD5) 6

2.3 OCP POLICY LANGUAGE UPDATES..... 7

2.4 COMMUNITY AMENITY CONTRIBUTION PROPOSAL 7

3.0 REFERENCES..... 9

4.0 APPENDIX ‘B’ – PROPOSED C12 DEVELOPMENT PERMIT AREA..... 10

5.0 APPENDIX ‘A’ – PROPOSED CD5 ZONING BYLAW TEMPLATE 16

All Illustrative vignettes have been prepared by Davidson Yuen Simpson Architects (2005-2017)

Site Planning / Proof of Concept Drawings Prepared by MacDonald Gray Consultants (2020)

1.0 INTRODUCTION

There is excellent potential to facilitate a renewed approach to the development of this property as a premier lifestyle resort within the Town of Qualicum Beach. However, there are also barriers to realizing that potential. Resort operators and developers currently face regulatory challenges that do not take into account the unique nature of modern resort operations and evolving industry trends. The goal of this Zoning Amendment Application is to create an adaptive planning framework that improves the sustainable economic viability of a multi-use lifestyle community within the context of a resort experience.

1.1 THE CURRENT ZONING IS NOT VIABLE NOR SUSTAINABLE

1.1.1 FRACTIONAL OWNERSHIP AND LENGTH OF STAY RESTRICTIONS

The current 42 day stay restriction contained within the CD5 Zoning District is untenable and out of step with modern resort development trends. The stay restriction may have been intended to promote the notion of fractional ownership (timeshare) in resort accommodations. This approach has been rejected since the inception of the concept in the late 1990s. Developers originally employed this model to finance hotel builds by selling units in one-eighth to one-quarter shares. The timeshare development often resulted in ownership tenures as short as one week, resulting in thousands of individual property titles. Industry leaders have come to accept that fractional ownership is no longer a viable means to finance new resort development in BC due to lackluster performance.

There have been a number of high-profile collapses of resort properties in BC, and between 2002 and 2012 fractional owners have experienced significant asset depreciation. Thankfully, this resort property has yet to be developed and did not fall victim to this trend. The relatively short length of tenure restriction currently in place make it difficult to justify large-scale investment by the ownership group and nearly impossible for prospective resort operators to obtain appropriate financing to develop the property.

1.1.2 THE DOWNWARD SPIRAL OF LIMITED OCCUPANCY AND TENANCY RESTRICTIONS

Because of the current occupancy restrictions, the owner of an accommodation unit could not lease out units on a longer term basis to cover costs, as it is difficult to obtain 42 day leases from tenants. Contradictions between Provincial legislation under the Residential Tenancy Act (Act)(amended in 2017) and local government bylaw restrictions have also created a situation where the enforcement of stay restrictions is impossible.

The requirement to vacate a unit after a fixed term tenancy agreement of 42 days is in direct contravention to the Act, which deems the units to be 'residential'. Forcing residents to vacate after 42 days would likely result in financial penalties for the owner. In order to be in compliance with the restrictions of the current zoning, tenants would be required to sign a Mutual Agreement to End Tenancy to ensure their intent to leave at the end of the term. This is extremely problematic in trying to secure a tenant, as the majority of people inquiring for these units are people looking for security in housing.

Occupancy rates for single use tourist accommodation units steadily declines in the off-season for Future unit owners. It is highly likely that these owners would find it increasingly difficult to contribute to the ongoing maintenance of resort facilities as the value of their real estate investment stagnated. Declining occupancy and the lack of a viable off-season base

population would have a significant impact on the feasibility of the resort's commercial amenities.

1.2 RECOGNIZING INDUSTRY TRENDS & REMOVING BARRIERS

1.2.1 INDUSTRY TRENDS WITHIN THE RESORT ACCOMODATION SECTOR

In the lead up to the 2010 Winter Olympics the Province of British Columbia assembled a BC Resort Task force to seek recommendations on removing barriers to sustainable resort development. This was done in recognition of the fact that the tourist accommodation sector is sensitive to rapidly changing global, regional and local socio-economic conditions (such as the Covid 19 Pandemic). Broader social trends like the economics of the 'sharing' economy (AirBnB, VRBO, HomeAway, FlipKey, etc.), which are relatively new and innovative internet based platforms for travelers have enabled many more entrants to the industry resulting in an increase in supply.

Recommendations from the BC Resort Task force echo the sentiments and known truisms of the resort industry framework. As we continue to alter our broader trends as a society they will continue to impact the accommodations marketplace and the consumer. Owners and operators must stay up-to-date, continually adjusting their business models and services to remain relevant and competitive. As noted in the British Columbia Resort Strategy and Action Plan: "A more flexible regulatory framework was called for by resort stakeholders. Regulations need to be harmonized with the unique traits of resort communities."

The definition of a resort has also evolved. The word resort means something different to each individual based on their own experiences and bias. There is no clear or accepted definition for the land use. There is an industry trend toward blending residential development with resort development, resulting in symbiotic benefits that increase visitor stay times and the volume of repeat customers.

1.2.2 CURRENT BEST PRACTICES FOR RESORT DEVELOPMENTS IN BC

Recommended best practices promote the creation of a portfolio of accommodation types to manage risk arising from over-reliance on one market segment. This in turn allows prospective purchasers and existing residents to have a more formalized interest in the land, which would provide operators with necessary collateral to gain financing for redevelopment and ongoing maintenance.

It is our desire to retain the resort experience rather than abandon tourist accommodation. To this end, we are proposing an adaptive zoning framework that permits flexible tenure, provides more housing choice in an attainable form and recognizes the trend toward a web based short term rental market under a bona fide zoning context.

As a means of preserving the resort accommodation capacity we are proposing the following securities to ensure that the intended resort experience is retained. These regulatory mechanisms are based on the Province's recommended best practices for resort development in British Columbia and policy discussions with Town Staff during the application review process:

1. The amended Zoning Bylaw structure clearly defines the allowable uses within the zone and preserves potential tourist accommodation capacity for all proposed accommodation types;

2. Use Section 219 of the Land Title Act to place a covenant on title to these lands that permits all residential accommodation built on the land to be available for rental to the public as tourist accommodation regardless of future Strata Bylaw restrictions.

The resulting regulatory framework will have all of the common elements of a tourist commercial resort operation while providing the Town with a competitive edge in resort development and expansion.

1.3 COLLABORATIVE SOLUTIONS

We are looking forward to continuing our collaboration with Town Planning Staff and Council to create a more adaptive land use framework for development of the land. The resulting approach may in turn become a template for adaptive resort lifestyle accommodation units where there is sufficient flexibility in tenure to respond to the rapidly changing conditions of a tourist economy and global events.

2.0 REQUESTED BYLAW AMENDMENTS

2.1 RESOLVE MINIMUM PARCEL SIZE CONSTRAINTS

2.1.1 2020 SUBDIVISION OF RESORT DEVELOPEMENT LANDS

Bylaw No. 5880.114 was recently adopted to reduce the minimum parcel size for the subdivision of land to 20.0 hectares, which has allowed the separation of the resort development parcel from the Pheasant Glenn Golf Course operations. The Zoning Amendment Application had requested a 2.0 hectare minimum lot size, but it was decided by Town Staff that the 20.0 hectare minimum would suffice as an interim solution. The subdivision has now been completed.

2.1.2 RECOMMENDATIONS OF THE PROJECT LAND SURVEYOR

It is possible to develop the resort area in its entirety as one parcel with multiple strata corporations with overarching control and differing priorities. The result would be a contrived and overly complex legal arrangement that would not be desirable for resort operators nor prospective buyers. The resulting strata complex would be similar to the organization of the Craig Bay neighbourhood in the City of Parksville. The Craig Bay situation has proven to be untenable for a number of reasons predominantly due to the different types of housing and competing interests within an overlapping governance structure.

The minimum parcel size also precludes development of the site as a bare land strata, due to Bylaw requirements for strata lots to match the minimum parcel size for a fee simple subdivision. This means that individual ownership would be restricted to the building and designated patio space, with the balance of lands as common property. It is our preference and the preference of home buyers to have formal lots with defined property lines and private yard space. To facilitate pragmatic bare land strata lot creation we are proposing the following comprehensive parcel size regulations:

2.1.3 REQUESTED MINIMUM LOT SIZE

Minimum lot size shall not be less than 2,000 square metres / 0.2 hectares.

1. Despite the above, individual parts of an overall development may be the subject of strata title subdivision.
 - a. Where bare land strata lots are created, the minimum lot size shall not be less than 150 sq. m.

The minimum lot size framework above has also been applied to the Oceanside Village Resort in Parksville's resort area, which is a highly successful resort lifestyle community precedent in the local market.



Proposed Resort Cottage Character at Pheasant Glen



150sq.m. Bare Land Strata / Cabins (Photo Courtesy Oceanside Village Resort)

2.2 REVISED COMPREHENSIVE DEVELOPMENT ZONE (CD5)

It is an accepted truism of contemporary planning theory that a successful resort development must include permanent residential accommodations. Rather than abandon tourist accommodation, we are proposing an adaptive zoning framework that permits flexible tenure and recognizes the trend toward a web based short term rental market under a bona fide zoning context.

The Province of BC recommends the following best practices for accommodating a mix of unit types and tenures¹:

1. Develop a target mix of tourist, second home, permanent residential and employee units. Evaluate in terms of target market and predicted demographics. Consider the inclusion of product to appeal to a wide cross-section of income levels;
2. Create a portfolio of accommodation types to manage risk arising from over-reliance on one market segment. The most successful projects have a mix of four to seven accommodation types available, which could appeal to transient visitors, second home owners, seasonal residents, and permanent residents;
3. Local government should structure zoning bylaws that clearly define the allowable uses within a zone and preserve the tourist accommodation capacity.

We are requesting that the Amended Bylaw template include as Appendix 'A' (or similar wording to match the intent of this application) replace the current Comprehensive Development 5 - Zoning District. The result of the proposed Zoning Amendment would:

1. Permit a more adaptive land use framework for redevelopment of the property;
2. Create a template for adaptive dwelling units that may be either used as a primary residence or for tourist accommodation;
3. Create flexibility in the land tenure that may respond to the rapidly changing market conditions of a tourism economy;
4. Achieve parity with similar properties in the Oceanside tourism context that have been pro-actively rezoned to remove length of stay restrictions.

The requested text Amendment would not change the overall number of potential units. A local precedent for this rezoning has been set in the Town of Qualicum Beach Bylaw Amendment No. 580.47 for 333 Garrett Road (2007).

Hotel Room Tax Act regulations would remain applicable to privately owned vacation homes, cabins, condominiums, or similar places sold by an operator on behalf of the owner.

¹ Best Practices Guide For Resort Development in British Columbia, prepared for the Province of BC (September 2005).

2.3 OCP POLICY LANGUAGE UPDATES

After a review of the Town's OCP and current Strategic Plan, It is our opinion that this land use proposal meets all of the housing priorities contained therein, with the exception of the following requested amendments.

In order to accommodate the Bylaw amendments above, updated Policy language and housekeeping items will be required within the OCP. The following sections have been identified by the project team. Town Staff may identify additional gaps in the OCP Bylaw through their review process.

Section 2.2.6 Rural, Policy 9,(i) should be removed in support of the proposed multiuse resort framework.

Section 2.2.6 Rural, Policy 9,(v) Contains an error referencing 'C13' DPA Guidelines. This Section should reference the updated C12 – Multi Use Resort Lifestyle Community DPA. Refer to Appendix 'B'.

2.4 COMMUNITY AMENITY CONTRIBUTION PROPOSAL

The following section describes our community amenity contribution package proposal based on collaborative discussions with Town Planning Staff. The final amenity package is entirely at the discretion of the Town Council and subject to change.

2.4.1 BLANKET EASEMENT FOR MULTI-MODAL TRAIL SYSTEMS

The property owners continue to support the notion of a multi-modal trail network within the development that is interwoven with existing Town trail networks. Public access to internal trail networks is key to the healthy lifestyle approach of both the resort property and Town ratepayers.

A blanket easement will be registered on the property Title to secure public access through the property;

1. The form of public access will be a multi modal trail connecting through the property suitable for pedestrians, cyclists, golf carts and other complimentary forms of non-automotive transportation.
2. The trail specifications will provide a safe and comfortable travel route for users of all age groups and physical ability based on the Town's 2.5m width multi-use trail standard (A), with a hard surface (asphalt, concrete, etc.).

2.4.2 FUNDING FOR AFFORDABLE HOUSING

The property owners support the Town's affordable housing initiatives. To further these initiatives the property owner is proposing to provide financial support through the development process. For the consideration of Council we are proposing two alternatives contributions as follows:

Option 1 – Financial Contribution

For each Resort accommodation unit, the property owner will provide a payment of \$2,000 / unit, not including lock-off suites, toward the Town's Affordable housing fund.

1. Based on the current Bylaw maximum unit count of 225, there would be a potential contribution of \$450,000.00 toward the development of affordable housing within the Town.
2. The affordable housing contribution will be payable at the time of Building Permit Application.

Option 2 – Affordable Employee housing

The property owner will construct (2)two 110sq.m. (1,100sq.ft.) Resort cabins for the use of employees of the resort or other qualified residents of the Town. The requirement to construct these units will be secured through one of the following mechanisms:

1. A (15)fifteen year term Affordable Housing Agreement registered on the property Title.
2. Participation in BC Housing's Affordable Home Ownership (AHOP) Program.

3.0 REFERENCES

All Season Resort Guidelines(Amended August 2009). Province of British Columbia - Ministry of Forests, Lands and Natural Resource Operations. Brent Harley and Associates Inc. – The Resort Planning Group.

A Guide to Green Choices: Ideas & Practical Advice for Land Use Decisions in British Columbia Communities (2008). Province of British Columbia – Ministry of Community Development, 2008.

Community Tourism Foundations® Program: Kimberly Tourism Plan (2007) & (2010 Update) Peter Harrison and Jennifer Houiellebecq eds. 2007. Tourism British Columbia.

Whistler, It's Our Future: Characteristics of Sustainable Destination Resort Communities (2002) R. Warren Flint, Ford C. Frick, Ann Duffy, Jean Brittingham, Kim Stephens, Patrick Graham, Cathy Borgmeyer eds.

Characteristics of successful Destination resort Communities (2002), prepared by Design Workshop Inc., BBC research and Consulting, Brent harley & Associates and Ch2M hill.

Best Practices Guide: For Resort Development in British Columbia (2005), Prepared by Ecosign Mountain Resort Planners, Cadence Strategies, Cascade Environmental Resource Group Ltd., Urban Systems Inc., and Owen Bird Solicitors.

Recommendations of the BC Resort Task Force (2004), Appendix 'F', pg.14, Prepared by the Province of British Columbia.

British Columbia Resort Strategy and Action Plan (2010), Prepared by the Province of British Columbia.

Resort Development: ULI Development Handbook, Second Edition (2008), prepared by the Urban Land Institute.

4.0 APPENDIX 'B' – PROPOSED C12 DEVELOPMENT PERMIT AREA

Development Permit Area C12 – Multi Use Resort Lifestyle Community

Justification:

A comprehensive development plan for this area was adopted into the Municipal planning framework in 2005. Since that time the industry has evolved and regulatory changes were required to address the unique nature of modern mixed use resort lifestyle community development and post pandemic world.

A mix of adaptive resort accommodation types are proposed which includes conventional hotel rooms, cottages, villas and stacked condominiums for a maximum of 225 units (not including lock off suites). In addition, a comprehensive system of publicly accessible trails and open spaces will be provided. This green necklace will include linkage trails between neighbourhoods, a perimeter trail and trails connecting to the Town's extensive trail systems.

The new accommodation mix and supporting resort amenity package are intended to integrate into the natural landscape and socio-economic fabric of the Town. The thoughtful integration of these intrinsic features will play a major role in defining the form and character of the resort and a true 'sense of place'.

Natural cycles of day and night lighting are important for human health, the natural environment, astrophysical endeavors, and the conservation of energy. To minimize these impacts, outdoor lighting should be regulated to control both the quantity and quality of night lighting.

It is the objective of the Village to promote quality resort environments that maintain desirable relationships to their surrounding context.

It is also the objective of the Town to encourage new development that incorporates energy and water conservation principles as well as designs that work towards reducing greenhouse gas emissions.

Categories - LGA Section 488 (1):

- (a) protection of the natural environment, its ecosystems and biological diversity;
- (e) establishment of objectives for the form and character of intensive residential development;
- (f) establishment of objectives for the form and character of commercial, industrial or multi-family residential development;
- (h) establishment of objectives to promote energy conservation;
- (i) establishment of objectives to promote water conservation.

Area: Development Permit Area No. C12, as shown on map 'Schedule No. 2.3'

Exemptions:

- a) Mining activities in accordance with the Mines Act and subsequent legislation that are not subject to regulation under the LGA;

- b) Construction involving a building floor area of 10.0 square metres or less (does not include additions to existing dwelling(s));
- c) Internal alterations to a building or structure;
- d) Erection of fences under 2.0 metres in height;
- e) Stream enhancement and fish and wildlife habitat restoration works that are approved by the Provincial Ministry responsible for the environment and the Federal Department responsible for fisheries and oceans where notification is given to the Town;
- f) In-stream work as approved by Section 9 of the Water Act, or subsequent legislation;
- g) Public infrastructure works undertaken by the Town or their agents, and where such necessary works have been approved by senior government agencies;
- h) Land alteration to facilitate urban food gardens and community food gardens;
- i) For the addition or alteration of a principal building, where the value of the proposed construction is less than \$50,000.00; and the proposed construction is located within an interior side or rear yard.

Guidelines:

1.0 Natural Environment

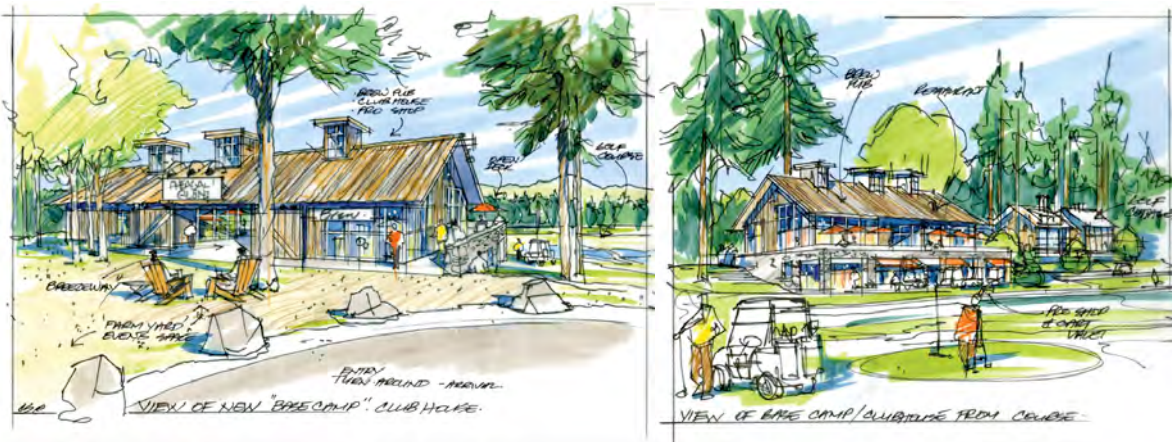
- a) DPA G3 - Ecological Greenway Development Permit Area is applicable to areas within close proximity to Upper Beach Creek. Refer to Schedule 2.4.;
- b) No land clearing or development may occur within the lands until such time as any riparian areas have been identified, leave strips protected, and an issued development permit for alteration of land is granted. The Town may grant variances to setbacks to watercourses if the majority of riparian values are retained in accordance with a report from a Qualified Environmental Professional;
- c) Ground dispersal of both treated sewage effluent and surface runoff water should be considered to help reduce the impact on the flow in the Berwick aquifer;
- d) Native planting should be used within private landscaping areas, open spaces and transportation corridors where appropriate.

2.0 Accessibility

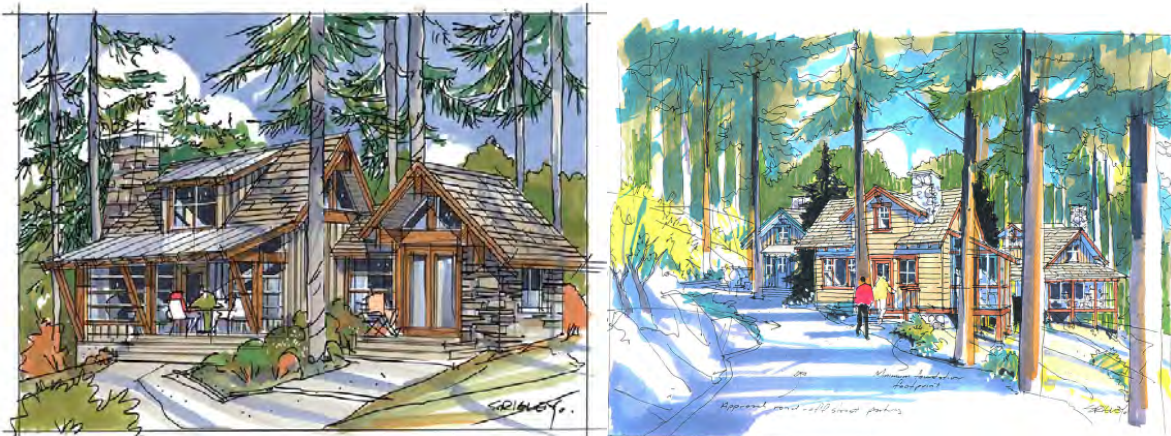
- a) Accessibility features should be integrated into the overall design concept and identified on the site plans;

- b) Accessible travel routes should be provided from adjacent roadways and parking areas to the main building entry and should incorporate barrier-free universal design principles;
- c) Accessible travel routes should be of a hard, slip- resistant surface with a minimum width per requirements of the most current edition of the British Columbia Building Code (BCBC).

3.0 Architectural Form & Character - Buildings



- a) Building design should emphasize natural materials and colours, and respect for the environment in terms of material and finish;
- b) Buildings should be characterized by simplicity of form, attention to detail, and the creation of a welcoming place with a feeling of familiarity, friendliness and comfort;
- c) Exterior materials will include exposed heavy timber framing; wood and fibre cement board wall cladding in horizontal (clap board and v-groove), and vertical (board-n-batten) applications;
- d) Recommended roofing materials include textured steel, asphalt, composite, and fire retardant treated wood shingles on sloping roofs with standing seam metal accents on minor elements such



as dormers and canopies.



4.0 Architectural Form & Character – Site Planning and Landscape Architecture

- a) Siting and massing of buildings should respect existing natural features and site topography;
- b) Landscaping should respect the natural vegetation of the site and should employ native species where feasible;
- c) A 20 metre vegetated buffer should be retained or planted along the frontage of Qualicum and Nenzel Roads where feasible with the exception of transportation and service corridors;
- d) Landscaping should be designed by a registered Landscape Architect;
- e) The principles of Crime Prevention through Environmental Design (CPTED) should be considered in the site design and landscaping;
- f) Site design should consider the enhancement of view corridors to open areas and viewsapes such as the Mt. Arrowsmith and Mt. Cokely range to the West.

5.0 Lighting

- a) All site lighting installations shall be fully shielded (full cut-off);
- b) Light shall be shielded such that the lamp itself or the lamp image is not directly visible outside the property perimeter;
- c) Security and other lighting shall be placed so as not to shine directly into adjacent properties or to reduce the separation effectiveness of any landscaped buffer;
- d) Exterior building lighting should generally be concealed in soffits or other similar architectural features;
- e) Adhering to the principles of Crime Prevention through Environmental Design Principles (CPTED), lighting for pedestrian pathways, building entrances and parking areas should be designed at a human scale (i.e., low level bollards) and address pedestrian safety.



6.0 Energy Conservation and Greenhouse Gas Emissions

- a) Landscaping and building design should consider the incorporation of natural daylight and seasonal shade needs;
- b) All buildings shall be designed and engineered to be solar ready;
- c) Adaptive reuse of buildings and on-site materials is encouraged, where permitted within the BC Building Code and under relevant legislation;
- d) Electric vehicle plug-ins should be provided for new development, specifically to promote the use of golf carts and e-bikes within the resort;
- e) Internal transportation networks should give priority to alternative modes of transportation such as golf carts, e-bikes, cycling and walking;

7.0 Water Conservation

- a) Development should minimize impervious areas and incorporate on-site integrated stormwater management solutions that maintain pre-development infiltration rates and site hydrology;
- b) Landscape planting should be designed to reduce water consumption through the use of native and drought-tolerant plant species suitable for the growing area;

- c) Landscaped areas should be watered by an automatic irrigation system, complete with an automated 'smart' controller.

End of DPA C12

5.0 APPENDIX 'A' – PROPOSED CD5 ZONING BYLAW TEMPLATE

Schedule 'A' – Bylaw No. 580.123

Section 6.4.30.1		(580.123)
COMPREHENSIVE DEVELOPMENT ZONE 5		CD5
Permitted Uses, Maximum No. Units and Maximum Floor Area		
Permitted Use	Maximum No. of Units	Maximum Floor Area of Unit
a) Golf Clubhouse	n/a	n/a
b) Golf Shop	1	200m ²
c) Resort Accommodation	225	
i) Hotel/Stacked Condominium/Lodge	n/a	139m ²
ii) Cottages	100	110m ²
iii) Villas	100	232m ²
In no case shall the combined density (number of units) of Cottage and Villa units exceed 100.		
The following must be constructed within the CD5 Zoning Boundary within the first phase of development, prior to any further development:		
• A Clubhouse; • A Brew Pub or Taphouse; • A Lodge/Hotel/Stacked Condominium building, or multiple buildings, with a minimum of 40 rooms; • A minimum of 60 units of Villas and/or Cottages;		
d) Restaurant	2	n/a
e) Licensed Lounge	1	n/a
f) Conference Centre	1	n/a
g) Spa and Fitness Centre	n/a	n/a
h) Golf Teaching Centre	n/a	n/a
i) Recreation Vehicle Parking Pads	10	n/a
j) Outdoor Recreation	n/a	n/a
k) Outdoor Private Assembly	n/a	n/a
l) Personal Care Facility	n/a	n/a
m) Public Assembly	n/a	n/a
n) Recreation Facility	n/a	n/a
n) Seasonal Outdoor Theatre	n/a	n/a
o) Seasonal Outdoor Market	n/a	n/a
p) Accessory uses customarily ancillary to a Resort use including:		
	Maximum Number of Units	Maximum Floor Area of Unit
Gift Shop	n/a	n/a
Convenience Store	n/a	n/a
Recreation Rentals	n/a	n/a
Laundry Facility	n/a	n/a
Turf Maintenance	n/a	n/a
Swimming Pool	n/a	n/a
Employee Daycare Facility	n/a	n/a
Bed & Breakfast	n/a	n/a
Lock off Suite Accommodation	n/a	n/a
Size of Buildings and Structures		
Height		
Clubhouse and Conference Bldg.		18m
Spa/Fitness Centre/Lodge		18m
Hotel/Stacked Condominium/Lodge		18m
All other Buildings		12m
Parcel Coverage		11%
Floor area ratio		0.17

Minimum Setback Requirements

- | | |
|---|-------|
| 1. Front lot line (Nenzel Road) | 20.0m |
| 2. Exterior side lot line (Qualicum Road) | 20.0m |
| 3. Interior side lot line | 20.0m |
| 4. Rear lot line (Golf Course Lands) | 6.0m |

Where an interior lot line is formed between parcels zoned Comprehensive Development CD5, the interior lot line setback is 0.0m.

Subdivision

Minimum parcel size for bare land strata lots is 150m²

Definitions

For the purpose of this zone, the following definitions are applicable:

maximum floor area means the sum total of the gross horizontal area of each floor of a building as measured from the outermost perimeter of the building walls, and does not include covered patios or outdoor living space attached to a villa unit to a maximum combined building footprint of 278sq.m. (3,000sq.ft.)

resort accommodation means the use of land, buildings, or structures for the purpose of providing both tourist-oriented accommodation and/or year round residential occupancy, and which may include sleeping, cooking, laundry and recreational facilities, and includes *stacked condominium, hotel and villa and cabin*;

hotel/stacked condominium/lodge means a *resort accommodation* building or group of buildings providing three or more separate dwelling units, and which may be subdivided pursuant to the Condominium Act and amendments thereto, providing accommodation on a permanent or temporary basis, and includes *resort or lodge*;

cottage means one self-contained *resort accommodation* unit with a separate entrance intended for providing accommodation on a permanent or temporary basis with complete living facilities for one or more persons, including provisions for living, sleeping, cooking and sanitation; but excludes a mobile home; recreational vehicle or tent;

villa means a self-contained *resort accommodation* unit with a separate entrance intended for providing accommodation on a permanent or temporary basis that may share some of its exterior walls in common with another dwelling unit, with complete living facilities for one or more persons, including provisions for living, sleeping, cooking and sanitation;

resort amenity building means a building providing space for resort amenities and services including but not limited to wellness facilities, concierge service, housekeeping, entertainment, *restaurant, licensed lounge, conference centre, spa and fitness centre, auditorium, theatre, recreation facility, gift shop, convenience store* recreation rentals, *laundry facility, swimming pool.*

Parking

In addition to Schedule '6B', Table 1, off-street parking requirements for *resort accommodation* units in this zone are as follows:

Permitted Use	Required Parking Spaces
a) Studio Unit	1 per unit
b) 1 Bedroom Unit	1.25 per unit
c) 2 Bedroom Unit	1.50 per unit
d) 3 Bedroom Unit	2.0 per unit

January 31, 2021

Mr. Craig Dutton, LLB, Managing Director & Treasurer
The Golf Clan Holdings Inc.
1025 Qualicum Road
Qualicum Beach, British Columbia
V9K 1M5
Phone: 250.927.2591
Email: Wcdutton@me.com

RE: Market Study for Proposed Hotel at Pheasant Glen Golf Resort, Qualicum Beach, British Columbia

Dear Mr. Dutton:

Further to the terms of our engagement, CBRE Hotels has completed the research and analysis in connection with a Market Study for a proposed hotel to be developed on lands located at the Pheasant Glen Golf Resort in Qualicum Beach, British Columbia. The research and analysis have been completed by CBRE Limited ("CBRE") for The Golf Clan Holdings Inc.

Our market study was prepared reflecting a proposed hotel as a 60 room, "Stand alone" operation, projected to open in June 2023. The proposed hotel facilities and amenities utilized in our study took into consideration that the overall concept for the development lands at the Pheasant Glen Golf Resort were proposed to also include a mix of cabins, villas and resort condo style units.

The subject hotel is projected to generate the majority of guest room demand from the "Leisure" market segment. This will include golfers, both for leisure play and those attending/participating in tournaments at the course. This segment will also include golfers attending single day and multi day "academies". Other leisure demand will include such sources as wedding/special event attendees, other demand sources visiting the central Island and looking for newer, good quality overnight lodging and potentially some demand sources that wish to make day trips out to the west coast of Vancouver Island via Highway 4. Leisure travel to the Qualicum Beach/Parksville area is highly seasonal, concentrate primarily in the period from May through mid October annually.

Guest room demand from other sources will be limited. The absence of a sizeable volume of commercial and industrial entities that generate room demand from corporate travellers in the Qualicum Beach/Parksville area impacts the overall performance of the local accommodation sector. Similarly, demand from sources such as meetings/conferences, other groups and travel from various levels of government also impacts performance.

Our detailed research and analysis suggests that a proposed "Stand alone" hotel at the subject site is not economically viable, with potential capital costs exceeding the level of supportable investment.

CBRE Limited
1021 West Hastings Street, Suite 2500
Vancouver, British Columbia
V6E 0C3
(604) 662-3000

In recent mixed use development initiatives such as is proposed at the Pheasant Glen Golf Resort, where "Stand alone" hotel viability is in question, our recommendations have suggested development of a downscaled, flexible version of a hotel be considered. Such a structure can create cost effective physical and operating infrastructure for residential services and amenities as well as hotel and rental pool operations, all located in a single building. Facilities that could be considered for inclusion within such a building may include the following:

- 25-30 hotel suites with kitchenettes available for daily, weekly or monthly rental
- A Food & Beverage outlet (in this case complimentary to the golf course restaurant operations)
- Front desk operations
- Small meeting facilities
- Indoor recreation facilities and amenities for both overnight guests and residential owners such as a pool, fitness centre, games room and lounge

These facilities and amenities are typically owned by the developer/operator and made available to residents through some form of shared facilities/amenities agreement. This building could either be located on a site that is within the parcel proposed for the overall development concept at the Pheasant Glen Golf Resort or alternately as part of a new golf clubhouse development.

We would be happy to further discuss alternate development options for overnight accommodation at the Pheasant Glen Golf Resort.

Sincerely,



David Ferguson
Director
CBRE HOTELS
Valuation & Advisory Services

Phone: (778) 372-1941
Email: david.ferguson@cbre.com

SCHEDULE A

TERMS AND CONDITIONS

1. This Proposal and the Advisory and/or Appraisal Report to be prepared by CBRE shall be subject to General Assumptions and Limiting Conditions which are attached as Schedule "D" hereto. These Terms and Conditions and the General Assumptions and Limiting Conditions shall also be specifically included in the Advisory and/or Appraisal Report, failing which these Terms and Conditions, and the General Assumptions and Limiting Conditions, shall be deemed to have been specifically incorporated by reference into the Advisory and/or Appraisal Report, as though set out in full in the Advisory and/or Appraisal Report itself.
2. The Client in accepting, by its signature, this Proposal, has specifically agreed to the Terms and Conditions set out herein; and the General Assumptions and Limiting Conditions attached to this Proposal as Schedule "D".
3. This Proposal, and the Advisory and/or Appraisal Report to be prepared by CBRE, is intended for the exclusive use of the Client, and is not intended to be prepared for, given to, or relied upon, by any other person or entity, without the express prior written consent of CBRE, and the appraiser who authored the Advisory and/or Appraisal Report.
4. In the event the Client requests additional services beyond the scope or purposes stated in this Proposal, the Client agrees to pay CBRE an additional charge for such services, plus reimbursement of expenses, and all applicable taxes, regardless of whether any or all completed appraisal reports have been delivered to the Client at the time of the request.
5. In the event the Client fails to make payments to CBRE, when due and payable, then from the date due and payable until paid, the amount due and payable shall bear interest at a monthly rate of one and one-half (1.5%) percent or eighteen (18%) percent per annum.
6. In the event the CBRE appraiser preparing this Advisory and/or Appraisal Report for the Client, is requested to give testimony in any judicial or quasi-judicial process or hearing, an additional fee will be charged for the CBRE appraiser's time, which shall be calculated and payable in the amount of Four Hundred Dollars (\$400.00) per hour, plus applicable taxes. This hourly billing rate shall be applied to document review, preparation for testimony, all meetings related to testimony, attendance at and during any hearing or court proceeding as required, and all travel time.
7. The data gathered in the course of the preparation of the appraisals to be provided hereunder (except data furnished by Client) and the appraisal reports themselves, are, and will remain, the property of CBRE. With respect to data provided by Client, CBRE shall not violate the confidential nature of the appraiser-client relationship by improperly disclosing any confidential information furnished to CBRE. Notwithstanding the foregoing, CBRE is authorized by Client to disclose all or any portion of the Advisory and/or Appraisal Report, to be prepared hereunder, and the related data, and any working papers related thereto, to appropriate representatives of the Appraisal Institute if such disclosure is required to enable CBRE to comply with the Bylaws and Regulations of the Appraisal Institute, as now or hereafter in effect, and in any judicial or quasi-judicial proceeding if disclosure is required by the Client, or by the process, or by order of the trier of fact.
8. CBRE assumes that there are no major or significant items in the preparation of the Advisory and/or Appraisal Report that would require the expertise of a professional building contractor or engineer. If such items need to be considered in CBRE's preparation of the Advisory and/or Appraisal Report required hereunder, such services shall be provided by others at a cost which shall not be included in or be any part of the fee stipulated in this Proposal.
9. Client acknowledges that CBRE is being retained hereunder as an independent contractor to perform the services described herein and nothing in this Proposal, and the preparation of the required Advisory and/or Appraisal Report shall be deemed to create any other relationship between Client and CBRE. This assignment shall be deemed concluded and the services hereunder completed upon delivery to Client of all the appraisal reports required herein.

10. Client shall provide CBRE with such materials with respect to the preparation of the Advisory and/or Appraisal Report required hereunder as are requested by CBRE and in the possession or under the control of Client. Client shall provide CBRE with sufficient access to the Property to be appraised and hereby grants CBRE permission to enter upon the Property for the purposes of preparing the Advisory and/or Appraisal Report, unless CBRE has specifically agreed in advance, and in writing, to the contrary.
11. CBRE agrees to indemnify, defend, and hold harmless the Client, as well as the Client's directors, officers, employees, agents, and representatives, from and against all claims, liabilities, judgments, actions, penalties and other expenses, including court costs and solicitor fees and applicable taxes, arising from any established gross negligence or willful misconduct on the part of CBRE in connection with the preparation of the Advisory and/or Appraisal Report.
12. The Client agrees to indemnify, defend, and hold harmless CBRE, as well as CBRE's directors, officers, employees, agents, and representatives, from and against all claims, liabilities, judgments, actions, penalties and other expenses, including court costs and solicitor fees and applicable taxes, arising from any incorrect information supplied by the Client to CBRE, or any material fact or documentation known by the Client, which the Client fails to disclose to CBRE.
13. In the event:
 - a) the Client requests the consent of CBRE to disclose the Advisory and/or Appraisal Report to a third party, and CBRE provides the Client with CBRE's written consent to disclose the Advisory and/or Appraisal Report to such third party; or
 - b) CBRE otherwise agrees in writing to the disclosure of the Advisory and/or Appraisal Report to a third party;then the Client agrees to indemnify, defend, and hold harmless CBRE, as well as CBRE's directors, officers, employees, agents, and representatives, from and against all claims, liabilities, judgments, actions, penalties, and other expenses, including court costs and solicitor fees and applicable taxes, arising from the disclosure of the Appraisal Report to the third party, and not attributable to any established gross negligence or willful misconduct on the part of CBRE in connection with the preparation of the Advisory and/or Appraisal Report.
14. Under no circumstances whatsoever shall CBRE be liable to the Client for any special, consequential, punitive, or incidental damages, of any kind whatsoever, arising in any manner whatsoever, from this Proposal and the Appraisal Report. Furthermore, in no event whatsoever shall CBRE's total liability to the Client for direct, indirect, or any other damages whatsoever, arising in any manner whatsoever, from this Proposal or the Advisory and/or Appraisal Report exceed, in the aggregate, the sum of one thousand Canadian dollars (\$1,000.00 CAD).
15. This Proposal, including Schedules "A", "B", "C" and "D", and the Advisory and/or Appraisal Report constitutes the entire agreement between the parties concerning the subject matter hereof, and supersedes all other prior proposals, agreements (whether oral or written), representations, statements, negotiations and undertakings as they relate to the subject matter of this Proposal.
16. The headings inserted in this Proposal are for convenience of reference only and, in no way define, limit or enlarge the scope or meaning of any of the terms and conditions contained in this Proposal.
17. Should any provision of this Proposal be unenforceable at law, it shall be considered separate and severable from the remaining provisions of this Proposal, which shall continue in force and shall be binding as though such provision had not been included.
18. This Proposal shall not be assignable by the Client and CBRE without the express prior written consent of the other of them. This Proposal shall be for the benefit of and shall be binding upon the heirs, successors and the permitted assigns of the Client and CBRE.
19. The validity, construction and performance of this Proposal and the Advisory and/or Appraisal Report shall be governed by the laws in force and effect in the Province where the Real Estate resides. The Client and CBRE hereto attorn to the jurisdiction of the Courts of such Province, with respect to all disputes regarding the validity, construction, performance, enforceability, and interpretation of this agreement.

20. Any amendments or modifications to the Proposal shall not be effective unless in writing and signed by both the Client and CBRE.

Draft copy of all reports would be issued for your review. If you defer our issuance of the final report more than 30 days beyond the delivery of the preliminary and/or draft reports, we may be required to update our research and analysis at an additional fee.

TOWN OF QUALICUM BEACH
BYLAW NO. 580.123
A BYLAW TO AMEND THE TOWN OF QUALICUM BEACH
LAND USE AND SUBDIVISION BYLAW NO. 580, 1999

WHEREAS the Council may, under Section 479 of the *Local Government Act*, divide the municipality into zones, regulate within a zone the use of land, buildings and structures, the density of use of land, buildings and structures, and the siting, size and dimensions of buildings and structures and may, under Section 482 of the *Local Government Act*, establish different density regulations for a zone depending on whether conditions relating to the provision of amenities or affordable or special needs housing are met, and may designate an area within a zone for particular types of housing, and WHEREAS the owner of the land described in this Bylaw has consented to the designations set out in the Bylaw;

The Council of the Town of Qualicum Beach, in open meeting lawfully assembled, hereby enacts as follows: "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999" is hereby amended as follows:

1. "Section 6.4.30.1 – Comprehensive Development Zone 5 (CD5)" is hereby amended replacing the Comprehensive Development Zone 5 (CD5) with Appendix 'A'.
2. This bylaw may be cited as "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (1025 Qualicum Road) Bylaw No.123, 2021."

INTRODUCED FOR FIRST READING this 13th day of January, 2021.

READ A SECOND TIME this 17th day of March, 2021.

Notice published pursuant to Section 466 of the *Local Government Act* on the day of, 2021 and the day of , 2021.

PUBLIC HEARING held on the 31st day of March, 2021.

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

ADOPTED this day of, 2021.

Mayor

Corporate Administrator

Schedule 'A' – Bylaw No. 580.123

Section 6.4.30.1

(580.123)

COMPREHENSIVE DEVELOPMENT ZONE 5

CD5

Permitted Uses, Maximum No. Units and Maximum Floor Area

Permitted Use	Maximum No. of Units	Maximum Floor Area of Unit
a) Golf Clubhouse	n/a	n/a
b) Golf Shop	1	200m ²
c) Resort Accommodation	225	
i) Hotel/Stacked Condominium/Lodge	n/a	139m ²
ii) *Cottages	100	110m ²
iii) *Villas	100	232m ²
* The combined number of Cottage and Villa units shall not exceed one (1) unit until the following is completed:		
• A blanket easement must be registered on title to secure public access through the property; and, • An affordable housing contribution with a minimum value of \$2,000 per unit (\$450,000) will be made to the Town of Qualicum Beach or the property owner will construct (2) two 110sq.m. (1,100sq.ft.) resort cabins for the use of employees of the resort or other qualified residents of the Town.		
* The combined number of Cottage and Villa units shall not exceed 100 units.		
* The following must be constructed within the CD5 Zoning Boundary within the first phase of development, prior to any further development:		
• A Clubhouse; • A Brew Pub or Taphouse; • A Lodge/Hotel/Stacked Condominium building, or multiple buildings, with a minimum of 40 rooms; • A minimum of 60 units of Villas and/or Cottages;		
d) Restaurant	2	n/a
e) Neighbourhood Pub	1	n/a
f) Golf Teaching Centre	n/a	n/a
g) Camping Spaces	10	n/a
h) Outdoor Recreation	n/a	n/a
i) Outdoor Private Assembly	n/a	n/a
j) Personal Care Facility	n/a	n/a
k) Public Assembly	n/a	n/a
l) Recreation Facility	n/a	n/a
m) Seasonal Outdoor Theatre	n/a	n/a
n) Seasonal Outdoor Market	n/a	n/a
o) Accessory uses customarily ancillary to a Resort use including:		
i) Gift Shop		
ii) Convenience Store		
iii) Recreation Rentals		
iv) Laundry Facility		
v) Turf Maintenance		
vi) Swimming Pool		
vii) Employee Daycare Facility		
viii) Bed & Breakfast		
ix) Lock off Suite Accommodation		

Size of Buildings and Structures

Height	
Clubhouse and Conference Building	18m
Spa/Fitness Centre	18m
Hotel/Stacked Condominium/Lodge	18m
All other Buildings	12m
Parcel Coverage	11%
Floor area ratio	0.17

Minimum Setback Requirements

Front lot line (Nenzel Road)	20.0m
Exterior side lot line (Qualicum Road)	20.0m
Interior side lot line	20.0m
Rear lot line (Golf Course Lands)	6.0m
Where an interior lot line is formed between parcels zoned Comprehensive Development CD5, the interior lot line setback is 0.0m.	

Subdivision

Notwithstanding the regulations for minimum parcel size within this Bylaw, minimum parcel size in the CD5 zone is 0.2 hectares, except that the minimum parcel size for bare land strata lots is 150m².

Definitions

For the purpose of the CD5 zone, the following definitions are applicable:

maximum floor area means the sum total of the gross horizontal area of each floor of a building as measured from the outermost perimeter of the building walls, and does not include covered patios or outdoor living space attached to a villa unit to a maximum combined building footprint of 278sq.m. (3,000sq.ft.)

resort accommodation means the use of land, buildings, or structures for the purpose of providing both tourist oriented accommodation and/or year round residential occupancy, and which may include sleeping, cooking, laundry and recreational facilities, and includes stacked condominium, hotel and villa and cabin;

hotel/stacked condominium means a resort accommodation building or group of buildings providing three or more separate dwelling units, and which may be subdivided pursuant to the Strata Property Act and amendments thereto, providing accommodation on a permanent or temporary basis, and includes resort or lodge;

cottage means one self-contained resort accommodation unit with a separate entrance intended for providing accommodation on a permanent or temporary basis with complete living facilities for one or more persons, including provisions for living, sleeping, cooking and sanitation; but excludes a mobile home; recreational vehicle or tent;

villa means a self-contained resort accommodation unit with a separate entrance intended for providing accommodation on a permanent or temporary basis that may share some of its exterior walls in common with another dwelling unit, with complete living facilities for one or more persons, including provisions for living, sleeping, cooking and sanitation;

resort amenity building means a building providing space for resort amenities and services including but not limited to wellness facilities, concierge service, housekeeping, entertainment, restaurant, licensed lounge, conference centre, spa and fitness centre, auditorium, theatre, recreation facility, gift shop, convenience store, recreation rentals, laundry facility, swimming pool.

"Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (1025 Qualicum Road) Bylaw No. 580.123, 2021

Parking

Parking requirements for resort accommodation units will meet the requirements under Schedule '6B', Table 1: All Zones outside the 'Village Neighbourhood', Residential: multi-family dwelling unit excluding duplexes.

**TOWN OF QUALICUM BEACH
BYLAW NO. 800.05**

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

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

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

1. Section 2.2.6 Rural, Policy #9 i): “includes no permanent residential use” is hereby replaced with “shall be for the development of tourist accommodation within a destination resort but permanent residential use may be permitted where such use is auxiliary to the development of tourist accommodation and supports the viability of the destination resort.”
2. Section 3.2 Development Permit Area C12 – Rural Destination Resort, Guidelines, are hereby replaced with Appendix ‘A’
3. Section 2.2.6 Rural, Policy #9 v) is hereby updated by replacing “Development Permit Area C13 guidelines” with “Development Permit Area C12 guidelines.”

Appendix 'A'

Development Permit Area C12 – Rural Destination Resort

Category:	(a) protection of the natural environment, its ecosystems and biological diversity; (e) establishment of objectives for the form and character of intensive residential development; (f) establishment of objectives for the form and character of commercial, industrial or multifamily residential development; (h) establishment of objectives to promote energy conservation; (i) establishment of objectives to promote water conservation.
Area:	Development Permit Area No. C12, as shown on map 'Schedule No. 2.3'
Exemptions:	a) Mining activities in accordance with the Mines Act and subsequent legislation that are not subject to regulation under the LGA; b) Construction involving a building floor area of 10.0 square metres or less (does not include additions to existing dwelling(s)); c) Internal alterations to a building or structure; d) Erection of fences under 2.0 metres in height; e) Stream enhancement and fish and wildlife habitat restoration works that are approved by the Provincial Ministry responsible for the environment and the Federal Department responsible for fisheries and oceans where notification is given to the Town; f) In-stream work as approved by Section 9 of the Water Act, or subsequent legislation; g) Public infrastructure works undertaken by the Town or their agents, and where such necessary works have been approved by senior government agencies; h) Land alteration to facilitate urban food gardens and community food gardens; i) For the addition or alteration of a principal building, where the value of the proposed construction is less than \$50,000.00; and the proposed construction is located within an interior side or rear yard.
Justification:	A comprehensive development plan for this area was adopted into the Municipal planning framework in 2005. Since that time the industry has evolved and regulatory changes were required to address the unique nature of modern mixed use resort lifestyle community development and post pandemic world. A mix of adaptive resort accommodation types are proposed which includes conventional hotel rooms, cottages, villas and stacked condominiums for a maximum of 225 units (not including lock off suites). In addition, a comprehensive system of publicly accessible trails and open spaces will be provided. This green necklace will include linkage trails between neighbourhoods, a perimeter trail and trails connecting to the Town's extensive trail systems. The new accommodation mix and supporting resort amenity package are intended to integrate into the natural landscape and socio-economic fabric of the Town. The thoughtful integration of these intrinsic features

	will play a major role in defining the form and character of the resort and a true 'sense of place'. Natural cycles of day and night lighting are important for human health, the natural environment, astrophysical endeavors, and the conservation of energy. To minimize these impacts, outdoor lighting should be regulated to control both the quantity and quality of night lighting. It is the objective of the Village to promote quality resort environments that maintain desirable relationships to their surrounding context. It is also the objective of the Town to encourage new development that incorporates energy and water conservation principles as well as designs that work towards reducing greenhouse gas emissions.
Guidelines:	Development Permits issued for this site shall be in accordance with the following guidelines: 1.0 Natural Environment a) DPA G3 - Ecological Greenway Development Permit Area is applicable to areas within close proximity to Upper Beach Creek. Refer to Schedule 2.4.; b) No land clearing or development may occur within the lands until such time as any riparian areas have been identified, leave strips protected, and an issued development permit for alteration of land is granted. The Town may grant variances to setbacks to watercourses if the majority of riparian values are retained in accordance with a report from a Qualified Environmental Professional; c) Ground dispersal of both treated sewage effluent and surface runoff water should be considered to help reduce the impact on the flow in the Berwick aquifer; d) Native planting should be used within private landscaping areas, open spaces and transportation corridors where appropriate. 2.0 Accessibility a) Accessibility features should be integrated into the overall design concept and identified on the site plans; b) Accessible travel routes should be provided from adjacent roadways and parking areas to the main building entry and should incorporate barrier-free universal design principles; c) Accessible travel routes should be of a hard, slip- resistant surface with a minimum width per requirements of the most current edition of the British Columbia Building Code (BCBC). 3.0 Architectural Form & Character - Buildings a) Building design should emphasize natural materials and colours, and respect for the environment in terms of material and finish; b) Buildings should be characterized by simplicity of form, attention to detail, and the creation of a welcoming place with a feeling of familiarity, friendliness and comfort; c) Exterior materials will include exposed heavy timber framing; wood and fibre cement board wall cladding in horizontal (clap board and v-groove), and vertical (board-and-batten) applications; d) Recommended roofing materials include textured steel, asphalt, composite, and fire retardant treated wood

	shingles on sloping roofs with standing seam metal accents on minor elements such 4.0 Architectural Form & Character – Site Planning and Landscape Architecture a) Siting and massing of buildings should respect existing natural features and site topography; b) Landscaping should respect the natural vegetation of the site and should employ native species where feasible; c) A 20 metre vegetated buffer should be retained or planted along the frontage of Qualicum and Nenzel Roads where feasible with the exception of transportation and service corridors; d) Landscaping should be designed by a registered Landscape Architect; e) The principles of Crime Prevention through Environmental Design (CPTED) should be considered in the site design and landscaping; f) Site design should consider the enhancement of view corridors to open areas and viewsapes such as the Mt. Arrowsmith and Mt. Cokely range to the West. 5.0 Lighting a) All site lighting installations shall be fully shielded (full cut-off); b) Light shall be shielded such that the lamp itself or the lamp image is not directly visible outside the property perimeter; c) Security and other lighting shall be placed so as not to shine directly into adjacent properties or to reduce the separation effectiveness of any landscaped buffer; d) Exterior building lighting should generally be concealed in soffits or other similar architectural features; e) Adhering to the principles of Crime Prevention through Environmental Design Principles (CPTED), lighting for pedestrian pathways, building entrances and parking areas should be designed at a human scale (i.e., low level bollards) and address pedestrian safety. 6.0 Energy Conservation and Greenhouse Gas Emissions a) Landscaping and building design should consider the incorporation of natural daylight and seasonal shade needs; b) All buildings shall be designed and engineered to be solar ready; c) Adaptive reuse of buildings and on-site materials is encouraged, where permitted within the BC Building Code and under relevant legislation; d) Electric vehicle plug-ins should be provided for new development, specifically to promote the use of golf carts and e-bikes within the resort; e) Internal transportation networks should give priority to alternative modes of transportation such as golf carts, e-bikes, cycling and walking; 7.0 Water Conservation a) Development should minimize impervious areas and incorporate on-site integrated stormwater management solutions that maintain pre-development infiltration rates and site hydrology;
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	b) Landscape planting should be designed to reduce water consumption through the use of native and drought-tolerant plant species suitable for the growing area; c) Landscaped areas should be watered by an automatic irrigation system, complete with an automated 'smart' controller.
--	--

This bylaw may be cited as "Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018 Amendment (1025 Qualicum Road) Bylaw No. 800.05, 2021".

READ A FIRST TIME this 13th day of January, 2021.

READ A SECOND TIME this 17th day of March, 2021.

Notice published pursuant to Section 466 of the *Local Government Act* on this day of, 2021 and this day of, 2021.

PUBLIC HEARING held on this 31st day of March, 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
M E M O R A N D U M**

TO: Luke Sales, Director of Planning

FOR: Council Meeting, October 27, 2021

FROM: Rebecca Augustyn, Planner

SUBJECT: Zoning Amendment: 188 Sunningdale Road East

RECOMMENDATION

1. 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 adopted.

BACKGROUND

The owner of 188 Sunningdale Road East has made an application to amend the zoning for the subject property to subdivide the parcel into three separate parcels. Each parcel would permit one single family dwelling. The subject property is currently zoned Residential 2 (R2) and is identified as Mixed Residential 1 in the Official Community Plan. The R2 zone permits single-family dwellings and duplexes. The zoning amendment will change the zoning classification from 'Residential' 2 (R2) to Comprehensive Development Zone 18 (CD18). The CD18 zone is a new, site specific zone that was created in response to this application. The proposed layout does not fit within the parameters of the requirements of other Residential zones and, as a single-family subdivision, varying setbacks through a Development Permit is not an option. The CD18 zone is based on the plans submitted as part of the application.

The bylaw has received three readings by Council. As well, the application went before the Advisory Planning Commission on May 20, 2021, a Public Information Meeting was held on July 19, 2021 and a Public Hearing was held on July 21, 2021. The applicant has made a contribution to the Town's Village Neighbourhood Sidewalk Reserve Account and it has been determined that a Works and Services Agreement is not required at this time. The bylaw is now ready for adoption.



Figure 1: Subject Property

DISCUSSION

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

LAND USE

Zoning: The CD18 zone permits the uses as proposed in the application for 188 Sunningdale Road East.

Density: The proposed density of one unit per parcel (32 units per hectare) is lower than the 60 units per hectare that is identified as the maximum density for Mixed Residential 1 in the Official Community Plan. For comparison, two units per parcel would achieve a density of 64 units per hectare, which would be just above the maximum density. The parcel size is approximately half the size of a typical residential subdivision in the Town.

Height: The maximum building height is 9.0m. The 9.0m maximum height for the proposed development is the same as most other residential zones.

Setbacks: The CD18 setbacks are as follows: front lot line setback is 2.5m, rear lot line setback is 2.5m, the interior side lot line setback is 1.5m, and the exterior lot line setback is 4.5m.

Parcel Coverage: The parcel coverage in the CD18 zone is 55%. The proposed parcel coverage is higher than most other residential zones. The current maximum parcel coverage in the R2 is 35%. In the adjacent R14 zone, the maximum parcel coverage is 42%.

Parking: Under the Town's parking requirements, two off-street parking spaces are required per single-family dwelling unit. The proposal provides one off-street parking space per single-family dwelling unit. A second parking space is provided; however, a portion of the space is on town land and is not considered to be an off-street parking space. The CD18 zone reflects the proposal and requires one off-street parking space.

2018 Official Community Plan (OCP):

The property is located within the "Village Neighbourhood" land use designation in the 2018 Official Community Plan (OCP), the area where development, redevelopment and densification are encouraged. The Village Neighbourhood General Policies are as follows:

1. The Town shall support the redevelopment of the "Village Neighbourhood" in a manner that demonstrates the vision of the Sustainability Plan, encouraging expanded services, compact residential development, and tourism facilities while maintaining a strong village character.

Staff Comment: The proposed development is more compact than what currently exists, but is a relatively low density (32 units per hectare) in comparison to the 60 units per hectare identified in the OCP. As a comparison, two units per parcel, or six units on the parent parcel, would achieve a density of approximately 65 units per hectare, which would be more aligned with the maximum density permitted in the OCP.

2. The Town shall discourage owners from restricting occupation or ownership of a residential unit because of age.
Staff Comment: Staff do not anticipate that age restrictions will be placed on the properties.
3. The emphasis of street design shall be pedestrian-friendly, rather than car-friendly.
Staff Comment: The proposed development does not make the street more pedestrian-friendly. However, as per Council's April 28, 2021 motion, the applicant has made a contribution to the Town's Village Neighbourhood Sidewalk Reserve Account equivalent to the value of constructing a sidewalk on Berwick Road and Sunningdale Road.
4. In order to support school enrollment, the Town shall explore ways to attract young families to the Town and school catchment area.
Staff Comment: The proposal is for single family dwellings, which would meet the needs of most demographics, including families.
5. The Town shall require new developments in the Village Neighbourhood to submit a Rainwater Management Plan as part of the development approval and permitting process.
Staff Comment: The applicant has submitted a rainwater management plan as part of the zoning amendment application. The conceptual report recommends that proposed Lots A and B direct the roof and foundation drains to an open or perforated-bottom cistern with a dedicated overflow to the existing ditch on Berwick Road. For Lot C the overflow from the proposed cistern may outlet to the existing ditch on Berwick Road or Sunningdale Road. Subject to detailed design, this is a reasonable approach.
6. The Town shall discourage multi-family housing projects that seek to separate themselves from the surrounding community by containing the development within walled or fenced enclaves with centralized and/or controlled access points.
Staff Comment: The proposal does not separate itself from the surrounding community.
7. Through various methods including rezonings, regulatory bylaws, incentive programs and education, the Town shall encourage a diversity of housing to meet the needs of people of all ages, income levels and special needs.
Staff Comment: Single family dwellings on individual parcels represent most of the Town's housing stock, so in this way the proposal is similar to existing housing. However, the compact parcels and house designs are unique and will diversify the Town's housing stock by providing parcels that are approximately 1/2 the size of the typical residential lot.
8. Through various methods including rezonings, regulatory bylaws, incentive programs and education, the Town shall explore opportunities to improve the energy efficiency of subdivisions and building construction.
Staff Comment: The single-family dwellings will meet or exceed the Built Green or Energy Star standard. Both of the proposed standards are less common than the BC Energy Step code, so staff have encouraged the applicant to explore an equivalent performance level in the Step Code.
9. The Town shall encourage the efficient use of land within the Village Neighbourhood.
Staff Comment: Although more efficient use of land than what is currently on the parcel, the proposal is a relatively low density compared to what the OCP would support. Although this is a high quality application in general, the Town will need to transition to higher levels of densification in order to

achieve the OCP objectives of complete, compact development.

There are several reasons that the Town is often seeing “inefficient” development at a lower density than contemplated in the OCP. In addition to the complexities of construction and challenges associated with zoning amendments, one roadblock is that multifamily developments do not always justify a higher land value than single-family dwellings. As long as single-family buyers are willing to pay more for land, that will be the predominant built form. At some point this economic factor will likely shift in favour of multifamily development, but in the meantime there will continue to be a tendency toward single family and low-density multifamily. To stimulate higher density developments as per the OCP, the Town would likely have to make multifamily development easier while simultaneously discouraging single-family development.

10. The Town shall require a site-specific tree and vegetation management and conservation plan for all new development proposals in the Village Neighbourhood.

Staff Comment: The applicant has provided a letter and survey that identifies existing trees on the subject property. Two trees are located on the subject property and two trees are located in the Berwick Road right of way. The applicant is proposing to remove all four trees and replace them with the proposed plantings in the landscape plan.

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

Staff Comment: The developer has made a contribution toward the Town’s sidewalk reserve account equivalent to the cost of constructing a sidewalk along both frontages.

12. Buildings should be a maximum of three storeys in height. However, the Town may consider taller buildings on a case-by-case basis with consideration to factors such as topography, solar access, compatibility with adjacent uses, neighbourhood impact, views and community amenities. The Town will also recognize increases in typical ceiling heights in the consideration of height limits.

Staff Comment: The proposed development is for single-family dwellings, which will not exceed the maximum height outlined in this policy.

The following policies are specific to Mixed Residential 1 designation:

1. The Town recognizes existing single-family and two-family dwellings within the area designated as ‘Mixed Residential’, as shown on map ‘Schedule 2.2’.

Staff Comment: The proposed development is for three single-family dwellings, which meets this policy.

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

Staff Comment: n/a

3. The maximum density for residential dwellings in the Mixed Residential 1 area shall be up to 60 dwellings/ha. However, the Town will consider density bonuses in order to provide affordable housing, underground parking, ‘green’ buildings, adaptable design features, public amenities and public open space as part of multi-family residential development within the “Village Neighbourhood”.

Staff Comment: The property has a proposed density of approximately 32 dwellings/ha, which is well below the maximum of 60 dwellings/ha. A higher density, such as two dwelling units per parcel, or six dwellings on the parent parcel, would support the densification goals in the OCP and provide further housing diversification. However, the proposed approach (detached residential dwellings) will likely be more acceptable to the neighbourhood, while still increasing density well above the existing neighbourhood density.

4. The Town shall develop a suitable multi-family residential zoning for the 'Mixed Residential' area that will encourage small-scale developments in accordance with 'Development Permit Area M1' design guidelines.

Staff Comment: The proposed development is not for multi-family residential, therefore the Development Permit Area M1 guidelines do not apply.

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

Staff Comment: The applicant has submitted a survey that identifies four existing trees. Two trees are located on private property and two trees are located on the Berwick Road right of way. The four existing trees will be removed and replaced with the plantings proposed in the landscape plan.

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

Staff Comment: The proposal is for single-family dwellings. The streetscape is not overly pedestrian-friendly and there is no specified future alignment for a sidewalk. However, boulevard plantings have been included in the landscape plan, and a contribution has been made to the Town's Sidewalk Reserve Account.

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

Staff Comment: The proposed development is for single-family dwellings, therefore, the Development Permit Area M1 design guidelines do not apply. The plans for the proposed development will become part of the CD18 zone and ensure the development will be built as proposed.

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

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

SUMMARY

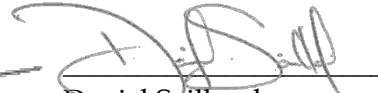
The proposed development for 188 Sunningdale Road East requires a rezoning from R2 to CD18 to allow three single-family dwellings on three separate parcels. The proposed development is a relatively low density; however, it is a significantly more efficient use of land than what is currently on the parcel, and the development proposal is complementary with the adjacent homes in the neighbourhood. This is a high quality design and therefore has staff support. All outstanding requirements have been addressed and the bylaw is now ready for adoption.

ALTERNATIVES

1. **THAT** Council requests the following changes to the proposed development at 188 Sunningdale Road E: *[insert changes]*
2. **THAT** Council denies the zoning amendment application for 188 Sunningdale Road E;
3. **THAT** Council provides alternative direction to staff.



Rebecca Augustyn, MCIP, RPP
Planner
Report Writer

Luke Sales, MCIP, RPP
Director of Planning
Concurrence

Daniel Sailland
CAO
Concurrence

Attachments:

[PLANS.188SunningdaleRoadE.Oct272021.pdf](#)

[BYLAW.580.127 - 188 Sunningdale Road E \(CD18\).docx](#)

March 23, 2021

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

Att: Luke Sales – Director of Planning

Re: Zoning Amendment Application for 188 Sunningdale Road East
Lot 2, D.L. 60, Newcastle District, Plan VIP19344

On behalf of the property owners, I am applying for a Zoning Amendment application for 188 Sunningdale Road East. Please find below a brief overview and design rationale of the proposed redevelopment.

Context & Land Use

The development site is located on the corner of Sunningdale Road East and Berwick Road. The property is bounded by a single family residential homes to the South and West. The site is currently zoned Residential - 2 and is located within the Town of Qualicum Beach 'Village Neighbourhood'. The OCP land use is Mixed Residential 1.

Development Proposal

The development proposal is to rezone the property to allow for a small lot subdivision and development of 3 ground orientated homes. The development approach is in keeping with the OCP which identifies the 'Village Neighborhood' as the area intended for increased density.

The proposed residential development represents an incremental increase in density that is both complimentary and compatible with the surrounding homes and neighbourhood. The proposed development will provide a much needed housing choice within walking distance to the down town core.

Form and Character

Careful attention has been paid to ensure a picturesque streetscape and a high quality architectural form and character. The proposed homes are at a scale that compliments the existing single family homes in the surrounding neighbourhood. The shape of the development avoids massive building components by including varied roof lines and thoughtfully articulated wall planes. The modern cottage style, with materials such as cedar shingles and board & batten siding, blend seamlessly with the surrounding neighbourhood.

Parking

Each home will provide 1 off-street parking space in the attached garage and one additional parking space in the driveway.

Civil Works

This is an infill lot on existing services. The lots will be connected to existing water, sewer and gas mains located on Berwick Road.

Site drainage is an important aspect of any development. We have discussed the site drainage with geotechnical and civil engineers and we are confident that a satisfactory solution can be achieved and obviously this would be a condition of approval. At this early stage we are looking at exploring the progressive approach of including a rain garden or bioswale in the Sunningdale road allowance.

Green building

The construction of all new homes will meet or exceed a Built Green or Energy Star standard. In addition, the homes will be constructed to a minimum Step 2 of the B.C. Building Code.

Enclosures

In support of this request please find enclosed:

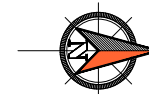
- Application Form
- \$4000.00 Cheque for Application Fee
- Title search
- Development concept plans prepared by C.A. Design

Thank you for your time and consideration of this application. Please feel free to contact me if you have any questions or require any additional information.

Yours Truly,



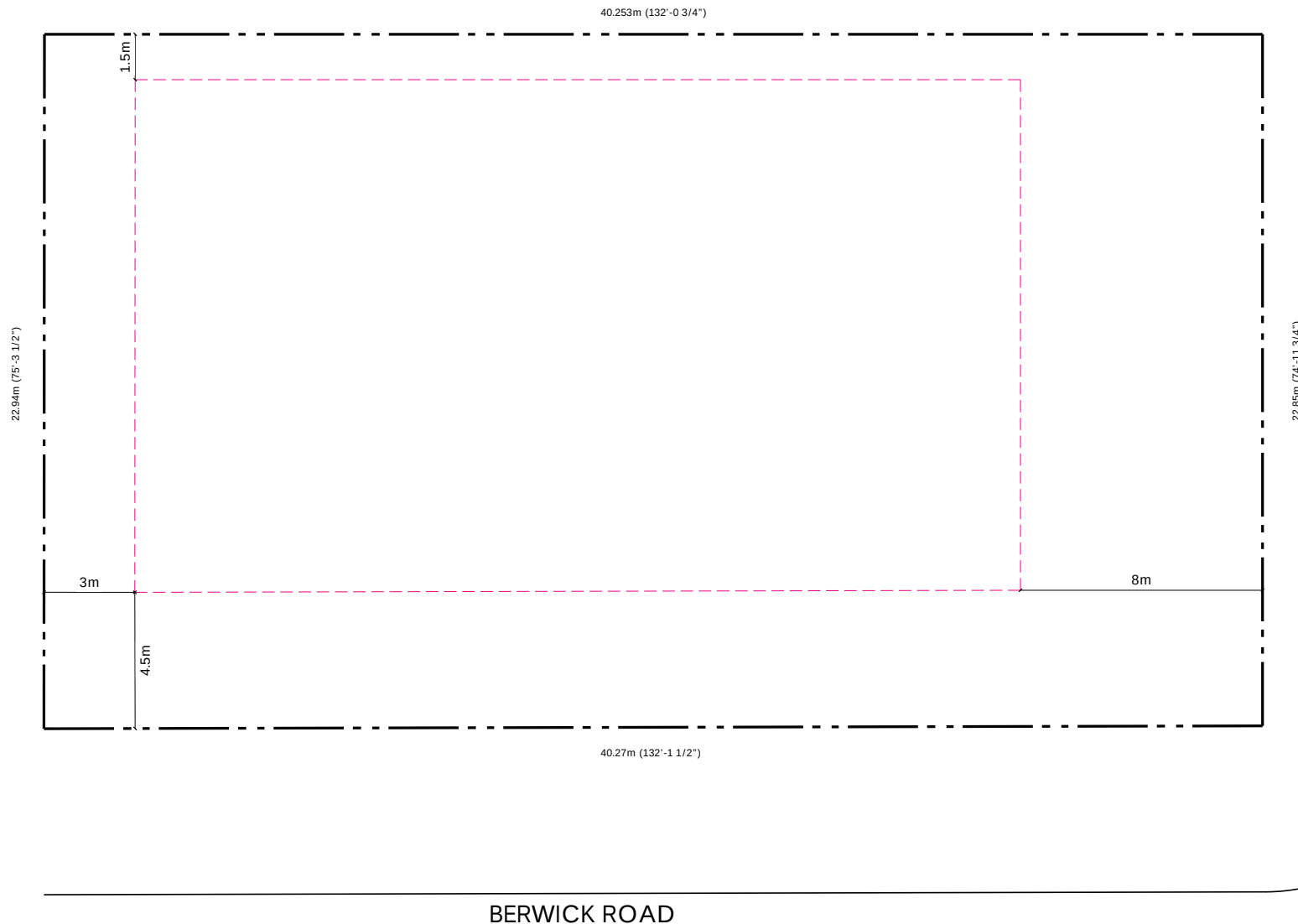
John Larson
C.A. Design

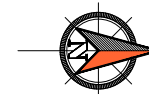


SUNNINGDALE ROAD EAST

Existing Site Data

ZONING:	RESIDENTIAL 2 (R2)
LOT SIZE:	922 sq. m.
SITE COVERAGE:	35%
FLOOR AREA RATIO:	N/A
MAX. BUILDING HEIGHT:	9.0m
BUILDING SETBACKS	AS SHOWN

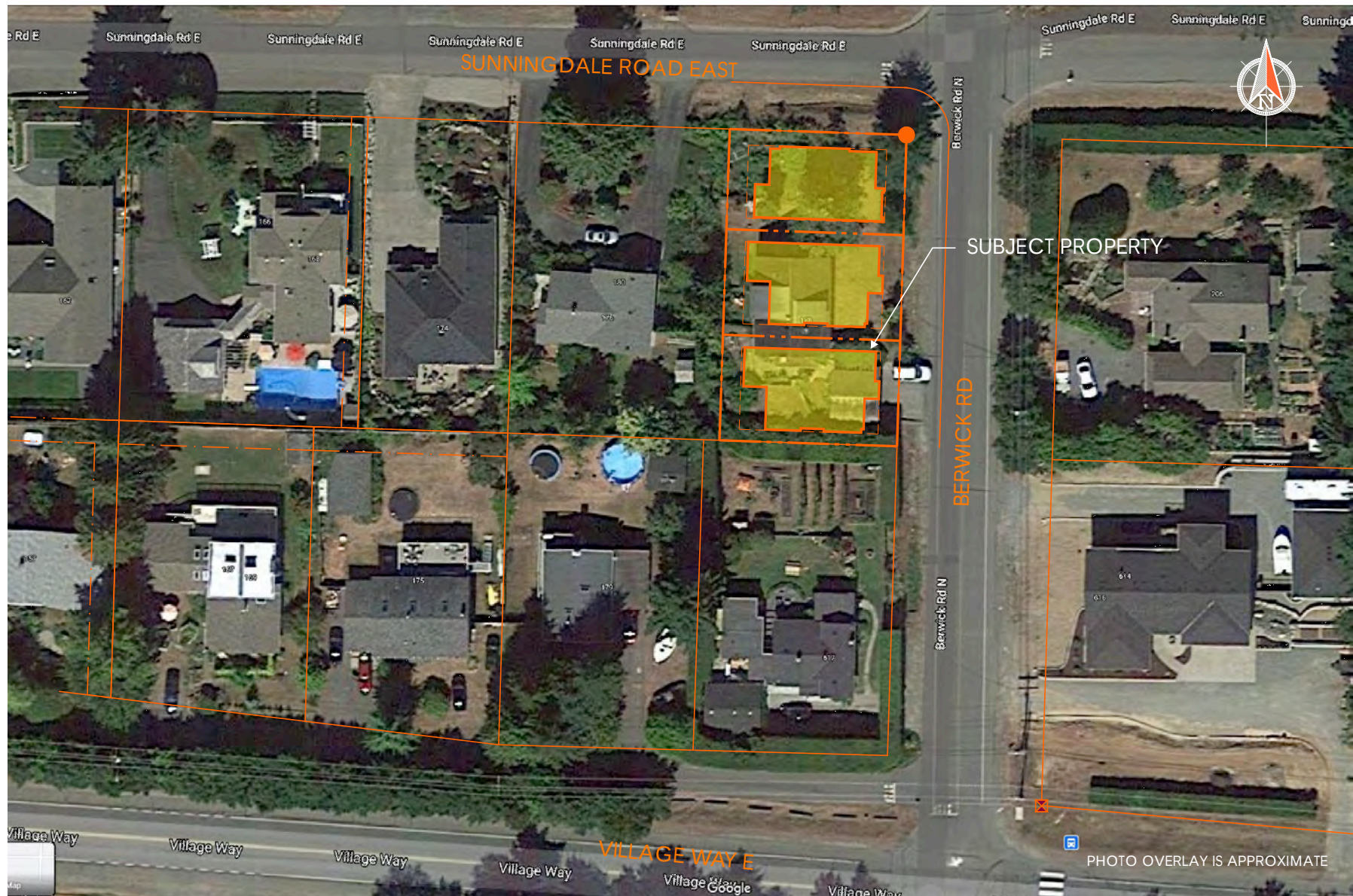


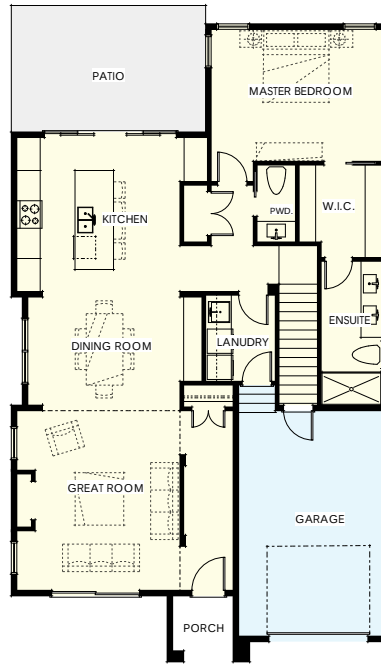


SUNNINGDALE ROAD EAST

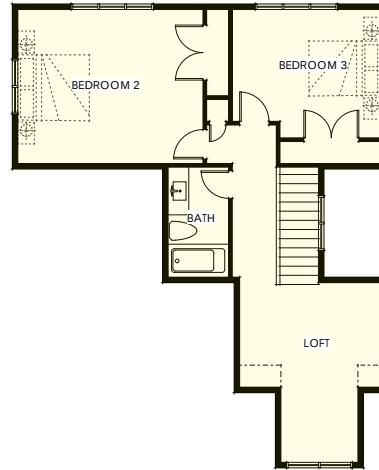
Proposed Land Use

DEVELOPMENT PROPOSAL:	COMPREHENSIVE DEVELOPMENT ZONE
LOT SIZE:	LOT A = 309 sq. m. LOT B = 309 sq. m. LOT C = 303 sq. m.
SITE COVERAGE:	55%
FLOOR AREA RATIO:	.85
MAX. BUILDING HEIGHT:	9.0m
BUILDING SETBACKS	AS SHOWN (SETBACKS MEASURED TO BUILDING FACE MAXIMUM 0.6m (24") OVERHANG PROJECTION)
PARKING:	1 OFF STREET PARKING SPACE PER LOT






Main Floor Plan
 Floor Area = 1358 sq. ft.
 (Not Including Garage)




Upper Floor Plan
 Floor Area = 824 sq. ft.




East Elevation (Front)
 Scale = 3/16" = 1'-0"

Zoning Summary

LEGAL DESCRIPTION: LOT 2, DISTRICT LOT 60, NEWCASTLE DISTRICT, PLAN VIP 19344
CIVIC ADDRESS: 188 SUNNINGDALE ROAD, QUALICUM BEACH, B.C.

STATISTICS	EXISTING	PROPOSED	NOTES
ZONING	RESIDENTIAL 2 (R2)	COMPREHENSIVE DEVELOPMENT ZONE	N/A
OCF LAND USE DESIGNATION	VILLAGE NEIGHBOURHOOD, MIXED RESIDENTIAL 1	VILLAGE NEIGHBOURHOOD, MIXED RESIDENTIAL 1	N/A
PERMITTED USES	Home Occupation, Residential, Bed & Breakfast	Home Occupation, Residential, Bed & Breakfast	N/A
PARCEL AREA	LOT 2 = 922 SQ. M. (9924 SF.)	LOT A = 309.8 SQ. M. (3334.6 SF.) LOT B = 309.1 SQ. M. (3372.1 SF.) LOT C = 303.3 SQ. M. (3264.7 SF.)	
PARCEL COVERAGE	35%	55%	
FLOOR AREA RATIO	N/A	0.85	
MAXIMUM HEIGHT	9.0m	9.0m	
SETBACKS			
FRONT	8.0m	2.5m (*see note)	*All proposed setbacks are measured to building face Maximum overhang projection 0.6m
REAR	3.0m	2.5m (*see note)	
EXTERIOR SIDE	4.5m	2.0m (*see note)	
INTERIOR SIDE	1.5m	1.5m (*see note)	
INTERIOR SIDE LOT LINE ADJACENT TO A LANE	3m	N/A	

May 14, 2021

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

Att: Rebecca Augustyn – Planner
Luke Sales – Director of Planning

Re: Zoning Amendment Application for 188 Sunningdale Road East
Lot 2, D.L. 60, Newcastle District, Plan VIP19344

This letter is in response to the request for additional information.

1. Landscape Plan

Please find attached the proposed landscape plan.

2. Tree and Vegetation Management Plan

Attached is the detailed survey of the property showing the location of all on site trees. The property has been previously developed and as you will note there are only two trees on the property. There are two additional trees located in the Berwick Road right of way. Due to site re-grading and the proposed building locations these trees will need to be removed; however, as you will see in the attached landscape plan we will be adding a significant number of new trees, well in excess of those being removed.

3. Rainwater Management Plan

In response to this request we have commissioned Lewkowich Geotechnical to prepare a Rainwater Management Plan. Unfortunately this plan is not yet complete. We expect this plan to be complete shortly.

Enclosures

In support of this request please find enclosed:

- Landscape plan
- Site survey showing existing tree locations

Thank you for your time and assistance with this application. Please feel free to contact me if you have any questions or require any additional information.

Yours Truly,



John Larson
C.A. Design

TOPOGRAPHIC SITE PLAN OF LOT 2, DISTRICT LOT 60, NEWCASTLE DISTRICT, PLAN 19344.

SCALE 1:200

ALL DISTANCES ARE IN METRES.

ELEVATIONS ARE GEODETIC IN METRES, REFERENCED TO CGVD28 DATUM, DERIVED FROM DIFFERENTIAL DUAL FREQUENCY GNSS OBSERVATIONS POST-PROCESSED USING NATURAL RESOURCE CANADA'S PRECISE POINT POSITIONING (PPP) SERVICE.

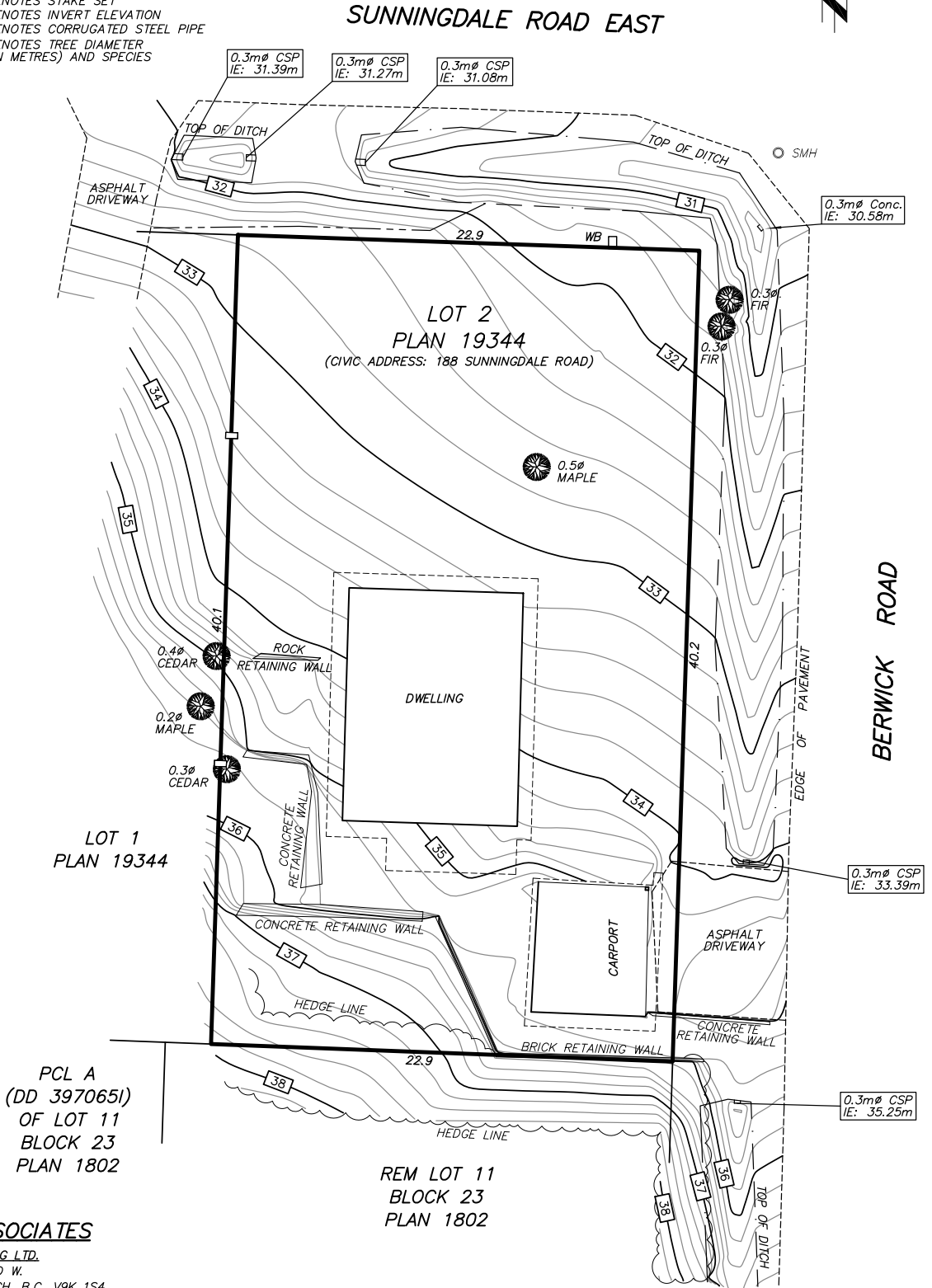
CONTOUR INTERVAL IS 0.2 METRES.

JURISDICTION: TOWN OF QUALICUM BEACH

PID NO: 003-713-342

LEGEND

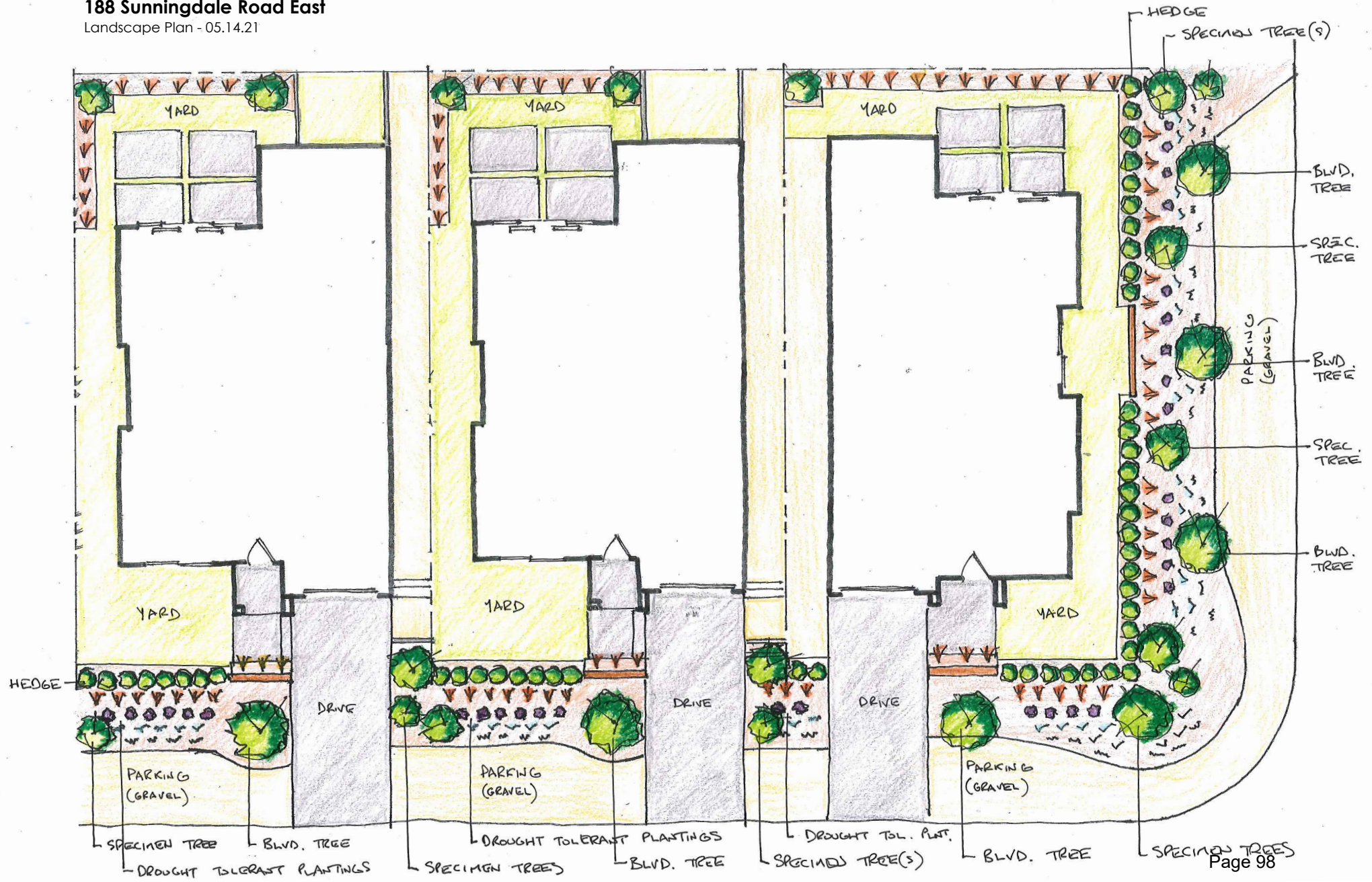
- DENOTES ROOF OVERHANG
- SMH DENOTES SANITARY MANHOLE
- WB DENOTES WATER BOX
- DENOTES STAKE SET
- IE DENOTES INVERT ELEVATION
- CSP DENOTES CORRUGATED STEEL PIPE
- 0.3ø FIR DENOTES TREE DIAMETER (IN METRES) AND SPECIES



SIMS ASSOCIATES

LAND SURVEYING LTD.
223 FERN ROAD W.
QUALICUM BEACH, B.C. V9K 1S4
PHONE: 250-752-9121
FAX: 250-752-9241
FILE NUMBER: 21-087BL
DRAWING FILE: 21-087 SP1.dwg
DATE: 2021-03-24

Landscape Plan - 05.14.21





GEOTECHNICAL FIELD REVIEW

1100916 BC Ltd.
156 Fern Road West
Qualicum Beach, BC
V9K 1S4

File: F9738.01
Date: June 6, 2021

ATTENTION: Mr. John Larson

PROJECT: 188 SUNNINGDALE ROAD, QUALICUM BEACH, BC

SUBJECT: PRELIMINARY RAINWATER MANAGEMENT ASSESMENT

1.0 INTRODUCTION

- a. As requested, Lewkowich Engineering Associates Ltd. (LEA) has conducted a preliminary rainwater management assessment regarding the suitability for on-site rain water disposal for the proposed development.

2.0 BACKGROUND

- a. The proposed development consists of a three-lot residential subdivision and the construction of three single-family residences.
- b. The purpose of the rainwater management assessment was to determine the suitability for on-site storm water disposal measures for the subject development.

3.0 ASSESSMENT METHODOLOGY

- a. A subsurface soil investigation was carried out on June 1, 2021 using an excavator provided by the Client. A total of two (2) test pits (TP 21-01 to TP 21-02) were excavated at locations within the subject Property. The test pits were advanced to a depth of 1.5m below existing grade.

4.0 SURFICIAL GEOLOGY

- a. Based on current surficial geology maps¹ and our (LEA) firms experience relating to subsurface soils investigations in the immediate area, we expect the subject site soils consist predominantly of fluvial sand and/or sand and gravel deposits of the Hawarth formation. The soil mapping was confirmed through our (LEA) soil investigation. In general, the soil consisted of 150mm of topsoil underlain by compact sand with trace gravel and silt.

5.0 EXISTING GROUNDWATER CONDITIONS

- a. No groundwater seepage was encountered in any of the excavated test pits.
- b. Most commonly the soils in the area are classified as “rapidly draining” suggesting that the subject soils hold little moisture after rain. However, groundwater levels can be expected to fluctuate seasonally with cycles of precipitation. Groundwater conditions at other times and locations may differ from those observed within the test pits at the time of our assessment.

6.0 RECOMMENDATIONS FOR STORMWATER MANAGEMENT

- a. Based on our preliminary review of the site and site soil conditions encountered, it is LEA’s opinion that the site is suitable for the rainwater infiltration. We recommend the following measures:
 - i. For proposed Lots A and B direct the roof and foundation drains to an open or perforated bottom cistern with a dedicated overflow to the existing ditch on Berwick Road. For Lot C the overflow from the proposed cistern may outlet to the existing ditch on Berwick Road or Sunningdale Road.
 - ii. Given the relatively constricted sitting of the proposed homes within the proposed lots following the aforementioned approach allows for maximum infiltration and detention per dedicated area.
 - iii. Final lot grading surrounding the house foundation should be graded at 2.0% minimum for a distance of 2.0m from the foundation. Based on the anticipated soil conditions we expect ground water flows surrounding the proposed foundation to be minimal. Therefore, the size of the proposed rock pit is significantly decreased. We expect that constructing a rock pit to accommodate only the perimeter drain system is achievable given the areal limitations of the property.
 - iv. Given the preliminary status of the subject development detailed design of the proposed rainwater management measures is beyond the scope of this report.

7.0 ACKNOWLEDGEMENTS

- a. It is acknowledged that the Approving Officers and Building Officials may rely on this report when making a decision on applications for development of the land. We acknowledge that this report has been prepared solely for, and at the expense of Mr. John Larson.
- b. We have not acted for or as an agent of the Approving Authority in the preparation of this report. We acknowledge the Approving Officer(s) are authorized users of this report.

8.0 LIMITATIONS

- a. The recommendations submitted in this report are based upon the data obtained from a desktop review of the local surficial geology and our subsurface investigation. The nature and extent of soil variations may not become evident until construction or further investigation. The recommendations given are based on the subsurface soil conditions encountered, current construction techniques, and generally accepted engineering practices. No other warrantee, expressed or implied, is made. If unanticipated conditions become known during construction or other information pertinent to the development becomes available, the recommendations may be altered or modified in writing by the undersigned.

9.0 CLOSURE

- a. Lewkowich Engineering Associates Ltd. trusts that the information presented above meets your current requirements. If you have any questions, or require further information, please contact us at your convenience.

Respectfully Yours,
Lewkowich Engineering Associates Ltd.

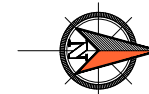
Louis Chapdelaine, P.Geo
Project Geoscientist

10.0 ATTACHMENT

1. 188 Sunningdale Road, Qualicum Beach, BC. C.A. Design. Site Plan Proposed. March 23, 2021.

11.0 REFERENCE

1. Soils of South Vancouver Island British Columbia, Soil Survey Report No. 44, Sheet 3.



SUNNINGDALE ROAD EAST

Proposed Land Use

DEVELOPMENT PROPOSAL:	COMPREHENSIVE DEVELOPMENT ZONE
LOT SIZE:	LOT A = 309 sq. m. LOT B = 309 sq. m. LOT C = 303 sq. m.
SITE COVERAGE:	55%
FLOOR AREA RATIO:	.85
MAX. BUILDING HEIGHT:	9.0m
BUILDING SETBACKS	AS SHOWN (SETBACKS MEASURED TO BUILDING FACE MAXIMUM 0.6m (24") OVERHANG PROJECTION)
PARKING:	1 OFF STREET PARKING SPACE PER LOT

TOWN OF QUALICUM BEACH
BYLAW NO. 580.127, 2021

A BYLAW TO AMEND THE TOWN OF QUALICUM BEACH
LAND USE AND SUBDIVISION BYLAW NO. 580, 1999

WHEREAS the Council may, under Section 479 of the *Local Government Act*, divide the municipality into zones, regulate within a zone the use of land, buildings and structures, the density of use of land, buildings and structures, and the siting, size and dimensions of buildings and structures and may, under Section 482 of the *Local Government Act*, establish different density regulations for a zone depending on whether conditions relating to the provision of amenities or affordable or special needs housing are met, and may designate an area within a zone for particular types of housing, and

WHEREAS the owner of the land described in this Bylaw has consented to the designations set out in the Bylaw;

The Council of the Town of Qualicum Beach, in open meeting lawfully assembled, hereby enacts as follows: "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999" is hereby amended as follows:

1. "Part 6 – Land Use Regulations" is hereby amended by adding Section 6.4.30.14 Comprehensive Development Zone 18 (CD18)' as shown on Schedule 'A' which is attached to, and forms part of, this bylaw.
2. "Schedule 6A – Zoning Map" is hereby amended by changing the zoning designation of Lot 2, District Lot 60, Newcastle District, Plan 19344 from Residential 2 Zone (R2) to Comprehensive Development Zone 18 (CD18) as shown outlined in heavy black line on Schedule 'B' which is attached to, and forms part of, this Bylaw.
3. This bylaw may be cited as "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (188 Sunningdale Road E) Bylaw No. 580.127, 2021."

INTRODUCED FOR FIRST READING this 28th day of April, 2021.

READ A SECOND TIME, as amended, this 16th day of June, 2021.

Notice published pursuant to Section 466 of the *Local Government Act* on the 7th day of July, 2021 and the 14th day of July, 2021.

PUBLIC HEARING held this 21st day of July, 2021.

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

ADOPTED this day of, 2021.

Brian Wiese, Mayor

Heather Svensen, Corporate Administrator

Schedule 'A' – Bylaw No. 580.127

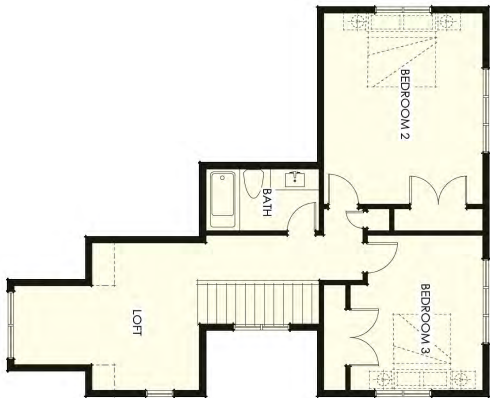
Section 6.4.30.14		(580.127)
Comprehensive Development Zone 18		CD18
Permitted Uses and Minimum Site Area		
Permitted Use		Required Site Area
a)	Home Occupation Use	n/a
b)	Bed and Breakfast	n/a
b)	Residential Use	
	- single family dwelling unit	n/a
Maximum Number and Size of Buildings and Structures		
Accessory buildings		- n/a
Dwelling Units		Dwelling units shall be in accordance with the site plan attached as Schedule 'Site Plan'
Height		
	- Principal building	
	- Interior heated space	7.3 m
	- Ridge of gable, hip or gambrel sloped roof	9.0 m
	- Mansard roof	
	- Deck line	8.0 m
	- Top of roof	9.0 m
	- Flat roof	8.0 m
Floor Area Ratio		.85
Parcel coverage		55 %
Minimum Setback Requirements		
As show in the site plan attached as Schedule 'Site Plan'		
Except:		
a.	where any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 3 of this Part shall apply.	
b.	That any roof overhang, eave, cornice or gutter may project to a maximum of 0.6 m into any required set-back area.	
Parking		
Notwithstanding the parking requirements specified in Schedule '6B' Required Number of Off Street Parking Spaces, parking be in accordance with the site plan attached as Schedule 'Site Plan'		



○ Main Floor Plan
Floor Area = 1358 sq. ft.
(Not including Garage)



○ Upper Floor Plan
Floor Area = 824 sq. ft.



○ East Elevation (front)
Scale = 3/16" = 1'-0"



Schedule 'B' - Bylaw No. 580.127



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

TO: Luke Sales, Director of Planning

FOR: Council, October 27, 2021

FROM: Rebecca Augustyn, Planner

SUBJECT: Zoning Amendment: 245 Mill Road

RECOMMENDATION

1. 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 adopted.

BACKGROUND

The owner of 245 Mill Road has made an application to amend the zoning for the subject property to permit two single-family dwellings on two separate parcels. The subject property is addressed as 245 Mill Road, but consists of two separate parcels, so subdivision of the property is not required. The subject property is currently zoned Residential 14 (R14) and is identified as Mixed Residential 1 in the Official Community Plan. The zoning amendment will change the zoning classification from 'Residential' 14 (R14) to 'Residential' 19 (R19). The R19 zone permits one dwelling unit per 250m² of site area. Due to the size of the parcels, two dwelling units per parcel would be permitted.

The primary reason for the zoning amendment application is that the proposed homes exceed the parcel coverage in the existing zone, and the minimum setbacks were also too restrictive.

The bylaw has received three readings by Council. As well, the application went before the Advisory Planning Commission on June 9, 2021, a Public Information Meeting was held on September 7, 2021 and a Public Hearing was held on September 8, 2021 and October 6, 2021. The applicant has made a contribution to the Town's Village Neighbourhood Sidewalk Reserve Account and paid the \$5,000 tree replacement fee directed by Council. A Section 219 Form and Character covenant has been registered. It has been determined that a Works and Services agreement is not required. The bylaw is now ready for adoption.

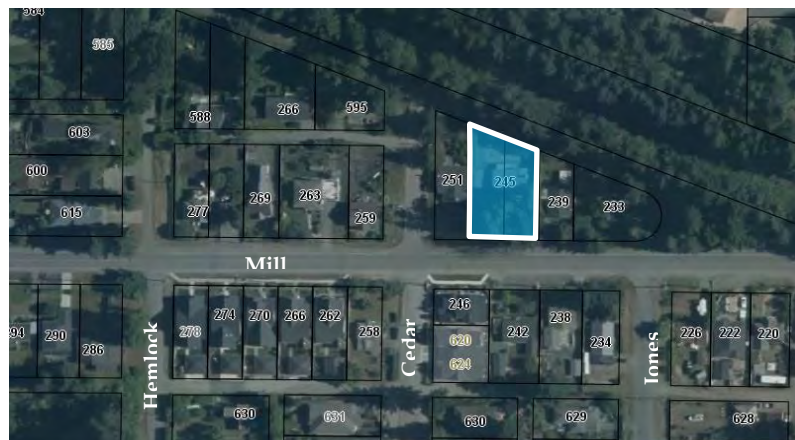


Figure 1: Subject Property

DISCUSSION

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

LAND USE

Zoning: The proposed use complies with the R19 zone, which permits one dwelling unit per 250m² of site area. Based on the size of the parcels, a maximum of two dwelling units per parcel are permitted.

Density: The proposed density of one unit per parcel (18 units per hectare) is significantly lower than the 60 units per hectare that is identified as the maximum density for Mixed Residential 1 in the Official Community Plan.

Height: The maximum building height under the R19 zone is 9.0m. The maximum height for the proposed development is within 9.0m.

Setbacks: The R19 setbacks are as follows: front lot line setback is 3.0m, rear lot line setback is 2.0m and the interior side lot line setback is 1.5m. The proposed development meets the setbacks in the R19 zone.

Parcel Coverage: The maximum parcel coverage for R19 is 50%. The proposed parcel coverage is 50%.

Parking: The off-street parking requirements require two stalls per single family dwelling unit. Each parcel is large enough to accommodate two off-street parking spaces.

2018 Official Community Plan (OCP):

The property is located within the “Village Neighbourhood” land use designation in the 2018 Official Community Plan (OCP), the area where development, redevelopment and densification are encouraged. The Village Neighbourhood General Policies are as follows:

1. The Town shall support the redevelopment of the “Village Neighbourhood” in a manner that demonstrates the vision of the Sustainability Plan, encouraging expanded services, compact residential development, and tourism facilities while maintaining a strong village character.

Staff Comment: The proposed development is not considered to be a compact residential development due to the low density (18 units per hectare) being proposed. For comparison, three units per parcel would have a density of 55 units per hectare, which would be more aligned with the maximum density outlined in the OCP.

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

Staff Comment: Given that the proposed development is two single family dwellings that are not strata titled, staff do not anticipate age restrictions will be placed on the properties.

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

Staff Comment: The proposed development does not add to the streetscape to make it more pedestrian-friendly. However, vehicle access is from the rear of the property and the applicant has made a contribution to the Town's Village Neighbourhood Sidewalk Reserve Account.

4. In order to support school enrollment, the Town shall explore ways to attract young families to the Town and school catchment area.
Staff Comment: The proposal is for single family dwellings, which would meet the needs of most demographics, including young families.
5. The Town shall require new developments in the Village Neighbourhood to submit a Rainwater Management Plan as part of the development approval and permitting process.
Staff Comment: The applicant has submitted a rainwater management plan as part of the zoning amendment application. Staff are in the process of reviewing the rainwater management plan.
6. The Town shall discourage multi-family housing projects that seek to separate themselves from the surrounding community by containing the development within walled or fenced enclaves with centralized and/or controlled access points.
Staff Comment: The proposal does not separate itself from the surrounding community.
7. Through various methods including rezonings, regulatory bylaws, incentive programs and education, the Town shall encourage a diversity of housing to meet the needs of people of all ages, income levels and special needs.
Staff Comment: The proposal for two single family dwellings does not diversify the Town's housing stock, though the potential for a secondary suite is supportive of this goal.
8. Through various methods including rezonings, regulatory bylaws, incentive programs and education, the Town shall explore opportunities to improve the energy efficiency of subdivisions and building construction.
Staff Comment: No information has been provided on energy efficiency.
9. The Town shall encourage the efficient use of land within the Village Neighbourhood.
Staff Comment: The proposal is not an efficient use of land given the low density of the proposal and the housing type.

There are several reasons that the Town is often seeing "inefficient" development at a lower density than contemplated in the OCP. In addition to the complexities of construction and challenges associated with zoning amendments, one roadblock is that multifamily developments do not always justify a higher land value than single-family dwellings. As long as single-family buyers are willing to pay more for land, that will be the predominant built form. At some point this economic factor will likely shift in favour of multifamily development, but in the meantime there will continue to be a tendency toward single family and low-density multifamily. To stimulate higher density developments as per the OCP, the Town would likely have to make multifamily development easier while simultaneously discouraging single-family development.

10. The Town shall require a site-specific tree and vegetation management and conservation plan for all new development proposals in the Village Neighbourhood.
Staff Comment: The applicant has submitted a survey of the existing trees on the site and a landscape plan. All existing trees are proposed to be removed. New trees will be planted; however, the number of existing trees that will be removed exceeds the number of new trees that will be planted. The applicant has paid the \$5,000 tree replacement fee.

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

Staff Comment: An agreement for works and services has been executed.

12. Buildings should be a maximum of three storeys in height. However, the Town may consider taller buildings on a case-by-case basis with consideration to factors such as topography, solar access, compatibility with adjacent uses, neighbourhood impact, views and community amenities. The Town will also recognize increases in typical ceiling heights in the consideration of height limits.

Staff Comment: The proposed development is for single-family dwellings, which will not exceed the maximum height outlined in this policy.

The following policies are specific to Mixed Residential 1 designation:

1. The Town recognizes existing single-family and two-family dwellings within the area designated as 'Mixed Residential', as shown on map 'Schedule 2.2'.

Staff Comment: The proposed development is for two single-family dwellings, which meets this policy.

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

Staff Comment: The proposed development is not for multi-family residential.

3. The maximum density for residential dwellings in the Mixed Residential 1 area shall be up to 60 dwellings/ha. However, the Town will consider density bonuses in order to provide affordable housing, underground parking, 'green' buildings, adaptable design features, public amenities and public open space as part of multi-family residential development within the "Village Neighbourhood".

Staff Comment: The property has a proposed density of approximately 18 dwellings/ha, which is well below the maximum of 60 dwellings/ha. No density bonus is required.

4. The Town shall develop a suitable multi-family residential zoning for the 'Mixed Residential' area that will encourage small-scale developments in accordance with 'Development Permit Area M1' design guidelines.

Staff Comment: The proposed development is not for multi-family residential, therefore the Development Permit Area M1 guidelines do not apply.

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

Staff Comment: All existing trees are proposed to be removed. New trees will be planted, as detailed in the landscape plan; however, the number of existing trees being removed exceeds the number of new trees being planted. The applicant has paid the \$5,000 tree replacement fee.

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

Staff Comment: A landscape plan is attached. The applicant is proposing a grass boulevard and trees to the streetscape, as well as layby parking.

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

Staff Comment: The proposed development is for single-family dwellings, therefore, the Development Permit Area M1 design guidelines do not apply. A Section 219 Covenant outlining design guidelines has been registered on title to ensure the development is built as proposed, and complements the existing Qualicum Beach character.

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

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

SUMMARY

The proposed development for 245 Mill Road requires a rezoning from R14 to R19 to allow two single-family dwellings on two separate parcels, with different setbacks and parcel coverage than currently exists. The proposed development is a more efficient use of land than what is currently on the parcel, and the development is compatible with the neighbourhood. Staff recommend that the zoning amendment bylaw be adopted.

ALTERNATIVES

1. **THAT** Council denies the zoning amendment application for 245 Mill Road;
2. **THAT** Council provides alternative direction to staff.



Rebecca Augustyn, MCIP, RPP
Planner
Report Writer



Luke Sales, MCIP, RPP
Director of Planning
Concurrence



Daniel Sailland
CAO
Concurrence

Attachments:

[580.128 - 245 Mill Road \(R19\).docx](#)
[PLANS.245MillRoad.Oct272021.pdf](#)

N:\0100-0699 ADMINISTRATION\0360 COMMITTEES AND COMMISSIONS\Council\2021\10 27 regular Council meeting\memo.245MillRoad.Oct272021.docx

TOWN OF QUALICUM BEACH
BYLAW NO. 580.128, 2021

A BYLAW TO AMEND THE TOWN OF QUALICUM BEACH
LAND USE AND SUBDIVISION BYLAW NO. 580, 1999

WHEREAS the Council may, under Section 479 of the *Local Government Act*, divide the municipality into zones, regulate within a zone the use of land, buildings and structures, the density of use of land, buildings and structures, and the siting, size and dimensions of buildings and structures and may, under Section 482 of the *Local Government Act*, establish different density regulations for a zone depending on whether conditions relating to the provision of amenities or affordable or special needs housing are met, and may designate an area within a zone for particular types of housing, and

WHEREAS the owner of the land described in this Bylaw has consented to the designations set out in the Bylaw;

The Council of the Town of Qualicum Beach, in open meeting lawfully assembled, hereby enacts as follows: "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999" is hereby amended as follows:

1. "Schedule 6A – Zoning Map" is hereby amended by changing the zoning designation of Lot 3, Block 13, District Lots 56 and 57, Newcastle District, Plan 2005 from Residential 14 Zone (R14) to Residential 19 (R19) as shown outlined in heavy black line on Schedule 'A' which is attached to, and forms part of, this Bylaw.
2. "Schedule 6A – Zoning Map" is hereby amended by changing the zoning designation of Lot 2, Block 13, District Lots 56 and 57, Newcastle District, Plan 2005 from Residential 14 Zone (R14) to Residential 19 (R19) as shown outlined in heavy black line on Schedule 'A' which is attached to, and forms part of, this Bylaw.
3. This bylaw may be cited as "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (245 Mill Road) Bylaw No. 580.128, 2021."

INTRODUCED FOR FIRST READING this 28th day of April, 2021.

READ A SECOND TIME, as amended, this 8th day of September, 2021.

Notice published pursuant to Section 466 of the *Local Government Act* on the 22nd day of September, 2021 and the 29th day of September, 2021.

PUBLIC HEARING held this 8th day of September, 2021, recessed and reconvened on this 6th day of October, 2021.

READ A THIRD TIME this 6th day of October, 2021.

ADOPTED this day of, 2021.

Brian Wiese, Mayor

Heather Svensen, Corporate Administrator
Schedule 'A' - BYLAW NO. 580.128, 2021





245 MILL ROAD - QUALICUM BEACH



LOCATION MAP
SCALE: NTS

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





Site Data

LEGAL DESCRIPTION:
LOT 2 & 3, BLOCK 13, DISTRICT LOT 56 & 57, NEWCASTLE DISTRICT, PLAN 2005

CIVIC ADDRESS:
245 MILL ROAD, QUALICUM BEACH, B.C.

ZONING:
EXISTING - R-14
PROPOSED - COMPREHENSIVE DEVELOPMENT

SITE AREA:
LOT 2 = 609.35 SQ. M. (6559 SF.)
LOT 3 = 526.25 SQ. M. (5772 SF.)

1 SITE PLAN
A.1 SCALE: 1:100

Zoning Summary

LEGAL DESCRIPTION: LOT 2 & 3, BLOCK 13, PLAN 2005, NEWCASTLE DISTRICT, DISTRICT LOT 56 & 57
CIVIC ADDRESS: 245 MILL ROAD, GUALICUM BEACH, B.C.

STATISTICS	EXISTING	PROPOSED	NOTES
ZONING	RESIDENTIAL 14 (R14)	COMPREHENSIVE DEVELOPMENT ZONE	N/A
OCF LAND USE DESIGNATION	VILLAGE NEIGHBOURHOOD, MIXED RESIDENTIAL 1	VILLAGE NEIGHBOURHOOD, MIXED RESIDENTIAL 1	N/A
PERMITTED USES	Home Occupation, Residential, Bed & Breakfast	Home Occupation, Residential, Bed & Breakfast	N/A
PARCEL AREA	LOT 2 = 609.35 SQ. M. (6359 SF.) LOT 3 = 536.23 SQ. M. (5772 SF.)	LOT 2 = 609.35 SQ. M. (6359 SF.) LOT 3 = 536.23 SQ. M. (5772 SF.)	
PARCEL COVERAGE	42%	50%	
FLOOR AREA RATIO	N/A	0.85	
MAXIMUM HEIGHT	9.0m	9.0m	
SETBACKS			
FRONT	5.5m - 8.0m	5.0m (Mill Road) (see notes)	All proposed setbacks are measured to building face. Maximum overhang projection 0.6m
REAR	3.0m - 6.0m	3.0m (Harlech Road)	
EXTERIOR SIDE	4.5m	N/A	
INTERIOR SIDE	1.5m	1.5m (see notes)	
INTERIOR SIDE LOT LINE ADJACENT TO A LANE	3m	N/A	



South Elevation (Front)



West Elevation (Side)



Perspective - 1 (West)



Perspective - 2 (North)

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

TO: Luke Sales, Director of Planning

FOR: Council Meeting, October 27, 2021

FROM: Rebecca Augustyn, Planner

SUBJECT: Zoning Amendment: 111 Fourth Avenue West (Naked Naturals)

RECOMMENDATION

- THAT the bylaw entitled “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (111 Fourth Avenue West) Bylaw No. 580.129, 2021” be read a second time;
- THAT Council holds a Public Hearing on November 17, 2021 at 10:00am in person in the Council Chamber, 660 Primrose Street, Qualicum Beach, or electronically via Zoom in regard to “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (111 Fourth Avenue West) Bylaw No. 580.129, 2021”.
- THAT “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (Housing Agreement: 111 Fourth Avenue West) Bylaw No. 766, 2021” be introduced and read a first and second time.

PURPOSE

To consider a zoning amendment application for the subject property located at 111 Fourth Avenue West to permit a mixed use development that includes a commercial food store on the ground floor and nine residential rental units above, as well as surface and underground parking.

BACKGROUND

An application has been received for the subject property, which is located on the corner of Memorial Avenue and Fern Road West. In 2012, the Town purchased the subject property, formerly known as the Bus Garage property, from School District 69 for the purpose of developing unique housing options, mixed use commercial and residential space, cultural facilities and/or community amenities. In 2019, the Town undertook public consultation regarding the subject property in conjunction with Vancouver Island University. A final vision report was published as part of the consultation process. In 2020, the Town put out a request for proposals for a mixed residential and commercial development. In 2021, the Town entered into an agreement with Naked Naturals to develop one acre of the subject property, and a working group was formed to provide recommendations on the entire site. The working group made the following recommendations, which were endorsed by Council on March 24th, 2020:

- a. The area should function as a whole (synergy) with surrounding uses, with natural flow between Naked Naturals, parking, public and private outdoor areas.
- b. Maximize view of Mt Arrowsmith from key public spaces.
- c. Support a rational traffic flow from Memorial Avenue and Fern Road.
- d. Residential unit parking is required. Parking for Naked Naturals needs flexibility based on overall site plan that comes out of Working Group. Should be determined by Naked Naturals and Town Council at time of zoning amendment application.

- e. Prioritize safe and pleasant pedestrian connectivity through and around store, outdoor public square, outdoor areas and parking.
- f. Creates opportunities for Naked Naturals landscaping, outdoor space, and Memorial Avenue street presence.
- g. There should be multi-purpose public gathering square at the corner of Fern Road and Memorial Avenue, in accordance with the covenant.
- h. Quality of residential neighbourhood will include 8 – 12 upper floor units provided with own shared entrance, and parking.
- i. Preserve and protect the environmental aspects of the site – e.g. solar gain, views, etc.
- j. This is the gateway to the Town centre and the architecture should be designed accordingly.
- k. Enable practical and safe movement tractor trailers, vehicles and pedestrians.

The applicant, Naked Naturals, has come forward with a zoning amendment and Development Permit application for the subject property. The proposal is for ground floor commercial with nine residential units on the second storey. Also included on the site is surface and underground parking. The subject property is currently zoned Institutional 1 (P1) and Institutional 3 (P3). The zoning amendment would change the zoning to Commercial 1, the same zone as most of the uptown core. The subject property is located in the Village Neighbourhood and is designated as Commercial Cultural Residential in the Official Community Plan (OCP). The property is also within the Form and Character Development Permit Area: C1 Downtown Commercial.

The application went before Council on July 21, 2021 and Council adopted the following motions:

- THAT the bylaw entitled “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (111 Fourth Avenue West) Bylaw No. 580.129, 2021” be introduced and given first reading.
- THAT Council refers the development application for 111 Fourth Avenue West to the Advisory Planning Commission for comment subject to the following:
 - o Submission of alternative facade options for the Memorial Avenue frontage of the proposed building.
- THAT prior to adoption of a zoning amendment bylaw for 111 Fourth Avenue West, the following be completed:
 - o Execution of a Section 219 Covenant and/or another legal agreement to ensure that there are no age restrictions on the occupancy of the dwelling units.

The application went before the Advisory Planning Commission (APC) on September 15, 2021 and the APC adopted the following motions:

- THAT the Advisory Planning Commission supports the rezoning application for 111 Fourth Avenue West (Naked Naturals), from Institutional 1 (P1) and Institution 3 (P3) to Commercial 1 (C1)
- THAT the Advisory Planning Commission supports the development application for 111 Fourth Avenue West (Naked Naturals) subject to the following:
 - a. Provide a unified landscape concept for the entire site plan, including the town square and the site pedestrian and vehicle traffic pattern.

- b. Town creates a process for successful joint planning, design coordination, construction and operations, of the Naked Natural project, town square project and underground parking project.
- c. Following architecture details be reconsidered:
 - i. Increase ceiling height in store to be similar to comparable retail spaces;
 - ii. Provide roof overhang and other projections on the gables and flat roofs;
 - iii. Further development of materials and articulation along Memorial Avenue elevations; and
 - iv. Revisit scale and design of entrances for residential zone to include an elevator at each end.
- d. Revisit interior residential design and conflict with the restaurant and kitchen.
- e. Revisit whether there can be more housing units and possibly less restaurant space.
- f. That the Advisory Planning Commission be given the opportunity to review the proposed modifications to the entire development design.

The minutes from the September 21, 2021 APC meeting are attached to this memo.

Based on the APC motion, the applicant has since submitted revised plans, which are attached to this memo. The revised plans include the following changes:

- Increasing the ground floor ceiling height from 12ft to 16ft, and an additional 1ft has been provided for structure and services.
- Adding overhangs to two out of the three pitched roofs on Memorial Avenue.
- Adding a lower roof along the two gabled facades along Memorial Avenue.
- Replacing the plum and maple trees with Dogwood trees on the landscape plan.

The revised plans do not include a unified landscape plan for the entire bus garage area, additional residential units, revised upper floor plans, or additional elevators. However, staff are generally satisfied with the revisions made to the application, including revisions to the Memorial Avenue façade and increasing the height of the ground floor ceiling.

Staff have also drafted a housing agreement bylaw to ensure the proposed rental units remain rental. The bylaw is attached to this memo.

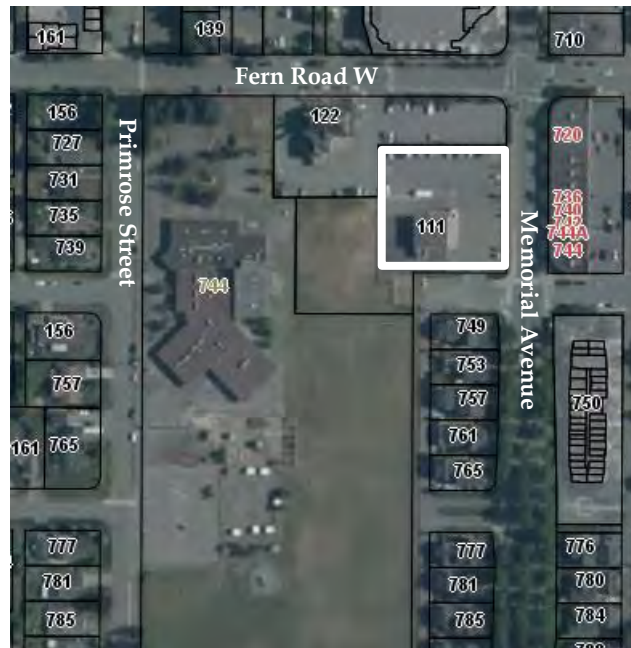


Figure 1: Subject Property

DISCUSSION

The application for the subject property includes ground floor commercial and nine residential units above. A zoning amendment application is required due to the proposal being for a mixed-use development that includes commercial and residential. The existing zoning only permits institutional uses such as a school, church and public parking lot. The following is an overview of the land use regulations and design guidelines relevant to the property.

LAND USE

Density: There is no maximum density outlined in the OCP. The proposed density is approximately 22 units per hectare, which is relatively low.

Height: The building height is 14.5m. This is higher than the 10m identified in the zoning. However, the Village Design Guidelines support variances to height for architectural interest, and most of the new buildings in the uptown are taller than 10m. Height can be varied through the Development Permit, which is how this variance would be achieved.

Setbacks: The setbacks for the proposed development are as follows, the front lot line setback is 1.4m, the rear lot line setback is 24.4m, the interior lot line setback is 1.0m and the exterior lot line setback is 1.4m. The interior lot line setback requires a variance of 0.5m, which would also be included in the Development Permit. The interior lot line is the north side of the site, adjacent to the planned public plaza, so a setback of 1.0m is reasonable.

Parcel Coverage: The proposed parcel coverage is 42%, much lower than the maximum in the C1 zone.

Parking: The required number of off-street parking spaces is 62 off-street parking spaces. There are 68 off-street parking spaces provided through surface and underground parking. Staff have

calculated the required number of off-street parking spaces under the “C1, C4 and C7” zones since there is no equivalent for the Comprehensive Development zone in schedule ‘6B’, Table 1: Required Number of Off-street Parking Spaces under *Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580,1999*.

Rental Housing: The nine residential units are proposed as rental housing.

2018 Official Community Plan

The property is located within the “Village Neighbourhood” land use designation in the 2018 Official Community Plan (OCP), the area where development, redevelopment and densification are encouraged. The Village Neighbourhood General Policies are as follows:

1. The Town shall support the redevelopment of the “Village Neighbourhood” in a manner that demonstrates the vision of the Sustainability Plan, encouraging expanded services, compact residential development, and tourism facilities while maintaining a strong village character.

Staff Comment: The proposal for a mixed-use residential/commercial development is considered to be a compact development overall; however, the residential portion of the project is a relatively low density.

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

Staff Comment: A Section 219 covenant could be registered on the subject property to prohibit restricting occupation based on age.

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

Staff Comment: The street design along Memorial Avenue and Fern Road West is pedestrian friendly since vehicular access is from Fourth Avenue East and from the existing Fern Road West access. Landscaping is proposed along Memorial Avenue and the existing sidewalk will be retained. In addition, the public square will be located on the corner of Fern Road West and Memorial Avenue.

4. In order to support school enrollment, the Town shall explore ways to attract young families to the Town and school catchment area.

Staff Comment: Residential development, especially rental units, would diversify the housing stock.

5. The Town shall require new developments in the Village Neighbourhood to submit a Rainwater Management Plan as part of the development approval and permitting process.

Staff Comment: No rainwater management plan has been submitted as part of the proposal. However, a stormwater connection is available.

6. The Town shall discourage multi-family housing projects that seek to separate themselves from the surrounding community by containing the development within walled or fenced enclaves with centralized and/or controlled access points.

Staff Comment: The residential component of the development is integrated into the site and does not separate itself from the surrounding community or commercial uses.

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

Staff Comment: Residential rental units would diversify the Town's housing stock and provide much needed rental.

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

Staff Comment: The proposed development will meet Building Step Code 4. Staff recommend that the option of EV charging stations be explored as part of the proposed development.

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

Staff Comment: The zoning amendment would increase the density on the site; however, the residential component is considered to be a relatively low density.

10. The Town shall require a site-specific tree and vegetation management and conservation plan for all new development proposals in the Village Neighbourhood.

Staff Comment: There are no significant trees on the parcel.

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

Staff Comment: The Memorial Avenue, Fern Road and Fourth Avenue frontages are already mostly finished. Only minor upgrades are warranted and will be done at the time of landscaping.

12. Buildings should be a maximum of three storeys in height. However, the Town may consider taller buildings on a case-by-case basis with consideration to factors such as topography, solar access, compatibility with adjacent uses, neighbourhood impact, views and community amenities. The Town will also recognize increases in typical ceiling heights in the consideration of height limits.

Staff Comment: The proposed development is two storeys, but the height is more consistent with a three storey building, which is within the maximum three storey height outlined in this policy. The proposed development utilizes solar access and takes into account compatibility with adjacent uses, specifically the residential uses adjacent to the subject property. An additional storey would be technically compliant with this policy and would advance the densification targets for the Village Neighbourhood. However, the parking and massing requirements would create constraints to adding another storey.

The following policies are specific to the Commercial/Cultural/Residential designation:

1. The Town and consultants shall further explore the feasibility of possible uses within the 'Commercial / Cultural/Residential' designation shown on map 'Schedule 2.2', including the following:

- Park / Public Square
- Neighbourhood Pub
- Commercial Space (retail/office)
- Artist Studios / Galleries
- Hotel
- Performing Arts Centre
- Seniors' Centre
- Residential Development Above Ground Floor

- Outdoor Performance Venue
- Parking
- Movie Theatre

Staff Comment: The proposal is for commercial space and residential development above ground floor, and as such, meets this policy. There will also be an adjacent public square on the corner of Fern Road West and Memorial Avenue. Other amenities on this list are under consideration for development on the Town's remaining land.

2. The Town supports the 1994 "Downtown Revitalization" study recommendation that a public square be included as part of the development of the Commercial/Cultural/Residential area.
Staff Comment: A public square on the corner of Fern Road West and Memorial Avenue is incorporated as part of the overall site plan, and the Town has engaged an urban designer to develop concepts for the site.
3. The Town will continue to support The Old School House as a cultural centre for the arts.
Staff Comment: The Old School House will continue to be a feature of the site and there are no plans to alter the building.

Development Permit Area M1 – Village Neighbourhood: The subject property is in the "C1 – Uptown Commercial" Development Permit Area (DPA). If this development proceeds through the zoning amendment process, Council would consider issuance of a Development Permit in conjunction with adoption of the proposed zoning amendment bylaw. Following is a review of the M1 Development Permit Area Guidelines.

1. Buildings shall avoid massive building components in favour of smaller clustered designs of human scale. Breaks in the street frontage to accommodate driveways and parking shall be avoided along the major shopping streets, where possible.
Staff Comment: The proposed development is a single large building; however, the façade is broken up through variations in design. The east façade (Memorial Avenue) has been revised since the last time it was before Council. Overhangs have been added to two of the pitched roofs on Memorial Avenue and a lower roof has been added to the two gabled facades along Memorial Avenue, wrapping the corner onto Fourth Avenue.
2. Courtyards and "boutique"-like clustering of commercial premises with associated street furniture scaled toward Pedestrian traffic are desirable. Public spaces for community gathering should be integrated into designs wherever possible. Lighting should be adequate, but should avoid the use of high-intensity fixtures in favour of more ornamental lighting at lower levels of illumination.
Staff Comment: The commercial use is for a single grocery store so a boutique clustering would not be functional in this case. Public spaces, including a seating area for the grocery store and a public square are included in the design.
3. Parking facilities shall be integrated with on-site landscaping. Smaller, clustered facilities are preferable to large blacktopped areas.
Staff Comment: The parking consists of both surface parking and underground parking. The surface parking area is one large area; however, there is landscaping integrated.

4. Residential uses may be considered on the ground floor subject to the following conditions:
 - a) Ground-floor dwelling units must not have direct street frontage.
 - b) Ground-floor dwelling units must be adaptable to future commercial uses.*Staff Comment: All residential units are located on the second storey of the building.*

The Village Design Guidelines are used to guide Council and staff in the review of developments in the downtown. The subject property is located within the Historic Mainstreet designation of the Village Design Guidelines. Relevant excerpts from this section of the Village Design Guidelines are included below.

Building style and image

Excerpt: "No particular building style is required, but building style and image should be consistent with traditional village design. Designers are encouraged to draw creatively on authentic design elements of Qualicum Beach."

Staff Comment: The architectural style of the proposed development was influenced by the surrounding commercial and residential uses. The square commercial building is softened through the use of architectural features and the earth tone colour scheme adheres to the Village Neighbourhood Design Guidelines. However, the building style does depart from the traditional village design vocabulary, which is likely warranted on the west façade facing the parking lot. The East façade (Memorial Avenue) has been revised since the last time it was before Council. Overhangs have been added to two of the pitched roofs on Memorial Avenue and a lower roof has been added to the two gabled facades along Memorial Avenue.

Form, scale and proportions

Excerpt: "The traditional façade has two parts: the storefront and the upper façade. The storefront should be relatively delicate in appearance with open ground-level display windows. The upper façade should be characterized by simple window openings and ornamentation. Roof forms may vary with building style."

Staff Comment: The excerpt above addresses a two-storey building, with a single storey above commercial. The proposed development is two storeys, but the height is more consistent with a three storey building. The ground floor has display windows, but the storefront is not considered to be delicate in appearance. There is a distinction between the lower storey and the upper storey.

Setbacks

Excerpt: "In Area 2, front setbacks should be a minimum 1.0m, but may vary according to design and landscaping conditions (bay windows & planters may jut in and out along the street)."

Staff Comment: The Memorial Avenue setback is consistent with this commercial aesthetic.

Roofline

Excerpt: "Many roof forms and styles may be used, particularly those that enhance the informal village character or draw on roof forms traditional to Qualicum Beach. Flat roofs with stepped or sloped parapets traditional to the early Townsite are encouraged for heritage buildings and existing one to two storey facades in the Historic Mainstreet area. Articulated sloped roof forms with overhangs are encouraged for new and infill buildings. Third storeys can be integrated into the roof form to minimize the apparent building height. Towers or feature roofs may be used on a limited basis for architectural emphasis. Solid canopies should blend in with the roof design."

Staff Comment: The proposed development has an articulated sloped roof, and overhangs have been added to two out of the three pitched roofs on Memorial Avenue. As well, a sloped roof has been added to the two gabled facades along Memorial Avenue.

Excerpt: “The upper facade includes the wall surface, windows, eave, parapet, cornices, & architectural ornamentation. Existing upper facades should be restored to their original appearance or design appropriate to the building style. New facade design should be compatible with traditional upper storeys in proportions, placement of openings, window styles, & detailing.”

Staff Comment: The applicant has submitted revised plans, which include more ornamentation, such as overhangs on two of the pitched roofs, and a roofline that delineates between the lower and upper storey.

Materials

Excerpt: “Materials and craftsmanship should be in keeping with quality wood-frame construction, consistent with the village character. Only good quality materials and construction techniques that will last in this wet west coast climate should be used.”

Staff Comment: The building materials consist of metal; however, the materials are consistent with the traditional village character and are more reminiscent of wood.

Colour

Excerpt: “Natural pigment or earthtone colours are most appropriate. The overall effect of a colour scheme should be harmonious, attractive and consistent with the building style and character of the area.”

Staff Comment: The proposed development uses earth tone colours, which is consistent with the design guidelines.

Sustainability

As noted in the analysis of the design guidelines above, the proposed building departs from some of the traditional design elements encouraged by the Village Design Guidelines.

However, the building also marks a dramatic step towards sustainable and energy efficient building design, which must be weighed in consideration of the design.

- The building is proposed to be constructed to BC Energy Step Code 4, which is an ambitious target that will require considerable investment.
- The sloped roofs of the building are almost completely covered in solar panels, which will offset a large part of the buildings energy requirements.
- The majority of the roof is covered with plantings. This type of “green roof” will reduce stormwater runoff, reduce building cooling requirements in the summertime, and help mitigate the heat island effect commonly associated with the flat roofs of commercial buildings.

Some elements of the Village Design guidelines, such as extensive building articulation, actually detract from the goal of energy efficiency. There certainly needs to be a balance between adherence with tradition design standards and sustainability initiatives. For the most part, staff consider this development to be achieving that expectation.

While the proposed mixed use development meets the OCP guidelines, some elements of the proposal do not follow Village Design Guidelines. However, the revised plans add additional ornamentation to the Memorial Avenue Façade, and as such, are more aligned with the Village

Design Guidelines. Staff recommend the application be read a second time and a Public Hearing be scheduled for November 17, 2021.

SUMMARY

Zoning Amendment

The proposed density and land use support the Town's goals of densification within the Village Neighbourhood and staff recommend the application be read a second time and a Public Hearing be scheduled for November 17, 2021.

Development Permit Area C1

The proposed development at 111 Fourth Avenue West generally complies with the Development Permit Area C1 guidelines in terms of height and how the building is situated along Memorial Avenue. The applicant has submitted revised plans that adds additional ornamentation to the Memorial Façade and raises the ground floor ceiling. The revisions are more aligned with the Village Design Guidelines, and as such, staff recommend the application be read a second time and a Public Hearing be scheduled for November 17, 2021.

Staff recommend that a housing agreement be entered into between the Town and the applicant to ensure the rental units remain rental. Recommendation three would initiate the housing agreement bylaw process.

ALTERNATIVES

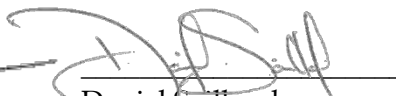
1. THAT Council requests the following changes to 111 Fourth Avenue West *[insert changes]*;
2. THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (Housing Agreement: 111 Fourth Avenue West) Bylaw No. 766, 2021" be refused.
3. THAT Council provides alternative direction to staff.



Rebecca Augustyn, MCIP, RPP
Planner
Report Writer



Luke Sales, MCIP, RPP
Director of Planning
Concurrence



Daniel Sailland
CAO
Concurrence

Attachments:

[BYLAW.580.129 - 111 Fourth Avenue West \(C1\).docx](#)
[PLANS.111FourthAvenueW.Oct272021.pdf](#)
[BYLAWS.766 \(111 Fourth Avenue W Housing Agreement\).docx](#)

N:\0100-0699 ADMINISTRATION\0360 COMMITTEES AND COMMISSIONS\Council\2021\10 27 regular Council Meeting\memo.111FourthAvenueWest.Oct272021.docx

TOWN OF QUALICUM BEACH
BYLAW NO. 580.129, 2021

A BYLAW TO AMEND THE TOWN OF QUALICUM BEACH
LAND USE AND SUBDIVISION BYLAW NO. 580, 1999

WHEREAS the Council may, under Section 479 of the *Local Government Act*, divide the municipality into zones, regulate within a zone the use of land, buildings and structures, the density of use of land, buildings and structures, and the siting, size and dimensions of buildings and structures and may, under Section 482 of the *Local Government Act*, establish different density regulations for a zone depending on whether conditions relating to the provision of amenities or affordable or special needs housing are met, and may designate an area within a zone for particular types of housing, and

WHEREAS the owner of the land described in this Bylaw has consented to the designations set out in the Bylaw;

The Council of the Town of Qualicum Beach, in open meeting lawfully assembled, hereby enacts as follows: "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999" is hereby amended as follows:

1. "Schedule 6A - Zoning Map" is hereby amended by changing the zoning designation for a portion of Lot B, District Lot 78, Newcastle District, Plan EPP12448 from Institutional 3 (P3) to Commercial 1 (C1) as shown outlined in heavy black line on Schedule 'A' which is attached to, and forms part of, this Bylaw.
2. This bylaw may be cited as "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (111 Fourth Avenue West (Naked Naturals)) Bylaw No. 580.129, 2021."

INTRODUCED FOR FIRST READING this 21st day of July, 2021.

READ A SECOND TIME, as amended, this day of, 2021.

Notice published pursuant to Section 466 of the *Local Government Act* on the day of, 2021 and the day of, 2021.

PUBLIC HEARING held this day of, 2021.

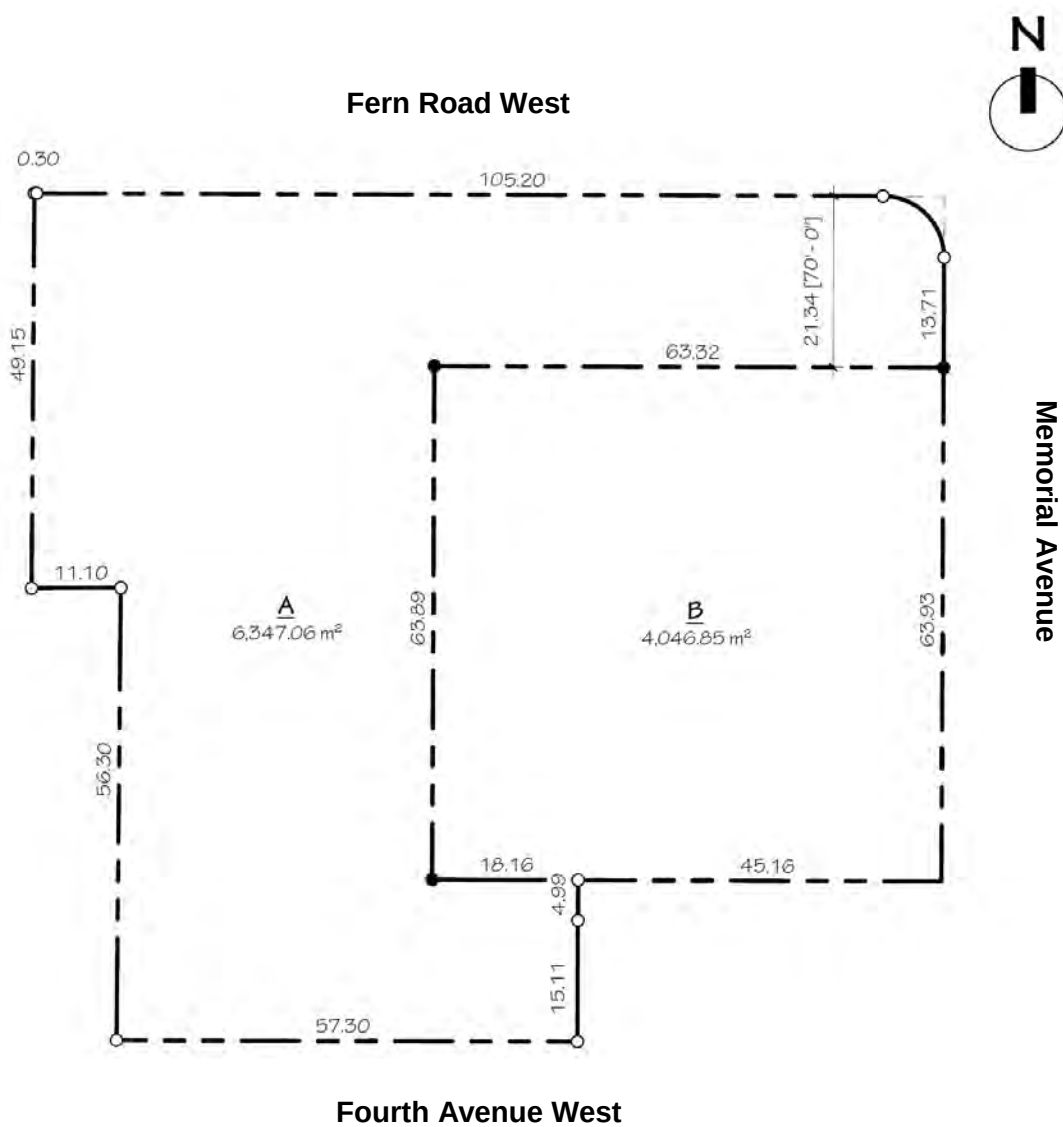
READ A THIRD TIME this day of, 2021.

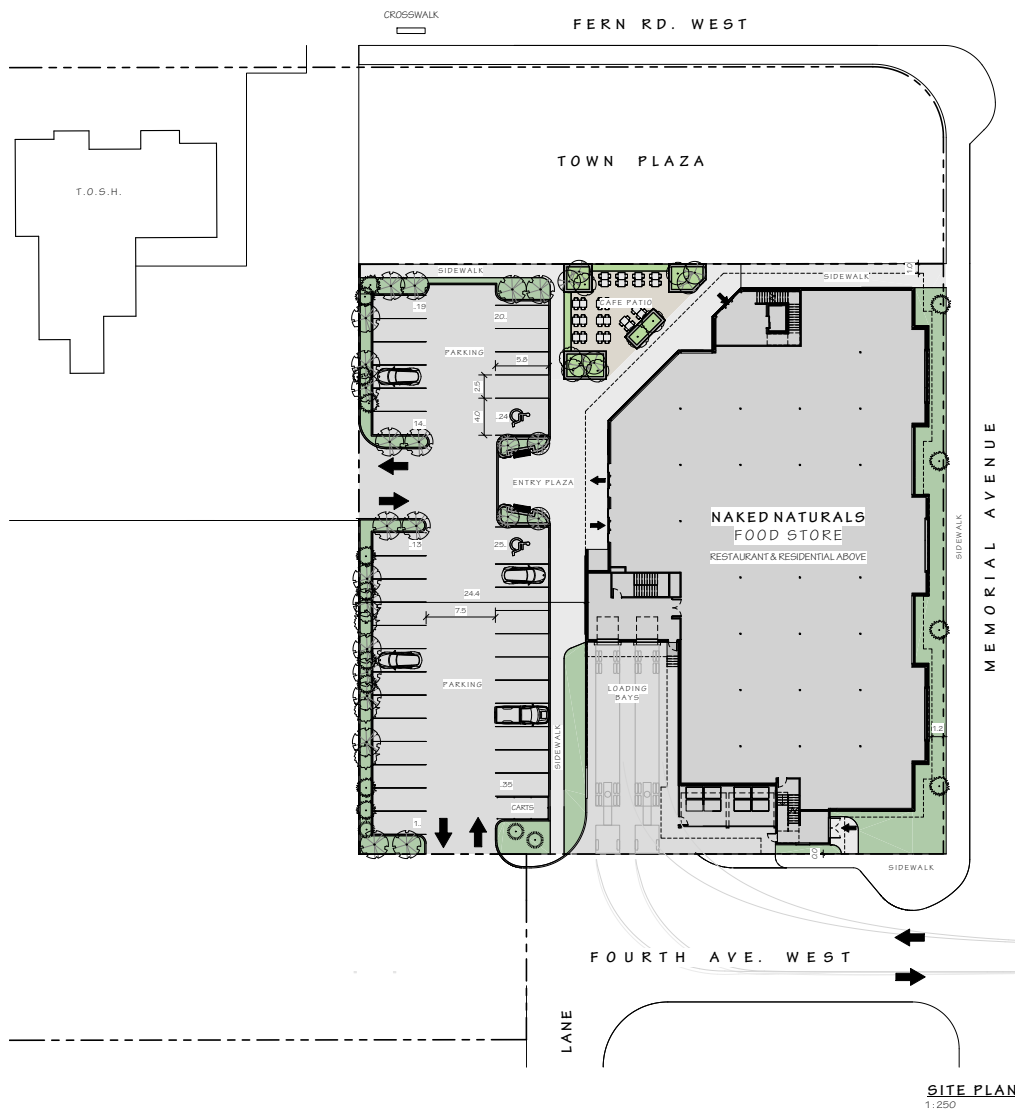
ADOPTED this day of, 2021.

Brian Wiese, Mayor

Heather Svensen, Corporate Administrator

Schedule 'A' - Bylaw No. 580.129





SITE PLAN
1:250



VIEW AT MEMORIAL AVE.

GREEN FEATURES

PHOTOVOLTAIC SOLAR COLLECTORS.

THERMAL SOLAR COLLECTORS.

GREEN ROOF - BEE FRIENDLY.

RAINWATER HARVESTING - FOR LANDSCAPE WATERING.

UNDERGROUND PARKING.

SUPERINSULATION - R30 WALLS, R60 ROOF.

BUILDING CODE STEP CODE 4.

ELECTRIC HEAT PUMPS - NO CARBON FUELS FOR HVAC.

RAIN GARDEN - PRIMARILY NATIVE PLANTS.

SITE & PLANNING SUMMARY

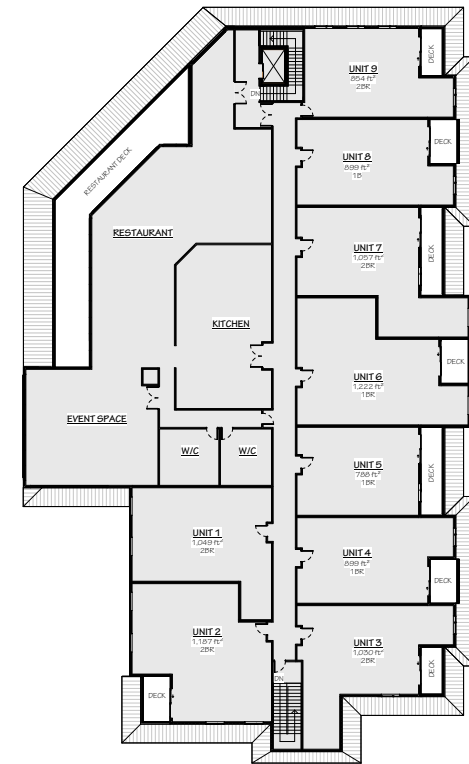
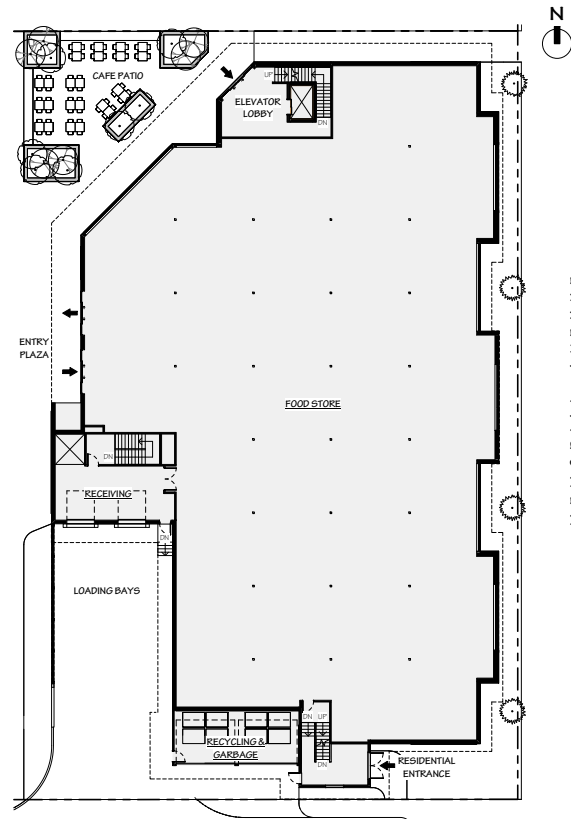
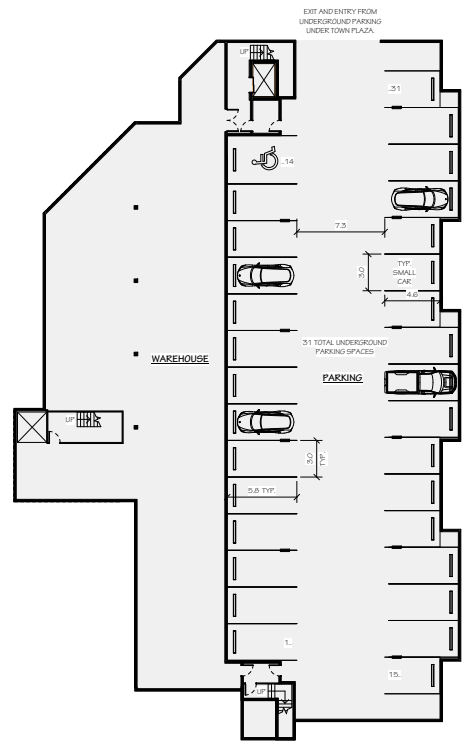
CIVIC ADDRESS: T20		
PID: T20		
LEGAL DESCRIPTION: T20		
ZONING: T20		
LOT SIZE: 4,460 m ² (1.0 ACRE)		
PRIMARY USE: MIXED USE, FOOD STORE, RESTAURANT, RESIDENTIAL		
SETBACKS:	PROPOSED	REMARKS
FRONT (MEMORIAL AVE.)	1.2 m	MEASURED TO OVERHANGS (TYP)
REAR:	2.4 m	
SIDE - INTERIOR	1.0 m	
SIDE - EXTERIOR (14th AVE.)	0.2 m	
HEIGHT:		
TOP OF PARAPET:	11.0 m	FROM NORTH CORNER CURB AT MEMORIAL AVE.
TOP OF RIDGE:	15.6 m	
GROSS FLOOR AREA:		
MAIN FLOOR (FOOD STORE)	1,748 m ²	
SECOND FLOOR (RESTAURANT)	506 m ²	
SECOND FLOOR (RESIDENTIAL)	1,000 m ²	
TOTAL:	3,306 m²	
PARCEL COVERAGE:	1,748 m ² (53%)	
RESIDENTIAL UNITS:		
2BR:	5	
1BR:	4	
TOTAL:	9	
PARKING PROVIDED:		
COVERED UNDERGROUND:	31	
SURFACE:	39	
TOTAL:	66	
BARNDORF FREE:	3	

SITE PLAN & PROJECT SUMMARY

NAKED NATURALS
MEMORIAL & 4TH AVE W, QUALICUM BEACH

Carsten Jensen Architect

#107-663 BEACH ROAD
QUALICUM BEACH, BC, V8K 2H7
TELEPHONE: (250) 752-0292
carsten@carstenjensenarchitect.com





1. BRICK, TEXTURED FACE - CREAM WHITE
2. FIBER CEMENT PANEL WITH COLOUR MATCHED METAL TRIM - "JAMES HARDIE RICH EXPRESSIO"
3. FIBER CEMENT LAP SIDING - "JAMES HARDIE LIGHT MIST"
4. HORIZONTAL METAL PANEL - "SWEET BRILLIANT WHITE"
5. HORIZONTAL METAL PANEL - "OUR ARCHITECTURAL 60" - GROOVE CEDAR"
6. STANDING SEAM METAL ROOF - "154" PALLADIUM"
7. WOOD FASCIA - STAINED TO MATCH WOOD LOOK CLADDING
8. METAL WRAP FASCIA - "SLATE GRAY"
9. PARAPET CAPS TO MATCH CLADDING
10. TIMBER ACCENT - STAINED TO MATCH WOOD LOOK CLADDING
11. PRECAST STONE SILLS - NATURAL GRAY
12. ACCENT BRANDS - GREEN TO MATCH NAKED NATURALS LOGO
13. FIBER CEMENT SHINGLE - "JAMES HARDIE RICH EXPRESSIO"
14. COMMERCIAL ALUMINUM WINDOWS AND DOORS - BLACK ANODIZED WITH GREEN ACCENT WHERE SHOWN
15. VINYL WINDOWS AND PATIO DOORS - BLACK
16. WINDOW TRIM - METAL TO MATCH WOOD LOOK CLADDING
17. CEDAR LATTICE SCREEN
18. SIGN - "NAKED NATURALS LOGO"
19. SIGN - GRAPHICS TBD
20. FIBER CEMENT LAP SIDING - "TO MATCH BRICK"

ELEVATIONS

NAKED NATURALS
MEMORIAL & 4TH AVE W., QUALICUM BEACH



NORTH - FERN RD. ELEVATION
1/8" = 1'-0"



SOUTH - 4th AVE. W. ELEVATION
1/8" = 1'-0"

1. BRICK, TEXTURED FACE - CREAM WHITE
2. FIBER CEMENT PANEL WITH COLOUR MATCHED METAL TRIM - "JAMES HAZNE RICH EXPRESSO"
3. FIBER CEMENT LAP SIDING - "JAMES HAZNE LIGHT MIST"
4. HORIZONTAL METAL PANEL - "STONE ISLAND RICH WHITE"
5. HORIZONTAL METAL PANEL - "SUR ARCHITECTURAL 40\"/>

ELEVATIONS

NAKED NATURALS
MEMORIAL & 4TH AVE W., QUALICUM BEACH

Carsten Jensen Architect

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TELEPHONE: (250) 752-0292
carsten@carstenjensenarchitect.com



VIEW AT MEMORIAL AVE.



VIEW AT MEMORIAL & FERN INTERSECTION - LOOKING TO MT. ARROWSMITH



BIRDSEYE PERSPECTIVE - NORTH-WEST



VIEW FROM NORTH-WEST

PERSPECTIVES

NAKED NATURALS
MEMORIAL & 4TH AVE W., QUALICUM BEACH

PROJECT NO: 2101
DATE: OCT. 13, 2021
SCALE: 1/2" = 1'-0"

Carsten Jensen Architect
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QUALICUM BEACH, BC, V8K 2H7
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carsten@carstenjensenarchitect.com



PERSPECTIVE - VIEW AT CAFE PATIO



VIEW AT ENTRY PLAZA LOOKING AT CAFE PATIO



PERSPECTIVE - VIEW AT ENTRY PLAZA



BIRDSEYE PERSPECTIVE - SOUTH-EAST

PERSPECTIVES

NAKED NATURALS
MEMORIAL & 4TH AVE W., QUALICUM BEACH

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carsten@carstenjensenarchitect.com













NAKED  NATURALS
Whole Foods & Supplements









FIBER-CEMENT LAP SIDING
JAMES HARDIE "LIGHT MIST"



METAL ROOF PANEL
SILVER



**FIBER-CEMENT PANEL WITH
METAL TRIM**
JAMES HARDIE "RICH ESPRESSO",
TRIM TO MATCH



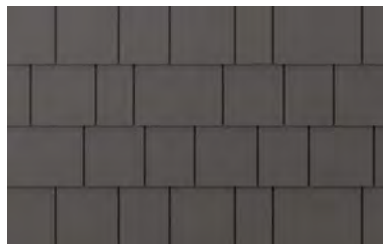
WOOD LOOK METAL SIDING
LUX ARCHITECTURAL "FIR"



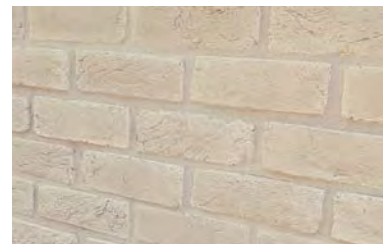
FIR ACCENTS
STAINED TO MATCH



FIBER-CEMENT SHINGLES
JAMES HARDIE "RICH ESPRESSO"



BRICK
WHITE/CREAM, WHITE MORTAR



METAL SIDING
VICWEST BELLARA "WHITE WHITE"



NAKED NATURALS MATERIALS

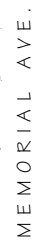
NAKED NATURALS
MEMORIAL & 4TH AVE W., QUALICUM BEACH

PROJECT NO: 2101
DATE: OCT. 06, 2021
SCALE: 1" = 1'-0"

Carsten Jensen Architect

#107-663 BEACH ROAD
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TELEPHONE: (250) 752 0292
carsten@carstenjensenarchitect.com

NOTE: SELECTED RHODODENDRON AND DOGWOOD SPECIES ARE CHOSEN TO BE "NATIVE LIKE" AND DISEASE RESISTANT



L-1

TOWN OF QUALICUM BEACH

HOUSING AGREEMENT (111 FOURTH AVENUE WEST) BYLAW NO. 766, 2021

**A BYLAW TO ENTER INTO A HOUSING AGREEMENT
UNDER SECTION 483 OF THE *LOCAL GOVERNMENT ACT***

GIVEN THAT:

A. The owner of the lands legally described as:

PID: 028-611-748

Legal Description: LOT B, DISTRICT LOT 78, NEWCASTLE DISTRICT, PLAN
EPP12448
(the "Lands")

wishes to develop rental housing on the Lands.

B. The Town wishes to enter into a housing agreement in order to secure use of the Lands for rental housing.

The Council of the Town of Qualicum Beach, in open meeting assembled,

ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as "Housing Agreement (111 Fourth Avenue West) Bylaw No. 766, 2021".
2. Council hereby authorizes the Town to enter into the *Local Government Act* section 483 housing agreement attached to this Bylaw as Schedule A (the "Housing Agreement").
3. The Director of Planning of the Town is authorized to execute the Housing Agreement and the Corporate Officer is authorized to sign and file in the Land Title Office a notice of the Housing Agreement, as required by the *Local Government Act*.

READ A FIRST TIME this day of, 2021.

READ A SECOND TIME this day of, 2021.

READ A THIRD TIME this day of, 2021.

ADOPTED this day of, 2021.

Mayor: Brian Weise

Corporate Officer: Heather Svensen

I, HEREBY CERTIFY that this is a true copy of
“Housing Agreement (111 Fourth Avenue West) Bylaw No. 766, 2021”

Corporate Officer: Heather Svensen

Schedule A

PART 2 - TERMS OF INSTRUMENT

HOUSING AGREEMENT AND COVENANT
(Section 483 *Local Government Act* and Section 219 *Land Title Act*)

THIS AGREEMENT is dated for reference the 9th day of December, 2020, is

BETWEEN:

(together, the "Owner")

AND:

TOWN OF QUALICUM BEACH
201 – 660 Primrose Street, PO Box 130
Qualicum Beach, BC V9K 1S7

(the "Town")

WHEREAS:

- A. Section 483 of the *Local Government Act* permits the Town to enter into and note on title to lands, housing agreements which may include, without limitation, conditions in respect of the form of tenure of housing units and the availability of housing units to classes of persons;
- B. Section 219 of the *Land Title Act* permits the registration of a covenant of a positive or a negative nature in favour of the Town in respect of the use of, construction on, and subdivision of land;
- C. The Owner is the owner of the Lands (as hereinafter defined); and
- D. The Town and the Owner wish to enter into this Agreement (as hereinafter defined) to provide long-term rental housing on the terms and conditions set out in this Agreement,

In consideration of \$1.00 paid by the Town to the Owner and other good and valuable consideration (the receipt and sufficiency of which is acknowledged by the Owner), and in consideration of the promises exchanged below, the Owner and the Town covenant and agree pursuant to section 483 of the *Local Government Act* and section 219 of the *Land Title Act* as follows:

ARTICLE 1 DEFINITIONS AND INTERPRETATION

1.1 Definitions – In this Agreement, the following words have the following meanings:

- (a) “Dwelling Unit” means any dwelling unit on the ground floor of the building constructed on the Lands;
- (b) “Lands” means that parcel of land in the Town of Qualicum Beach in the Province of British Columbia legally described in Item 2 of Part 1 of the Land Title Act Form C to which this Agreement is attached and which forms part of this Agreement;
- (c) “LTO” means the Victoria Land Title Office or its successor;
- (d) “Owner” means the registered owner of the Lands from time to time and any parcels into which the Lands are subdivided;
- (e) “Subdivide” means to divide, apportion, consolidate or subdivide the Lands or any building on the Lands, or the ownership or right to possession or occupation of the Lands or any building on the Lands, into two or more lots, strata lots, parcels, parts, portions or shares, whether by plan, descriptive words or otherwise, under the *Land Title Act* or the *Strata Property Act*;
- (f) “Tenancy Agreement” means a tenancy agreement, lease, licence or other agreement granting rights to occupy a Dwelling Unit;
- (g) “Tenant” means an occupant of a Dwelling Unit by way of a Tenancy Agreement; and
- (h) “Unrestricted Dwelling Unit” means a Dwelling Unit that is not restricted as to occupancy by strata corporation bylaws or otherwise in respect of the age or family composition of persons who may reside in the Dwelling Unit.

1.2 Interpretation – In this Agreement:

- (a) reference to the singular includes a reference to the plural, and *vice versa*, unless the context requires otherwise;
- (b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
- (c) if a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;
- (d) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;
- (e) reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced, unless otherwise expressly provided;
- (f) the provisions of section 25 of the *Interpretation Act* with respect to the calculation of time apply;
- (g) time is of the essence;
- (h) all provisions are to be interpreted as always speaking;

- (i) reference to a “party” is a reference to a party to this Agreement and to that party’s respective successors, assigns, trustees, administrators and receivers. Wherever the context so requires, reference to a “party” also includes a Tenant, agent, officer and invitee of the party;
- (j) reference to a “day”, “month”, or “year” is a reference to a calendar day, calendar month, or calendar year, as the case may be, unless otherwise expressly provided; and
- (k) where the word “including” is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word “including”.

ARTICLE 2 USE AND CONSTRUCTION OF LANDS

- 2.1 Use and Construction of Lands** – The Lands must be used, subdivided and occupied only in accordance with this Agreement.
- 2.2 Development** – The Owner shall not construct any building on the Lands that does not, in the reasonable opinion of the Town’s Director of Planning, substantially conform to the conceptual drawings _____ dated _____, copies of which are on file with the Town and reduced copies of which are attached to this Agreement as Appendix B.
- 2.3 Occupancy of Dwelling Units** No Dwelling Unit may be used or occupied other than as an Unrestricted Dwelling Unit.
- 2.4 Parking** – No more than two vehicles may be parked on the Lands in respect of each dwelling unit on the Lands.
- 2.5 Strata Bylaws** – If any building on the Lands is subdivided under the *Strata Property Act*, the Owner shall include in the bylaws of the strata corporation formed upon the subdivision of the building the following statement:

“Strata Lots are subject to a Housing Agreement with the Town of Qualicum Beach. No action shall be taken by the owners or the strata corporation to restrict or limit the effect of the Housing Agreement, including, but not limited to, amendment to these bylaws.”
- 2.6 Short-term Rentals Prohibited** – The Owner agrees that no dwelling unit may be rented to or tenanted by any person for a term of less than thirty (30) days.
- 2.7 Requirement for Statutory Declaration** – Within thirty (30) days after receiving notice from the Town, the Owner must, in respect of each Dwelling Unit, provide to the Town a statutory declaration, substantially in the form (with, in the Town’s discretion, such further amendments or additions as deemed necessary or desirable) attached as Appendix A, sworn by an authorized signatory of the Owner, containing all of the information required to complete the statutory declaration. The Town may request such statutory declaration in respect to each Dwelling Unit no more than once in any calendar year; provided, however, notwithstanding that the Owner may have already provided such statutory declaration in the particular calendar year, the Town may request and the Owner shall provide to the Town such further statutory declarations as requested by the Town in respect to a Dwelling Unit if, in the Town’s absolute determination, the Town believes that the Owner is in breach of

any of its obligations under this Agreement.

- 2.8 Town Authorized to Make Inquiries** – The Owner hereby irrevocably authorizes the Town to make such inquiries as it considers necessary in order to confirm that the Owner is complying with this Agreement.
- 2.9 No Expiry of Housing Agreement** – This Agreement shall apply to and bind the Lands in perpetuity.

ARTICLE 3 MISCELLANEOUS

- 3.1 Housing Agreement** – The Owner acknowledges and agrees that:
- (a) this Agreement includes a housing agreement entered into under section 483 of the *Local Government Act* and a covenant under section 219 of the *Land Title Act*;
 - (b) the Town may file notice of, and register, this Agreement in the LTO pursuant to section 483(5) of the *Local Government Act* against the title to the Lands.
- 3.2 Modification** – This Agreement may be modified or amended from time to time, by consent of the Owner and a bylaw duly passed by the Council of the Town of Qualicum Beach and thereafter if it is signed by the Town and the Owner.
- 3.3 Indemnity** – The Owner, on its behalf, will indemnify and save harmless the Town and each of its elected officials, officers, directors, and agents, and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, actions, loss, damage, costs and liabilities, which all or any of them will or may be liable for or suffer or incur or be put to by reason of or arising out of:
- (a) any negligent act or omission of the Owner, or its officers, directors, agents, contractors or other persons for whom at law the Owner is responsible relating to this Agreement;
 - (b) the construction, maintenance, repair, ownership, lease, licence, operation, management or financing of the Lands or any Dwelling Unit or the enforcement of any Tenancy Agreement; or
 - (c) without limitation, any legal or equitable wrong on the part of the Owner or any breach of this Agreement by the Owner.
- 3.4 Release** – The Owner, on its behalf, hereby releases and forever discharges the Town and each of its elected officials, officers, directors, and agents, and its and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, damages, actions, or causes of action by reason of or arising out of or which would or could not occur but for the:
- (a) construction, maintenance, repair, ownership, lease, licence, operation or management of the Lands or any Dwelling Unit under this Agreement; or

- (b) except to the extent arising from the negligence or wilful misconduct of the Town or those for whom it is at law responsible, the exercise by the Town of any of its rights under this Agreement.
- 3.5 Survival** – The indemnity and release set out in this Agreement will survive termination or discharge of this Agreement.
- 3.6 Town's Powers Unaffected** – This Agreement does not:
 - (a) affect, fetter or limit the discretion, rights, duties or powers of the Town under any enactment or at common law, including in relation to the use or subdivision of the Lands;
 - (b) impose on the Town any legal duty or obligation, including any duty of care or contractual or other legal duty or obligation, to enforce this Agreement;
 - (c) affect or limit any enactment relating to the use or subdivision of the Lands; or
 - (d) relieve the Owner from complying with any enactment, including in relation to the use or subdivision of the Lands.
- 3.7 Agreement for Benefit of Town Only** – The Owner and the Town agree that:
 - (a) this Agreement is entered into only for the benefit of the Town;
 - (b) this Agreement is not intended to protect the interests of the Owner, any Tenant, or any future Owner, lessee, occupier or user of the Lands or the building or any portion thereof, including any Dwelling Unit; and
 - (c) the Town may at any time execute a release and discharge of this Agreement, without liability to anyone for doing so, and without obtaining the consent of the Owner.
- 3.8 No Public Law Duty** – Where the Town is required or permitted by this Agreement to form an opinion, exercise a discretion, express satisfaction, make a determination or give its consent, the Owner agrees that the Town is under no public law duty of fairness or natural justice in that regard and agrees that the Town may do any of those things in the same manner as if it were a private party and not a public body.
- 3.9 Notice** – Any notice required to be served or given to a party herein pursuant to this Agreement will be sufficiently served or given if delivered, to the postal address of the Owner set out in the records at the LTO, and in the case of the Town addressed to the Director of Planning at the address set out above or to the most recent postal address provided in a written notice given by each of the parties to the other. Any notice which is delivered is to be considered to have been given on the first day after it is dispatched for delivery.
- 3.10 Enuring Effect** – This Agreement will extend to and be binding upon and enure to the benefit of the parties hereto and their respective successors and permitted assigns.
- 3.11 Severability** – If any provision of this Agreement is found to be invalid or unenforceable, such provision or any part thereof will be severed from this Agreement and the resultant remainder of this Agreement will remain in full force and effect.

- 3.12 Waiver** – All remedies of the Town will be cumulative and may be exercised by the Town in any order or concurrently in case of any breach and each remedy may be exercised any number of times with respect to each breach. Waiver of or delay in the Town exercising any or all remedies will not prevent the later exercise of any remedy for the same breach or any similar or different breach.
- 3.13 Whole Agreement** – This Agreement, and any documents signed by the Owner contemplated by this Agreement, represent the whole agreement between the Town and the Owner respecting the use and occupation of the Dwelling Unit, and there are no warranties, representations, conditions or collateral agreements made by the Town except as set forth in or contemplated by this Agreement.
- 3.14 Further Assurance** – Upon request by the Town, the Owner will forthwith do such acts and execute such documents as may be reasonably necessary in the opinion of the Town to give effect to this Agreement.
- 3.15 Agreement Runs with Lands** – This Agreement burdens and runs with the Lands and every parcel into which it is Subdivided in perpetuity. All of the covenants and agreements contained in this Agreement are made by the Owner for itself, its personal administrators, successors and assigns, and all persons who after the date of this Agreement acquire an interest in the Lands.
- 3.16 Equitable Remedies** – The Owner acknowledges and agrees that damages would be an inadequate remedy for the Town for any breach of this Agreement and that the public interest strongly favours specific performance, injunctive relief (mandatory or otherwise), or other equitable relief, as the only adequate remedy for a default under this Agreement.
- 3.17 No Joint Venture** – Nothing in this Agreement will constitute the Owner as the agent, joint venturer, or partner of the Town or give the Owner any authority to bind the Town in any way.
- 3.18 Applicable Law** – The laws of British Columbia will apply to this Agreement.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the *Land Title Act* Form C and D which is attached to and forms part of this Agreement.

PRIORITY AGREEMENT

WHEREAS TORONTO DOMINION BANK (the “Chargeholder”) is the holder of a Mortgage (the “Charge”) encumbering the lands (the “Lands”) described in item 2 of the Land Title Act Form C attached hereto, which was registered in the Victoria Land Title Office under number **CA3676056**.

The Chargeholder, in consideration of the premises and the sum of One Dollar (\$1.00) now paid to the Chargeholder by the Transferee, hereby approves of, joins in and consents to the granting of the within Agreement and covenants and agrees that the same shall be binding upon its interest in or charge upon the Lands and shall be an encumbrance upon the Lands prior to the Charge in the same manner and to the same effect as if it had been dated and registered prior to the Charge.

IN WITNESS WHEREOF the Chargeholder has executed this Agreement on Form D to which this Agreement is attached and which forms part of this Agreement.

Appendix A to Housing Agreement

STATUTORY DECLARATION

CANADA	)	IN THE MATTER OF A HOUSING
	)	AGREEMENT WITH THE TOWN
	)	OF QUALICUM BEACH
PROVINCE OF BRITISH COLUMBIA	)	("Housing Agreement")
	)	

TO WIT:

I, _____ of _____, British Columbia, do solemnly declare that:

1. I am an authorized signatory of the owner of the lands located at **111 Fourth Avenue West**, Qualicum Beach, B.C. (the "**Lands**"), and make this declaration to the best of my personal knowledge.
2. This declaration is made pursuant to the Housing Agreement in respect of the Lands.
3. For the period from _____ to _____ the Lands were occupied only by the tenants whose names and current addresses appear below:

Name(s) of Tenant	Address of Tenant	Phone Number of Tenant	Rent Paid by Tenant

4. I confirm that the Owner has complied with the Owner's obligations under the Housing Agreement.
5. I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and pursuant to the *Canada Evidence Act*.

DECLARED BEFORE ME at _____,)

in the Province of British Columbia, this _____)
day of _____, 20____.)

A Commissioner for Taking Affidavits in the)
Province of British Columbia)

DECLARANT

Appendix B to Housing Agreement

[insert Design Plans]

END OF DOCUMENT

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

TO: Luke Sales, Director of Planning

FOR: Council Meeting, October 27, 2021

FROM: Rebecca Augustyn, Planner

SUBJECT: Rural Innovation Hub

RECOMMENDATION

1. THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (Rural Innovation Hub) Bylaw No. 580.130, 2021" be introduced and read a first time.

PURPOSE

To introduce a zoning bylaw amendment that would permit light industrial use on a portion of the proposed Rural Innovation Hub concept in south Qualicum Beach.

BACKGROUND

The Town is looking to engage an 18-hectare portion of underutilized Town owned land to develop a Rural Innovation Hub that will focus on creating new space for value added light industrial, forestry and agricultural activities. More than half of the Town land in this area is within the Agricultural Land Reserve (See Figure 1).

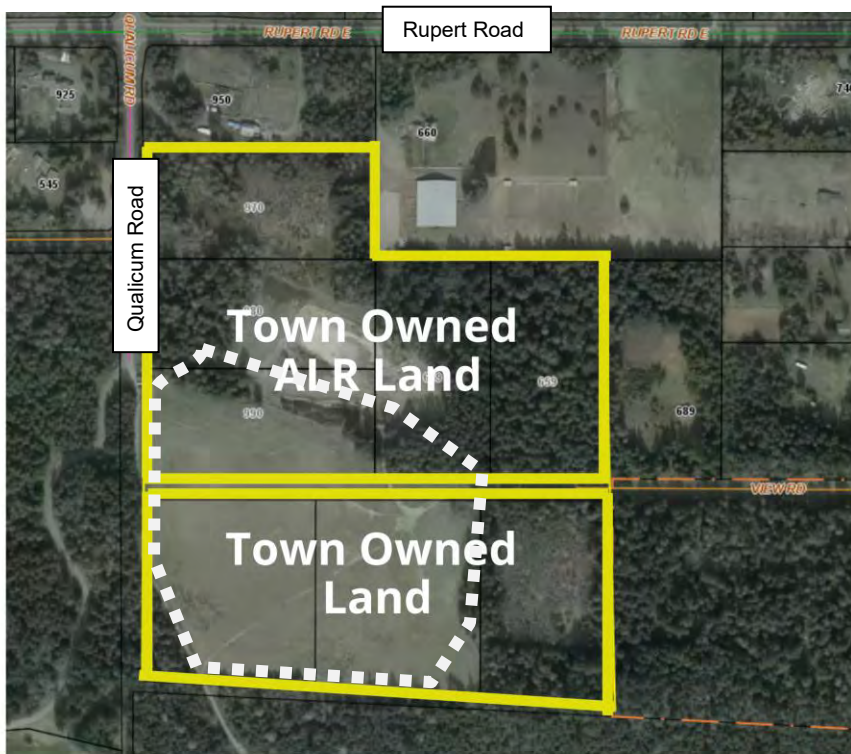


Figure 1: Subject Property. The dotted line outlines the approximate boundaries of the decommissioned landfill. Activity within this area would be restricted to superficial surface activities to avoid damaging the cap on the landfill.

Following is a brief summary of the discussions to date regarding leading the consideration of a new light industrial area:

- The 2011 Official Community Plan reduced the Light Industrial area and established a new residential/commercial use on Second Avenue East.
- In 2017 the Town engaged the Province to explore the feasibility of incorporating complementary light-industrial uses on the unused lands at the Qualicum Beach Airport. This new area would accommodate displaced Light Industrial uses from the Village Neighbourhood as well as accommodate expanded uses such as a light industrial business park. Verbal support for the idea was given at that time, with the understanding that non-airport uses would be acceptable as long as any revenues from the use were used to support airport operations.
- The 2018 OCP further reduced the Light Industrial Designation through the establishment of the East Village. As the OCP also supports the value of light industry, the understanding at that time was that the displaced uses would be replaced.
- In 2018 the Town was approached by a light industrial investor looking to construct a facility in Qualicum Beach.
- In 2019 the Town released a draft Airport Land Use plan that included plans for a significant expansion of Light Industrial uses on the South Airport Lands.
- Subsequent to the discussions with the light industrial investor, the Town was informed by the Province of BC that only Airport Use would be permitted on the airport property, as specified in the Province's airport policy.
- The Town initiated a review of other locations in the Town that could accommodate both Light Industrial Uses as well as value-added agricultural uses.
- In 2020 the Town was approached by a community group looking to establish a large community-owned greenhouse operations to advance their food security mandate.
 - o Council endorsed the idea of locating a community-owned greenhouse on the Town-owned lands on View Road.
- At the October 21, 2020 In-camera Council meeting, Council directed staff to explore grant opportunities to bring municipal services to the Town-owned land on View Road, for the purpose of expanding light industrial capacity. Council also directed staff to prepare a zoning amendment to permit light industrial use in the View Road area.
- Staff combined the light industrial use and agricultural concepts into a grant application to the Community Economic Recovery Infrastructure Initiative, under the Rural Economic Recovery stream. The grant would have funded the extension of municipal utilities to View Road, as directed by Council.
- February 2021, the grant application was refused.
- September 22, 2021, The Rural Innovation Hub is discussed at a Committee of the Whole Meeting. The following motions were adopted: "THAT the report dated September 22, 2021 from the Planner regarding the Rural Innovation Hub be received for information; AND FURTHER THAT the comments be received at the September 22, 2021 Committee of the Whole meeting be referred to an upcoming in camera meeting of Council for further deliberation." Note: Zoning amendments are only considered in regular Council meetings, so the referral to in-camera would focus on aspects of the Rural Innovation Hub that can be considered in-camera, including but not limited to topics such as leases, agreements and property disposition.
- October 8, 2021, Request for Proposals issued to solicit proposals for light industrial or agricultural investments in the Rural Innovation Hub area.

DISCUSSION

The Town does not currently have any light industrial businesses, as per BC Assessment, and draws 0% of tax revenue from this segment. The Town also has very little value added agricultural activity in spite of having an abundance of farm land. This can be attributed to a number of factors, one of which being that there are limited agricultural lands with access to Town water, sewer or sufficient power for value-added activities, production and/or products. A lack of affordable land is also a fundamental factor holding back local agriculture in Qualicum Beach.

The Town has long sought to diversify industry within the Town; however, with the lack of any light industrial there are limited employment opportunities for a whole segment of workers. People seeking this kind of employment are either travelling to work elsewhere, or not attracted to this community. Expanded light industrial and agricultural uses would:

- Create stimulus during development of the infrastructure and construction of the area from those in the civil works industries, from pipe layers, and machinery operators, to transportation providers and those that supply the materials locally.
- Create stimulus through newly created businesses, creating jobs, and the local suppliers who support them.
- Generate revenue for the Town including taxes on new commercial buildings, and long term leases from town-owned land.
- Help support and grow the forestry and lumber industry.
- Help support, grow and invest in the agricultural sector of the community and region.

In 2020, the Town identified Town owned lands that could be utilized to open up a new value-added light industrial, forestry and agricultural area. This land is referred to as the proposed "Rural Innovation Hub". The area is composed of unused properties, agricultural land and an old sand pit and outdoor storage space that was previously used by the Town's Parks department. Land within the ALR would be proposed for value add agricultural uses, while the light industrial uses would be on the non-ALR land. The following considerations were factored in when assessing where to locate new light industrial and agricultural activities:

1. Proximity to Town
 - (a) Close enough to Town, but not in an area with significant residential density.
 - (b) Approximately two kilometres from the Town core.
2. Access:
 - (a) Good road access.
 - (b) Within 145 meters of a bus route, thus making it accessible for employees.
 - (c) Close to recreational trails.
 - (d) Within 230 meters of existing power, sewer and water, which makes it an achievable opportunity to bring in these services.
 - (e) Within three kilometres of the Island Highway and within three kilometres of the airport.

Policy

- 2018 Official Community Plan Section
 - o 2.2.4: Light Industrial, Policy #6: "The Town shall encourage clean, nonpolluting industries"
 - o Section 2.2.6 Rural, Policy #1: "The Town supports the mandate of the Agricultural Land Commission to preserve and encourage the use of agricultural

land for food production. The use of land for the purpose of agriculture is a fundamental component of the Sustainability Plan and the development of a local food economy.”

- o Section 2.2.6 Rural, Policy #2. “Recognizing that there will be a need for additional agricultural production beyond lands within the Town boundaries, the Town shall support the preservation of all ALR lands.”
- Strategic Plan, “Strategic Objective #2: Engage land for strategic local and regional initiatives”. While these lands were not originally contemplated for the 2019-2022 term, COVID-19 has prompted the Town to create a more diversified economy in Qualicum Beach.
- Youth Attraction and Retention Strategy: “Examine all bylaws and policies to determine where they encourage or discourage managed economic growth and housing options.”
- Sustainability Action Plan: Section 4: Sustainable Food Systems. To support a prosperous and healthy local food system and economy in Qualicum Beach including:
 - o Preservation of ALR lands and agricultural and food production capacity;
 - o The integration of agricultural and food industry uses into the community;
 - o Enhancement of the local food economy in Qualicum Beach

The Town initiated the development of a Land Use Plan for the Town of Qualicum Beach Airport. The lands were identified as part of an economic strategy. However, in 2019, the Province of BC informed the Town of Qualicum Beach that the lands were only to be used for airport uses.

Next Steps

Consistent with Council direction, the first step for the Rural Innovation Hub was to issue a Request for Proposals to solicit investors. As this RFP would likely lead to the disposition of land, it is being posted on the Town’s website, via signs onsite, on Civicinfo.bc.ca and in the local paper, according to Town policy. The first intake of proposals closes on November 3, 2021.

The location was also identified as part of a Provincial Nominee Program (PNP) application for value added forestry innovation. The provincial approval is in place and a PNP investor is currently working with support from First Nation Economic Development and the Chamber of Commerce to achieve the investment targets identified in the agreement with the Province of BC.

Although there is good road access from both Qualicum Road and View Road, there are no utility services at this location. Bringing in water, sewer and power would be required to open this unused area for value-added light industrial, forestry and agricultural activities. Should the Town be successful in finding a proponent looking to invest in this area, the cost of bringing in utilities would be shared between the Town and the investor(s). The current estimate of servicing costs is \$837,375. This includes a 25% contingency, as well as a budget item for third-party project management so that the project does not divert staff time that is currently allocated to other strategic priorities.

Zoning Amendment

A zoning amendment is required to permit Light Industrial uses within the Rural Innovation Hub area, as all the land is currently zoned for agriculture and rural use. The zoning amendment applies to the lands that are not within the Agricultural Land Reserve.

SUMMARY

In 2020, the Town identified Town owned lands that could be utilized to open up a new value-added light industrial, forestry and agricultural area. This land is referred to as the proposed “Rural Innovation Hub”. The next step in this project would be to solicit interest from investors looking to construct agricultural or light industrial activities in this area. Assuming that there are viable investors, the next step would be to service the site.

A zoning amendment would also be required to permit Light Industrial uses within the Rural Innovation Hub area, as the land is currently zoned for agriculture and rural use. The zoning amendment to permit light industrial will apply to approximately 7.7 ha out of a total 18ha in the entire “Rural Innovation Hub” area. Of this, the old landfill occupies more than 2/3 of the proposed light industrial land.

To ensure compatibility with adjacent rural land uses, the proposed light industrial zone has the same minimum setbacks and maximum height of the surrounding Rural 1 (A1) zone. Following are several key differences:

1. Light Industry is a permitted use, in addition to Agriculture.
2. Other uses from the A1 zone, such as bed and breakfast, equestrian facilities were eliminated to keep to focus on light industry.
3. Only one dwelling unit is permitted, and only in conjunction with a permitted use. In order to have a dwelling unit, there has to be an active light industrial use.
4. Parcel coverage is increased from 20% to 30% to accommodate large footprint light industrial buildings.

SUMMARY

In 2020, the Town identified 18 ha of Town owned lands that could be utilized to open up a new value-added light industrial, forestry and agricultural area. This land is referred to as the “Rural Innovation Hub”. The area is composed of the former landfill site, unused properties, agricultural land and an old sand pit and outdoor storage space that was previously used by the Town’s Parks department. Land within the ALR would be permitted for agricultural uses, while the light industrial uses would be focused on the non-ALR land.

A zoning amendment is required to permit Light Industrial uses within the Rural Innovation Hub area, as all the land is currently zoned for agriculture and rural use. The zoning amendment applies to the lands that are not within the Agricultural Land Reserve

ALTERNATIVES

1. THAT Council provides alternative direction to staff.



Rebecca Augustyn, MCIP, RPP
Planner
Report Writer



Luke Sales, MCIP, RPP
Director of Planning
Concurrence



Daniel Saffland
CAO
Concurrence

**TOWN OF QUALICUM BEACH
BYLAW NO. 580.130**

**A BYLAW TO AMEND THE TOWN OF QUALICUM BEACH
LAND USE AND SUBDIVISION BYLAW NO. 580, 1999**

WHEREAS the Council may, under Section 479 of the *Local Government Act*, divide the municipality into zones, regulate within a zone the use of land, buildings and structures, the density of use of land, buildings and structures, and the siting, size and dimensions of buildings and structures and may, under Section 482 of the *Local Government Act*, establish different density regulations for a zone depending on whether conditions relating to the provision of amenities or affordable or special needs housing are met, and may designate an area within a zone for particular types of housing, and

WHEREAS the owner of the land described in this Bylaw has consented to the designations set out in the Bylaw;

The Council of the Town of Qualicum Beach, in open meeting lawfully assembled, hereby enacts as follows: "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999" is hereby amended as follows:

1. "Part 6 – Land Use Regulations" is hereby amended by adding Section 6.4.14 Industrial 3 'A3' as shown on Schedule 'A' which is attached to, and forms part of, this bylaw.
2. "Schedule 6A – Zoning Map" is hereby amended by changing the zoning designation of Lot 1, Block 20, District Lot 78, Nanoose and Newcastle, Plan 1694 from Rural 1 (A1) to Industrial 3 (I3) as shown outlined in a heavy black line on Schedule 'B' which is attached to, and forms part of, this Bylaw.
3. "Schedule 6A – Zoning Map" is hereby amended by changing the zoning designation of Lot 2 Block 20, District Lot 78, Nanoose, Plan 1694 from Rural 1 (A1) to Industrial 3 (I3) as shown outlined in a heavy black line on Schedule 'B' which is attached to, and forms part of, this Bylaw.
4. "Schedule 6A – Zoning Map" is hereby amended by changing the zoning designation of Lot 3 Block 20, District Lot 78, Nanoose, Plan 1694 from Rural 1 (A1) to Industrial 3 (I3) as shown outlined in a heavy black line on Schedule 'B' which is attached to, and forms part of, this Bylaw.
5. This bylaw may be cited as "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (Rural Innovation Hub) Bylaw No. 580.130, 2021."

INTRODUCED FOR FIRST READING this day of , 2021.

READ A SECOND TIME this day of, 2021.

Notice published pursuant to Section 182 of the *Local Government Act* on the day of, 2021 and the day of, 2021.

PUBLIC HEARING this day of, 2021.

READ A THIRD TIME this day of, 2021.

ADOPTED this day of, 2021.

Brian Wiese, Mayor

Heather Svensen, Corporate Administrator

Schedule 'A' – Bylaw No. 580.130

Section 6.4.53	
Industrial 3	I3
Permitted Uses	
Permitted Use	Required Site Area
a) Light Industry	n/a
b) Silviculture	n/a
Maximum Number and Size of Buildings and Structures	
Accessory Buildings	Combined floor area 200 m ²
Dwelling units/parcel	1 *
Height	
- Ridge of gable, hip or gambrel sloped roof	9.5 m
- Flat roof	8.0 m
Parcel Coverage	30%
* Residential use is only permitted on parcels with an active Light Industrial Use.	
Minimum Setback Requirements	
Front lot line	15.0 m
Other lot line	7.5 m

Schedule 'B' - Bylaw No. 580.130



**TOWN OF QUALICUM BEACH
BYLAW NO. 763**

A BYLAW TO EXEMPT PROPERTY FROM TAXATION

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

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

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

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

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

1. That the land and improvements on the following described land be exempt from taxation for the taxation year 2022:
 - (a) Lots 2 and 3, Plan 3414, District Lot 101A, Newcastle Land District
Roll Numbers: 1024.000 and 1025.000
2945 and 2949 Island Highway West - Rotary Club of Qualicum Beach - Welch Park
 - (b) Lot 6, Block 10, Plan 1894, District Lot 78, Newcastle Land District
Roll Number: 799.000
211 Fern Road West – Rotary Club of Qualicum Beach - Sunrise
 - (c) Lot 1, Plan 27288, District Lot 78, Newcastle Land District
Roll Number: 664.100
250 First Avenue West - Kiwanis Housing
 - (d) Lot A, Plan 8548, District Lot 78, Newcastle Land District
Roll Number: 762.000
110 Second Avenue West - Village Theatre
 - (e) Lease of portion of parent property (Roll Number 1022.000) being
District Lot 101 & 101A, Newcastle Land District, SW PT NE of PL3868;
SW PT NE of PL3868; REM SW PT; PT SW of RD; NE PT SW of RD
Roll Number: 1022.001
2711 Island Highway West – Tourist Bureau

- (f) Lease of portion of parent property (Roll Number 409.000) being Lot B, Plan VIP58293, District Lot 59 & 60, Newcastle Land District, Except Plan VIP59287
Roll Number: 409.002
644 Memorial Avenue – Curling Rink
- (g) Lease of portion of parent property (Roll Number 664.000) being Lot 9, Plan 2047, District Lot 78, Newcastle Land District Except Plan 27288, 42165, VIP55424, VIP60676
Roll Number: 664.001
665 Jones Street – Lawn Bowling Club
- (h) Lease of portion of parent property (Roll Number 11920.025) being Lot A, District Lot 124, Nanoose District, Plan 42657 Except That Part in Plan 44330
Roll Number: 11920.036
Lease A3, 1000 Ravensbourne Lane – Beaufort Squadron @ Airport
- (I) Lease of portion of parent property (Roll Number 11920.025) being Lot A, District Lot 124, Nanoose District, Plan 42657 Except That Part in Plan 44330
Roll Number: 11920.058
Lease D1, 1000 Ravensbourne Lane – Arrowsmith Search and Rescue @ Airport
- (J) Lot A, Plan 16180, District Lot 57, Newcastle Land District
Except PART IN PLAN 3022 RW
Roll Number: 521.000
587 Beach Road – Museum
- (k) Lot 3 & 4, Plan 2005, District Lot 58, Land District 35, Newcastle Land District
Roll Number: 523.000
181 Sunningdale Road West – Blue Sphere Foundation
- (l) Lot 57, Plan 1026, Except that part forming part of the Island Highway as shown coloured yellow on plan deposited under DD 3268N and except parts in Plans 1802, 6631, 9742 and 14723 and except part in Esquimalt & Nanaimo Railway as shown on Plan VIP68672, Newcastle District (008-097-097)
Lot 58, Plan 1026, Except that part forming part of the Island Highway as shown coloured yellow on plan deposited under DD 3268N and except part in Plan 1802 and except part in Esquimalt & Nanaimo Railway as shown on Plan VIP68672, Newcastle District (008-097-127)

Lot 59, Plan 1026, Except that part forming part of the Island Highway as shown coloured yellow on plan deposited under DD 3268N and except part in Plan 1802 and except part in Esquimalt & Nanaimo Railway as shown on Plan VIP68672, Newcastle District (008-097-151)

Lot 60, Plan 1026, Except that part forming part of the Island Highway as shown coloured yellow on plan deposited under DD 3268N and except parts in Plans 1802, 3399, 6530, 443R and 11244 and except part in Esquimalt & Nanaimo Railway as shown on Plan VIP68672, Newcastle District (008-097-160)

Lot 61, Plan 1026, Except that part forming part of the Island Highway as shown coloured yellow on plan deposited under DD 3268N and except parts in Plans 1802, 3399 and 6530, Newcastle District (008-097-178)

Lot 62, Plan 1026, Except parts in Plans 1802, 3399 and 6530, Newcastle District (008-097-194)

Lot A, District Lot 63, Plan 9145, Newcastle District (005-554-268)

Roll Number: 581.000

469 Memorial Avenue – Qualicum Beach Memorial Golf Club

- (m) Lot 1, Plan 13424, District Lot 57, Newcastle Land District
Roll Number: 221.000
210 Crescent Road West – Valhalla (Hospice)
- (n) Lot 2, Plan 43567, District Lot 78, Newcastle Land District
Roll Number: 839.026
122 Fern Road West – The Old School House Arts Centre (TOSH)
- (o) Strata Lot 1, Plan VIS5454, DL 78, Newcastle Land District
Roll Number: 770.105
703 Memorial Avenue – Qualicum Beach Seniors’ Activity Centre
- (p) Block 5, Plan 1894, District Lot 78, Newcastle Land District
Roll Number: 739.100
180 Veterans’ Way - Royal Canadian Legion Branch #76
- (q) Lot A, Plan VIP66629, District Lot 78 & 88, Nanoose Land District, Nanoose and Newcastle Districts Mile 99.13 to 100.114 – portion of VIP 66629; PID 024-135-232
Roll Number: 19458.020
Island Corridor Foundation [E&N R/W]
- (r) Lot A, Plan VIP 66629, District Lot 78 & 88, Nanoose Land District, & Newcastle Land District except there out 0.21 acre lease – see Folio 565-01163.100; Mile 100.14 to 101.59 – portion of VIP66629 inside Qualicum Beach – located between Hollywood & First Avenue, VIP 70053-70058 73117-73120 – No Adj.
Roll Number: 19458.025

Island Corridor Foundation [E&N R/W]

- (s) Lot A, Plan VIP 68672, District Lot 52-78, Newcastle Land District EXCEPT PLAN VIP74072-E & N R/W located in the Town- Mile 101.59 TO 103.297, VIP70059,70060, 70115, 70118, 70119, 70125,70332,70488, 73107-73116 – No Adj.; PID 024-503-436

Roll Number: 1151.000

Island Corridor Foundation [E&N R/W]

- (t) District Lot 52-60, Nanoose Land District, VIA Rail Lease situated on E&N R/W, DL 52 to 60 Incl. & Part of DL 78 within the Town of Qualicum Beach
Roll Number: 1163.001 & 1163.200

174 Railway Street - Train Station

3. This Bylaw may be cited for all purposes as "Town of Qualicum Beach 2022 Taxation Exemption Bylaw No. 763, 2021".

READ A FIRST TIME this 8th day of September, 2021.

READ A SECOND TIME this 6th day of October, 2021.

READ A THIRD TIME this 6th day of October, 2021.

Notice published pursuant to Section 227 of the *Community Charter* on the ____ day of _____, 2021, and the ____ day of _____, 2021.

ADOPTED this ____ day of _____, 2021.

Brian Wiese, Mayor

Heather Svensen, Corporate Administrator

**TOWN OF QUALICUM BEACH
BYLAW NO. 764**

A BYLAW TO EXEMPT PROPERTIES FROM TAXATION

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

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

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

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

1. That the Class 8 (Rec/Non Profit) land and improvements on the following be exempt from taxation, for the year 2022, pursuant to the *Community Charter*:
 - (a) Lot A, Plan 19140, District Lot 78, Newcastle Land District
Roll Number: 663.400 - 591 Arbutus Street
Church of Jesus Christ of Latter-Day Saints
 - (b) Lot 12, Block 5, Plan 1835, District Lot 53, Newcastle Land District
Roll Number: 176.000 - 423 First Avenue West
Jehovah's Witnesses
 - (c) Lot A, Plan 50661, District Lot 58/59, Newcastle Land District
Roll Number: 319.000 - 138 Hoylake Road West
St. Mark's Anglican Church
 - (d) Lot A, Plan VIP58293, District Lot 60, Newcastle Land District
Roll Number: 406.000 - 150 Village Way
St. Stephen's United Church
 - (e) Lot 1, Plan 13066, District Lot 122, Nanoose Land District
Roll Number: 1149.000 - 825 Village Way
Christian Fellowship Centre
 - (f) Plan VIP59287, District Lot 57 & 58, Newcastle Land District, THOSE
PARTS SHOWN AS "ROAD TO BE CLOSED"
Roll Number: 409.011 - 600 Beach Road
Qualicum Community Baptist Church

2. This Bylaw may be cited for all purposes as "Town of Qualicum Beach 2022 Taxation Exemption (Places of Worship) Bylaw No. 764, 2021".

READ A FIRST TIME this 8th day of September, 2021.

READ A SECOND TIME this 6th day of October, 2021.

READ A THIRD TIME this 6th day of October, 2021.

Notice published pursuant to Section 227 of the *Community Charter* on the ____ day of _____, 2021, and the ____ day of _____, 2021.

ADOPTED this ____ day of _____, 2021.

Brian Wiese, Mayor

Heather Svensen, Corporate Administrator



2021 POPPY CAMPAIGN & NOVEMBER 11TH SPECIAL BULLETIN



POPPY CAMPAIGN (Friday, October 29th to Sat., November 6th)

Canvassing Dates & Sign Up

Canvassing Dates: *First weekend: Friday, October 29th & Sat., October 30th*
Second Weekend: Friday, November 5th & Saturday, November 6th

The **Signup Sheets** are now posted in the Lobby of the Branch so you don't have to go into the Lounge. **To sign up, you must be double vaccinated and carry your verification card.** Make sure to wear your mask and sanitize your hands.

All time slots are for one hour with the first shift starting at 11:00 a.m.; and the last shift ending at 3:00 p.m. The locations are: Pharmasave, Quality Foods, Liquor Store, Dolly's Home Hardware, and the Home Building Centre on the Island Hwy. On Saturdays only, we will be at the Community Centre on Veterans Way during the Farmers Market (9:00 a.m. – 1:00 p.m.) The Ladies Auxiliary will be serving soup and a bun to our Friday & Saturday canvassers.

We also have 2 mid-week inside locations (Dolly's Home Hardware and Home Building Centre) where we will have a table with two people in one-hour time slots (10:00 a.m.– 2:00 p.m.) on Mon., Nov. 1 – Thurs., Nov. 4; and Mon., Nov. 8 – Wed., Nov. 10. There is a separate signup sheet posted for these inside locations.

Poppy Campaign Flag Raising Ceremony

Date: Friday, October 29th

Time: 10:00 a.m.

Place: Legion Cenotaph

Contact: Bruce Ballingall, Poppy Chairman (250-954-0114)

The ceremony will include the raising of the Poppy Flag, pinning of the first poppy on the Mayor, and the Benediction from our Padre. Immediately following the Flag Raising Ceremony, our Poppy Canvass begins. All canvassers who have signed up to take the 11:00 a.m. time slot will collect their tray and go directly to their post.

Legion Candlelight Tribute Ceremony & Candle Sales



The Candlelight Tribute Service was started in 1995 in the Netherlands when Dutch children laid lighted candles on the graves of Canadian soldiers, leaving them burning overnight in silent tribute to the fallen. Since that time, these tributes have increased in Europe and here in Canada. The candles that we use are made in the Netherlands specifically for this purpose. The subtle glow of these candles, especially when placed in numbers, creates a solemn and unforgettable image for the evening of Remembrance.



Candle Sales:

Date: Fri., Oct. 22th – Sat., Nov. 6th

Cost: \$5.00 each

We have the order forms & envelopes ready for your convenience at the bar.

Look for the special box on the counter. Members of the public are also welcome to purchase candles to be placed at the cenotaph.

Candlelight Tribute Ceremony



Date: Wednesday, Nov. 10th

Time: 4:00 p.m.

Place: The Legion Cenotaph, 180 Veterans Way

Contact: Bruce Ballingall, Poppy Chairman (250-954-0114)

Details: The service will include the customary addresses by the Mayor and Branch President. This year the candles will be pre-placed around the cenotaph. Those who have purchased candles will be called individually and can step to the cenotaph to pay respects.

Remembrance Day Parade and Service

Date: Thursday, November 11th

Due to Covid 19, there will no service in the Qualicum Beach Civic Centre.

We will hold it outdoors at the Legion 76 cenotaph.

Masks are required.

- Time: 10:00 a.m. -** We will start the morning with the parade. Anyone wishing to march in the parade, **form up in the parking lot at the Civic Centre.** Veterans and Legion Members with or without uniforms are all welcome to march in the parade.
- 10:15 a.m. -** **Parade starts** and will proceed from the Civic Centre, along Jones St. to 2nd Ave., right onto 2nd Avenue, left onto Memorial and right onto Veterans Way to the Legion 76 cenotaph.
- 10:45 a.m.** **Parade arrives at the Branch for the start of the service.**
- 11:11 a.m. -** There will be a pause in the ceremony for the **Moment of Silence.**

After the parade, veterans are welcome to come into the Legion for camaraderie.
Proof of Covid 19 vaccines and masks are required.

Town of Qualicum Beach

M E M O R A N D U M

TO: Luke Sales, Director of Planning **FOR:** Council Meeting, October 27, 2021

FROM: Rob Daman, Emergency Program Coordinator

SUBJECT: Request for Proposal Results for Development of Emergency Management Oceanside's "Departmental Continuity of Operations Plan" and "Hazard-Specific Template and Supporting Guidance Tools"

RECOMMENDATIONS

THAT Council approves the City of Parksville to manage the project funding for Emergency Management Oceanside's "Departmental Continuity of Operations Plan" and "Hazard-Specific Template and Supporting Guidance Tools" on behalf of the Town of Qualicum Beach.

PURPOSE

To update Council on two projects underway with Emergency Management Oceanside (EMO), "Departmental Continuity of Operations Plan" and "Hazard-Specific Template and Supporting Guidance Tools". The City of Parksville will manage these projects on behalf of EMO.

BACKGROUND

During the COVID-19 pandemic, the Province ordered all local governments to update or create new Business Continuity Plans (BCP) addressing the pandemic response. EMO took the opportunity to develop a new BCP and created a template for each department of the Town of Qualicum Beach and City of Parksville to use in the creation of a plan for maintaining important services regardless of the emergency situation. To accomplish this, each department needs the support of a person trained in emergency management to assist them. These projects cannot be undertaken in-house due to current workloads and staff capacity constraints.

In September of 2019, EMO completed a new Hazard, Risk and Vulnerability Analysis (HRVA). The analysis confirmed 53 hazards that could affect the region in various situations. As a result, Contingency Plans must be developed for each of these hazards to address the response to, and recovery from, these emergencies. EMO staff determined the need for a contingency plan template to provide consistency and predictability for stakeholders involved in the emergency planning and response process. A stakeholder Working Group comprised of first responders, other government agencies and non-government organizations that would be involved in an emergency or disaster is being assembled. This Group will use the template to create the contingency plans. In addition to the template, the consultant will develop accompanying guidance tools and instructions on how to use the template.

In the summer of 2021, EMO issued a Request for Proposals for each of the proposed projects. The number of responses was low, but staff are familiar with the two proponents and are confident that the project will be successful.

DISCUSSION

For the Departmental Continuity of Operations Plan Development project, the proposal from Sybille Sanderson Collaborative Consulting (SSCC) meets the needs of developing a comprehensive Business Continuity Program with an overall Business Continuity Plan and detailed Continuity of Operations

Plans for each Department of the Town of Qualicum Beach and the City of Parksville and is within budget. The total budget for this project budgeted by both local governments is \$70,000 with a project cost of \$66,600 plus applicable taxes. SSCC is based on Vancouver Island, making it easier and more cost effective for the consultant to attend meetings and meet with staff from each department for development of the required plans.

With the increase in the pace of change and the frequency of impacts from various hazards and risks, it is important for the municipalities to adopt a pro-active approach that anticipates potential impacts and activates the Business Continuity Plan and/or Emergency Plan promptly to mitigate the potential impacts rather than waiting for the situation to manifest and then responding to fix the problem. A proactive approach that encourages reporting near misses and develops strategies for preventative maintenance and replacement will reduce potential impacts and save significant response costs.

For the Development of a Hazard-Specific Template and Supporting Guidance Tools project, the proposal from Critical Continuity & Emergency Management (CCEM) Strategies Ltd. meets the needs set out in the RFP and is within budget. The scope of work of this project is to support in the design of a regional approach to hazard-specific plan development. The approach will be aimed at bringing together key stakeholders from the region to work collaboratively and ensure limited resources within the area are used effectively, appropriately, and equitably. Reviewing, analyzing, and assessing existing EMO documentation to enhance understanding of local risk, environmental considerations, historical information, and best practices will be practiced throughout the project. Aligning key considerations with our 2019 Hazard Risk and Vulnerability Analysis will support the project deliverables. The total funding for this project budgeted by both local governments is \$140,000 with a project cost of \$115,200 plus applicable taxes. CCEM Strategies is based in Vancouver and was the contractor used to help develop the HRVA completed in 2019. Knowledge and experience with the EMO HRVA provides important efficiencies and useful background for developing the template and tools to support this project and serve EMO's specific needs.

FINANCIAL IMPACT

Funding for these projects became available through the provincial COVID recovery grant. The Town of Qualicum Beach and City of Parksville, through EMO, have each budgeted \$35,000 for a total of \$70,000 for the Departmental Continuity of Operations Plan Development (BCP) project. The Town and City, through (EMO) have also each budgeted \$70,000 for a total of \$140,000 for the Development of a Hazard-Specific Template and Supporting Guidance Tools project.

The 2022 proposed budget contains \$105,000 for the Town of Qualicum Beach's share of these two projects. The budgeted funds come from the provincial COVID recovery grant resulting in no direct financial impact to taxpayers. Please refer to Town of Qualicum Beach October 6, 2021 Regular Council Meeting Memorandum titled "Town of Qualicum Beach Financial Plan (2022-2026) Bylaw No. 765, 2021" on page 59 of the agenda for further details.

STRATEGIC PLAN IMPLICATIONS

- **Effective Governance** – A stable working relationship between local governments and a unified emergency program allows all residents in the region to better understand how they would be supported in an emergency or disaster, increasing the safety and security of residents when they are most in need.

- **Efficient Provision of Services** – Both projects will enhance the ability of EMO to plan for, respond to, and recover from, any emergency or disaster experienced in the Oceanside area promoting and enhancing Community Safety.
- **Community Amenities** – Planning for the continuity of operations during an emergency event is one of the main roles of any emergency program. Being able to provide as quickly as possible the basic amenities that supports our residents can greatly reduce the stress they are experiencing and supports our community moving into recovery.

SUMMARY

On November 2, 2020, the Town of Qualicum Beach received funding under the Covid-19 Safe Restart Grant for Local Governments. This funding included projects to support emergency planning and continuation of operations. The development of a Departmental Continuity of Operations Plan and of a Hazard-Specific Template with Supporting Guidance Tools supports the work done by EMO during Covid- 19 and next steps of the Hazard, Risk and Vulnerability Analysis project. RFPs for two of the projects have been posted. The first RFP on June 21, 2021 for the Departmental Continuity of Operations Plan project and the second RFP was posted on July 5, 2021 for the Development of a Hazard-Specific Template and Supporting Tools. Under the spirit of Emergency Management Oceanside, the Town of Qualicum Beach and City of Parksville will jointly support these projects providing quality with shared fiscal responsibility.

ALTERNATIVES

1. THAT Council provide staff with alternative direction.



Rob Daman
Emergency Coordinator
Report Writer



Luke Sales, MCIP, RPP
Director of Planning
Concurrence



Daniel Sailland
CAO
Concurrence

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

TO: Luke Sales, Director of Planning **FOR:** Council Meeting, October 27, 2021

FROM: Rebecca Augustyn, Planner

SUBJECT: Municipal Regional District Tax Affordable Housing Program Service Agreement

RECOMMENDATION

1. THAT the Town of Qualicum Beach Council supports the 2022 Online Accommodation Platform Municipal Regional District Tax Affordable Housing Program Service Agreement between the Parksville Qualicum Beach Tourism Association and the Society of Organized Services to provide housing subsidies in the Oceanside area.

PURPOSE

To consider supporting an agreement that would authorize the Society of Organized Services (SOS) to provide a housing subsidy program to eligible workers in the Oceanside area, in partnership with the Parksville Qualicum Tourism Association (PQBTA) and the Regional District of Nanaimo (RDN).

BACKGROUND

The Municipal and Regional District Tax (MRDT) was introduced in 1987, by the Provincial Government, to provide funding for local tourism marketing, programs, and projects. The MRDT is an up-to three percent tax on short-term accommodation on behalf of municipalities, regional districts and eligible entities.

Online Accommodation Platform (OAP) MRDT Revenue consists of new MRDT revenues collected from online marketplaces that rent short-term accommodation (e.g. VRBO, Airbnb, etc). BC's 2018 Budget expanded permissible use of MRDT and Online Accommodation Platform (OAP) tax revenues to include affordable housing.

Consultation between the RDN, Town of Qualicum Beach, City of Parksville, PQBTA and SOS occurred in the summer of 2021 to form the basis of the 2022 Online Accommodation Platform Municipal Regional District Tax Affordable Housing Plan. A Service Agreement between PQBTA and the SOS has been drafted to support eligible workers employed in the Oceanside area accommodation sector through a housing subsidy.

Support resolutions are required from applicable local governments (RDN, Town of Qualicum Beach and City of Parksville) as part of the PQBTA's application to the Province to use funding from the Online Accommodation Platform Municipal Regional District Tax for affordable housing.

DISCUSSION

PQBTA has agreed to provide funding to SOS under the 2022 Online Accommodation Platform Municipal Regional District Tax Affordable Housing Program (attached). The proposed affordable housing program will provide \$50,000 in 2022 to support eligible workers employed in the Oceanside area accommodation sector through a housing subsidy. Eligible applicants

must provide proof that they both live and work within the Oceanside area (RDN Electoral Areas E, F, G, H, City of Parksville and Town of Qualicum Beach). SOS will use its established needs assessment approach and amended intake assessment interview to determine recipients' housing subsidy need. Eligible recipients may receive a \$500 housing subsidy to a maximum of \$1,500 per eligible recipient per year paid quarterly. Recipients must undertake a new needs assessment each quarter.

The term of the service agreement stipulates the disbursement of funds within a one-year period commencing January 1, 2022. SOS will work with PQBTA to include additional questions and indicators that will allow for monitoring of the program. The purpose of the program monitoring is to provide an opportunity to better enhance the proposed affordable housing program if all parties wish to enter into a new agreement to provide the housing subsidy in future years.

Approximately \$80,000 of revenue has been accumulated from the OAP MRDT since the program commenced in 2018. As outlined in the service agreement, a contribution total of \$50,000 from PQBTA to SOS to deliver the affordable housing program will occur throughout 2022. The remaining OAP MRDT revenues shall remain with PQBTA and be used in future years to ensure continuous funds are available for eligible recipients if the program is extended.

The amount of OAP revenues available for 2022 and future years could fluctuate, and future increases or decreases in OAP revenues will be assessed once collected. If all parties agree to extend the affordable housing program, future service agreements will be updated accordingly to account for available funds and any additional resources required. If the affordable housing program is discontinued, PQBTA will continue to collect OAP revenues and hold the funds until such time that they can be directed towards an agreed upon affordable housing initiative.

SUMMARY

An agreement has been drafted that would authorize the Society of Organized Services (SOS) to provide a housing subsidy program to eligible workers in the Oceanside area, in partnership with the Parksville Qualicum Tourism Association (PQBTA) and the Regional District of Nanaimo (RDN). Council support is required in order to implement this agreement.

ALTERNATIVES

1. THAT Council provides alternative direction to staff.


Rebecca Augustyn, MCIP, RPP
Planner
Report Writer


Luke Sales, MCIP, RPP
Director of Planning
Concurrence


Daniel Sailland
CAO
Concurrence

attachments

[RDN Letter Requesting Resolution of Support \(00000002\).pdf](#)
[2022 OAP MRDT Affordable Housing Tax Program Service Agreement.pdf](#)

October 13, 2021

Luke Sales, Director of Planning and Community Development
Town of Qualicum Beach
201-660 Primrose Street
Qualicum Beach, BC V9K 1S7

Re: 2022 Online Accommodation Platform Municipal Regional District Tax Affordable Housing Program

Dear Luke Sales:

The Board of the Regional District of Nanaimo (RDN) passed resolution No. 18-455 and 18-456 on October 16, 2018:

No.18-455 - That the Board's support of the Municipal Regional District Tax renewal be subject to the Parksville Qualicum Beach Tourism Association submitting by 2021 the provincially required One Year Tactical Plan that includes a provision to use Municipal Regional District Tax revenues from Online Accommodation Platforms for affordable housing; and

That in 2020 the Regional District of Nanaimo, the City of Parksville and the Town of Qualicum Beach work with the Parksville Qualicum Beach Tourism Association and accommodation providers to develop an Affordable Housing Municipal Regional District Tax Plan starting in 2020.

As part of the Board's direction to develop an Affordable Housing Municipal Regional District Tax Plan, discussions to identify viable service options took place with multiple organizations in 2020. Of these discussions, the Society of Organized Services and their existing Emergency Assistance and Advocacy Program were identified and subsequently endorsed by the Board and City of Parksville as the preferred service provider.

On April 27, 2021, the RDN Board passed resolution No. 21-182 and 21-183:

That the Board request consultation occur between the Regional District of Nanaimo, City of Parksville, Town of Qualicum Beach and Parksville Qualicum Beach Tourism Association to facilitate an agreement with the Society of Organized Services to create a new component of the Emergency Assistance Advocacy Program to provide rent subsidies, specific to the hospitality and tourism industry, in the Oceanside area through use of the Municipal Regional District Tax revenues from Online Accommodation Platforms to support affordable housing in the region; and

That the Parksville Qualicum Beach Tourism Association submit by November 30, 2021, the provincially required One Year Tactical Plan to include necessary provisions to use Municipal Regional District Tax revenues from Online Accommodation Platforms for the new rent subsidy

component of the Emergency Assistance Advocacy Program operated by the Society of Organized Services to support affordable housing in the Oceanside area.

Consultation between the RDN, Town of Qualicum Beach, City of Parksville, Parksville Qualicum Beach Tourism Association and Society of Organized Services occurred in the summer of 2021 to form the basis of the 2022 Online Accommodation Platform Municipal Regional District Tax Affordable Housing Plan. To achieve the RDN Board's direction and facilitate the provision of the Plan, a Service Agreement between the Parksville Qualicum Beach Tourism Association and the Society of Organized Services has been drafted to support eligible workers employed in the Oceanside area accommodation sector through a housing subsidy.

Evidence in the form of resolutions of support are required from applicable local governments (RDN, Town of Qualicum Beach and City of Parksville) as part of the Parksville Qualicum Beach Tourism Association's application to the Province to use Online Accommodation Platform revenues for affordable housing.

To meet Provincial requirements and advance this initiative, the RDN respectfully requests the Town of Qualicum Beach Council provide a resolution of support for the 2022 Online Accommodation Platform Municipal Regional District Tax Affordable Housing Program Service Agreement between the Parksville Qualicum Beach Tourism Association and the Society of Organized Services to provide housing subsidies in the Oceanside area to support affordable housing in the region.

Sincerely,

A handwritten signature in black ink, appearing to read 'P Thompson', with a stylized flourish at the end.

Paul Thompson
Acting General Manager, Planning and Development
T: 250-390-6510 | Email: pthompson@rdn.bc.ca

- Encl. 1. 2022 Online Accommodation Platform Municipal Regional District Tax Affordable Housing Program Board Report
2. 2022 Online Accommodation Platform Municipal Regional District Tax Affordable Housing Program Service Agreement

THIS AGREEMENT made the day of , 2021.

BETWEEN:

PARKSVILLE QUALICUM BEACH TOURISM ASSOC.
#107 – 425 Stanford Avenue East
P.O. Box 239, Parksville, BC V9P 2G4

(hereinafter called “PQBTA”)
OF THE FIRST PART

AND

SOCIETY OF ORGANIZED SERVICES
245 West Hirst Avenue
P.O. Box 898, Parksville, BC V9P 2G9

(hereinafter called the “SOS”)
OF THE SECOND PART

WHEREAS the Regional District of Nanaimo (RDN) chose SOS to implement affordable housing programs within RDN Areas E, F, G, H and within the City of Parksville and the Town of Qualicum Beach funded by Online Accommodation Platform Municipal Regional District Tax;

AND WHEREAS PQBTA is the designated recipient accountable to the Government of British Columbia for Online Accommodation Platform Municipal Regional District Tax;

AND WHEREAS the parties hereto desire to formally establish the terms and conditions of Online Accommodation Platform Municipal Regional District Tax funded affordable housing programs;

NOW THEREFORE THIS AGREEMENT WITNESSETH that for and in consideration of, PQBTA and SOS are now entering into this Fee for Service Arrangement (the “Agreement”) and agree as follows:

SECTION 1. DEFINITIONS

1. Where used in this Agreement:

- a) “Contribution” means the contribution to be provided by PQBTA to SOS as set out in Section 3;
- b) “Material” means all findings, data, reports, documents, records and other material (both printed and electronic), whether complete or otherwise, that have been produced, received, compiled or acquired by the SOS as a direct result of this Agreement, but does not include the Received Material;

- c) “Received Material” means all findings, data, reports, documents, records and other material (both printed and electronic), whether complete or otherwise, that have been received by the SOS or a sub-contractor from or on behalf of PQBTA;
- d) “Services” means the services described in Section 2; and
- e) “Term” means the term of this Agreement as set out in Section 2.

SECTION 2. SCOPE OF SERVICES:

2. PQBTA has agreed to provide finances to SOS, under the 2022 Online Accommodation Platform Municipal Regional District Tax Affordable Housing program to conduct the approved services as outlined in Appendix 1 - Affordable Housing Program Parameters. All funds must be spent between January 1, 2022 and December 31, 2022. Should SOS propose to amend any of the tactics outlined in Appendix 1, SOS must provide written notice to PQBTA detailing the proposed amendments. If the proposed amendments are approved, PQBTA will give notice to SOS of such approval. If the proposed amendments are substantial, a written amendment to this Agreement may be required at the discretion of PQBTA.

a) Project Reporting

- i) Ensure the SOS provides affordable housing program reports to PQBTA prior to April 15, July 15, October 15, January 15 of the past quarter’s financials / activities and an aggregated report of the past year’s financials / activities prior to April 28, 2023.
- ii) All reports must address but may not be limited to the requirements set out by the Government of British Columbia (Appendix 2); align with the 2022 affordable housing plan submission; a statement of account that includes an itemized list of all relevant expenses. Other financial information may be requested by PQBTA at any time, with reasonable time and notice given to SOS, to fulfill the request.

b) Audit

- i) PQBTA may, at any reasonable time and with notice to SOS, perform an audit of the SOS spending under this Agreement, in respect of which the SOS will submit to PQBTA all requested invoices, and otherwise cooperate in a financial audit of their compliance with this Agreement, including such matters as may be set out in reports (see Section 2a).
- ii) If PQBTA determines in its sole discretion that SOS has failed the audit provided for under this section, PQBTA may terminate any obligation to provide funding to the SOS under this Agreement or otherwise and, in addition to any other rights or remedies available under this Agreement, PQBTA may recover from SOS any payments made under this Agreement.

c) Term

- i) The term of this Agreement commences January 1, 2022 and ends April 28, 2023.
- ii) In the event PQBTA determines the affordable housing program will be extended to 2023 , SOS confirm its intent to deliver said program prior to August 15, 2022.

SECTION 3. CONTRIBUTION

3. Subject to the provisions of this Agreement, PQBTA will provide to SOS, the Contribution, in the amount and manner, and at the times set out below.

- a) Notwithstanding any other provision of this Agreement, PQBTA will pay SOS a Contribution up to a maximum amount of \$50,000.00, net of GST.
- b) Payment by PQBTA of any part of the Contribution to SOS, in the fulfillment of the obligations under this Agreement, will be made as follows:
 - i) upon receipt and approval by PQBTA of a signed agreement and invoice, both dated prior to January 31, 2022, a payment amount of \$25,000.00;
 - ii) upon receipt and approval by PQBTA of quarterly financial / activity reports as described in Section 2a and Appendix 2, and quarterly invoices dated no later than December 31, 2022, four payment amounts of \$6,250 each.
- c) Within 30 days of receiving the invoices, as described in Section 3c, from SOS, PQBTA will pay to SOS the amounts set out in the statement of account, if they are in accordance with this Agreement.
- d) At the sole option of PQBTA, any portion of the Contribution provided to SOS under this Agreement and not expended at the end of the Term shall be:
 - i) returned by SOS to PQBTA;
 - ii) retained by SOS as supplemental funding provided for under an amendment to this Agreement; or
 - iii) deducted by PQBTA from any future affordable housing program funding administered by SOS and approved by PQBTA.

TERMS AND CONDITIONS:

GENERAL TERMS AND CONDITIONS:

1. The SOS must supply and pay for all labour, materials, facilities, approvals and licenses necessary or advisable to perform the SOS obligations under this Agreement.
2. The SOS must treat as confidential all information in any documents and other material ("Material") and all other information accessed or obtained by the SOS from PQBTA (whether verbally, electronically or otherwise) as a result of this Agreement, and not permit its disclosure without PQBTA's prior written consent except
 - (a) as required to perform the SOS obligations under this Agreement or to comply with applicable law,
 - (b) if it is information that is generally known to the public other than as result of a breach of this Agreement, or
 - (c) if it is information in any material the SOS creates as part of the Services.
3. The SOS must comply with all applicable laws.
4. The SOS must indemnify and save harmless PQBTA and PQBTA's employees and agents from any losses, claims, damages, actions, causes of action, costs and expenses that PQBTA or any of PQBTA's employees or agents may sustain, incur, suffer or be put to at any time, either before or after this Agreement ends, including any claims for libel, slander, defamation, invasion of privacy, infringement of third-party intellectual property rights, claims resulting from incorrect or incomplete releases or other information upon which PQBTA has relied, and any and all other third- party claims, which are based upon, arise out of or occur, directly or indirectly, by reason of, any act or omission by the SOS or by any of the SOS agents, employees, officers, directors, or subcontractors in providing the Services, excepting always liability arising out of the independent acts or omissions of PQBTA.
5. The SOS acknowledge that under no circumstances will PQBTA be liable to any person or business entity, including to the SOS, for any direct, indirect, special, incidental, consequential, or other damages including, without limitation, any claim loss, harm, damage, cost, expense or injury (including death) or any liability based on negligence, acts or omissions of PQBTA, and any breach of any duty of care on the part of PQBTA, even if PQBTA has been specifically advised of the possibility of such damages.
6. The SOS must not assign any of the SOS rights under this Agreement without PQBTA's prior written consent.
7. The SOS must not subcontract any of the SOS obligations under this Agreement without PQBTA's prior written consent. No subcontract, whether consented to or not, relieves the SOS from any obligations under this Agreement. The SOS must ensure that any subcontractor the SOS retained fully complies with this Agreement in performing the subcontracted obligations.
8. The SOS must not provide any services to any person in circumstances which, in PQBTA's reasonable opinion, could give rise to a conflict of interest between the SOS duties to that person and the SOS duties to PQBTA under this Agreement.

9. The SOS must not commit or purport to commit PQBTA to pay any money unless specifically authorized by this Agreement. Unless otherwise specified in this Agreement, all references to money are in Canadian dollars.
10. PQBTA may terminate this Agreement
 - (a) for the SOS failure to comply with this Agreement, immediately on giving written notice of termination to the SOS, and
 - (b) for any other reason, on giving at least 10 days' written notice of termination to The SOS.

If PQBTA terminates this Agreement under paragraph (b), PQBTA must pay the SOS that portion of the fees and expenses described in Section 3 which equals the portion of the Services that was completed to PQBTA's satisfaction before termination. That payment discharges PQBTA from all liability to The SOS under this Agreement.
11. If the SOS fails to comply with this Agreement, PQBTA may terminate it and pursue other remedies as well.
12. The SOS are an independent contractor and not a PQBTA employee, agent, or partner.
13. This Agreement is governed by and is to be construed in accordance with the laws of British Columbia.
14. Time is of the essence in this Agreement.
15. Any notice contemplated by this Agreement, to be effective, must be in writing and either
 - (a) delivered by hand to the addressee's address specified in this Agreement,
 - (b) mailed by prepaid registered mail to the addressee's address specified in this Agreement.
16. A waiver of any term of this Agreement or of any breach by the SOS of this Agreement is effective only if it is in writing and signed by PQBTA and is not a waiver of any other term or any other breach.
17. No modification of this Agreement is effective unless it is in writing and signed by the parties.
18. This Agreement and any modification of it constitute the entire agreement between the parties as to performance of the Services.
19. All disputes arising out of or in connection with this Agreement or in respect of any defined legal relationship associated with it or derived from it must, unless the parties otherwise agree, be referred to and finally resolved by arbitration under the Arbitration Act.
20. Sections 2, 4, 5, 10, 16, 18-22 of these General Terms and Conditions continue in force indefinitely, even after this Agreement ends.
21. The Agreement may be entered into by each party signing a separate copy of this Agreement (including a photocopy or faxed copy) and delivering it to the other party by courier, fax or email in accordance with the contact information of the other party as set out on page 1.
22. Any notice under this Agreement may be given by a party by delivering such notice in writing to the other party by courier, fax or email in accordance with the contact information of the other party as set out on page 1.

Insurance Provisions

1. The SOS must, without limiting the SOS's obligations or liabilities, and at the SOS's own expense, purchase and maintain throughout the Term the following insurances with insurers licensed in Canada in forms and amounts acceptable to PQBTA:
 - (a) Commercial General Liability in an amount not less than \$2,000,000.00 inclusive per occurrence against bodily injury, personal injury and property damage and including liability assumed under this Agreement and this insurance must
 - (i) include PQBTA as an additional insured,
 - (ii) be endorsed to provide PQBTA with 30 days advance written notice of cancellation or material change, and
 - (iii) include a cross liability clause.
2. All insurance described in section 1 of this Schedule must:
 - (a) be primary; and
 - (b) not require the sharing of any loss by any insurer of PQBTA.
3. The SOS must provide PQBTA with evidence of all required insurance as follows:
 - (a) within 10 Business Days of commencement of the Services, the SOS must provide to PQBTA evidence of all required insurance in the form of a completed PQBTA Certificate of Insurance;
 - (b) if any required insurance policy expires before the end of the Term, the SOS must provide to PQBTA within 10 Business Days of the policy's expiration, evidence of a new or renewal policy meeting the requirements of the expired insurance in the form of a completed PQBTA Certificate of Insurance; and
 - (c) despite paragraph (a) or (b) above, if requested by PQBTA at any time, the SOS must provide to PQBTA certified copies of the required insurance policies.
4. The SOS must obtain, maintain and pay for any additional insurance which the SOS is required by law to carry, or which the SOS considers necessary to cover risks not otherwise covered by insurance specified in this Schedule in the SOS's sole discretion.

The parties have executed this Agreement as follows:

SIGNED on the____day of_____, 2021 by SOS (or, if not an individual , on its behalf by its authorized signatory) SOCIETY OF ORGANIZED SERVICES _____ Signature _____ Print Name _____ Print Title	SIGNED on the____day of_____, 2021 by PQBTA (or, if not an individual , on its behalf by its authorized signatory) PARKSVILLE QUALICUM BEACH TOURISM ASSOCIATION _____ Signature _____ Print Name _____ Print Title
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Appendix 1 - Affordable Housing Program Parameters

1. **Scope** - The affordable housing program will support accommodation sector employees only.
2. **Eligibility Criteria** - Eligible applicants must provide proof that they both live and work within the Parksville Qualicum Beach area (RDN Areas E, F, G, H; City of Parksville; Town of Qualicum Beach). SOS will use its established needs assessment approach and amended intake assessment interview to determine recipients' housing subsidy need.
3. **Housing Subsidy** - The affordable housing program will provide \$50,000 total subsidy in 2022. \$500 housing subsidy to a maximum of \$1,500 per eligible recipient per year paid quarterly. Recipients must undertake a new needs assessment each quarter to determine if they are eligible to continue receiving subsidy as long as funds remain available.
4. **Applicant / Recipient Data** - In addition to the SOS' established needs assessment approach, it will work with PQBTA to include additional questions and indicators that will allow the program to be monitored for reporting, trends, and improvement. SOS will collect and retain information based on its established privacy policy and will only share aggregated data.

Appendix 2 - Annual Affordable Housing MRDT Report

The following table must be completed if the designated recipient wishes to use MRDT revenues on affordable housing initiatives, regardless of whether revenues are solely from online accommodation platforms or from general MRDT revenues. If you have submitted a previous report through your annual reporting requirements, only provide details on changes in the categories below. This report must be submitted by May 31 of every year.

Project Name and Address
Project Rationale and Details
• Have there been any changes to the project? • What progress/milestones have been made on the measurements of success outlined in your Affordable Housing MRDT Plan?
MRDT Contribution
• Has your MRDT contribution changed since your last report?
Housing Provider/Project Owners/Project Lead
Funding Partner(s)

Contribution from Funding Partner(s)**Estimated Completion Date**

- Has the estimated completion date changed? If so, provide some reasons.

Number of Housing Units Completed

- The number of housing units (such as rooms available for individual dwelling) acquired, completed, maintained, or renovated.

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

TO: Luke Sales, Director of Planning **FOR:** Council Meeting, October 27, 2021

FROM: Rebecca Augustyn, Planner

SUBJECT: Backyard Chickens Pilot Project – Survey Results

RECOMMENDATION

THAT Council directs staff to prepare amendments to “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580” and “Town of Qualicum Beach Animal Control Bylaw No. 649” as required to permit backyard poultry with a licensing system, as described in the October 27th, 2021 Planning memo to Council.

BACKGROUND

In 2016, Council directed staff to prepare a Backyard Chicken Pilot Project proposal for the Town. In 2017, Staff brought forward a backyard chicken pilot project, which permitted chickens in all residential zones for a three-year term through the use of a Temporary Use Permit. The Town went through a bylaw amendment process to amend the *Town of Qualicum Beach Land Use and Subdivision Bylaw, Bylaw No. 580, 1999*, to permit the pilot project. Adoption of the bylaw amendment occurred in May 2017 and the pilot project commenced at this time.

The results of the pilot project went before Council on March 17, 2021, and Council adopted the following motion:

- THAT staff be directed to notify participants of the backyard chicken pilot project that the project will not be continuing, and that they have one year to phase out and remove their backyard chickens.

After reconsideration, on July 21, 2021, Council adopted the following motion:

- THAT staff be directed to administer a survey of the community to solicit feedback on permitting backyard chickens within the Town of Qualicum Beach, to be completed no later than October 30, 2021.

Staff developed a survey and launched it on September 21, 2021. The survey remained open until October 11, 2021. The Town advertised the survey via email, local newspaper, and the Town’s website. The Town received 668 responses.

DISCUSSION

Staff were directed by Council to create and distribute a survey on backyard chickens. The survey was open from September 21, 2021 to October 11, 2021, and the Town received 668 responses. Below is an analysis of the survey results.

- The majority of respondents (79%) have not had backyard poultry in the past and the majority of respondents (59%) were not interested in having backyard poultry in the future.
- When asked about the benefits of backyard poultry, the top three benefits included increased availability and accessibility of food (56%), reduced household food costs

(51%), and creating compost for gardens (45%). Approximately 33% felt there were no benefits to having backyard poultry in residential areas.

- When asked what the biggest concerns about having backyard poultry in residential areas were, the top answer was rodents and pests (48%). It should be noted that this question only permitted one response, rather than multiple responses as intended.
- When asked about additional concerns regarding backyard poultry, a range of responses were received, including respondents having no further concerns to respondents not wanting backyard poultry. Another common response was a concern regarding enforcement.
- When asked what size of property is appropriate for backyard poultry, larger properties were preferred, such as rural acreages (61%); mid-size urban properties that range from 1,200m² – 2,000m² (47%), and large urban properties that are over 2,000m² (46%). Approximately 19% of respondents felt backyard chickens were not appropriate, regardless of property size.
- When asked whether or not backyard poultry should be permitted in residential areas, 27% of respondents were strongly opposed and 32% were strongly in support. Overall, approximately 39% of respondents are opposed to backyard poultry and approximately 56% of respondents support backyard poultry.
- The majority of respondents (95%) live in Qualicum Beach and majority of respondents (77%) were over 55 years of age.

The survey results are attached to this memo.

More survey participants support backyard chickens than oppose, but the results were fairly close. Concerns regarding enforcement, as well as rodents and pests were raised. The survey has highlighted community preferences and concerns in regards to backyard poultry, some of which could be addressed if Council would like to introduce a licensing system.

Different local governments take different approaches to backyard poultry. For instance, the City of Nanaimo and City of Victoria provide regulations for backyard poultry, but do not require a permit. Other jurisdictions, such as the District of Saanich and District of North Vancouver, provide regulations and require permits. The District of North Vancouver has a thorough permitting process that includes requiring a site plan of the coop area and an inspection of the coop. In addition, the coop and run sizes are specified and must be built in a way that prevents pests from entering. The permit must be renewed annually and at this time the coop is also inspected.

A permitting process similar to the District of North Vancouver would address some of the concerns raised in the survey, such as pest issues and minimum parcel size, as well as enforcement issues, and ensure compliance with the Town's bylaw. However, implementing a similar permitting system would require the Town to hire additional bylaw resources. Some of the concerns raised through the survey could be addressed through a permitting process; however, additional staff time and resources will have to be taken into account.

Based on the survey results, and that some of the concerns raised could be addressed through permitting backyard poultry, staff recommend that the bylaw process be initiated to amend the

Town's Land Use and Subdivision Bylaw to permit backyard poultry. The Animal Control Bylaw would also need to be updated.

Based on staff experience with the pilot project, the majority of complaints about chickens have come from a few locations. As such, staff recommend a licensing system so that the license can be revoked if there are violations.

If Council would like to take the licensing system to a rigorous standard such as that employed in the District of North Vancouver, additional staffing would be required. This is Alternative 1.

If Council does not adopt any motion regarding backyard poultry, the pilot project will lapse and any existing owners would need to get rid of their backyard poultry.

SUMMARY

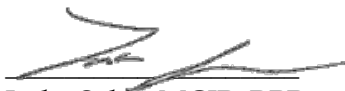
Council directed staff to complete a survey on backyard poultry before October 30, 2021. Staff launched a survey from September 21, 2021 to October 11, 2021. The response rate was high with 668 responses. A slim majority supported backyard poultry, and most respondents preferred backyard poultry on larger parcels. As well, one of the top concerns regarding backyard poultry was attracting rodents and pests. Based on the survey results, staff recommend initiating the bylaw process and creating a simple permitting process for backyard poultry.

ALTERNATIVES

1. THAT Council directs staff to prepare amendments to "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580" and "Town of Qualicum Beach Animal Control Bylaw No. 649" as required to permit backyard poultry with a rigorous licensing and inspection system such as that utilized in the District of North Vancouver, as described in the October 27th, 2021 Planning memo to Council.
2. THAT Council provides alternative direction to staff.



Rebecca Augustyn
Planner
Report Writer



Luke Sales, MCIP, RPP
Director of Planning
Concurrence



Heather Svensen
Deputy CAO
Concurrence

Attachments

[BackyardPoultrySurvey.Oct272021.pdf](#)

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agenda\memo.BackyardPoultrySurvey.Oct272021.docx

Backyard Poultry Survey Results

Question #1

Have you had backyard poultry (e.g. hens or ducks) in the past?
Note: Roosters are not included under the definition of backyard poultry.

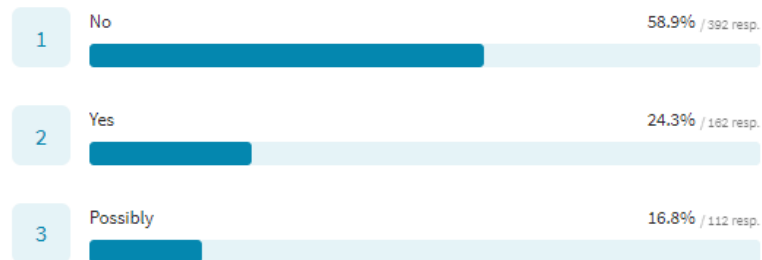
664 out of 668 answered



Question #2

Are you interested in having backyard poultry in the future?

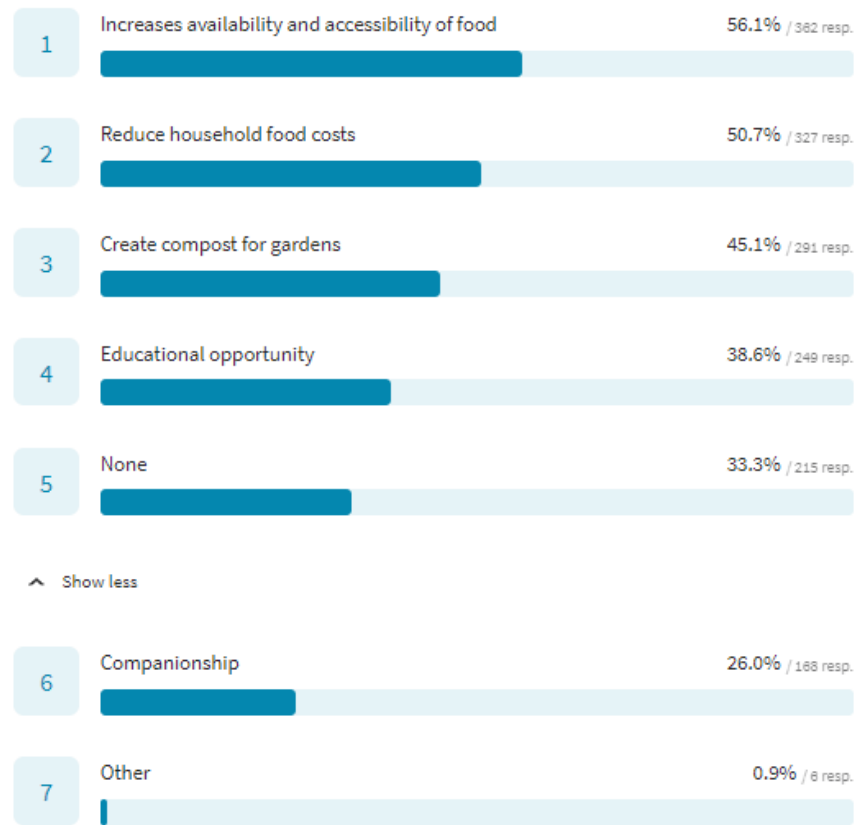
666 out of 668 answered



Question #3

What do you feel the benefits are if chickens or other poultry were allowed in residential areas?

645 out of 668 answered



Other:

provides a high quality, organic food source

good for the owner - not so for the neighbours

Attract rodents

Teaches children about food sources

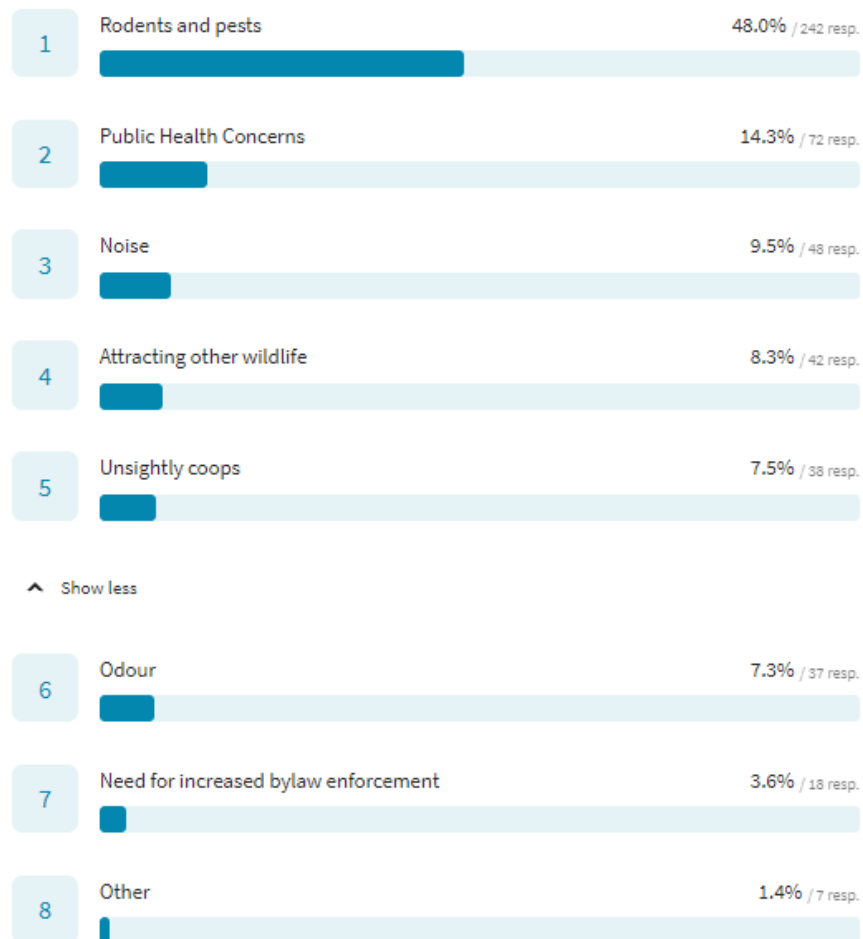
Increases Self sufficiency

Reduce compost waste by feeding the chickens. They also eat bugs, larvae, etc.

Question #4

What concerns do you have about backyard poultry in residential areas

504 out of 668 answered



Other:

None actually. People who feed the birds attract more rodents and pests than a few might.

All of the above concerns - survey not working to allow me to indicate a

Attracting rodents and other wildlife, public health concerns, odour,

Concern for the fate of discarded or "freed" chickens whose owners have become bored, disinterested, neglectful, or move either abandoning them or simply surrendering them to the SPCA. I believe it's trendy, and some people

Theft by zealous neighbours

No real concerns...adequate information about

A very detailed list of expectations to would be chicken owners.

Question #5: If backyard poultry is permitted, what conditions should be in place?
No
Consider allowing only on acreages â€¦ at least 1/2 acre which should mitigate many of the issues of eg .noise , smell etc
No, but bylaw enforcement costs could be significant if program becomes popular in more densely populated areas (smaller properties).
residential backyards are too small for proper care and raising of chickens. The chickens suffer and rodents become a common sight.
Enforcement of requirements; odor
Annual licensing and monthly inspection by bylaw officers
If your poultry bring rodents to the neighbours property/ neighborhood because you don't keep things clean and tidy you will be held liable for damages
no
Must be egg-laying; prohibition on slaughtering and euthanizing on site; no sale of eggs, meat or poultry
allow roosters,
That's good
No about condition are ok
no
I think the town has done a good job of covering all the aspects of looking after a chicken coop and its occupants.
Max of 6, no roosters.
Increase the required setback a neighbour shouldn't have to be subjected to the closeness of these structures
If building is under 100 sq ft there should still be setback. Increase setback for buildings d/t smell and noise
No, I don't support this at all support our local farmers
No chickens
No poultry allowed whatsoever!!
Ratproof feeding stations
none
If the noise, smell or anything bothers neighbours, the poultry would have to go.
No additional information
No, that sounds good
There is no way backyard poultry should be allowed under any conditions
Looks reasonable. I have experienced chickens wandering on the road but only from two locations.
No, I think the above list covers all relevant issues relating to backyard poultry.
No
Do not allow backyard poultry as the animals will be horribly treated.
Do not allow backyard poultry in residential neighbourhoods at all. I am not interested in having rats running around my yard.

1) Male birds help to keep the females in check. Without a male, the females can start fighting amongst each other, stealing eggs and even killing each other.
none
I don't agree with poultry under any circumstances
A
I am against it
I strongly disagree with allowing them. A neighbour behind me had chickens during pilot; there was a increase in rats, noise and smell.
No
No
Employ a rat catcher
People start off positive with animal projects but often loose interest over time, but never quite give it up because nobody wants the chickens
these rules seem pretty loosey goosey
No
If people want chickens move to the country
The Ag Canada guide is not geared towards backyard chickens. A more user friendly guide could be found elsewhere.
No
no
No, providing regular inspections are made.
What would prevent these things from happening? Would there be fines? Would there be inspections? Handling of fowl regulations does not equate to what the regulations should be for keeping food livestock in a residential community. Who is going to ensure that chickens are not kept in a dwelling unit? Are people going to have to permit entrance to their homes for inspection? How exactly would chickens be "contained"? Will there be regulations for that?
Looks good
I agree with the current conditions
Regular unannounced bylaw inspection to ensure compliance
none
Peacocks and roosters alike should not be discriminated, for the purposes of noise...
No
No
C
1 rooster per household should be allowed
3 birds is enough
No
some kind of inspection on care of birds
Rat free
Just let people have chickens.
Don't think should be allowed
No roosters
That is a very fair list. What are the setbacks?

No, list seems all encompassing
no
no
I support Quality foods who provide excellent poultry products
All of the above
Nope! Looks good.
No
No
No
I may suggest more chickens be allowed, maybe up to 8
Please please please.....don't allow chickens in residential neighbourhoods!
No
be kept clean -strong laws and expanded definition on clean. Laws on getting rid of droppings.
how to handle the issue of attracting rats/vermen
no
Policing these requirements will be too costly to the city
no
I do not feel that chickens in denser pop o
No, this list sounds appropriate
no backyard poultry should be permitted. We have already seen the impact of uncovered feed and compost on increase in rodents and other vermin attracted to the area. dents and other
No but how will it be monitored???
a,b,c,d,e,f,g
Define carcass and compost disposal - how and where
Just don't do it.
Possibly town staff to do some inspections just to make sure the coops are kept clean
Add a reference to controlling odour. Also say they have to address pests. Lastly, there should be a periodic (annual?) reporting requirement such as : number of live fowl, number of dead ones, number of complaints they received, etc.
No persistent noises like roosters, odors should not be offensive, and property to maintain a healthy cleanliness. The benefit of chickens, they eat insect pests. including fleas, termites, etc.
All good
forum for complaint resolution.
If you want chickens move to a rural space - they are noisy and messy
I don't think a town is a place for backyard poultry.
Poultry belong on a farm, not a residential backyard
If 4 or more neighbors complain, offending project will be shutdown.
Noxious odours shall be contained and not disturb neighbours.
no
Only allowed on agricultural land
DON'T ALLOW IT. If someone wants chickens, they should go buy a farm/acreage.
Max 6 is reasonable unless ALR property, keep coops clean

no
They belong on a farm not residential
all of the above
Neighbour approval of all adjacent neighbours.
No
They shouldn't be allowed in town. They are noisy and attract rodents and wildlife. This is based on previous experience in another city
no
I have no other concerns
No
No
all of the above
They can cause disease and their food etc. Can attract rats!
None
No changes
no
All of the above
No
These sound logical. I have no objection to backyard chickens.
Add something for noise and rodent control. Neighbors should have a say if it is ok or not.
h. Cleaning practices must be such resulting in no offence odours
proper enclosures and coops, if the resident does not abide by the rules a fine and/or restrictions placed on the residents ability to have fowls in their yard, respect the neighbours and neighbourhood regarding noise/smell/rodents/keeping them contained to their yard.
This is a good list, wouldn't change it
No
Ensure adequate space for the poultry to graze and reduce smells.
No.
No
a minimum property size, large estate or small farm size properties, not allowed in regular urban neighbourhoods, any chickens to be well removed from neighbours, this limits the number of operations and also limits the problems.
I grew up on a mixed farm with chickens and cattle. That is where chickens belong, not in urban areas.
No poultry on land zoned as residential
No
Demonstrate that the property is kept free of rats through mandatory pest control
no
Must have a concrete floor and ratproof walls
List looks good
no
No changes.
Also noise abatement.

Regular inspections of the property to ensure compliance with conditions.
By law control is a must as it is ineffectual at present. tual st. At the moment itt
Properties should be inspected annually
Allow roosters and larger flocks. Deep litter method is one of the healthiest for poultry.
Don't let it happen!.once the chicken has left the coop then the horses will leave the barn
Control of vectors ongoing
None
We don't want to see backyard poultry permitted.
Do not want livestock in residential areas. This survey is buasedto assume you want chickens t
Compliance audit required periodically by Town to provide oversight of poultry operations with consequences for offenders.
I think everything seems covered quite well.
No.
No
All of the above
Only in semi rural areas, not in the built up areas of town
Who is going to ensure the above criteria are met and maintained?
No
No roosters, maximum number of hens, proper disposal of deceased hens
No
poultry must be kept on lots that are 1 acre or more
Ensure that there is adequate enforcement to ensure that 'requirements' / restrictions are enforced.
The list looks pretty good.
And provide person to check and respond immediately to infractions
Who is going to monitor them to make sure these are followed? We have had rats so No no and no again
Im not sure about changes, however the town does not have sufficient bylaw services to enforce such rules.
No
Proper care, cleaning and shelter for the chickens. Go9d animal husbandry
Add no guinea hens to the list..very noisy and flighty. People should consider electric fencing to keep bears out too.
No our concern is that people will not follow the "kept clean" rule.
No
I agree
I can for see problems a lot of problems; not a good idea!
Enforcement \$\$ are required. This is a bad idea!
These guidelines sound good.
No
more quiter chicken breeds
none at this time
NO permission should be granted for backyard poultry.

What is in place to ensure noise or smell does not negatively affect the outdoor enjoyment of others.
HOUSEHOLD FOOD SCRAPS SHOULD NOT BE ALLOWED AS FEED.
Not to be kept within town limits
Recommend no packyard poultry
Waking me up at 615 in am. Smell from fermenting hay or shavings permeating my house. People goinng hay or shavim
Strict by-law enforcement
We do not need chickens in backyard, they belong on farms and rural areas. Fresh farm eggs are readily available in the Qualicum Beach town/area, affordable for all.
Provide a course on how to look after poultry, make it a mandatory condition of keeping chickens.
regular city permits & inspection for rodent control/infestation, raccoons, cougars
Feed should be kept in a secure container with a lockable lid.
I do not support any back yard poultry
No
All of the above. Should not be allowed.
Farm animals belong on a farm.
As mentioned they should be kept within the guidelines of Agri-Food Council code and all waste composted or disposed of. Of course not to be kept within the dwelling unit other then during their first month to 6 weeks out of the incubator.
Contained in fully fenced runs so they cannot roam the whole property or be out of control if the homeowner.
No
No
Don't Permit
No, all are reasonab
I dont believe chickens should be allowed at all
One rooster allowed
Must be a reasonable distance from neighbour's dwelling and the yard where the chickens are kept is of a reason left size, ie a large garden
No
Maximum of three
Money to hire enforcement officer. There will be people who don't comply.
Odour, public health concerns, attracting rodents
No
No
All of the above plus a minimum lot size of one acre.
Property owner must pay a fee and get a permit to help ensure compliance
No
D-stating that the carcass must be disposed of is not adequate. The requirement should specify how to dispose of diseased carcasses.
https://extension.umn.edu/small-scale-poultry/common-concerns-backyard-or-urban-poultry-keeping
No
No

No roosters
I think they should be inspected to ensure they are being cared for
Fine or Revoke owners who do not comply
No looks appropriate
No
No
Loaded or leading questions
Limit of 4 would be a better start, no backyard slaughtering, smell is a concern & not sure we need ducks
The list is fine with me as it is
ensure noise is minimal, otherwise I hope this can proceed
Who will make sure the rules are followed?
no
If these rules are followed
No
None
Can't think of any others currently.
Neighbours consent
All of the above
No one will pay attention to the conditions....
No
None
No
Chartwell subdivision already has a rat problem. The idea is ludicrous
Strict By-laws that are enforced. QB has many bylaws but few are enforced. Noise smell, pests all could contribute friction between neighbors. Will QB be the referee?
no
no
Minimum sized lot requirements to avoid disturbing neighbors in areas with tiny lots
all of the above
There is no requirement to respond to this question since I would be against the premise.
Locate coops in areas where they are least likely to cause negative reactions with neighbours... for instance, if we were to keep chickens we would locate the coop in our front garden as our neighbours share a long backyard fence with our property.
I really don't agree with keeping backyard poultry in Qualicum Beach.
The major issue will be the lack of policing any bylaw. as it will be impossible to ensure all the rules are followed.s as
No changes
No
Care and proper housing for chickens
With the public concerns around residential fire pits, I cant imagine how this would stir up a lot of complaints. If you want to love the nomadic lifestyle, move to a non residential area)

Not so far
no
Who will police back yards to make sure all these conditions are met?
NO
No
Seems adequate
Only on acreage properties
include quail
Structure must be 10 feet away from neighbors property
No
no changes
No
Permit on larger properties , to reduce impact on neighbours. Maybe 1/4 acre or so?
No
No
Do chickens in Qualicum Beach unless on an acreage
f
The Town must undertake to respond promptly to concerns expressed by nearby homeowners/residents; and non-compliant backyard poultry must be removed if there are repeated problems. The neighbors should not be required to enforce the conditions set out by the Town.
i don't think it should matter whether it's chickens/ducks or roosters/peacocks so long as everything is clean and there is enough yard space
No
No feed left anywhere where rodents can get at it.
No.
no
Chickens must wear name tags.
no
From experience there will be many who will not comply. Who will monitor and enforce? Suggest some form of fine or penalty for failure to comply.
Backyard poultry are a menace to the community. They attract mice, rats, bear, and cougar with their feed, eggs, and the chicken themselves. This is the last thing that we need in the Town of Qualicum Beach.
None of the above. It will still bring in rodents and pests like raccoons etc
No
Get a license, like for dogs
B g
Who's business is it if someone wants to bring a chicken in to cuddle. Not your mess to clean up.
All sounds good to me
Secure feed storage to deter rats
Dead set against chickens in backyards!
Poultry should only be allowed on ALR properties!

No
neighbours should be petitioned as part of the permit process
no
No backyard poultry
No
No
Limits on smell being emitted. Strict limits on the number of days that a violation can continue before the town enters and cleans up the violation.
noise and odour. it's bad enough living next to neighbours with noisy dogs.
No
no
No
Do not have experience to answer
No.
B
no
Agree to the above
How do you get rid of them when they are old or you don't want them anymore ?
Trap rats that come to eat chicken food and nest in the chicken house .chickens shit stinks .chickens should only be allowed on 1/2 acre or larger lots .
No
should not be permitted under any circumstances !!!!!
Poultry house must be set back 25 ft from any property line or neighbours buildings.
none
If owners go on vacation they need to have a reliable, knowledgeable care provider to visit daily. Clean and collect eggs.
I should like to see the addition of the following phrase to d): in a manner that is safe and environmentally responsible for both humans and wild life (eg. witness the poisoning of wild predator birds from eating toxic livestock.
all of the above
This survey is biased one should be able to select-more than one category. As the densification of our community continues to increase how can one even imagine chickens in a backyard of a standardized lot size. It is not only the attraction of vermin and scavengers and the odour the major concern is increased health risks for people with lung issues .surely if you decide to have these birds they would only be allowed in rural areas and parcels of land not in a normal community setting
No
Structure guidelines for the well being and safety of the poultry. Application for financial assistance for those with low incomes to better enable opportunities to obtain healthy food.
Just not in favour of backyard poultry
Some neighbourhoods are more conducive than others there needs to be restrictions beyond the above
no
I think the town should supply the Code of Practise with the applications to ensure access to this info.
Chicken lice is a problem for persons with breathing conditions.

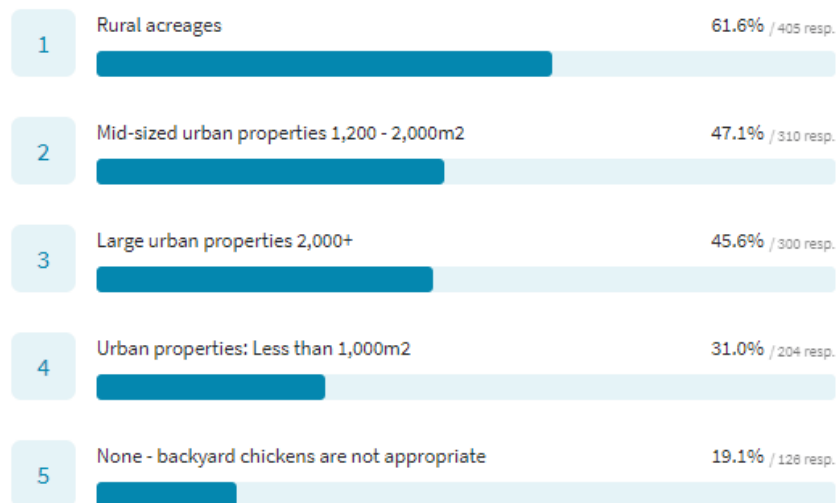
There must be an annual fee for having backyard poultry to cover the costs incurred to monitor this activity.
No
The people who want the poultry should have to pay a fee to the town to cover the cost of by-law enforcement and it would also impress upon people that this is a serious responsibility and not just decide on a whim that "chicken would be a nice idea" not having properly thought it through.
Satisfied as is
there will have to be a monitoring system to check on compliance with cleanliness, etc.
no
Owners or substitute Carers should be onsite to ensure the health and safety of the poultry, and in the case of emergency ie. fire or evacuation
No
No
No. Current requirements seem fine.
No
No
There are NO conditions that would make this acceptable within Town boundaries!
No
No
I don't believe that these rules would be complied with
N/A
ALL LOOKS GOOD
This list is very inclusive.
Only in rural areas not right in our beautiful town!
No composting on-site
The backyard poultry should be checked by a vet on a regular basis
Shouldn't be allowed at all
Clarity needs to be provided for the definition of "disposed of..." For example, burying in the backyard of dead carcasses would not be appropriate. The rules must be as clear as possible to eliminate "grey areas" that could impede bylaw enforcement
each of above
no
Do not allow at all.
Looks reasonable
Minimum lot size; support from neighbours;
Must comply with all the rules Also neighbours must be notified and given time to respond
They will be removed if they interfere with a neighbour's enjoyment of their outside space. Especially if foul smells, noise, other animals, or rodents become a problem.
No. The list looks thorough
Bylaw regular surprise inspections of waste management & # of animals. No free-range poultry.
All of the above
Am against all the above

Size of lot needs to be considered and inspections done
no
b,d,e,f,g
I am 100% AGAINST backyard poultry in QB
We should have been able to tick more than 1 box on the previous question
Looks comprehensive
No
Chickens belong on a farm not in residential areas
Nope existing guidelines are clear and reasonable
noise issue when chickens are too close to surrounding properties
there will be abuse of the above conditions and valid complaints will take too long to rectify
Compliance with health and safety regulations
None

Question #6

What size of property do you feel would be appropriate for backyard poultry, if allowed?

658 out of 668 answered

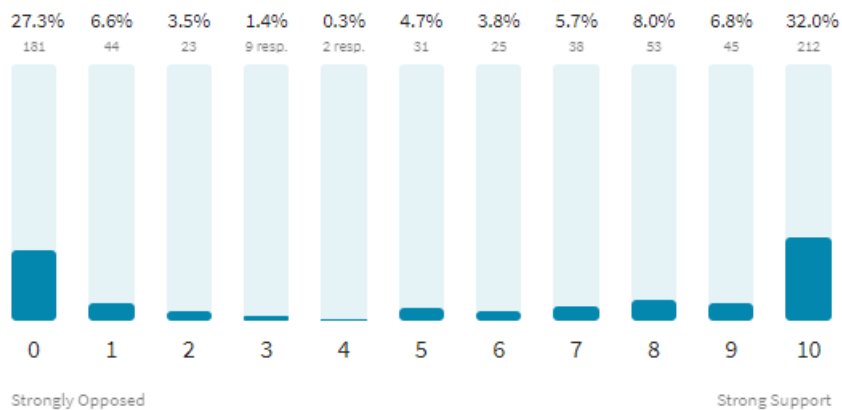


Question #7

Overall, how do you feel about backyard poultry being allowed in residential areas?

663 out of 668 answered

5.5 Average rating



Question #8: Do you have any other thoughts, comments or suggestions about backyard poultry?

If Council does not approve this I will have serious doubts about their commitment to sustainability

I have more rats than before, now that 3 houses in my residential area have chickens, without permits. My next door neighbour in particular, treats their lot like a farm, which it is not.

For every conscientious chicken owner, there will be at least two who disregard the bylaw requirements outright, or eventually become lax is what I would predict.

Do not allow on residential lots. Not enough room for proper care and the chickens suffer because of small pens and no space to move about in the yard. It is unnatural. Rodents and disease are a huge problem when poultry is living in such close quarters.

Chickens in residential areas are a "want" not a "need".

Bylaw would have to do routine checks on properties that are "registered" as having chickens

Would have been helpful for more information to be provided re: results of pilot project, particularly given Council's unanimous decision to not continue the program and then to seemingly change its mind shortly thereafter.

I think it's great to encourage people to grow their own food

Do not see what the problem is, we have had chickens in Ontario for many years, and never had any issues. They were always great to watch, so much they we called it "chicken TV". Do not see why it is taking so long for QB to make such a simple choice.. Many other communities have done so, what gives...

Stop dithering around you have had the pilot project, stop micromanaging qualicum beach to your own specifications

We have incorporated a vegetable garden into our back garden landscape. Chickens would add not only food (eggs) for our household, but much valued compost for the vegetable garden. As we had chickens before, we know we could do a great job of back yard chickens. We also value the chickens as a much loved animal and feel that they need, just like any other animal, excellent care at all times.

Chickens are the best!
I'm for it as long as the owners are responsible
Has anyone asked the chicks what they think of this
Concern of smell and noise for neighbouring properties
Not in residential areas. No enforcement.
Think it's a great idea
Absolutely no poultry allowed whatsoever!!!
These should not be allowed in residential areas
not in residential areas
none
Let there be chickens!!! Qualicum needs some character other than up tight and rich ppl.
Are there enough bye-law officers to oversee the properties which have chickens?
Inexperienced people should not be allowed to raise farm animals. Especially on urban property
Isolating our lives from nature and farming has caused us problems. Time to work back towards a more holistic way of life.
PLEASE ALLOW BACKYARD POULTRTY. MY FAMILY IS VERY KEEN!
More independant food production is crucial - I'm sure there are books written about this.
Please, in the name of protection of these fowl, end this policy as soon as possible. There are many ways to support local farms and the best is to buy eggs from local farms in support of them and proper treatment of farm animals.
Please do not head down this path. Whats next? Swine etc
Don't allow them!!
As long as they have space to live, their needs are taken care of, and their living areas are clean - why not?
Great idea. People need opportunities for food security and to know where their food comes from.
Surely council could spend their time on more important issues
I think that having backyard chickens is a good way to learn responsibility and hard work
Keep them out of residential areas
As mentioned, I have experience with a close neighbour having chickens. There was an increase in rodents, smell and noise. It was very unpleasant to be near.
No
Please Please Please do not allow backyard chickens
Huge monitoring required, at least every 3 months
No
Do not want chickens in town.
Public education for both chicken owners and neighbours who are ignorant of backyard chicken raising. e.g., Well kept coops do not attract pests
no
People need to take a training course or have some level of oversight to make sure the chickens are not a nuisance to neighbours. Also there needs to be a mechanism before bylaw fines if there is a neighbourhood dispute
Allow us to go back to grassroots and grown our own food
Regulations to deal with chronic abusers

Dont like the sound of chickens and roosters put some ear plugs in
We need to be allowed and encouraged to grow our own food
Please allow backyard poultry
No
No
I feel sad for birds that get neglected, I lived next to this situation once. Lack of water, irregular feeding times, fencing and coop falling into disrepair. One night mink got most of them but they were replaced by more
Food security trumps other "issues" that are manageable
Let people keep their rights
Thank you for reconsidering back yard chickens. It was such a good educational opportunity for me as a child I have been looking forward to sharing with my young children. Please support back yard chickens and ducks too.
There is enough noise and disputes already between neighbours. I do not see the need for chickens or ducks in a residential neighbourhood.
Let's go for it! Also interested in the results of the pilot project - I assume there was an evaluation?
no
no
As long as no noisy roosters are allowed, I am all for it!
Urban Areas like Vancouver and North Vancouver allow backyard chickens. We are a much more rural area and it doesn't make sense to restrict them when other areas allow them
Qualicum residents have too much time to compakin about non-issues. Backyard poultry is a non-issue. What's in your neighbour's yard is nobody's business
Raising any form of farm animal for human consumption needs to be in other than peoples back yards. We can't police backyard poultry to ensure their well being
Towns should not limit anyone's food security. People should be encourgaed to grow/rause their own food becuase it is better for their health (which is better for our healthcare system) and the environment.
Nope
This would be a great addition for our community, teaching the younger generations about permaculture in our own yards.
no
Great to hear,,, good education"'.ecological "'.good food source"'.
Maybe have an annual inspection of properties with chickens to make sure they are in compliance
I have lived near poultry in the past & the smell can get overwhelming
Don't allow them at all in residential areas.
Much prefer a few backyard chickens to dogs barking day and night.
It is perhaps appropriate that we work to demolish the NIMBYISH attitude about so many harmless things.
bring it back.
Who will be the bylaw officers? Permits should have to be purchased to register a coop.
Annoyance to many by a very few
no
no

How would policing the requirements work? New inspectors to be hired paid by taxpayers. Complaints to be investigated. Neighbourhood arguments about noise, smell, rats etc, numbers etc.
To be successful the owner must have the proper setup which includes a secure coop and a proper waterer, feeder and waste disposal setup. If this is done properly then backyard poultry can be non-issue neighbour wise. Done properly the benefits far out weight any negatives.
backyard poultry don't belong within town limits and certainly not in subdivisions
No, I don't think they would be appropriate in town
no
We are surrounded by rural area more conducive to raising chickens so why does the town council feel the need to allow this within our town.
If people want this opportunity they need to be on an acreage or farm. Eggs are not expensive. Even organic
Rats and mice population WILL grow exponentially.
Must be controlled by the town. If too many chickens or not kept clean their chickens must go
Reporting referenced above should be made at the time they complete an annual application. Theo should be a fee for thy permit to cover enforcement actions needed.
Chickens provide so many benefits, specifically when compared to pet dogs and cats. Chickens eat nuisance insects, provide healthy food like eggs, provide entertainment, companionship and helps to improve mental health in people. When I was 14, mom and dad allowed me to have two chickens, and we made a cage attached to the garage, with a door so they could go inside the garage for the night. We would get 1 to 2 eggs per day, and the chickens not only ate feed, but also gobbled up food scraps and garden waste.
should be promoted alongside urban gardening projects
No to farm animals in urban areas
Backyard poultry should not be in a town and could cause friction among neighbors.
Rats are enough of a problem already
Do not allow if lot size is less than 1 acre in size.
Poultry housing shall not be permitted in front yards and shall be limited in height to match the maximum height of a fence.
These are noisy and attract rodents. Poultry are not pets. If you need to teach children responsibility etc. get a goldfish.
If you want a farm yard Move to the country !!!
Small amount of people complained during the testing, large majority are in favor
no
Not really fair to neighbors as rodents go everywhere
NO POULTRY
I think that they are a wonderful and educational project especially for children.
We are concerned about disrupting the serenity of our neighbourhood as well as attracting vermin, odour, noise from predators, and strongly believe this should be in rural areas, not urban in QB.
stay on the farm
Keep them on farms and acreages, NOT in Town.
I think we should have the option on our own property and if people are abusing it, deal with them individually, not bring down the whole project
I will apply for a permit as soon as I can

I love being able to buy the farm eggs that are available now
Dogs and lawnmowers make more noise than chickens do. Bird feeders attract more rats than chicken feed does.
they dont belong in town,eough space on island
Only on large acreages. Survey is not clearâ€¦ what dips the okay for to finish or to indicate agreement. Not clear!
None
no
Beware if oppositions hidden agendas (developers)
Human behaviour is the issue . Animals behave as is they're nature. Problems come for owners who allow thier animals
This should be implemented everywhere. Its n
I have lived in a neighborhood that had one house backyard chickens and it was a nightmare. Noise and rodents. They are not pets.
No other comments other than one of the questions where I could choose more than one answer would only allow one choice.
We live on Qualicum Rd in an ALR and set up a chicken coop for the kids last year and they love these birds. It's a great learning opportunity for them and keeping chickens feel so integrated into the kinds of things we all should be doing for this planet; seems reasonable to let people living in smaller areas to enjoy this experience. I think its great the town is giving this further consideration.
No.
No
I like the added variety and choice but do not want problems with operations existing close to neighbours.
Allowing backyard poultry opens up council to requests for many other types of livestock. If chickens then why not pigs and cattle. Or what about a pony for my daughter. It will really open up a hornets nest!
Encourage young people and families to grow gardens and raise poultry and live simply.
poultry doesn't belong on residential properties
Chickens or other livestock do not belong in residential areas. Move to a rural setting if you want to farm or have live stock, chickens etc.
no
Rodent proof chicken house and run.
i am in favour of backyard poultry
Not enough control. People don't adhere to cleaning coops.
If people have complaints, they should be publically identified.
We would love to have backyard poultry
We have enough problems with cats, racoons, rabbits, etc. coming in the yard bothering the birds, harassing our dogs, etc. Don't need to hear clucking and quacking all day long.
Keeping fowl in residential areas outside of the Agricultural Land Reserve is entirely inappropriate.
I really hope this is allowed. Never had chickens myself but I see no concern if property well maintained.
I enjoy hearing the neighbours chickens and their eggs are very good!
No

I had backyard chicken in Central Saanich for a number of years.
I think they should be allowed in rural areas, not within the urban boundaries
If managed properly good idea
Grew up with poultry on a farm, not suitable for backyards.
The Town should definitely develop a strategy to accommodate thus on as many lots as feasible.
No
not appropriate in residential areas
Enforcement of requirements and neighbour concerns must be ensured
Not at this time
I am not in favor. The town will simply not be able to adequately manage and ensure people are following rules and regulations. Leave poultry to farms or other large acreages.
I think this is an amazingly beneficial program. It's a shame Town Council attempted to kibosh it without consultation from the community. There are bigger issues in town that require Town Council's attention. Do better.
It is healthy and natural and enjoyable to have chickens. I very much enjoy my neighbours chickens and i participate in their care.
You would limit likelihood of roosters by allowing POL (point of lay hens) this would also reduce risks associated with improper use of heat lamps & potential associated fires rearing chicks.
No good reason to support backyard chickens .No financial benefit they attract rodents and can produce bad odours in damp weather .Also somewhat unhygienic and tend to wear out there enclosures
Chickens are a great way to teach kids responsibility and provide homegrown food for the family! Hens make lovely pets and are quite easy to keep! They should be allowed in every yard!
Backyard poultry bring so much to communities. The education for kids, the sharing of eggs between neighbours. Sustainability
Not in my neighborhood thank you.
Bad idea. This is a sought after place to live. It is quiet and beautiful. Do you want it to be just be beautiful?
None
The 3year pilot project was deemed a success and backyard chickens should be allowed
No roosters. Breeds that are more quiet should be allowed.
none at this time
Do not permit.
Don't want any
While I feel backyard poultry is good for rural areas I don't think close neighbourhoods is the ideal place. It will cause conflict between neighbours which is not needed in an otherwise friendly town. I would be interested to know the real percentage of Qualicum Beach residents who would gladly say they wanted poultry in the next door neighbours property. As a side, I asked 4 neighbours and 3 said they thought there was nothing wrong with backyard poultry but each one said they didn't want it in the yard next to theirs. Why are we creating a problem that we don't need to create?
Get real!
No, I have answered the questions asked
Definitely should not be allowed in residential areas
a permit should be required to cover the cost of enforcement

Rural residential only
They belong in farm areas, ALR only.
Id rather have chickens in coops than all the pet cats that are allowed to run loose and kill our birds and use our gardens for their waste. Also, after 35 years living in QB their has been an increase in dogs whereby owners are Not picking up waste OR are leaving bags of waste on the trails. Chi
Keep poultry on rural properties or farms.
This is just a bad idea.
I do not support residential poultry because we had one or the experiments in our area and have seen an increase or rodents, offensive orders and escaped chickens out side of the compound
We had a neighbour 2 doors down with chickens. Always escaping. Unsightly. First time ever we had rats.
We are a upscale retirement community. Leave the farm animals to the rural areas where they will be properly looked after.
Will be very annoying for the neighbours, who like to be neat and clean environment
people have kept chickens for thousands of years. Why stop now?
Backyard chickens are a fun and pretty easy project for youngsters and adults alike. They can become quite interesting companions as well. Hens are generally quiet birds and with the added bonus of eggs it's a win win.
Adds to food security in this difficult time of affordability. It should also allow roadside stands to allow modest generation of income to sell excess eggs.
The most significant concern would be the attraction of rodents to the town
We live on ALR in Qualicum and have managed a coop of backyard poultry for ten years. Keeping the coop clean, taking food in at night, and managing waste will keep rodents away and bears at bay.
I think some kind of mandatory check-maybe annually?- of the property by bylaw would be prudent - or maybe a requirement to renew license every couple years. I am very much in support of backyard chickens, but I've seen a few setups that have gotten out of hand over time in terms of living conditions for the birds. Also, some mandatory education for potential owners - i.e. there are no local vets that will treat chickens, so you have to be resourceful.
Raise poultry on ALR land
Food security
None
Allow people to create opportunities for them selves instead of putting hurdles
I think there are great benefits to backyard chickens. I think like any bylaws there will need to be clear rules and community information available for those that want to own poultry. I akso feel it should not be limited to just chickens. Other types of poultry have benefits as well.
Fine so long as they are kept clean and contained.
Just concerned about disease and health concerns for both the poultry and the citizens. We've all seen poultry diseases in professionally run poultry facilities. These backyard chicken coops don't have the same oversight.
If people want chickens, etc. let them chose to live in an area suitable for farming/agriculture.
Many rural property owners sell fresh eggs at roadside. Chickens in town would take too much of a bylaw officer's time, since rodents, pests, wildlife and even pet dogs will have easy opportunities. Chickens also escape and cause havoc in neighbourhood gardens and leave a big mess wherever they go.
No roosters no problems

No
Poultry belongs on rural properties of at least .4 of a hectare in size.
Back yard hens are a manageable, beneficial pet and benefit a long term, thriving community
Rats and raccoons are big issues where I live. Owners should have to take a course on taking care of a flock.
No
No
Everyone should get them
Grew up in a rural setting and have enjoyed the neighbour behind me having chickens for a couple of years.
Do not punish the mass for the faults of a few. Use the by-law dept for its intended purpose and deal with those who do not abide by the rules. My neighbourhood is in full support of this program. Why this pilot project was initially pulled without consultation from the participants or the public did not feel appropriate. So glad you are revisiting this.
No
Town council should accept the public and QB staff position that backyard chickens be permanently allowed under the Town bylaws. This is a great program to have in a town like Qualicum Beach. This is the 3rd time Town Council is pursuing this issue; time to put in place and move on.
No
Both the town CAO , the Town planner should not use their children to advocate backyard poultry
Start on a small scale and work up from there. Maybe 2 chickens for small properties, 4 for midsized & 6+ for larger r
The survey is unnecessary. We elect the council to make decisions. If everything goes out for a survey we don't need a council.
Bravo to people who have raised poultry and have made a life style approach to feeding themselves in a healthy sustainable way.
The lot sizes chose as options seem skewed. The smallest lot is ~.25 acres which is a fairly large property.
no
No
If people want them. Let themâ€¦
Certainly more useful/desirable than cats and dogs, if one had to choose only one! They surely are less of a nuisance than many / most dogs and cats are allowed to be to neighbours!!!
No reason to buy residential property if you intend to keep chickens. Buy rural. Residential is exactly that.
This is a 'clucking' bad idea
They bring rodents plain and simple, we have enough already we don't need to add to the problem. If you want chickens or ducks get a farm
Kinda agree with it, but feel like â€œnot in my, or my neighbour's backyard.
Dogs, chickens, what next... residential QB is NOT a farm.... are we going backwards... is it too expensive to buy eggs at Qualicum Foods????
Go for it council! I want some chickens for eggs and garden manure
We know someone who has a lovely coop with a few ladies. Absolutely think that is okay as long as urban property is large and not near neighbours
No

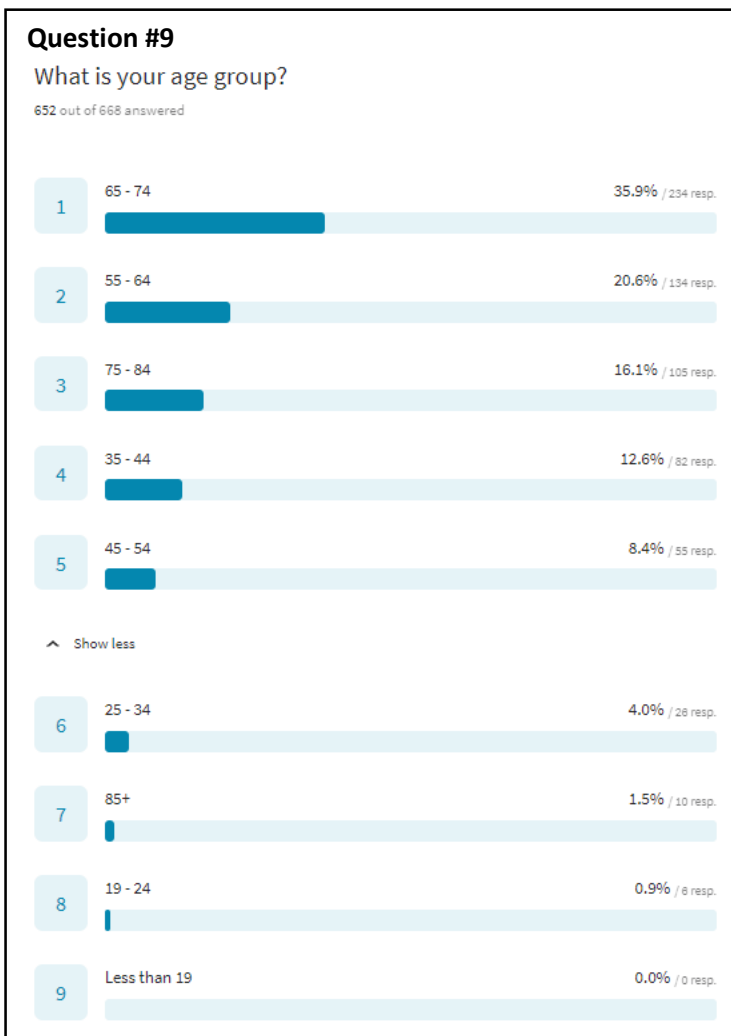
I think lot size rather than property size.
No
I grew up on a farm. Chickens stink and will attract rats almost overnight.
I think it would be fun for children to take part in caring for the birds. Also, there is the fact that the birds can supply nice fresh eggs.
Most people cannot control their pets. it is highly doubtful most people would be responsible enough to contain their birds and QB is opening a "can of worms" here!.
concentrate on more important issues
weird
no
none
As long as residents feel supported by adequate by-laws (and response to those by-laws and any concerns/issues that arise on a case-by-case basis) there should be no need for concern.
I have strong concerns about having backyard poultry in town.
This survey is very poor as it does not allow you to complete and written answer properly and question 4 only allowed one option
Poultry should only be allowed on acreages and NOT in backyards, which is a totally inappropriate space for poultry. Question 4 did not allow to enter more than one objection, most of which I believe are valid against the keeping of poultry in backyards. I would be most upset if my neighbours kept poultry.
So long as it's managed well, there should be no concerns. Enforcement will be needed for those who do not manage their operations well
Make it permanent and not just a trial since it is hard to justify the cost of a proper enclosure if it might get canceled (as was already done). Our neighbours were all keen about us getting backyard chickens (we live in a regular sized lot in town), but in the end we didn't want to take the risk that the program would be ended.
I really don't think this is a huge concern for council. There are so many other important concerns and issues to deal with. This is really a waste of your time.
Homeowner to have maintenance standards
Caring for them is a good learning opportunity for children.
Speaking from experience, people love the idea, but it is not practical and most who try the backyard chicken endeavor choose not to continue after a few months and realizing how much work it is.
A little country living in PQB, why not.?
No
No
Good idea...Victoria has allowed for years
do not allow
Support local farmers and buy from them at farmers markets or stores that sell local poultry products
Disappointed in town council's decision making process when the results of the pilot were presented.
How about the town providing property for a communal facility for all those interested to share in the cost to construct and the work load associated to the enterprise. ity
nope just a good idea
The pilot project was well recieved with very minimal complaints. Please get on with it and implement it permanently.

There needs to be strong enforcement of regulations
Wondering if there are routine inspections or is compliance monitored on a complaints based system?
No
No
None!!!
none
nothing to add :)
I am opposed
No..
It's a terrible idea
it's a daft idea.
chickens belong on a farm
no
I suspect good intentions will pave the road to hell.
Our next door neighbour rented her property to an individual who introduced chickens. He knocked down our fence and ivy to allow sunlight into his coop. The owner is now dealing with a rat infestation in the home. There is absolutely no need to allow backyard poultry in our community.
Don't allow it. Too much noise and rodents and other animals
It will attract other wild life. We don't have the resources to police unless we hire more staff, which I don't approve of with all the more urgent items that the Town has to deal with. Too costly for the amount of people who benefit.
Question #4 says check all that apply. I would have checked all except only one answer is accepted.
The sound of a happy chicken is so soothing and sweet, perhaps there should be some attention paid to the dogs that bark constantly in the area. They are disturbing the peace and quiet of my neighbourhood
There are so many families involved in 4H and show their chickens off and it would so sad to see this opportunity to learn and grow disappear
Give people a year or two to see how they like raising chickens. When they realize how much work it is they will probably stop! Also they will realize that every egg costs way more than buying.
No chickens in town!!! Belong on farms.
If people want poultry in residential areas, join the 4H club.
I would love to see the town be progressive in this matter. Other towns and cities have been doing this successfully for years now. I think it's time Qualicum become one of those towns
It adds character to the town
Should be on rural farms greater than 40 acres
No
No
As a community that prides itself on environmental conservation, practices and awareness we absolutely should be allowing backyard chickens. We cannot be environmentally conscious and yet just because a few citizens don't like the smell or noise disregard the fact that Our community plan is focused and centered around the environment. The benefits of backyard chickens greatly outweigh the negatives.
They would also be a great teaching tool for young kids to enjoy, feed and grow up with.
no

I Come from a family background of backyard poultry. the noise can be addresssed by special pellets inserted in the vocal cord area of the neck. Other issues can be addressed with proper enclosed coops. ht proper enclised sssed her issues d la cord d tes ricla y . srd earimly a
Chickens are farm animals and should be kept on a farm
It's unlikely we will have backyard chickens, but we're fine with others having them. They're quaint and bring an old fashioned coziness to the town. (I was raised on a farm so I am speaking from first hand knowledge)
I believe residents with appropriate properties should be allowed to produce food to increase food security.
It sounds lovely and there could be benefits but not everyone keeps their coops and grounds clean. My neighbour currently has chickens and they smell, and rats are attracted to the spilled seed. The chickens constantly come into my yard. If it is allowed there would have to be enforced bylaws.d,
Please allow
People who regularly look after their poultry are just fine Regular yearly inspection of properties to ensure all regulations are followed would be helpful
Chickens and gardens are meant for each other.
THIS IS RESIDENTIAL NOT FARMLAND!!!!
Just asking for rodent, prey, smell issues especially from inexperienced owners
no
Provide would be owners with children information on 4h clubs.
Keep the CAO's as personal opinions and bias out of the decision making.
I think that this is a good programme but must be governed by strict by-laws to ensure the safety of the birds, the protection of the environment (both rural and residential) and kept in a manner that will ensure control of pests (rats as an eg.)
do not allow
One must consider the implications of this suggestion . You must not proceed with this suggestion for standard property size and take into account that this will be a difficult project to manage and administer. What will be the cost to administer this program.? we can't even seem to find the budget to cover the cost of maintaining a benefit to everyone in our community and that is our benches which have disappeared from prime areas in our community.
My son in Victoria has had chickens for years with no problems at all! He lives in a very nice part of Saanich. No complaints from any of their neighbours.
There needs to be checks to ensure their welfare and overall health. Like other household pets they should be kept up to healthy standards.
Chickens belong on large properties not in developed areas areas
No
I generally agree but you need to find a way to deny them in inappropriate areas
I am a chicken owner; i think it is important to include educational materials as well as local poultry groups
There are too many negative aspects to this activity to justify approval. It is not in keeping with the living standards of Qualicum Beach.
Our neighbour has one chicken. No bother to us at all bother us at all. It is actually quite fun to wh
No
I think farm land is for farm animals. That's why we have farm land.

As a community we should be encouraging people to support our local farmers who are in need of support and not bringing the opportunity for unnecessary problems to neighbourhoods and a source of contention between neighbours. One neighbour's idea of what is acceptable and "clean" and "not smelly" might be totally different from another. Why does this Mayor seem so motivated to create problems where we never had any?? If you want to raise chickens, live on a farm. Farm animals do not belong in the city.
Leave it as it is
Must register chickens and have a monitoring system in place for health reasons
livestock have no place in an urban neighborhood.
A rural idyll -- but is it practical? What about neglected chickens, or animal cruelty issues?
No
No. Should have been allowed years ago.
I think it's a wonderful idea!
Could we please focus on more important things here like economic development and getting us more healthcare. This is a waste of our taxpayer dollars!
No
Visited many places with backyard poultry. Nice feeling
N/A
RODENT ISSUES MUST BE ENFORCED
Poultry is extra work, but it brings to the city a certain connection with nature that we need desperately, at this time. It brings the concept that we share the Earth with other creatures.
Not in favour at all! Buy from existing farmers.
They are not appropriate for a town like Qualicum Beach
IF QB council can coordinate this survey, why can't they have surveys for all significant issues - but then follow and abide by the results
Let the chickens and ducks come back!!!
It is usually not the chickens that are the problem but the owners.
They belong on farms !!!
If they are permitted, they should not be kept on a lot less than 1/2 acre. They take a lot of room to be housed and exercised humanely.
I'm not against backyard poultry if the owners manage it properly. One neighbour we didn't even know they had chickens it's so quiet. But theirs are in coops. Another neighbour has extremely noisy chickens. We know they often allow them to run free & they become very noisy outside the coop. As well, maybe they have more than allowed? We don't know, but there is a definite difference between the 2 properties and the adjacent neighbour's enjoyment of their own outdoor space. A true farmer doesn't usually put their chickens right beside their house and with smaller residential lots that's in effect what's happening.
Not know
Should not be in residential areas at all.
Bad idea that will attract predators and difficult to change when allowed
This is not appropriate in residential areas.
I love the sound of roosters.
I feel overall it is a very bad idea for the town
noise, rodents, smell

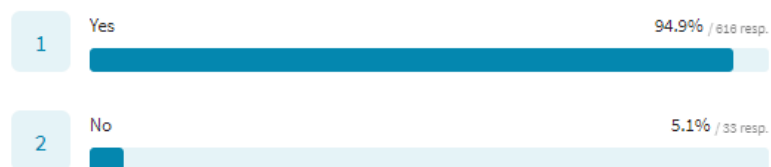
Keep the chickens down on the farm
Following the rules a probable problem
Personally, I find the sound and sight of a small poultry flock relaxing. I'm sure not everyone would but Victoria is still allowing back yard poultry, last time I looked, and there doesn't seem to be a significant problem with it.
Our neighbours had them and they constantly escaped and were on the street. She finally moved to Coombs.
We must stop making policy based upon the loud vocal few. It appears there is a contingent of residents that are highly organised and have time and energy to protest reasonable quality of life measures that comparable communities enjoy. There is arguably a much larger, less organised group who are fully engaged in raising families, working full-time, or other pursuits who trust that civic leaders are paying attention to 'best practices' and have the maturity to discern what is in the public interest. Permitting backyard poultry is the easiest decision to make if common sense is applied.
Please do not approve in the urban area.
Qualicum Beach is an affluent community which is no place for chickens. If someone want to have chickens or ducks they should be on an acreage
its a stupid and ill thought out idea
I think that backyard chickens are a wonderful addition to the community
Keep them on acreage properties



Question #10

Do you live in Qualicum Beach?

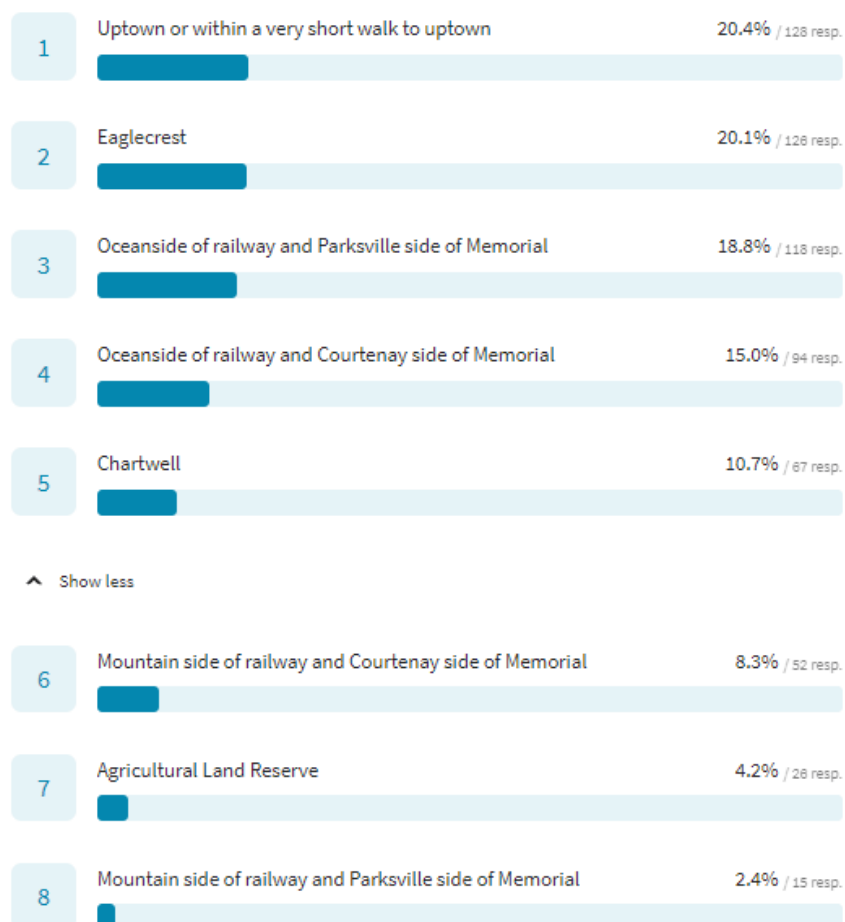
649 out of 668 answered



Question #11

If you live in Town, which neighbourhood do you live in?

626 out of 668 answered



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

TO: Daniel Sailland, CAO

FOR: Regular Council October 27, 2021

FROM: Arnold Schwabe, Manager of Operations

SUBJECT: Motion #21-283 – Town of Qualicum Beach Benches

RECOMMENDATION:

For information purposes.

PURPOSE

To provide Council with information on the memorial benches in the Town of Qualicum Beach including: ongoing maintenance costs, policies and potential policy changes, and options for the future placement of benches in Qualicum Beach.

BACKGROUND

The policies for the Dedication of Park Benches (4002-1 and 4002-2) were first approved by Council in September, 1995. There have been revisions to both policies and the last revised date for either policy was April, 2012. Since that time, there has been no change to the process whereby benches were installed in the Town. The purchase and placement of a bench was typically dependent on someone sponsoring a bench and placing it at a location that had some sentimental attachment.

Both policies are very similar in the wording of the procedure but there are subtle differences in the type of bench, cost, and duration of the sponsorship. A Type 1 bench, similar to the standard style along the waterfront, has a sponsorship cost of \$1,800 and lasts for an eight-year term. A Type 2 bench, similar to the style of benches in the Town Hall courtyard, has a sponsorship cost of \$2,500 and lasts for a twelve-year term. The differences in cost are related to the types of material, durability of the wood, and expected useful life of the bench.

From experience, it was found that the softer cedar boards on the Type 1 bench started to deteriorate and grow mold in this environment, especially along the oceanfront, and the coating on the metal legs begins to wear off and the metal oxidizes quickly in the wet environment. The Type 2 ipe wood is considerably harder and the Type 2 benches were typically placed in the downtown core so they tended to last longer.

Approximately five years ago, staff did an evaluation of the costs for cedar benches and found that it was approximately \$1,400 to construct a bench, which left approximately \$50 to

\$75 per year, for eight years of maintenance costs and some minor repairs. We found that we frequently went over those costs due to vandalism and necessary replacement of boards. A cedar board replacement at the time was approximately \$150 per board. We averaged one to two replacement boards over the life of a bench. Staff also previously performed a mid-term complete refinishing of the bench, adding about \$500 to the bench life cycle cost.

After the evaluation, we changed to synthetic boards and reduced the purchase and construction costs of the benches to approximately \$1,100. Using synthetic boards also reduced maintenance and board replacement costs. Boards are now less than \$100 per board to replace and no mid-term maintenance is required.

In December, 2020, the Town was in a situation where we had a staff member available to focus on a review and inspect the condition of our existing benches, as many of the sponsorships had long expired. In that month, 145 bench inspections were logged in our work order system. All of the benches inspected were at least two years past the deadline of the sponsorship and some were more than 10 years past the sponsorship expiry. Issues with the benches ranged from regular deterioration, mold, vandalism to boards, and powder coat chipping, causing rust to the metal supports.

During this time, we sought advice from the Municipal Insurance Association of BC (MIABC) on some of our guiding policies. It was stressed to us by MIABC that where we have policies that direct our processes and procedures, strict adherence to those policies would be in the best interest of the Town of Qualicum Beach to limit potential for litigation/claims.

As a result, we disposed of the following number of benches in 2021:

- 8 in the first 6 months of the year
- 13 in July
- 21 in August

The timing of the removals was primarily dependent on available staff time. Parks staff are focused on cleanup, preparation, and plantings in the Spring and have more available time during the middle of Summer. It should also be noted that the mounting locations and concrete pads were not removed or destroyed during the removal of the benches, the intent was that they be left in case a new sponsor wanted to put a bench in the unused location. There is one notable exception to this. We did remove the concrete pad at the North end of Buller Road because the bench and pad were not within the Town boundary and was encroaching within the Regional District of Nanaimo (RDN).

The location of the benches varied but we found that the benches along the waterfront were in the worst condition. Following are the larger numbers of benches removed and locations:

- 8 were in the cemetery and community park
- 5 were in Eaglecrest
- 18 were along the waterfront walkways
- The remainder (approximately 11) of the benches were in various locations throughout Town.

During that time, approximately 6 new benches were installed at various locations.

DISCUSSION

Although important, benches are not part of critical infrastructure (water, sanitary, and storm sewer) and have been a lower priority while creating our Asset Management strategies. An Asset Management plan has not been prepared for the benches in Qualicum Beach, but we do have a current inventory, work order and inspection records, and financial estimates on the current and future costs of the benches. These have been used in the preparation of this report.

The following table is a breakdown of the current bench inventory:

Qualicum Beach Benches

	Type 1	Type 2	Metal	Concrete	TOTALS
Currently Active and Occupied	107	16	6	0	129
Occupied and expired/unsponsored	14	21	0	4	39
Empty location	36	0	0	0	36
Totals	157	37	6	4	204

Of the 16 Type 2 active benches, approximately 10 will expire in the next 2 years

If we use current bench costs, the following would be estimated costs to replace any, or all, of the benches:

Replacement Costs					
	Type 1	Type 2	Metal	Concrete	TOTALS
Currently Active and Occupied	\$149,800.00	\$36,800.00	\$14,400.00	\$0.00	\$201,000.00
Occupied and expired	\$0.00	\$48,300.00	\$0.00	\$5,600.00	\$53,900.00
Empty location	\$50,400.00	\$0.00	\$0.00	\$0.00	\$50,400.00
Immediate Replacement Cost	\$50,400.00	\$48,300.00	\$0.00	\$5,600.00	\$104,300.00
Total Replacement Cost	\$200,200.00	\$85,100.00	\$14,400.00	\$5,600.00	\$305,300.00

All Type 2 occupied and expired benches have passed the 12 year policy date

Type 1 Bench	\$1,400.00
Type 2 Bench	\$2,300.00
Metal Bench	\$2,400.00
Concrete (Replace with Type 1)	\$1,400.00

Based on the yearly estimated maintenance required, costs for the existing benches would be as follows:

Yearly Maintenance Costs					
	Type 1	Type 2	Metal	Concrete	TOTALS
Currently Active and Occupied	\$8,025.00	\$800.00	\$300.00	\$0.00	\$9,125.00
Occupied and expired	\$1,050.00	\$1,050.00	\$0.00	\$300.00	\$2,400.00
Yearly Maintenance Costs	\$9,075.00	\$1,850.00	\$300.00	\$300.00	\$11,525.00

Maintenance estimates

Type 1 Bench	\$75.00	1.5 hours at \$50 / hour
Type 2 Bench	\$50.00	1 hours at \$50 / hour
Metal Bench	\$50.00	1 hours at \$50 / hour
Concrete (Replace with Type 1)	\$75.00	1.5 hours at \$50 / hour

NOTES:

Any vandalism or other damage would be a minimum of \$200 / bench.
Maintenance costs for waterfront benches are higher due to conditions
Type 1 benches are sponsored for 8 years
Type 2 benches are sponsored for 12 years
Metal benches are not currently sponsored and we are responsible for all costs

Replacing the 36 benches would add approximately \$3,000 to the yearly maintenance costs. It should also be noted that if a bench has a life cycle of approximately 10 years, and we have 200 benches, we would be replacing 20 benches per year on average, some years may be more and some may be less. If we are replacing them with unsponsored benches, it will add approximately \$30,000 to \$40,000 per year to the budget.

As per Council direction, we are assembling benches for immediate replacement from the material we have in stock but there is a delay on the supply of bench legs. As we receive the materials, we will be replacing benches in the higher priority locations.

This would also seem like an opportune time to re-evaluate the look and feel of the benches we install in Qualicum Beach. It is likely that we will be doing a significant number of bench installations and changes in the next few years and we could start implementing a new style of bench. Based on environmental conditions, benches with synthetic materials have proven to last longer and there is a local manufacturer in Parksville that offers a wide array of bench styles.

Below are three styles shown as examples from Wellington Foundry/Wishbone Site Furnishings that could potentially be used in Qualicum Beach.

1. Classic Park Bench with Arms

- a. <https://wishboneltd.com/site-furnishings/park-benches/item/classic-park-bench-with-arms>
- b. This is very similar to the hardwood benches used in the courtyard and clock tower square (our current Type II bench) and will be used to replace the current hardwood benches.



2. Rutherford Park Bench

- a. <https://wishboneltd.com/site-furnishings/park-benches/item/rutherford-park-bench-wide-body>
- b. This is the bench used by the City of Parksville and in some places in the RDN.



3. Classic Park Bench with Arms

- a. <https://wishboneltd.com/site-furnishings/park-benches/item/bayview-park-bench>
- b. This is similar to the benches used in Qualicum Beach and is at a similar price point to the benches we use now.



POLICY CHANGES

The two policies that apply to bench installation in Qualicum Beach are dated and in need of revision but there are several things that should be considered before a new policy is drafted and adopted.

1. For simplicity, Policy 4002-1 (Type 1 benches) and Policy 4002-2 (Type 2 benches) should be combined into a single policy with options for the type of bench, cost of sponsorship, and duration of sponsorship, depending on the style of bench.
2. "Responsibility" of the policy should be updated to reflect the current roles in the organization.
3. It should be clearly stated in the policy what happens to the bench upon non-renewal:
 - a. The bench could be offered to the original sponsor for purchase, at a set price. This would need to be indicated as an exception to the existing Asset Disposal Policy (6000-4).

- b. If the bench is not purchased, it will be inspected every 2 years after sponsorship expiry, removed once it is deemed not suitable for service, then disposed via policy 6000-4.
- c. If no one sponsors a bench in the vacated location, it would need to be determined if the bench was in a “strategic location” and if it should be replaced by the Town

Historically, benches were not strategically placed, they were installed in a location, at the request of the resident, and the location held some sentimental attachment. If a request is made for a new bench, such as in a park, determining factors should be established and evaluated before a benches are installed at the location.

If the Town moves away from a sponsorship model, there will be an increase in costs in future budgets and limitations may be required. It may also be desirable to send out a public survey to determine a reasonable limit for the number and locations of benches and what budget taxpayers are willing to accept.

FINANCIAL IMPLICATIONS

The financial implications of replacing and installing benches, without sponsorship, are noted above, based on the cost of installing approximately 36 new benches. The additional maintenance and replacement costs would add approximately \$30,000 to \$40,000 per year to the budget. For reference, the 2021 budget for benches is \$37,000 and as of September 30, 2021, we have already exceeded the 2021 budget by 2%.



Arnold Schwabe
Manager of Operations
Report Writer



Daniel Sailland
Chief Administrative Officer
Concurrence