

**Agenda for the 10:00 am Wednesday, January 12, 2022, 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)
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| | 1. ADOPTION OF THE AGENDA |
| 1-6 | THAT Council adopts the January 12, 2022, regular Council meeting agenda. |
| | 2. ADOPTION OF THE CONSENT AGENDA |
| 7-8 | (1) Correspondence Log – January 12, 2022 – For Information |
| 9 | (2) Announcement of In Camera Council Meeting Motions |
| 10-15 | (3) Monthly Finance Report – November 2021 - For Information |
| 16-17 | (4) Monthly Fire Department Report – December 2021 - For Information |
| 18 | (5) Monthly Building Permit Report – December 2021 - For Information |
| 19 | (6) Monthly Bylaw Report – December 2021 - For Information |
| | 3. APPROVAL OF THE MINUTES |
| 20-33 | THAT Council approves the minutes of the following meetings: <ul style="list-style-type: none">• December 8, 2021 regular Council meeting;• December 8, 2021 special Council meeting;• December 15, 2021 special Council meeting. |
| | 4. BUSINESS ARISING FROM THE MINUTES |
| 34 | (1) Notices of Motion from the December 8, 2021 Regular Council Meeting
<i>– to be deferred to a regular Council meeting after the Council budget workshop</i> |
| | (2) Notices of Motion from the December 8, 2021 Regular Council Meeting
Mayor Wiese: <ul style="list-style-type: none">(a) THAT staff develop a budget workshop for Council to review the financial implications of the Notices of Motion that are listed for consideration for the January 12, 2022 regular Council meeting. |
| | Councillor Skipsey: <ul style="list-style-type: none">(b) THAT the Town of Qualicum Beach Community Climate Change Adaptation Plan be referred to the Select Committee on Environment and Sustainability for consideration and recommendation to Council on which areas should be prioritized and how best to advance the Town's goals and objectives, in alignment with our Sustainability Plan. |

- (c) THAT a traffic study be conducted for the commercial core prior to further consideration of the application for 190 and 194 First Avenue West.

5. CORRESPONDENCE

- 35-40 (1) **Regional District of Nanaimo Regional Parks and Trails Service Area Amendment Bylaw No. 1231.08, 2021**

Staff Recommendation:

THAT the Council of the Town of Qualicum Beach consents on behalf of the electors to the adoption of "Regional District of Nanaimo Regional Parks and Trails Service Area Amendment Bylaw No. 1231.08, 2021" and further, that the Regional District of Nanaimo be notified accordingly.

6. BYLAWS

- 41-82 (1) **Zoning Amendment: 111 Fourth Avenue West (Naked Naturals)**

Staff Recommendation:

- (a) THAT "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 third time.
- (b) THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (111 Fourth Avenue West) Bylaw No. 580.129, 2021" be adopted.
- (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 read a third time.

- 83-115 (2) **Zoning Amendment and Development Permit: 190 and 194 First Avenue West**

Staff Recommendation:

- (a) THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (190 & 194 First Avenue West) Bylaw No. 580.131, 2021" be read a second time.
- (b) THAT Council holds a Public Hearing on February 2, 2022 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 (190 & 194 First Avenue West) Bylaw No. 580.131, 2021".

116-120 (3) **Council Stipends**

Staff Recommendation:

THAT "Town of Qualicum Beach Council Remuneration and Expenses Bylaw No. 767 2022" be introduced and read a first time.

121-129 (4) **East Village Local Area Service Bylaw and East Village Loan Authorization Bylaw**

Staff Recommendation:

(a) THAT the bylaw entitled "Town of Qualicum Beach Local Area Service Establishment Bylaw (East Village Local Area Service) No. 768, 2022" be introduced and read a first time.

(b) THAT the bylaw entitled "Town of Qualicum Beach Local Area Service Establishment Bylaw (East Village Local Area Service) No. 768, 2022" be read a second time.

(c) THAT the bylaw entitled "Town of Qualicum Beach Local Area Service Establishment Bylaw (East Village Local Area Service) No. 768, 2022" be read a third time.

(d) THAT the bylaw entitled "Town of Qualicum Beach Loan Authorization Bylaw (East Village Loan Authorization) No. 769, 2022" be introduced and read a first time.

(e) THAT the bylaw entitled "Town of Qualicum Beach Loan Authorization Bylaw (East Village Loan Authorization) No. 769, 2022" be read a second time.

(f) THAT the bylaw entitled "Town of Qualicum Beach Loan Authorization Bylaw (East Village Loan Authorization) No. 769, 2022" be read a third time.

7. COMMITTEE & LIAISON REPORTS

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

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

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

Due to potential budget implications, staff recommend these notices of motion be considered at an upcoming regular meeting after the Council budget workshop.

(a) THAT Council allocates funds equivalent to 1/3 of the costs borne by local faith based organizations to provide a cold weather shelter through remaining COVID Restart funding.

(b) THAT staff conduct the necessary geotechnical site analysis for slope stabilization at Bay Street, Seacrest Place, Butterball Drive and East and West Crescent, and further that the two most critical projects are addressed within the next three years of the town's financial plan.

(4) **Arts & Culture** (Councillor Anne Skipsey)
Notice of Motion

Due to potential budget implications, staff recommend this notice of motion be considered at an upcoming regular meeting after the Council budget workshop.

THAT Council directs staff to provide matching funds to Qualicum Beach Streamkeepers, up to a maximum of \$15,000, to support a demonstration project on lower Grandon Creek to restore and stabilize the riparian area through forest ecosystem management.

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

8. STAFF REPORTS

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

130-134

(a) **Increasing Council Size**
Staff Recommendation:

THAT Council directs staff to prepare a bylaw for consideration to increase Council size by two, from five to seven members;

AND FURTHER THAT staff be directed to publish communication materials on the proposed change, including a frequently asked questions document, and print and social media advertising to solicit feedback;

AND FURTHER THAT the public be invited to provide feedback on the proposed change at the February 9, 2022 Committee of the Whole meeting.

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

135

(a) **Equipment Financing for Fire Truck**
Staff Recommendation:

THAT the Council of the Town of Qualicum Beach authorizes up to \$920,000 be borrowed, under Section 175 of the *Community Charter*, from the Municipal Finance Authority, for the purpose of financing the purchase of a new fire truck;

AND FURTHER THAT the loan be repaid within 5 years, with no rights of renewal.

- 136-140 (3) **Planning** (Luke Sales, Director of Planning)
(a) **Operations Department Workplace Modernization Staff Recommendation:**
THAT Council endorses the proposed evaluative criteria that will be used to determine the future workplace(s) of the Town's Operations Department, as detailed in the January 12, 2022 Planning memo to Council;
THAT Council directs staff to engage a consultant to prepare a report with a needs assessment for a modernized Operations facility as well as a recommendation for the location, with a budget of up to \$100,000 (\$90,000 in consulting and \$10,000 in staff time), as detailed in the January 12, 2022 Planning memo to Council;
THAT the evaluation of the future Operations workplace locations should focus primarily on the following scenarios that have been identified as potentially feasible:
a. Status Quo (upgrade existing buildings and facilities)
b. Expansion west of the Jones Street Parks yard;
c. Modified Status Quo;
d. Town lands at the end of Garden Road East;
e. 865 Ravensbourne Lane (corner of Ravensbourne Lane and Bennett Road);
f. Triangular Parcel at the end of Ravensbourne Lane
- 141-142 (4) **Engineering & Operations** (Bob Weir, P.Eng., Director)
(a) **Council Motion #21-341 - Location for Maritime Anchor Staff Recommendation:**
THAT Council approve the location for the historic maritime anchor, retrieved from the Salish Sea, at a suitable location on the marine spit, North of the roundabout at the bottom of Memorial Avenue.
- 143-144 (b) **Council Motion #21-340 - Location for Tree Slab Staff Recommendation:**
THAT Council approve the location for the section of old growth tree to be placed at the Qualicum Beach Museum, under the existing kiosk.

9. 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 (January 14, 2022). Submissions must be regarding business discussed by Council at the meeting, be 300 words or fewer, and any submissions relating to closed public hearing topics, or unrelated to Council business discussed at the meeting, will not be distributed to Council. Submissions that meet these guidelines will be distributed to all Council, posted on the Town's website, and a brief summary of the comments will be included in the meeting minutes. Comments must include a full name and address in order to be submitted for the record.

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

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

10. ADJOURNMENT

THAT Council adjourns the meeting.

NEXT SCHEDULED

REGULAR COUNCIL MEETING: Wednesday, February 2, 2022 at 10:00 am

THE TOWN OF
QUALICUM BEACH



COUNCIL CORRESPONDENCE LOG
January 12, 2022

DATE REC'D	FROM	TOPIC	ACTION
Dec 31	A Mcvey	Oceanside Air	Rec'd for Information
Dec 29	B Liddell	Oceanside Air	Rec'd for Information
Dec 29	D Parchomchuk	Oceanside Air	Rec'd for Information
Dec 23	K Gee	District of Lillooet – Wildfires Petition	Rec'd for Information
Dec 23	N Melnychuk	Oceanside Air	Rec'd for Information
Dec 23	J Connor	Thank you to staff – road maintenance	Rec'd for Information
Dec 23	C Dowe	Cell Tower – 2045 Island Hwy W	Rec'd for Information
Dec 23	T Provost	Roadway Speed Signs	Rec'd for Information
Dec 22	Electrical Workers	Newsletter	Rec'd for Information
Dec 20	C Paris	Oceanside Air	Rec'd for Information
Dec 20	E Audova	Oceanside Air	Rec'd for Information
Dec 20	Ron	Oceanside Air	Rec'd for Information
Dec 20	D Hunter	Oceanside Air	Rec'd for Information
Dec 20	Municipal Affairs	Season's Greetings	Rec'd for Information
Dec 16	Oceanside Air Ltd	Nov 11/21 Incident	Rec'd for Information
Dec 16	C Gotto	District of N Saanich-Parental Leave	Rec'd for Information
Dec 16	G Windsor	Oceanside Air	Rec'd for Information
Dec 16	V & D Webb	Oceanside Air	Rec'd for Information
Dec 16	H Walker	Oceanside Air	Rec'd for Information
Dec 16	MJ Andersen	Oceanside Air	Rec'd for Information
Dec 16	M Buijs	Age Friendly Trails Map	Rec'd for Information
Dec 16	R & S Shary	Oceanside Air	Rec'd for Information
Dec 15	T Pritchard	Dec 8 council meeting comments	Rec'd for Information
Dec 15	J Wood	Dec 8 council meeting comments	Rec'd for Information
Dec 15	J Smith	Asset Management Strategy	Rec'd for Information
Dec 14	Charna	Rural Innovation Hub	Rec'd for Information
Dec 14	RDN	Proposed RGS Amendment	Rec'd for Information
Dec 14	RDN	Notice of Special Board Mtg	Rec'd for Information
Dec 14	J MacLeod	Climate Change	Rec'd for Information
Dec 14	T Good	Urban Trees	Rec'd for Information
Dec 14	L Nater	Oceanside Air	Rec'd for Information
Dec 14	M Clark	Oceanside Air	Rec'd for Information
Dec 14	S Hackman	Oceanside Air	Rec'd for Information
Dec 14	S Stevens	Oceanside Air	Rec'd for Information

Dec 14	H Schaub	Oceanside Air	Rec'd for Information
Dec 13	C Farmer	Council	Rec'd for Information
Dec 13	L Eaton	Rural Innovation Hub	Rec'd for Information
Dec 13	C Hutchison	Rural Innovation Hub	Rec'd for Information
Dec 13	L Capretti	Oceanside Air	Rec'd for Information
Dec 12	S McCormick	Oceanside Air	Rec'd for Information
Dec 12	P Affleck	Oceanside Air	Rec'd for Information
Dec 12	A Hepworth	Oceanside Air	Rec'd for Information
Dec 12	D Toews	Oceanside Air	Rec'd for Information
Dec 12	T Westerhof	Oceanside Air	Rec'd for Information
Dec 12	S Bell	Oceanside Air	Rec'd for Information
Dec 12	S Meeker	Oceanside Air	Rec'd for Information
Dec 12	Y Bell	Oceanside Air	Rec'd for Information
Dec 11	B Timms	Oceanside Air	Rec'd for Information
Dec 11	G Windsor	Oceanside Air	Rec'd for Information
Dec 11	M Murphy	Oceanside Air	Rec'd for Information
Dec 11	J Mewhort	Oceanside Air	Rec'd for Information
Dec 10	T Walters	Oceanside Air	Rec'd for Information
Dec 10	D Cafik	Oceanside Air	Rec'd for Information
Dec 10	I Kingswell	Oceanside Air	Rec'd for Information
Dec 10	R Temmer	Oceanside Air	Rec'd for Information
Dec 10	J Wills	Oceanside Air	Rec'd for Information
Dec 10	R & D Smith	Oceanside Air	Rec'd for Information
Dec 10	S Graham	Oceanside Air	Rec'd for Information
Dec 10	B Brennan	Oceanside Air	Rec'd for Information
Dec 9	T & J Hollo/E Brown	Oceanside Air	Rec'd for Information
Dec 8	Marlys	COW – Nov mtg	Rec'd for Information
Dec 7	Steve & Judi	111 Fourth Ave W development	Rec'd for Information
Dec 6	FESBC	Forest Enhancement Society mandates	Rec'd for Information
Dec 6	Daniel	Forest Protection	Rec'd for Information
Dec 3	Gail	Kiwanis Affordable Housing Project	Rec'd for Information
Dec 3	Kyle	Public Works Yard – proposed expansion	Rec'd for Information
Dec 3	L Krog	Transit - Light Diesel Multiple Units	Rec'd for Information
Dec 2	C Taylor	Public Works Yard – proposed expansion	Rec'd for Information
Dec 2	J Dennie	Island Rail	Rec'd for Information
Dec 2	L Nater	Encroachment on town property	Rec'd for Information
Nov 30	A McLeod	Urban Deer	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.

Announcement of In Camera Council Meeting Motions

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

November 24, 2021 Special Council Meeting:

- THAT Council instructs Heather Svensen, Corporate Administrator/Deputy CAO to enter into a contract with **Brentwood Advisory Group** for the **recruitment of a Chief Administrative Officer** for the Town of Qualicum Beach as set out in Paul Murray's proposal dated November 22, 2021.

December 1, 2021 Special In Camera Meeting:

- THAT Council authorizes staff to enter into an agreement with **Boudreau Communities Ltd.** to lease approximately half of Row B, as identified in their November 25, 2021 "Proposal for development at **Qualicum Beach Airport (CAT4), Row B Land Lease and Hangar Facility**", subject to approval of a Development Permit in an open Council meeting, as detailed in the December 1, 2021 memo to Council.
- THAT Council directs staff to inform the owners of **2119 Island Highway West** that all encroachments must be removed within six months.
- THAT Council appoints **Nathalie Samson** as the member at to the **Airport Users Committee** for a two-year term ending December 31, 2023.
- THAT Council appoints **Cormack Gates** to the **Heritage Forest Commission**, as a member at large, for a two-year term ending December 31, 2023.
- THAT Council appoints **Tom Whitfield** as the representative to the **Brown Property Preservation Society**, to serve a two-year term on the Heritage Forest Commission ending December 31, 2023.
- THAT Council appoints the following member at large **Ben Leggett** to the **Environment and Sustainability Committee** for a two-year term ending December 31, 2023.
- THAT Council appoints **James Dimmick and Kelly Konrad** as Members at Large to the **Select Committee on Parks and Recreation** for a two-year term ending December 31, 2023; AND FURTHER THAT Council appoints; **Noah Rosanau** as the youth representative to the **Select Committee on Parks and Recreation** for a two-year term ending December 31, 2023.
- THAT Council instructs staff to enter into an agreement with **Brentwood Advisory Group** to complete the **Service Review** as directed by Council.

December 8, 2021 Special In Camera Meeting:

- On December 8, 2021, Council for the Town of Qualicum Beach unanimously made a decision to issue a motion of censure against Councillor Westbroek for conduct unbecoming of a member of Town Council. Council would like to assure the community that due process and procedural fairness were followed and that for privacy reasons, Council will not discuss the details of the matter.

Town of Qualicum Beach
MEMORANDUM

To: John Marsh, Director of Finance **For:** Regular Meeting January 12, 2022
From: Genelle Conn, Manager of Finance
RE: Finance Monthly Report

RECOMMENDATION

For Council to receive for information.

REPORT ANALYSIS

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



Genelle Conn, CPA, CA
Manager of Finance
Report Writer



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



Heather Svensen
Deputy CAO
Concurrence

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

	YTD to Nov 30/21			YTD to Nov 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	-10,775,660	100.0%	-10,464,000	-8,689,954	83.0%
Less Accounts Payable Other Gov'ts	0	-218,299		0	-1,408,294	
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	326,873	116.7%	269,000	309,235	115.0%
Total Grants In Lieu Of Taxes	431,000	473,079	109.8%	416,000	455,089	109.4%
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	11,297,529	100.5%	10,681,000	10,739,951	100.6%
FEES AND CHARGES						
Public Works Services	34,000	18,526	54.5%	34,000	15,999	47.1%
Cemetery Services	47,000	57,945	123.3%	46,000	44,995	97.8%
Waste Removal Fees	750,000	537,533	71.7%	600,000	384,227	64.0%
Water Connections	10,000	32,593	325.9%	10,000	17,955	179.5%
Water Rates	1,299,000	1,348,923	103.8%	1,400,000	1,015,244	72.5%
Sewer Connections	10,000	18,000	180.0%	10,000	11,250	112.5%
Sewer Rates	648,000	498,508	76.9%	650,000	459,505	70.7%
TOTAL FEES AND CHARGES	2,798,000	2,512,028	89.8%	2,750,000	1,949,174	70.9%

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

	YTD to Nov 30/21			YTD to Nov 30/20		
	Budget 21	(compared to 2021 budget)		Budget 20	(compared to 2020 budget)	
OWN SOURCES						
Licences	85,000	97,131	114.3%	96,000	89,165	92.9%
Permits	105,000	219,703	209.2%	130,000	109,380	84.1%
Leases and Rentals	500,000	555,404	111.1%	500,000	515,307	103.1%
Interest on Investments	54,000	100,095	185.4%	60,000	103,149	171.9%
Interest and Penalty on Taxes	52,000	42,705	82.1%	52,000	17,015	32.7%
Airport Services	80,000	96,680	120.8%	173,000	80,731	46.7%
Community Hall	16,000	11,722	73.3%	34,000	17,513	51.5%
Civic Centre	70,000	80,194	114.6%	134,000	76,752	57.3%
Contributions and Sales	240,000	132,735	55.3%	165,000	84,060	50.9%
Affordable Housing Contribution	0	450,000	0.0%	0	0	0.0%
Miscellaneous Revenues	62,000	124,361	200.6%	62,000	86,170	139.0%
TOTAL OWN SOURCES	1,264,000	1,910,731	151.2%	1,406,000	1,179,242	83.9%
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	2,815,950	104.8%
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	4,002,647	103.5%
GRAND TOTAL REVENUES	19,648,000	17,366,992	88.4%	18,704,000	17,871,015	95.5%
EXPENDITURES:						
DEBT CHARGES						
Miscellaneous Interest	26,000	8,291	31.9%	26,000	15,610	60.0%
Debt Interest	60,000	49,476	82.5%	60,000	59,892	99.8%
Debt Principal	463,000	462,936	100.0%	463,000	462,936	100.0%
TOTAL DEBT CHARGES	549,000	520,703	94.8%	549,000	538,438	98.1%
CAPITAL EXPENDITURES						
General Capital	11,363,000	5,669,405	49.9%	9,422,000	4,467,275	47.4%
Water Capital	785,000	169,085	21.5%	755,000	81,380	10.8%
Sewer Capital	375,000	194,383	51.8%	340,000	0	0.0%
TOTAL CAPITAL EXPENDITURES	12,523,000	6,032,873	48.2%	10,517,000	4,548,655	43.3%
OTHER MUNICIPAL PURPOSES						
General Government						
Legislative Services	258,000	177,341	68.7%	253,000	196,730	77.8%
Grants in Aid & Tax Exemptions	252,000	195,789	77.7%	246,000	220,000	89.4%
Administrative	567,000	514,620	90.8%	536,000	494,520	92.3%
Finance	390,000	351,587	90.2%	367,000	329,225	89.7%
Information Technology	599,000	428,114	71.5%	254,000	170,284	67.0%
Common Services	621,000	573,568	92.4%	555,000	572,751	103.2%
Total General Government	2,687,000	2,241,019	83.4%	2,211,000	1,983,510	89.7%

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

	YTD to Nov 30/21			YTD to Nov 30/20		
	Budget 21	(compared to 2021 budget)		Budget 20	(compared to 2020 budget)	
Protective Services						
RCMP Police Protection	1,474,000	1,353,000	91.8%	1,421,000	1,302,400	91.7%
Bylaw Compliance	124,000	107,240	86.5%	130,000	102,108	78.5%
Emergency Services	203,000	146,071	72.0%	199,000	163,143	82.0%
Building Inspection	123,000	114,304	92.9%	108,000	110,925	102.7%
Security/Vandalism	48,000	24,645	51.3%	46,000	25,646	55.8%
Fire Department Services	1,161,000	978,861	84.3%	1,005,000	973,251	96.8%
Total Protective Services	3,133,000	2,724,121	86.9%	2,909,000	2,677,473	92.0%
Transportation Services						
P/W Administration	645,000	512,409	79.4%	605,000	507,971	84.0%
P/W Yard	136,000	168,057	123.6%	110,000	122,547	111.4%
Roadway Surfaces	256,000	246,584	96.3%	270,000	255,826	94.8%
Road Allowances	111,000	75,730	68.2%	110,000	78,367	71.2%
Sidewalk Maintenance	55,000	39,171	71.2%	66,000	37,996	57.6%
Drainage Ditches	57,000	90,955	159.6%	52,000	53,220	102.3%
Storm Sewers	169,000	101,685	60.2%	144,000	85,901	59.7%
Street Cleaning	50,000	24,764	49.5%	65,000	26,462	40.7%
Snow and Ice Removal	120,000	38,309	31.9%	115,000	84,066	73.1%
Signs and other	46,000	28,153	61.2%	45,000	29,319	65.2%
Other Road Transport	32,000	30,992	96.9%	21,000	17,946	85.5%
Street Lighting	198,000	178,023	89.9%	192,000	191,255	99.6%
Airport Services	210,000	160,646	76.5%	205,000	156,702	76.4%
Equipment Operating	610,000	436,220	71.5%	613,000	461,789	75.3%
Total Transportation Services	2,695,000	2,131,698	79.1%	2,613,000	2,109,367	80.7%
Environmental And Public Health						
Town Garbage Pickup Services	83,000	94,330	113.7%	81,000	68,964	85.1%
Other Solid Waste	105,000	95,226	90.7%	104,000	97,778	94.0%
RDN Food Waste, Recycling & Garbage	764,000	628,434	82.3%	614,000	540,760	88.1%
Water Maintenance	1,152,000	981,986	85.2%	1,108,000	871,787	78.7%
Sewer Maintenance	284,000	236,895	83.4%	273,000	182,189	66.7%
Total Environmental Services	2,388,000	2,036,871	85.3%	2,180,000	1,761,478	80.8%
Community Development						
Planning and Zoning	394,000	319,053	81.0%	383,000	296,339	77.4%
Community Dev - Town Functions	390,000	374,179	95.9%	246,000	154,630	62.9%
Community Dev - Restart Initiatives	150,000	121,712	81.1%	0	0	0.0%
Community Dev - Partnerships and Other	137,000	63,673	0.0%	180,000	37,753	0.0%
Community Dev - Special Events	105,000	43,051	41.0%	152,000	34,163	22.5%
CD-St Andrews (Moved to Parks Dep in 2021)	0	0	0.0%	70,000	67,275	96.1%
Community Dev - Museum	110,000	102,730	93.4%	98,000	109,217	111.4%
Community Dev - Chamber & D/T	81,000	65,500	80.9%	79,000	65,500	82.9%
Total Community Development	1,367,000	1,089,898	79.7%	1,208,000	764,877	63.3%

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

	YTD to Nov 30/21			YTD to Nov 30/20		
	Budget 21	(compared to 2021 budget)		Budget 20	(compared to 2020 budget)	
Parks And Recreation						
Administration & Supervision	330,000	314,213	95.2%	308,000	297,569	96.6%
Parks Yard	52,000	61,657	118.6%	50,000	75,488	151.0%
Civic Centre & Community Hall	402,000	267,469	66.5%	384,000	282,419	73.5%
Parks/Cultural Buildings	104,000	91,145	87.6%	101,000	121,996	120.8%
Community Park	173,000	159,392	92.1%	167,000	123,788	74.1%
Garden/Park Areas	506,000	445,967	88.1%	486,000	394,049	81.1%
Trails	103,000	56,558	54.9%	115,000	76,701	66.7%
Beach Areas	154,000	164,139	106.6%	130,000	90,681	69.8%
Other Park Functions	73,000	74,094	101.5%	35,000	125,734	359.2%
Public Health (Cemetery)	55,000	47,987	87.2%	55,000	40,709	74.0%
Total Parks And Recreation	1,952,000	1,682,621	86.2%	1,831,000	1,629,134	89.0%
Sub Total General Municipal Purposes	12,786,000	10,687,347	83.6%	11,571,000	9,871,863	85.3%
Sub Total Water Municipal Purposes	1,152,000	981,986	85.2%	1,108,000	871,787	78.7%
Sub Total Sewer Municipal Purposes	284,000	236,895	83.4%	273,000	182,189	66.7%
TOTAL OTHER MUNICIPAL PURPOSES	14,222,000	11,906,228	83.7%	12,952,000	10,925,839	84.4%
GRAND TOTAL EXPENDITURES	27,294,000	18,459,804	67.6%	24,018,000	16,012,932	66.7%
TOTAL NET EXPENDITURES	-7,646,000	-1,092,813		-5,314,000	1,858,082	
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	917,009	36.4%	3,517,000	1,080,858	30.7%
Total Other Non Operating Items	5,437,000	917,009	16.9%	4,392,000	1,080,858	24.6%
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	-8,415	0.0%	-14,000	0	0.0%
Transfer to Reserve - General	0	0	0.0%	0	0	0.0%
Transfer to Reserve - Water	-50,000	0	0.0%	-50,000	0	0.0%
Total Other Non Operating Transfers	2,209,000	-8,415	-0.4%	922,000	0	0.0%
Other Non Cash Items						
Amortization of Assets	3,350,000	3,070,833	91.7%	3,300,000	3,025,000	91.7%
Net Non Cash Items	-3,350,000	-3,070,833	91.7%	-3,300,000	-3,025,000	91.7%
Total Other Non Operating Items	0	0	0.0%	0	0	0.0%
TOTAL ITEMS & TRANSFERS	7,646,000	908,594	11.9%	5,314,000	1,080,858	20.3%
FINANCIAL PLAN BALANCE	0	-184,219		0	2,938,940	

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

	<u>Budget 21</u>	<u>Actual</u>
<u>Capital Debt</u>		
Fire Hall and Miscellaneous Debt	<u>570,000</u>	<u>520,703</u>
<u>Capital Projects</u>		
Annual Allocations		
Paving Program	420,000	358,012
Equipment Replacement	518,000	393,178
Fire Department Equipment Replacement	920,000	43,143
Misc. Drainage System Improvements	150,000	21,450
Misc. Age-Friendly Trans Plan Improvements	50,000	21,620
Total	2,058,000	837,403
Building Projects		
Childcare Facility	1,996,000	261,309
Curling Club Improvements	42,000	51,698
Public Works Yard	300,000	61,792
Total	2,338,000	374,799
Roads and Drainage Projects		
Seacrest Rd	50,000	0
Eaglecrest Dr Drainage	450,000	0
East Village	2,366,000	957,868
Memorial Improvements	3,200,000	3,033,407
Total	6,066,000	3,991,275
Other Projects		
Miscellaneous projects	104,000	157,663
Christleton Park	62,000	61,324
Airport Projects - Grant Dependent	625,000	25,158
Rodway Trail	60,000	9,799
St Andrew's Park	50,000	0
Waterfront Improvements (Grant Funded)	0	93,589
IT Infrastructure	0	118,396
Total	901,000	465,928
Sub Total General Fund Capital	11,363,000	5,669,405
Water and Sewer Capital		
Hemsworth Pump Station	175,000	103,536
Eaglecrest Watermain	450,000	14,563
Fiber Optic Expansion - Town Hall to PW Yard	135,000	0
Misc. Water System Improvements	25,000	11,963
Sandpiper Water	0	39,023
Miscellaneous Sewer Improvements	25,000	9,604
Golf Club Sanitary	50,000	0
Airport Sewer Servicing	300,000	184,779
Total	1,160,000	363,468
Total Capital Projects	<u>12,523,000</u>	<u>6,032,872</u>
Total Capital Projects and Debt Expenditures	<u>13,093,000</u>	<u>6,553,575</u>



**Town of Qualicum Beach
FIRE RESCUE DEPARTMENT**

M E M O R A N D U M

TO: Heather Svensen, Acting CAO

FOR: Regular Council meeting January 12, 2022

FROM: Peter Cornell, Fire Chief

SUBJECT: Monthly Fire Department Report to end of December 2021

PURPOSE

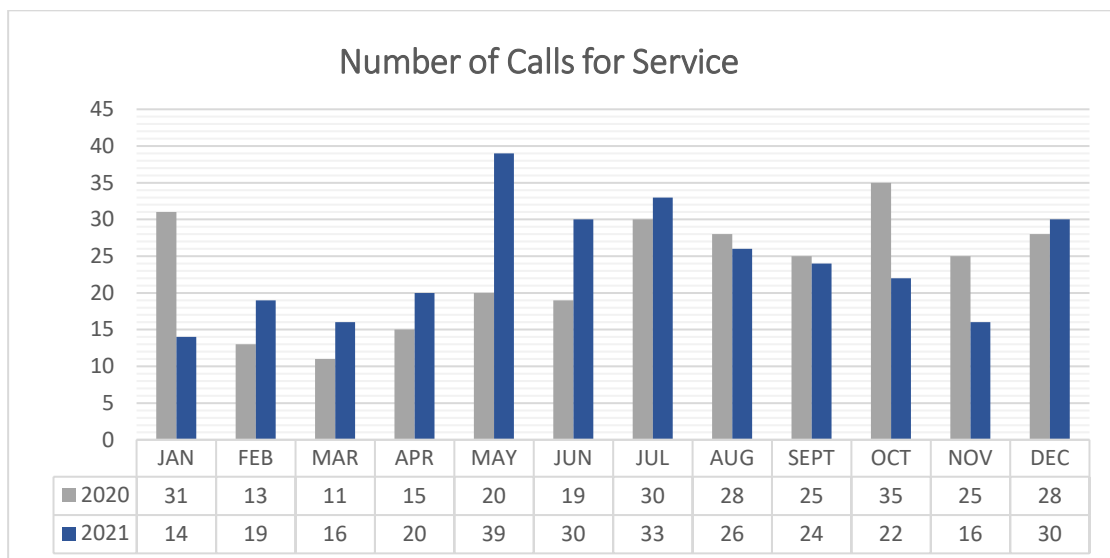
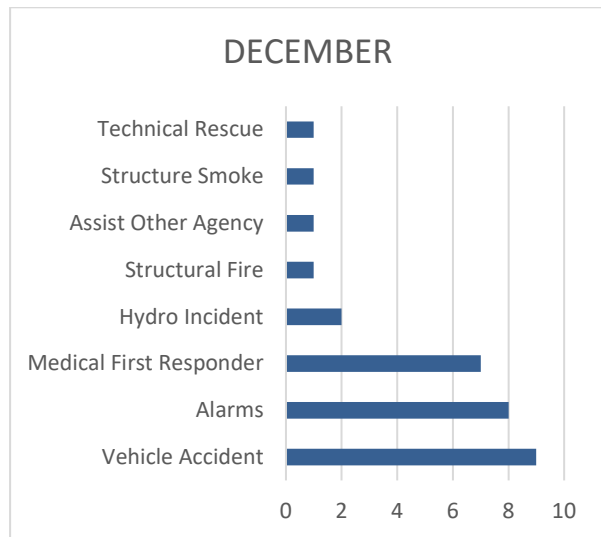
To provide Council with an update regarding Fire Rescue Department activities.

CALLS FOR SERVICE

Summary for December 2021:

Total Calls for Service in December = **30**
 Duty Officer Only: **3** | Automatic Aid: **0** out; **0** in |
 Mutual Aid: **2** out; **0** in

- Incident Hours: 28 hours, 9 minutes
- Average # of Personnel responding: 9.52
(Full Time: 1.41 | On-Call: 8.11)
- Incident Staff Hours: 115 hours, 47 minutes
- Average Response Time All: 7:38 minutes
- Average Muster Time E52: 5:59 minutes
- Average Response Time E52: 10:34 minutes



OPERATIONS/ADMINISTRATION

- AT Clinical Counselling Services presented on Mental Health for First Responders in preparation for the One-on-One check in sessions planned for February and March.
- A review of the Incident Command System and a tabletop airport emergency exercise with Town staff and other emergency response agencies was completed.

TRAINING

2021	<i>Sessions</i>	<i>Subjects</i>	<i>Session Hours</i>	<i>Instructor Hours</i>	<i>Staff Hours</i>
<i>Weekly:</i>	11	10	28	32	220
<i>Additional:</i>	3	4	6	2	10
Month Total:	14	14	34	34	230
Annual Total:	285	223	1,131	657	4,896

Training highlights:

- Training subjects covered in December included: initial fire attack, thermal imaging camera use, and Technical Rope Rescue raising and lowering techniques.
- The recruit class spent December training on ventilation and forcible entry.

APPARATUS/EQUIPMENT/FACILITIES

- A battery-operated 14" rotary saw was added to the equipment carried on Engine 52, this tool performs similar to a gas unit but without the emissions.

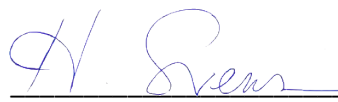
FIRE PREVENTION

7 Inspections; 254 YTD | 0 Public Education Events | 0 Development Plan Reviews | 0 New Pre Incident Plans | 3 Pre Incident Plan Updates | 0 Public Support Event | 0 Garden Refuse Fire Permits

Paid Members: 3
Volunteer On-call Members: 23 (excludes non-operational and paid staff)
Change from previous month: 0

<i>REGULAR DUTY</i>		<i>NON-OPERATIONAL</i>	
Officer	4	Special Duty (Assistant FFs)	2
Full Service	12	Admin Assistant	0.4 fte
Interior	1		
Exterior	1		
Recruits	5		


Peter Cornell, Fire Chief
Report Writer


Heather Svensen, Acting CAO
Concurrence



TOWN OF QUALICUM BEACH 2021 Construction and Building Permit Report

R E S I D E N T I A L																	
No.	Permit #	Roll #	Civic	Street	Scope of Work	Contractor	# of Units SFD	# of Units Sec/Gar Suites	# of Units Multi	Additions and/or Renos	SFD (new)	Multi (new)	Commercial	Institutional	Industrial	Recreational	Totals
Year to Date as at November 30, 2021							23	14	34	\$3,861,000	\$14,697,000	\$7,534,000	\$2,997,000	\$75,000	\$25,000	\$25,000	\$29,214,000
DECEMBER																	
123	5816	107.002	528	Balsam St	Single Family Dwelling	Trio Projects Ltd	1				\$375,000						
124	5821	499.000 (parent)	247	Mill Rd	Single Family Dwelling	Dombrowski Homes	1				\$750,000						
125	5822	499.000 (parent)	243	Mill Rd	Single Family Dwelling	Dombrowski Homes	1				\$750,000						
126	5823	662.021	458	Rowan Dr	Renovation	Pro Pacific Restorations				\$240,000							
127	5824	963.021	597	Sumac Dr	Renovation	(self)				\$50,000							
128	5826	611.000	234	Elizabeth Ave	Addition	Qualicum Bay Carpentry				\$47,000							
129	5828	3.111	598	Belyea Rd	Single Family Dwelling	Turner Design Ltd	1				\$980,000						
							4	0	0	\$337,000	\$2,855,000	\$0	\$0	\$0	\$0	\$0	\$3,192,000
December 31, 2021							27	14	34	\$4,198,000	\$17,552,000	\$7,534,000	\$2,997,000	\$75,000	\$25,000	\$25,000	\$32,406,000

MONTHLY BYLAW REPORT - DECEMBER 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	9	17			1				
Other Parks									
Community Park Trails	9				5				
Dollymount Trail									
Heritage Forest Trails	12				4				
Museum Area Trails	6	14			2			2	homeless x2 /
Other Trails		12							
Homeless Patrols	12	16						4	4 homeless /
Town Centre Patrols	23	34				12		5	7 persons removed from parkade/ snow & ice
Residential Areas		37				6	2		2 tow notices / MTI issued & paid/
Main Beach Patrols		31							
Other Beach Patrols									
TOTALS	71	161	0		12	18	2	11	

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	2				1	2	bear sighting on Chestnut Rd/
Burning Outdoor	2				2	2	wood smoke x2 /
Business Licence	1	1	1			1	
Homeless Issues	10	8	8		4	14	
Illegal Dumping							
Noise	5				4	5	
Parks / Trails / Beaches	2				2	2	bear reported in heritage forest x2/
Sign							
Traffic	7	4	5		4	7	mti/ SD69 properties snow & ice - complied/
Tree Removal	2				2	2	
Unsightly Premises	2				2	2	
Vandalism	2				1	2	sidewalk chalk / elec. veh. charg stns/
Zoning / Building	9		1		7	9	living in RV x3/ fence height x 5/
Other	6	3	3		4	6	flooded crawl/ covid x2/ smoking outside train station/bears
TOTALS	50	16	18	0	33	54	

Minutes of the 10:00 am Wednesday, December 8, 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: Heather Svensen, Acting CAO/Corporate Administrator
Bob Weir, Director of Engineering and Operations
John Marsh, Director of Finance
Luke Sales, Director of Planning
Peter Cornell, Fire Chief
Genelle Conn, Manager of Finance
Weslie Gould, Deputy Corporate Administrator

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

ADOPTION OF THE AGENDA

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT Council adopts the December 8, 2021 Regular Council meeting agenda as amended adding 'Qualicum Beach Collective Heart Project Proposal' as item 8(3)(a), Staff Reports, Corporate Administration.
CARRIED UNANIMOUSLY

ADOPTION OF THE CONSENT AGENDA

Councillor Skipsey requested that Item 2(1), Correspondence Log, be removed from the consent agenda for consideration.

Councillor Harrison requested that Item 2(5), Monthly Building Permit Report, 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) **Motions Released from the December 1, 2021 Special In Camera Meeting**
- (2) **Monthly Finance Report** – October 2021 – For Information
- (3) **Monthly Fire Department Report** – November 2021 – For Information
- (4) **Monthly Bylaw Report** – November 2021 – For Information

CARRIED UNANIMOUSLY

CORRESPONDENCE LOG

Councillor Skipsey referenced a letter from the correspondence log discussing the affordable housing development on Railway Street, noting that Council gave direction to staff for the building to be a maximum of four storeys on any side.

Luke Sales, Director of Planning, responded that the site is on a slope, with the ground elevation lowering on the north side. The design prior to Council approval was five storeys on the lower north side and four storeys on the south side. Since Council approval, the design was revised by pulling the upper floor away from the north side, so that the north side of the building is four storeys.

MONTHLY BUILDING PERMIT REPORT – November 2021 – For Information

Councillor Harrison asked staff if there would be benefit to provide a report about the costs of building a secondary suite for public information.

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

- 1) Correspondence Log – December 8, 2021
- 2) Monthly Building Permit Report – November 2021 – For Information

CARRIED UNANIMOUSLY

APPROVAL OF THE MINUTES

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

- November 10, 2021 (9:00 am) Special Council meeting;
- November 10, 2021 (2:00 pm) Special Council meeting;
- November 17, 2021 Regular Council meeting;
- November 24, 2021 Special Council meeting;
- December 1, 2021 Special Council meeting.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

- (1) **Notice of Motion from the November 17, 2021 Regular Council Meeting** (Councillor Harrison)

Councillor Harrison MOVED and Councillor Filmer SECONDED, THAT staff present a report on the use of land in the East Village for a multi-use performing arts facility.

CARRIED

Opposed: Councillor Skipsey; Councillor Westbrook

In Favour: Mayor Wiese; Councillor Filmer; Councillor Harrison

PUBLIC AND STATUTORY HEARINGS

This Public Hearing was held in person in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC and via Zoom telecommunications software. The public was invited to speak at the Public Hearing by attending in person in the Council Chamber, 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 (111 Fourth Avenue West) Bylaw No. 580.129, 2021**

At 10:14 am, the Mayor declared open the Public Hearing, convened pursuant to Section 464 of the *Local Government Act*, to allow the public to make representations to Council respecting matters contained in the proposed Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (111 Fourth Avenue West) Bylaw No. 580.129, 2021.

Luke Sales, Director of Planning, provided an overview of the proposal, noting that the public information meetings hosted by the proponent were well attended, and that it was stated that commercial deliveries will generally take place between 10:00 am and 2:00 pm.

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

- Bruce Fleming-Smith, Berwick Road North, commented that he is in favour of the zoning amendment, especially relating to sustainability, but has issues with the design of the project and lack of detail available to the public.
- Trevor Wicks, 639 Arbutus Street, expressed concern with the speed of the development approval process and the lack of information put forward to date. Mr. Wicks further expressed concern about parking issues.
- John Wood, 466 Troon Close, commented that the subject of this public hearing is the change in zoning designation.
- Michael Stockdale, 753 Memorial Avenue, expressed concern about parking on site and in the uptown core generally, access to the residential units, noise from commercial vehicles, and requested more detail on the restaurant portion of the plan.
- Joyce Daman read a statement from Tim Pritchard, 663 Windward Way, expressing concern with the lack of information available to the public, the alignment with the Official Community Plan, parking and traffic, and the speed of the process.
- Marlys Diamond, 120 First Avenue West, is opposed to the application and expressed concern about parking, residential housing and taxpayer funding subsidies for the units, noise, and public consultation.

- Lois Eaton, 591 Tamarack Drive, expressed concern with parking and traffic, and questioned if the below grade parking would be utilized for rainwater storage, or if it would join to the public area. Ms. Eaton encouraged decisions to be made through the lens of climate change, and commended the proponent for their environmentally friendly features.
- Scott Honeyman, 22 - 800 Primrose Street, commented that the project does not fit the site, expressed concern about noise pollution and traffic congestion, and requested that the laneway not be used during construction.
- John Lydon, 789 Memorial Avenue, commented that the design has some flaws, and encouraged Council to look at the shape of the land and move the building to better fit. Mr. Lydon also commented on the noise from commercial trucks.
- Seung Lee, 749 Memorial Avenue, encouraged Council to make the decision that most people in the community are satisfied with, and expressed concern with two grocery stores in close proximity.
- Lance Nater, 996 Royal Dornoch Drive, expressed concern with parking, and commented that the plans are not complete and there are lots of unknowns.
- Chris Lihou, 765 Memorial Avenue, expressed concerned about transparency and honest, noting there won't be much space for anything else besides parking, and commented on the noise from commercial trucks, the residential units, and staff shortages for the proposed restaurant.

The Mayor called a second time for any persons who deemed themselves affected by Bylaw No. 580.129, 2021 who wished to be heard or present written submissions, to come forward.

- Joyce Daman, 1203 Pintail Drive, commented on the speed of the process, stating that it seems to be pushed through, and questioned if community input on the project is valued. Ms. Daman further expressed concern about parking.
- Marlys Diamond commented on balancing the impacts of climate change with quality of life, congestion at Memorial Avenue and Fern Road, parking, accessibility for seniors, and noted that the comments from the Advisory Planning Commission are critical.
- Trevor Wicks, Arbutus Street, expressed concern about traffic congestion at Memorial Avenue and Fern Road, parking, and accessibility; and expressed appreciation for the design of the building.
- Jan Taggard, 800 Chestnut Street, commented that they were very impressed with what was shared at the Public Information Meeting, stating that they are enthusiastic about having another locally owned grocery store, and that parking can be worked out.
- Diana Dundas, 757 Memorial Avenue, encouraged caution and slowing down and waiting for an urban plan for a holistic view of the neighbourhood.

- Darren Bold, 105 Village Way, commended the proponent, stating that the proposal looks great, that additional residential is needed, and commending the environmental considerations taken.
- Bruce Fleming-Smith, Berwick Road North, commented on parking, the long term vision for the property, noting appreciation for the comments from the public, and encouraged a good outcome for both the developer and the interests of the Town.
- John Wood, 466 Troon Close, commented on commercial truck traffic on Memorial Drive, the plan for the entire site, parking, and expressed concern about the lack of information on the Town's website for this proposal.

The Mayor called a third time for any persons who deemed themselves affected by Bylaw No. 580.129, 2021 who wished to be heard or present written submissions, to come forward and, hearing no one, declared the public hearing on Bylaw No. 580.129, 2021 closed at 11:15 am. Council cannot accept further comments directly from the public; all comments must go through staff.

BYLAWS

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

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT Council rescinds first reading of "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (201, 207 and 211 First Avenue West) Bylaw 580.124, 2020".

CARRIED UNANIMOUSLY

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

CARRIED

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

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

- Complete set of plans;
- Tree and Vegetation Management Plan;
- Information on building energy efficiency;
- North South cross section that includes the development to the north; and,
- Perspective renderings.

Councillor Skipsey MOVED and Councillor Westbroek SECONDED, THAT Council amends the motion on the floor by inserting: rainwater management plan be included for the site.

CARRIED UNANIMOUSLY

MAIN MOTION AS AMENDED:

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

- Complete set of plans;
- Tree and Vegetation Management Plan;
- Information on building energy efficiency;
- North South cross section that includes the development to the north;
- Perspective renderings; and
- Rainwater management plan be included for the site.

CARRIED UNANIMOUSLY

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

Councillor Westbroek MOVED and Councillor Skipsey SECONDED, THAT Council instructs staff to provide Council with a roadmap and public consultation plan for the proposal at 111 Fourth Avenue West, to include design options for the remainder of the site for context.

CARRIED UNANIMOUSLY

(3) Zoning Amendment and Development Permit: 190 and 194 First Avenue West

Councillor Westbroek MOVED and Councillor Filmer SECONDED, THAT Council refers the zoning amendment application for 190 and 194 First Avenue West to the Advisory Planning Commission subject to the following:

- Information on energy efficiency;
- Landscape plan.

Councillor Skipsey MOVED and Councillor Westbroek SECONDED, THAT the motion on the floor be amended to include: "Perspective renderings; Information on rainwater management."

CARRIED UNANIMOUSLY

MAIN MOTION AS AMENDED:

THAT Council refers the zoning amendment application for 190 and 194 First Avenue West to the Advisory Planning Commission subject to the following:

- Information on energy efficiency;
- Landscape plan;
- Perspective renderings; and
- Information on rainwater management.

CARRIED UNANIMOUSLY

NOTICE OF MOTION (Councillor Skipsey)

THAT a traffic study be conducted for the commercial core prior to further consideration of the application for 190 and 194 First Avenue West.

COMMITTEE & LIAISON REPORTS

(1) General Government (Mayor Brian Wiese)

Mayor Wiese commented on the following:

- Attending budget meetings for the Regional District of Nanaimo;
- Attending the Oceanside Service Committee meeting, noting that vaccine rates for the community are now over 90%.

Notice of Motion:

THAT staff develop a budget workshop for Council to review the financial implications of the Notices of Motion that are listed for consideration for the January 12, 2022 regular Council meeting.

(2) Parks & Recreation (Councillor Robert Filmer)

Councillor Filmer commented on the following:

- Flooding in BC, nice to see communities pull together to help each other out, including two local pilots who have flown supplies into these cut-off communities. Noting how important small airports are to our Province.

Recommendations from the November 4, 2021 Heritage Forest Commission Meeting

Councillor Filmer MOVED and Councillor Skipsey SECONDED, THAT the Heritage Forest Prescription for Removal of Potential 'Fire Ladders' Within 30 Meters of NE Forest Edge be adopted into the management plan;
AND FURTHER THAT the Heritage Forest Prescription for Danger Trees and Windthrown Trees be adopted into the management plan;
AND FURTHER THAT Council approve funding for installation of two interpretive signs, one regarding fish population and one regarding Indigenous culturally modified trees, in the Heritage Forest.

CARRIED UNANIMOUSLY

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

Councillor Harrison commented on the following:

- November 18, 2021, Circle of Partners meeting for the Oceanside Health and Wellness Network.
- November 24, 2021, Tourism Association Meeting, noting it was a busy late summer with the highest revenue per room in all of BC.
- Young Professionals Committee get together, expressing concern about housing for staffing with high house prices.
- Discussion with Oceanside Hospice.
- Citizens expressing concerns about traffic on Country Club Drive, questioning if traffic calming has been considered. Bob Weir, Director of Engineering, noted that staff will add this location to the list to be reviewed.
- Questioned if the four-way stop at Memorial Avenue and Crescent Road will be retained now that construction on the roundabout is complete. Bob Weir, Director of Engineering, noted that the predominate traffic is on Memorial Avenue and it is not a good intersection to have a permanent four-way stop.
- Discussion with MLA Adam Walker regarding cold weather shelter for seniors that have been displaced in the current rental housing market.

NOTICE OF MOTION (Councillor Harrison)

THAT Staff be directed to provide a report with information on the costs of building secondary suites and garden suites, to be used as an informational tool to encourage residents to densify their properties.

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

Councillor Skipsey commented that a number of residents and organizations have reached out, looking for action from the Town on street lights, and discussion concerns on tree removals, drainage, and partnerships with the Town.

Councillor Skipsey MOVED and Councillor Westbrook SECONDED, THAT staff be directed to provide a report in January of 2022 regarding increasing Council size from five to seven members to promote Council diversity and representation.

CARRIED UNANIMOUSLY

Notices of Motion (to be considered at the January 12, 2022 Regular Council Meeting)

- i. THAT Council request staff add a line item of \$10,000 to be added to the 2022 budget for signage on the Inland Highway.
- ii. THAT Council requests staff to bring forward the policy on laneways for review; AND FURTHER THAT the invasive blackberry vines next to the fence in the laneway of Sixth Avenue between Jones Street and Beach Road be removed.

- iii. THAT the Town of Qualicum Beach Community Climate Change Adaptation Plan be referred to the Select Committee on Environment and Sustainability for consideration and recommendation to Council on which areas should be prioritized and how best to advance the Town's goals and objectives, in alignment with our Sustainability Plan.
 - iv. THAT the application process be undertaken to replace the broken fourth pole at the public beach.
 - v. THAT staff be directed to present the vision of the work to be done on the waterfront related to the \$600,000 grant received by the Town.
- (5) **Protective Services** (Councillor Teunis Westbroek)
Councillor Westbroek commented on the following:
- Meeting with the Qualicum Community Education and Wellness Society, where there was discussion about the issue of homelessness.
 - Attended the Moonlight Madness event.

MOVED by Councillor Westbroek, SECONDED by Councillor Harrison, THAT the Town meet with MLA Walker to look at what options and help the Town can provide for emergency weather response shelters.

CARRIED UNANIMOUSLY

NOTICE OF MOTION

THAT staff be directed to apply to the Island Coastal Economic Trust (ICET) for a grant for \$400,000 to advance the completion of the planned path and viewing platform for the Memorial Avenue and Highway 19A roundabout.

Notices of Motion (to be considered at the January 12, 2022 Regular Council Meeting)

- i. THAT staff be directed to prepare a report, for Council consideration, on building a washroom facility at St. Andrews Lodge, potentially attached to, or within the Lodge.
- ii. THAT Council will defer consideration of the relocation of the public works yard to the Community Park area (Jones Street and Rupert Road) to a future date.
- iii. THAT the Town proceed with the construction of the Eaglecrest roundabout at Highway 19A at Village Way.
- iv. THAT Council instruct staff to complete the roundabout at Memorial Avenue with the planned path and viewing platform.
- v. THAT Council instruct staff to recommend a review process to Council to update the Strategic Plan through the lens of environment/climate change.
- vi. THAT staff include in the 2022 budget the projected cost of the Celebration of the Year of the Garden.

- vii. THAT staff present a report to Council on the construction of a washroom facility at Seaside Nature Park.

STAFF REPORTS

(1) Financial Administration (John Marsh)

(a) Council Stipends – For Information

Councillor Harrison MOVED and Mayor Wiese SECONDED, THAT staff be directed to bring forward a report and draft bylaw to set the Council stipend for the following term at the same amount as is currently in place, and that the annual increase be the lesser of either Consumer Price Index (CPI) or 2%.

CARRIED UNANIMOUSLY

(b) St. Andrews Statement of Significance – For Information

(c) Town of Qualicum Beach Financial Plan Update – For Information

(2) Fire Department (Peter Cornell, Fire Chief)

(a) Aerial Platform Apparatus Replacement Purchase

Councillor Filmer MOVED and Councillor Skipsey SECONDED, THAT Council authorize the purchase of a new aerial platform from Safetek Emergency Vehicles based on the proposal price of \$2,012,274.10 Canadian dollars (including PST) and a total project price including a contingency of \$2,050,000.00.

CARRIED UNANIMOUSLY

Councillor Skipsey MOVED and Councillor Filmer SECONDED, THAT the Town of Qualicum Beach grants approval to the Qualicum Beach Collective Society, in collaboration with students at Kwalikum Secondary School and local suppliers to hang painted wooden hearts from the light standards in the village from February 2022 until the Town's flower baskets are hung in the Spring.

CARRIED UNANIMOUSLY

REVIEW OF COMMENTS FROM THE PUBLIC

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 (December 10, 2021). Submissions were distributed to all Council, and a brief summary of the comments are as follows:

- Tim Pritchard, 663 Windward Way, regarding the zoning amendment for 201, 207, and 211 First Avenue West and the application for 190 & 194 First Avenue West.
- John Wood, 466 Troon Close, regarding the development application for 201, 207, and 211 First Avenue West; the application for 190 & 194 First Avenue West, and the Community Climate Change Adaptation Plan.

ADJOURNMENT

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

CARRIED

MEETING ADJOURNED: 12:48 pm

Certified Correct:

Heather Svensen
Corporate Administrator

Brian Wiese
Mayor

Minutes of the 2:00 pm Wednesday, December 8, 2021, Town of Qualicum Beach Special Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

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

ALSO PRESENT: Staff: Weslie Gould, Deputy Corporate Administrator

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

ADOPTION OF THE AGENDA

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT Council adopts the December 8, 2021 Special Council meeting agenda, as amended by adding a late item prior to the motion to close, 'Appointments to the Vancouver Island Regional Library Board'.

CARRIED UNANIMOUSLY

APPOINTMENTS TO THE VANCOUVER ISLAND REGIONAL LIBRARY BOARD

Councillor Westbroek MOVED and Councillor Filmer SECONDED, THAT Council rescind the motion of Council from the November 17, 2021 regular Council meeting regarding appointments to the Vancouver Island Regional Library Board;

AND FURTHER THAT Councillor Harrison be appointed as Trustee and Councillor Skipsey be appointed as Alternate to the Vancouver Island Regional Library (VIRL) Board for the term January 1 to December 31, 2022.

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 or another position appointed by 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 2:02 pm

MEETING REOPENED TO THE PUBLIC AT 2:57 pm

ADJOURNMENT

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

CARRIED

MEETING ADJOURNED: 2:57 pm

Certified Correct:

Weslie Gould
Deputy Corporate Administrator

Brian Wiese
Mayor

Minutes of the 12:00 pm Wednesday, December 15, 2021, Town of Qualicum Beach Special Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

PRESENT: Council: Mayor Brian Wiese
Councillor Scott Harrison
Councillor Anne Skipsey

ABSENT: Councillor Robert Filmer
Councillor Teunis Westbroek

ALSO PRESENT: Staff: Heather Svensen, Acting CAO/Corporate Administrator

The Mayor called the meeting to order at 12:15 pm acknowledging that the meeting is being held on the traditional lands of the Coast Salish people.

ADOPTION OF THE AGENDA

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council adopts the December 15, 2021 Special Council meeting agenda.

CARRIED UNANIMOUSLY

MOTION TO CLOSE

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT the meeting be closed to the public for the purposes of considering personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC AT 12:15 pm

MEETING REOPENED TO THE PUBLIC AT 1:05 pm

ADJOURNMENT

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

CARRIED

MEETING ADJOURNED: 1:05 pm

Certified Correct:

Heather Svensen
Corporate Administrator

Brian Wiese
Mayor

Notices of Motion from the December 8, 2021 Regular Council Meeting

The following Notices of Motion were made at the December 8, 2021 Regular Council meeting, and will be considered at an upcoming regular meeting after the Council budget workshop.

Councillor Skipsey:

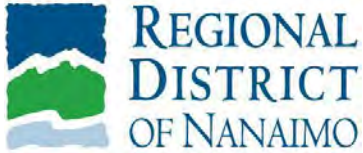
- THAT Council request staff add a line item of \$10,000 to be added to the 2022 budget for signage on the Inland Highway.
- THAT Council requests staff to bring forward the policy on laneways for review; AND FURTHER THAT the invasive blackberry vines next to the fence in the laneway of Sixth Avenue between Jones Street and Beach Road be removed.
- THAT the application process be undertaken to replace the broken fourth pole at the public beach.
- THAT staff be directed to present the vision of the work to be done on the waterfront related to the \$600,000 grant received by the Town.

Councillor Harrison:

- THAT Staff be directed to provide a report with information on the costs of building secondary suites and garden suites, to be used as an informational tool to encourage residents to densify their properties.

Councillor Westbroek:

- THAT staff be directed to apply to the Island Coastal Economic Trust (ICET) for a grant for \$400,000 to advance the completion of the planned path and viewing platform for the Memorial Avenue and Highway 19A roundabout.
- THAT staff be directed to prepare a report, for Council consideration, on building a washroom facility at St. Andrews Lodge, potentially attached to, or within the Lodge.
- THAT Council will defer consideration of the relocation of the public works yard to the Community Park area (Jones Street and Rupert Road) to a future date.
- THAT the Town proceed with the construction of the Eaglecrest roundabout at Highway 19A at Village Way.
- THAT Council instruct staff to complete the roundabout at Memorial Avenue with the planned path and viewing platform.
- THAT Council instruct staff to recommend a review process to Council to update the Strategic Plan through the lens of environment/climate change.
- THAT staff include in the 2022 budget the projected cost of the Celebration of the Year of the Garden.
- THAT staff present a report to Council on the construction of a washroom facility at Seaside Nature Park.



October 27, 2021

Via Email: hsvensen@qualicumbeach.com

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

Attention: Heather Svensen, Corporate Administrator

Dear Ms. Svensen,

Re: Regional District of Nanaimo Regional Parks and Trails Service Area Amendment Bylaw No. 1231.08, 2021

The Board, at its regular meeting held October 26, 2021 introduced and read three times the above noted amendment bylaw (copy attached). This bylaw proposes to amend the existing tax requisition model to a converted assessment and population (50-50) model. For your convenience, the details are outlined in the attached staff report.

As part of the approval process for the bylaw, the Regional District requires the consent of at least 2/3 of the local service participants. As the Town of Qualicum Beach is a participant in the local service, it would be appreciated if your Council would consider endorsing the following resolution at its next meeting:

That the Council of the Town of Qualicum Beach consents on behalf of the electors to the adoption of "Regional District of Nanaimo Regional Parks and Trails Service Area Amendment Bylaw No. 1231.08, 2021" and further, that the Regional District of Nanaimo be notified accordingly.

If you have any questions, please do not hesitate to contact this office.

Sincerely,

A handwritten signature in cursive script that reads "Jessica Bagnall".

Jessica Bagnall
Deputy Corporate Officer

Attachment (2)



REGIONAL PARKS AND TRAILS SERVICE AREA AMENDMENT BYLAW NO. 1231.08

RECOMMENDATION

1. That "Regional District of Nanaimo Regional Parks and Trails Service Area Amendment Bylaw No. 1231.08, 2021" be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.

BACKGROUND

At Regional Board Meeting held on October 27, 2020 information was received on the 2017 Parks Funding Service Review. The report, developed by Neilson-Welch Consulting for the RDN, concluded that the level of equity across participating jurisdictions and among individual taxpayers contributing to the Regional Parks Service would be improved by allocating acquisition, capital development and operating costs using a combination (50%-50%) of converted assessment and population for Regional Parks.

Following discussion on the matter, it was requested that two tables within the report be updated to reflect the current budget year to better determine the impact of allocating all costs to converted assessment and population (50%-50%).

At the May 4, 2021 Regional Parks and Trails Select Committee the report with the updated tables was presented. The Committee then recommended moving to the new funding approach which was later approved at the May 25, 2021 RDN Board Meeting per the following resolution:

21-267 - That for the 2022 Budget, the Regional District of Nanaimo Regional Parks and Trails Service Area Conversion Bylaw No. 1231 (2001) be amended to allocate acquisitions and capital costs among service participants on the combination (50-50) of converted assessment and population, rather than number of parcels, and to allocate operations and maintenance costs among service participants on the combination (50-50) of converted assessment and population, rather than population alone.

Per Board direction, Bylaw 1231.08 has now been prepared (Attachment 1) for three readings and Inspector of Municipalities approval.

The Bylaw will be implemented for the 2022 Budget and Five Year Financial Plan provided

1. The Bylaw receives Inspector Approval;
2. The Bylaw receives two thirds consent of the participating area participants; and
3. The February deadline for the Surveyor of Taxes submission is met.

Otherwise, the existing Parcel Tax (Acquisitions) and Value Tax (Operations) will be used for the 2022 taxation year and the new Converted Assessment and Population allocation will be implemented, if approved, for the 2023 taxation year.

FINANCIAL IMPLICATIONS

The existing tax requestion model for the Regional Parks Service allocates acquisition and capital costs based on number of parcels at \$20.00 and operating costs based on population.

Table 1 shows what the 2022 Provisional Budget values with the parcel tax at \$20.00, number of current parcel folios used for acquisition / capital development costs and the population used for operational cost.

Table 2 provides an update to 2022 Provisional Budget requisition levels for both acquisition / capital development and operation costs and then compares the current requestion model used with a converted assessment and population (50-50) approach that would be implemented with the adoption of the Bylaw as directed by the Board through the May 25, 2021 resolution 21-267.

**Table 1 –
Parcel Tax (Acquisitions) and Value Tax (Operations)
2022 Requisitions (Based on 2021 assessment values)**

JURISDICTION	No. of Parcels	Population (2016)	Parcel Tax Rate	Value Tax Rate	REQUISITION		
					ACQUISIT/DEV	OPERATIONS	TOTAL
City of Nanaimo	35,932	90,504	20	0.053	718,640	1,398,102	2,116,742
City of Parksville	6,979	12,514	20	0.044	139,580	193,316	332,896
Town of Qualicum Beach	4,918	8,943	20	0.041	98,360	138,151	236,511
District of Lantzville	1,602	3,605	20	0.042	32,040	55,690	87,730
Electoral Area A	2,896	7,058	20	0.055	57,920	109,032	166,952
Electoral Area B	3,795	4,033	20	0.035	75,900	62,302	138,202
Electoral Area C	1,467	2,808	20	0.027	29,340	43,378	72,718
Electoral Area E	3,444	6,125	20	0.031	68,880	94,619	163,499
Electoral Area F	3,016	7,724	20	0.055	60,320	119,320	179,640
Electoral Area G	3,844	7,475	20	0.044	76,880	115,473	192,353
Electoral Area H	2,556	3,884	20	0.036	51,120	59,999	111,119
TOTAL REQUISITION					1,408,980	2,389,382	3,798,362

**Table 2 –
Impact of Allocating All Costs by
Converted Assessment and Population (50-50) 2022 Requisitions (Based on 2021 Assessment Values)**

EXISTING MODEL				CONVERTED ASSESSMENT & POPULATION (50-50)			CHANGE IN ALLOCATION
JURISDICTION	ACQUISIT/DEV	OPERATIONS	TOTAL	ACQUISIT/DEV	OPERATIONS	TOTAL	
City of Nanaimo	718,640	1,398,102	2,116,742	779,606	1,322,074	2,101,680	(15,062)
City of Parksville	139,580	193,316	332,896	119,255	202,236	321,491	(11,405)
Town of Qualicum Beach	98,360	138,151	236,511	88,427	149,956	238,383	1,872
District of Lantzville	32,040	55,690	87,730	35,201	59,694	94,895	7,165
Electoral Area A	57,920	109,032	166,952	59,745	101,318	161,063	(5,889)
Electoral Area B	75,900	62,302	138,202	43,452	73,687	117,139	(21,063)
Electoral Area C	29,340	43,378	72,718	35,289	59,843	95,132	22,414
Electoral Area E	68,880	94,619	163,499	70,268	119,161	189,429	25,930
Electoral Area F	60,320	119,320	179,640	65,637	111,309	176,946	(2,694)
Electoral Area G	76,880	115,473	192,353	70,889	120,217	191,106	(1,247)
Electoral Area H	51,120	59,999	111,119	41,211	69,887	111,098	(21)
TOTAL REQUISITION	1,408,980	2,389,382	3,798,362	1,408,980	2,389,382	3,798,362	-

STRATEGIC PLAN ALIGNMENT

Environmental Stewardship - Protect and acquire lands for environmental preservation and parkland.

Environmental Stewardship - Protect and enhance the natural environment, including land, water, and air quality for future generations.

REVIEWED BY:

J. Bagnall, Deputy Corporate Officer
J. Hill, Manager Legislative Services
T. Moore, Acting / Director of Financial Services
D. Holmes, Chief Administrative Officer

ATTACHMENT(S)

1. Regional District of Nanaimo Regional Parks and Trails Service Area Amendment Bylaw No. 1231.08, 2021

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1231.08

**A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO
REGIONAL PARKS AND TRAILS SERVICE AREA
CONVERSION BYLAW NO. 1231**

WHEREAS the Board of the Regional District of Nanaimo wishes to amend “Regional District of Nanaimo Regional Parks and Trails Service Area Conversion Bylaw No. 1231, 2001”;

AND WHEREAS at least 2/3 of the service participants have consented to the adoption of this bylaw in accordance with the *Local Government Act*;

NOW THEREFORE the Board of the Regional District of Nanaimo, in open meeting assembled, enacts as follows:

1. Citation

This bylaw may be cited as the “Regional District of Nanaimo Regional Parks and Trails Service Area Amendment Bylaw No. 1231.08, 2021”.

2. Amendment

“Regional District of Nanaimo Regional Parks and Trails Service Area Conversion Bylaw No. 1231, 2001” is amended as follows:

(1) By deleting Section 6 in its entirety, and replacing it with the following:

6. Apportionment

The annual costs of the service shall be apportioned among the participating areas as follows:

- (a) The annual costs for operations and maintenance shall be apportioned among the participating areas on the basis of the combination of:
 - (i) Fifty (50) percent of converted assessment; and
 - (ii) Fifty (50) percent of the proportionate share of the population of each of the participating areas to the total population of all of the participating areas.
- (b) The annual costs for acquisitions and capital development shall be apportioned among the participating areas on the basis of the combination of:
 - (i) Fifty (50) percent of converted assessment; and
 - (ii) Fifty (50) percent of the proportionate share of the population of each of the participating areas to the total population of all of the participating areas.

- (c) Population referenced in Subsections 6 (a) and 6 (b) shall be as reported through the most recent census conducted by Statistics Canada (or any agency or Ministry that replaces Statistics Canada in the function of the collection of population statistics in Canada).

- (2) By deleting Section 7 in its entirety and renumbering the subsequent section accordingly.

Introduced and read three times this ____ day of _____, ____.

Received the Approval of the Inspector of Municipalities this ____ day of _____, ____.

Adopted this this ____ day of _____, ____.

CHAIR

CORPORATE OFFICER

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

TO: Luke Sales, Director of Planning

FOR: Council Meeting, January 12, 2022

FROM: Rebecca Augustyn, Planner

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

RECOMMENDATION

- THAT “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 third time.
- THAT “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (111 Fourth Avenue West) Bylaw No. 580.129, 2021” be adopted.
- 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 read a third 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 24, 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 a 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. The APC adopted the following motion:

- 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 possible less restaurant space.
- f. That the Advisory Planning Commission be given the opportunity to review the proposed modifications to the entire development design.

Based on the APC motion, the applicant submitted revised plans. The revised plans included 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 all the elements identified in the APC recommendation. 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.

On October 6, 2021, the application went before Council and Council adopted the following motions:

- THAT Council defer 2nd reading of 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 to a future Council meeting to allow the Advisory Planning Commission an opportunity to review the proposal.
- 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.

The application went before the APC on November 3, 2021, and the following motions were adopted:

- THAT the Advisory Planning Commission recognized that while major improvements have been made on the project, the Commission remains concerned about the following two unaddressed concerns:
 - 1. The scale and design of entrances and flow into the residential component and relative to the restaurant space.
 - 2. The Town’s process to ensure successful joint planning, design coordination, construction and operations of the Naked Natural project, town square project and underground parking project.
- THAT the Advisory Planning Commission does not recommend advancing with a project that depends on the missing elements of the Town’s parking plan.

On November 17, 2021, the application went before Council 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 read a second time.
- THAT Council holds a Public Hearing on December 8, 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”.

A Public Information Meeting (PIM) was held on December 7, 2021.

A Public Hearing was held on December 8, 2021. The application went back before Council on December 8, 2021, and the following motion was adopted:

- THAT Council instructs staff to provide Council with a roadmap and public consultation plan for the proposal at 111 Fourth Avenue West, to include design options for the remainder of the site for context.



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.

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 storm-water 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 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). At this time, staff recommend the Development Permit not be approved in conjunction with the zoning amendment. 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. There are also overhangs on two of the pitched roofs on Memorial Avenue and a lower roof on the two of the 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 overhangs on two of the pitched roofs on Memorial Avenue and a lower roof on two of the 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 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 to two of the three pitched roofs on Memorial Avenue. As well, there is a sloped roof on two of the 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 included 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 storm water 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. However, while the proposed mixed-use development meets the OCP guidelines, some elements of the proposal vary from the Village Design Guidelines.

The proposed development at 111 Fourth Avenue West generally complies with the Development Permit Area C1 guidelines in terms of height and the Memorial Avenue frontage. However, staff recommend a Development Permit not be approved in conjunction with the zoning amendment. The Development Permit review process can continue after the zoning amendment process has been completed.

Public Consultation Plan

At the December 8, 2021, Council meeting, Council directed staff to present a public consultation plan, which would include design options for the surrounding Town-owned land. The Development Permit (DP) process is the process in which the public is consulted on the design aspect of a proposal. For background, the discussion on land use, such as types of permitted uses and density, occurred during the zoning amendment process. As per Council direction, staff have added additional consultation steps during the DP process, and have included the surrounding Town-owned lands for discussion in addition to the DP application for 111 Fourth Avenue West. Provided the zoning amendment for 111 Fourth Avenue West is adopted by Council, below is a tentative timeline with public consultation steps for both 111 Fourth Avenue West and the surrounding Town-owned land:

1. Landscape Architect completes options for surrounding Town-owned land (Current-February 2022);
2. Council review of options for Town-owned land (March or April 2022);
3. Refer the plans for 111 Fourth Avenue West and the options for the surrounding Town-owned lands to Advisory Planning Commission (April 2022);
4. Schedule a Public Information Meeting held by applicant for 111 Fourth Avenue West (May 2022);
5. Schedule a Public Information Meeting held by Town staff for surrounding Town-owned land (May 2022);

6. Initiate a public survey for the surrounding Town-owned lands based on the designs (May- June 2022);
7. Present plans and survey results for 111 Fourth Avenue West and the surrounding Town-owned lands at a Committee of the Whole Meeting for public discussion (July 2022);
8. Council decision on DP for 111 Fourth Avenue West and adjacent Town-owned land.

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 third time and adopted. Staff recommend the housing agreement bylaw be given third reading; however, the bylaw cannot be adopted. Section 135 (3) of the *Community Charter* requires at least one day between third reading and adoption of the bylaw. Staff will bring the housing agreement bylaw to a subsequent Council meeting for adoption.

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 the Memorial Avenue frontage. However, staff recommend a Development Permit not be approved in conjunction with the zoning amendment. The Development Permit review process can continue after the zoning amendment process has been completed.

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 (111 Fourth Avenue West) Bylaw No. 580.129, 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



Heather Svensen
Acting CAO
Corporate Administrator
Concurrence

Attachments:

[BYLAW.580.129 - 111 Fourth Avenue West \(C1\).docx](#)

[BYLAW.766 \(111 Fourth Avenue W\).docx](#)

[PLANS.111FourthAvenueW.Jan122022.pdf](#)

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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.

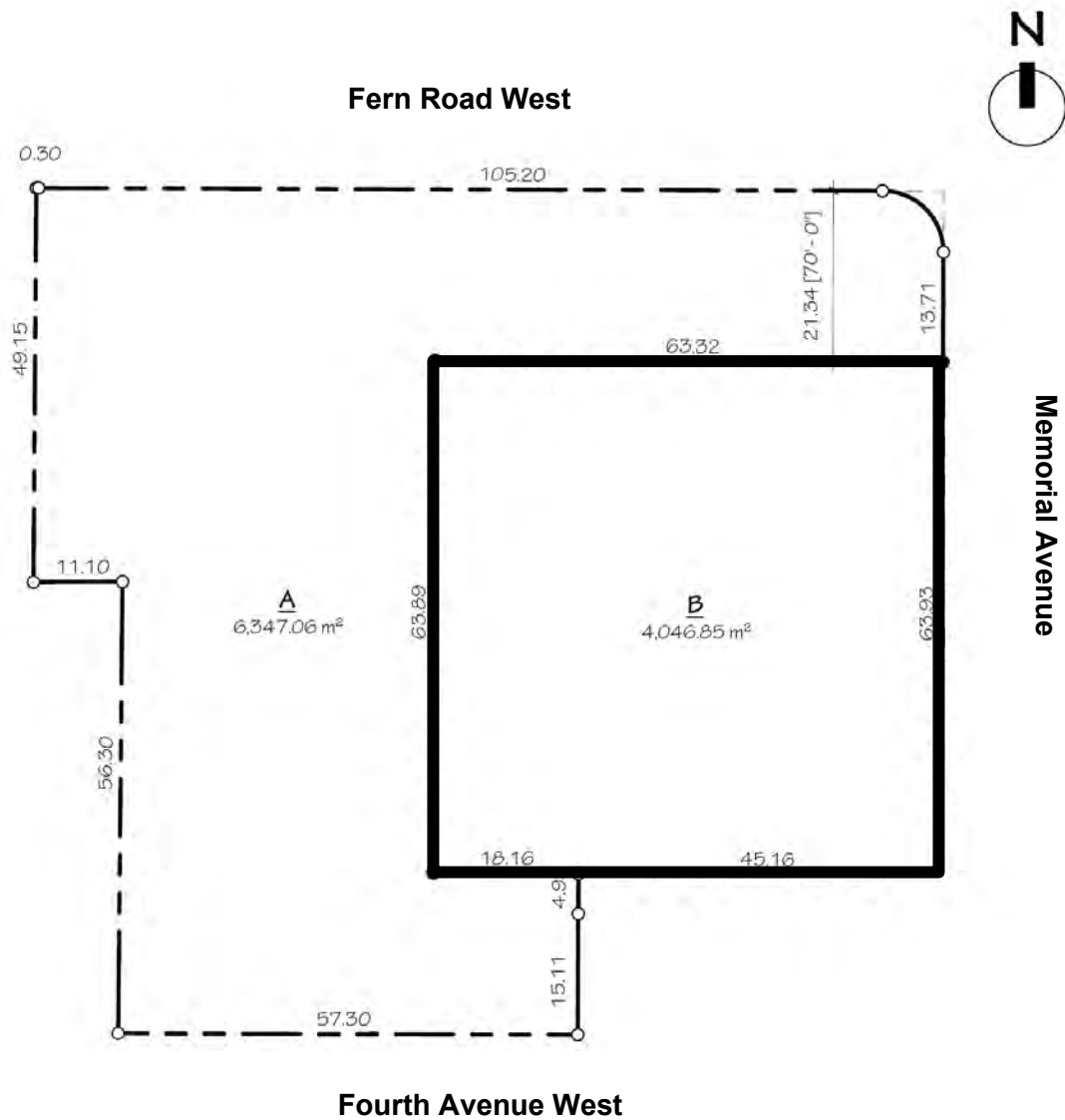
READ A THIRD TIME this day of, 2021.

ADOPTED this day of, 2021.

Brian Wiese, Mayor

Heather Svensen, Corporate Administrator

Schedule 'A' - Bylaw No. 580.129



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 day of , 2021, 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 in 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 willful 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___.)

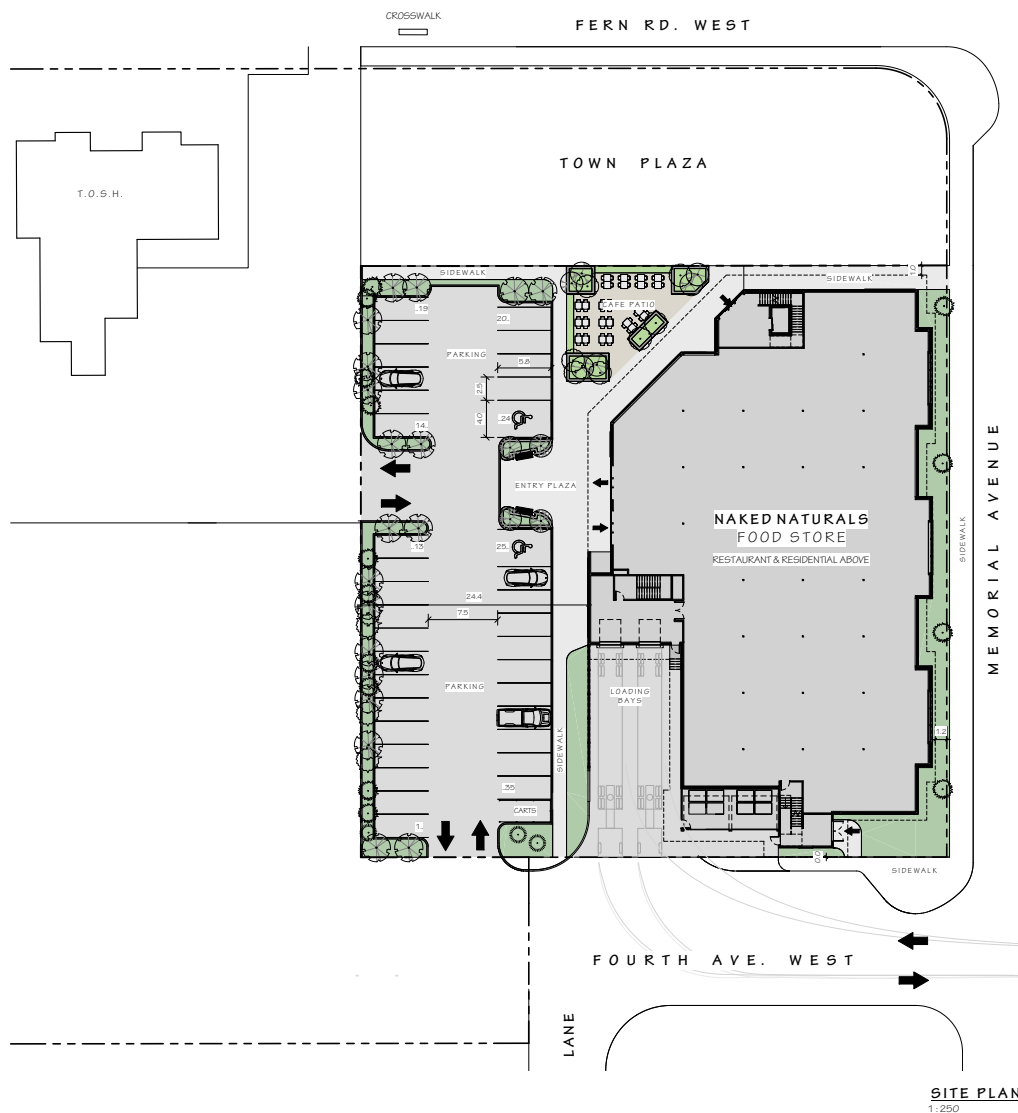
A Commissioner for Taking Affidavits in the)
Province of British Columbia)

DECLARANT

Appendix B to Housing Agreement

[insert Design Plans]

END OF DOCUMENT



SITE PLAN
1:250

SITE PLAN & PROJECT SUMMARY
NAKED NATURALS
MEMORIAL & 4TH AVE W., QUALICUM BEACH



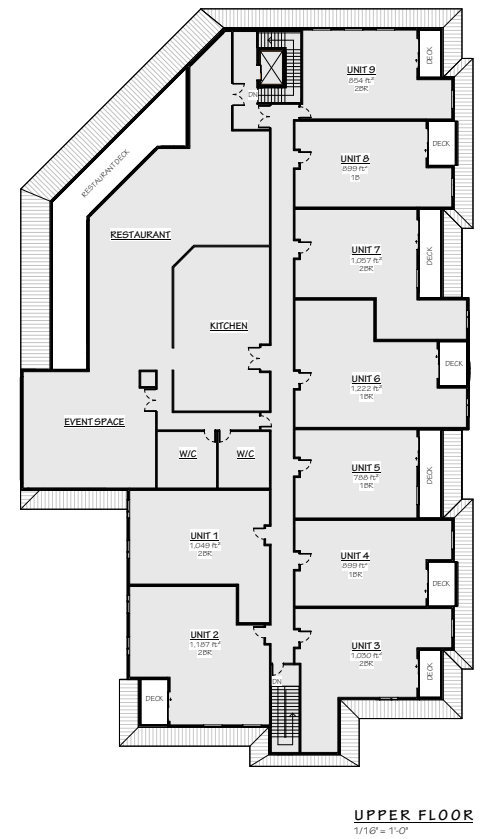
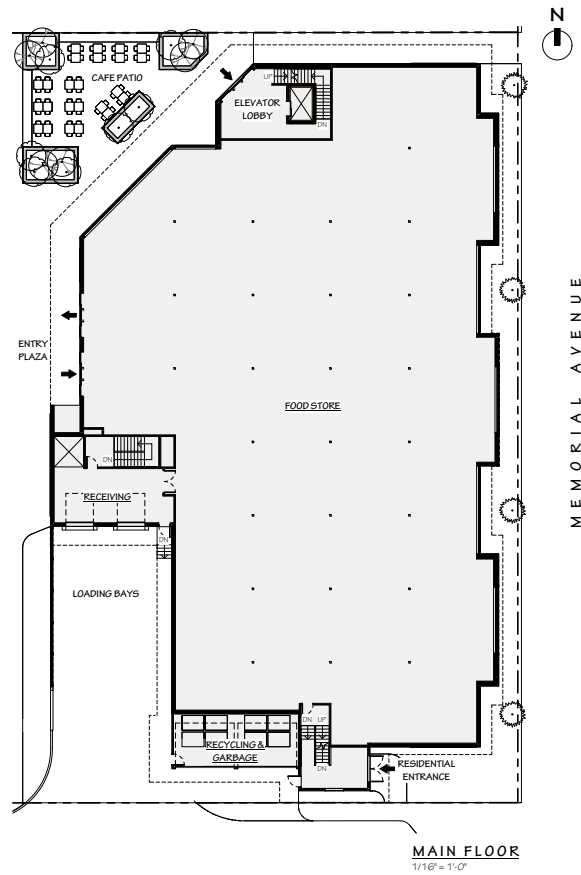
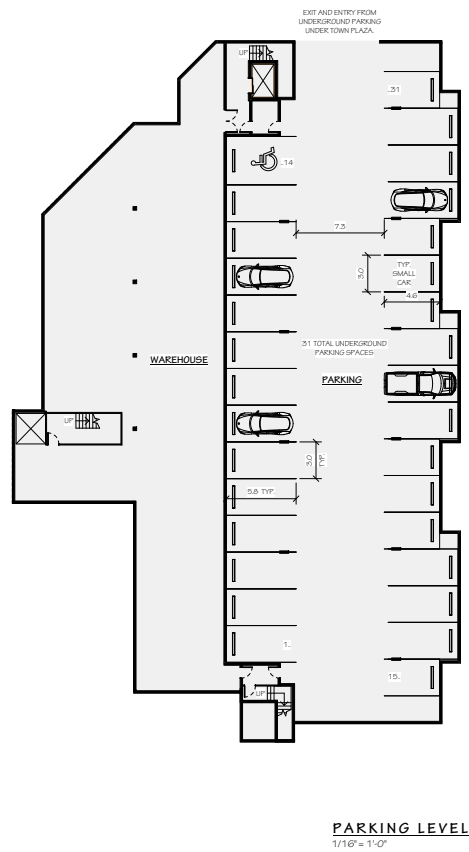
VIEW AT MEMORIAL AVE.

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: T50		
PID: T50		
LEGAL DESCRIPTION: T50		
ZONING: T50		
LOT SIZE: 4,468 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:	24.4 m	
SIDE - INTERIOR:	1.0 m	
SIDE - EXTERIOR (14th AVE):	0.0 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):	1,053 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	
BARBER FREE:	3	



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

PROJECT NO: 2101
DATE: OCT. 13, 2021
SCALE: 1/16" = 1'-0"

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



1. BRICK, TEXTURED FACE - CREAM WHITE
2. FIBER CEMENT PANEL WITH COLOUR MATCHED METAL TRIM - "JAMES HARDIE RICH ESPRESSO"
3. FIBER CEMENT LAP SIDING - "JAMES HARDIE LIGHT GREY"
4. HORIZONTAL METAL PANEL - "KNOXVIEW RECLAIM WHITE"
5. HORIZONTAL METAL PANEL - "LUX ARCHITECTURAL 48\"/>

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

Carsten Jensen Architect
#107-663 BEACH ROAD
QUALICUM BEACH, BC, V9K 2H7
TELEPHONE: (250) 752-0292
carsten@carstenjensenarchitect.com

PROJECT NO: 2101
DATE: OCT. 13, 2021
SCALE: As indicated



1. BRICK, TEXTURED FACE - CREAM WHITE
2. FIBER CEMENT PANEL WITH COLOUR MATCHED METAL TRIM - "JAMES HARDIE ROCK EXPOSURE"
3. FIBER CEMENT LAP SIDING - "JAMES HARDIE LIGHT MIST"
4. HORIZONTAL METAL PANEL - "STONEISLAND RASH WHITE"
5. HORIZONTAL METAL PANEL - "LUXARCHITECTURAL 40" - GROOVE CEDAR"
6. STANDING SEAM METAL ROOF - "S&W PALMIST"
7. WOOD FASCIA - STAINED TO MATCH WOOD LOOK CLADDING
8. METAL BRICK FASCIA - SLATE GRAY
9. PARAPET CAPS TO MATCH CLADDING
10. TRIMMER ACCENT - STAINED TO MATCH WOOD LOOK CLADDING
11. PRECAST STONE BILLS - NATURAL GRAY
12. ACCENT BRANDS - GREEN TO MATCH NAKED NATURAL'S LOGO
13. FIBER CEMENT SHINGLE - "JAMES HARDIE ROCK EXPOSURE"
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 NATURAL'S LOGO"
19. SIGN - GRAPHICS TWO
20. FIBER CEMENT LAP SIDING - "TO MATCH BRICK"

ELEVATIONS
NAKED NATURAL'S
MEMORIAL & 4TH AVE W., QUALICUM BEACH

Carsten Jensen Architect
#107-663 BEACH ROAD
QUALICUM BEACH, BC, V9K 2H7
TELEPHONE: (250) 752-0292
carsten@carstenjensenarchitect.com

PROJECT NO.: 2101
DATE: OCT. 13, 2021
SCALE: As indicated



VIEW AT MEMORIAL AVE.



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



BIRDSEYE PERSPECTIVE - NORTH-WEST



VIEW FROM NORTH-WEST

PERSPECTIVES
 NAKED NATURAL
 MEMORIAL & 4TH AVE W., QUALICUM BEACH

Carsten Jensen Architect
 #107-663 BEACH ROAD
 QUALICUM BEACH, BC, V8K 2H7
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 carsten@carstenjensenarchitect.com

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



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

Carsten Jensen Architect
 #107-663 BEACH ROAD
 QUALICUM BEACH, BC, V9K 2H7
 TELEPHONE: (250) 752-0292
 carsten@carstensenarchitect.com

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





















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



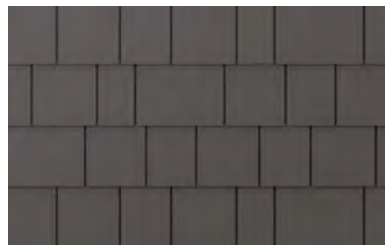
WOOD LOOK METAL SIDING
LUX ARCHITECTURAL "FIR"



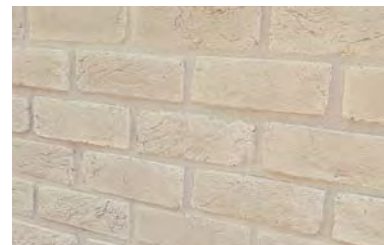
FIR ACCENTS
STAINED TO MATCH



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
QUALICUM BEACH, BC., V9K 2H7
TELEPHONE: (250) 752 0292
carsten@carstenjensenarchitect.com

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



1

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

TO: Luke Sales, Director of Planning

FOR: Council Meeting, January 12, 2022

FROM: Rebecca Augustyn, Planner

SUBJECT: Zoning Amendment and Development Permit: 190 and 194 First Avenue West

RECOMMENDATION

- THAT “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (190 & 194 First Avenue West) Bylaw No. 580.131, 2021” be read a second time.
- THAT Council holds a Public Hearing on February 2, 2022 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 (190 & 194 First Avenue West) Bylaw No. 580.131, 2021”.

PURPOSE

To consider a Development Permit and zoning amendment application for 190 and 194 First Avenue West that will permit a mixed-use development with 18 residential units and three ground floor commercial units.

BACKGROUND

The owner of 190 and 194 First Avenue West has made an application to amend the zoning for the subject property to permit a mixed-use development. The subject property is currently zoned Commercial 1 (C1) and is identified as Commercial Residential in the Official Community Plan and falls within the Development Permit Area C1 – Uptown Commercial. The C1 zone permits a variety of commercial uses, as well as accessory dwelling units. The zoning amendment will change the zoning classification from Commercial 1 (C1) to Commercial 10 (C10). The C10 zone is a new commercial zone. A new commercial zone is required given the proposed residential density of 18 units. The C1 zone requires 185m² of site area for each accessory dwelling unit whereas the C10 zone requires 69m² of site area for every accessory dwelling units.

On November 17, 2021, the application went before Council and Council adopted the following motions:

- THAT the bylaw entitled “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (190 & 194 First Avenue West) Bylaw No. 580.131, 2021” be introduced and read a first time.
- THAT Council instructs staff to notify the owners/developers of the requirement to host a widely advertised public information meeting prior to the Town holding an Advisory Planning Commission meeting.

A Public Information Meeting (PIM) was held on December 7, 2021. At this meeting the following concerns were raised:

- o Speed and amount of traffic along First Avenue West;
- o Noise, air pollution, and traffic on the subject property during construction;
- o Length of rental agreements;
- o Losing the original Qualicum Beach design;

- o Zoning amendment and Development Permit process; and,
- o Tree removal.

The application went before Council on December 8, 2021, and Council adopted the following motion:

- THAT Council refers the zoning amendment application for 190 and 194 First Avenue West to the Advisory Planning Commission subject to the following:
 - o Information on energy efficiency;
 - o Landscape plan.

The applicant submitted the required documents. The proposed development will be built using Energy Step Code 3. A landscape plan has been submitted, which outlines the proposed plantings for the subject property.

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

- THAT the Advisory Planning Commission supports the zoning application for 190 and 194 First Avenue West, to change the zoning classification from Commercial 1 (C1) to Commercial 10 (C10).
- THAT the Advisory Planning Commission supports the Development Permit for 190 and 194 First Avenue West to permit a mixed-use development with 16 residential units and three ground floor commercial units, and
FURTHER THAT two to three residential units be configured as 2 to 3 bedroom, and/or 1 bedroom and a den; and
FURTHER THAT that Beach Avenue be designated as the frontage for setback considerations, and
FURTHER THAT a Section 219 Covenant be put in place to prohibit age restrictions.



Figure 1: Subject Property

DISCUSSION

Zoning: The C10 zone permits commercial uses, such as office, personal service use, public assembly use, recreation facility, restaurant, and retail store. Accessory dwelling units are permitted; however, they cannot be located on the ground floor. The proposed development includes ground floor commercial and residential units above.

Density: The C10 zone requires 75m² of site area for every accessory dwelling unit. The proposal is eligible for the underground parking density bonus, and as such, 18 accessory dwelling units are within the density outlined in the C10 zone. However, the proposed development is approximately 144 units per hectare, which is higher than the 110 units per hectare that is identified as the maximum density for Commercial Residential in the Official Community Plan. When density bonuses are included, the proposed density is only slightly above the target density.

Height: The maximum building height under the C10 zone is 10.0m. The maximum height for the proposed development is 13.3m, which is 3.3m over the maximum height. The height can be varied through the Development Permit. The OCP supports variances to height for architectural purposes, and staff consider the extra height to be appropriate on this site and well suited to the design.

Setbacks: The proposed development designated Beach Road as the front lot line setback. The proposed front lot line setback is 1.0m, which meets the minimum setback of 1.0m. The exterior side lot line setback is 1.0m, which meets the minimum setback of 1.0m. The rear lot line setback is 0.0m, which requires a 2.0m variance. The interior lot line adjacent to a laneway setback is 1.5m, which meets the required 1.5m setback. The setbacks could be varied through the Development Permit.

Parcel Coverage: The proposed parcel coverage is 50%, less than the 75% maximum.

Parking: The off-street parking requirements require one stall per residential dwelling unit and one stall per 40m² of floor area. The proposed development is eligible for a reduction of one off-street parking space due to bike parking being included. The total number of off-street parking spaces required is 26. The total number of off-street parking spaces provided is 18. The 8-stall deficit in commercial parking can be offset through the payment of cash-in-lieu of parking at a rate of \$11,000 per stall, which would be a condition of the Development Permit.

2018 Official Community Plan (OCP):

The property is located within the “Village Neighbourhood” land use designation in the 2018 Official Community Plan (OCP), the area where development, redevelopment and densification are encouraged. The subject property is designated as Commercial Residential within the Village Neighbourhood. 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 a compact development; the proposed density (144 units/ha) is higher than what is permitted in the OCP (110 units/ha).

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 proposed development complies with this policy, as it provides vehicular access from the laneway and has a pedestrian-friendly frontage on Beach Road and First Avenue West.

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 multi-residential units.

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: This property is connected to the storm utility that has a large detention pond at Crescent Road and Memorial Avenue, therefore onsite detention is not a recommended requirement.

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

Staff Comment: The proposal does not separate itself from the surrounding community.

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

Staff Comment: The proposal for a mixed-use development with multi-residential units. These types of units would diversify the Town's housing stock.

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

Staff Comment: Staff recommend additional information be provided on the energy efficiency of the buildings.

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

Staff Comment: The proposed development is considered to be an efficient use of land.

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

Staff Comment: A tree and vegetation management plan has not been submitted. Staff recommend a tree and vegetation management plan be submitted.

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

Staff Comment: Staff recommend that an agreement for works and services be entered into prior to adoption of the zoning.

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

Staff Comment: The proposed development is considered three storeys. The design of the building results in a roofline that is higher than a typical three-storey building; however, the design is compatible with the Village Design Guidelines.

The following policies are specific to Commercial Residential designation:

1. The Town shall protect and enhance the small-scale village character through application of the "Development Permit Area C1- Village Design Guidelines" which form part of the OCP.

Staff Comment: The "Development Permit Area C1- Village Design Guidelines" are discussed later in this memo.

2. The Town shall continue to provide opportunities for mixed-use commercial and accessory residential developments in the Town's Land Use and Subdivision Bylaw.

Staff Comment: The proposed development is for a mixed-use development that includes ground floor commercial and accessory dwelling units.

3. The maximum density for accessory residential dwellings in the commercial/residential area shall be up to 110 units/ha. However, density bonuses may be offered where developments provide underground parking, additional open space, parks, affordable housing, 'green' buildings, or other community amenities.

Staff Comment: The proposed development has a density of 144 units/ha, which is higher than the 110 units/ha outlined in this policy. The proposal is eligible for underground parking density bonus, which brings it close to conformance. In any case, staff consider the density appropriate in the location.

4. Existing trees shall be retained where possible, as part of the landscape requirements for new developments.

Staff Comment: A tree and vegetation management plan has been submitted.

5. In support of a complete, vibrant, uptown core where there is a potential to provide all types of commercial sales and services, the Town shall discourage owners from restricting specific uses that are otherwise allowed under the zoning regulations (e.g. restaurants).

Staff Comment: Staff are unaware of any restrictions being placed on the commercial uses at this time.

6. The Town shall encourage a variety of commercial uses to limit the need for citizens to leave the Town for goods and services and further to attract commerce from the community's trading area to benefit the economic prosperity of businesses and professional services in the Town.

Staff Comment: Three ground floor commercial units are included as part of this proposal.

The subject property falls within Development Permit Area C1 – Uptown Commercial. The guidelines are as follows:

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 has a varied and articulated façade, which creates a human scaled building. Access to parking is from the laneway and there are no breaks along the street frontage.

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: While there is limited public space, the proposed development is an intensive urban development in the core of the Town, and there are public spaces within a walkable distance.

3. Parking facilities shall be integrated with on-site landscaping. Smaller, clustered facilities are preferable to large blacktopped areas.

Staff Comment: A landscape plan has been submitted. The proposed parking does include a large blacktopped area; however, there is minimal on-site landscaping around the parking area.

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

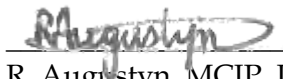
- a) Ground-floor dwelling units must not have direct street frontage. *n/a*
- b) Ground-floor dwelling units must be adaptable to future commercial uses. *n/a*

SUMMARY

An application has been made for a Development Permit and zoning amendment for 190 and 194 First Avenue West to permit a mixed-residential development with three ground floor commercial units and 18 accessory dwelling units. The zoning amendment would change the zoning from C1 to C10, a new commercial zone that was created to accommodate the proposed density in this proposal. The height requires a 3.3m variance and variances to the setbacks are also required. The height and setbacks could be varied through the Development Permit. The application meets some of the policies in the OCP; however, the density is higher than what is permitted. The proposed development generally aligns with the policies in the Development Permit Area C1 – Uptown Commercial. Staff recommend the application be read a second time and a Public Hearing be scheduled for February 2, 2022.

ALTERNATIVES

1. **THAT** Council requests the following changes to the proposed development at 190 and 194 First Avenue West: *[insert changes]*
2. **THAT** Council denies the zoning amendment application for 190 and 194 First Avenue West;
3. **THAT** Council provides alternative direction to staff.



R. Augustyn, MCIP, RPP
Planner
Report Writer



Luke Sales, MCIP, RPP
Director of Planning
Concurrence



Heather Svensen
Acting CAO
Concurrence

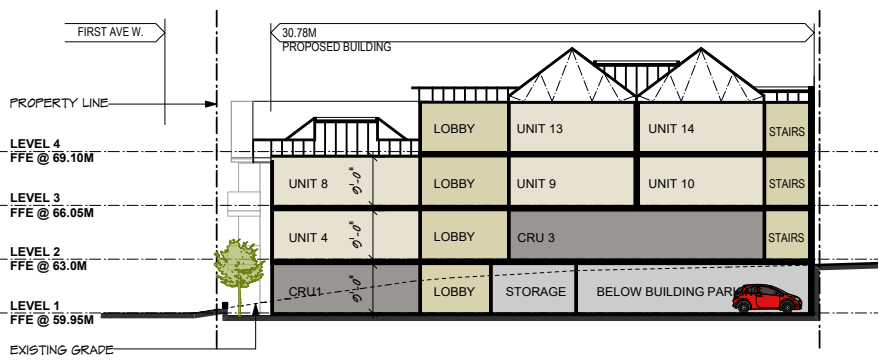
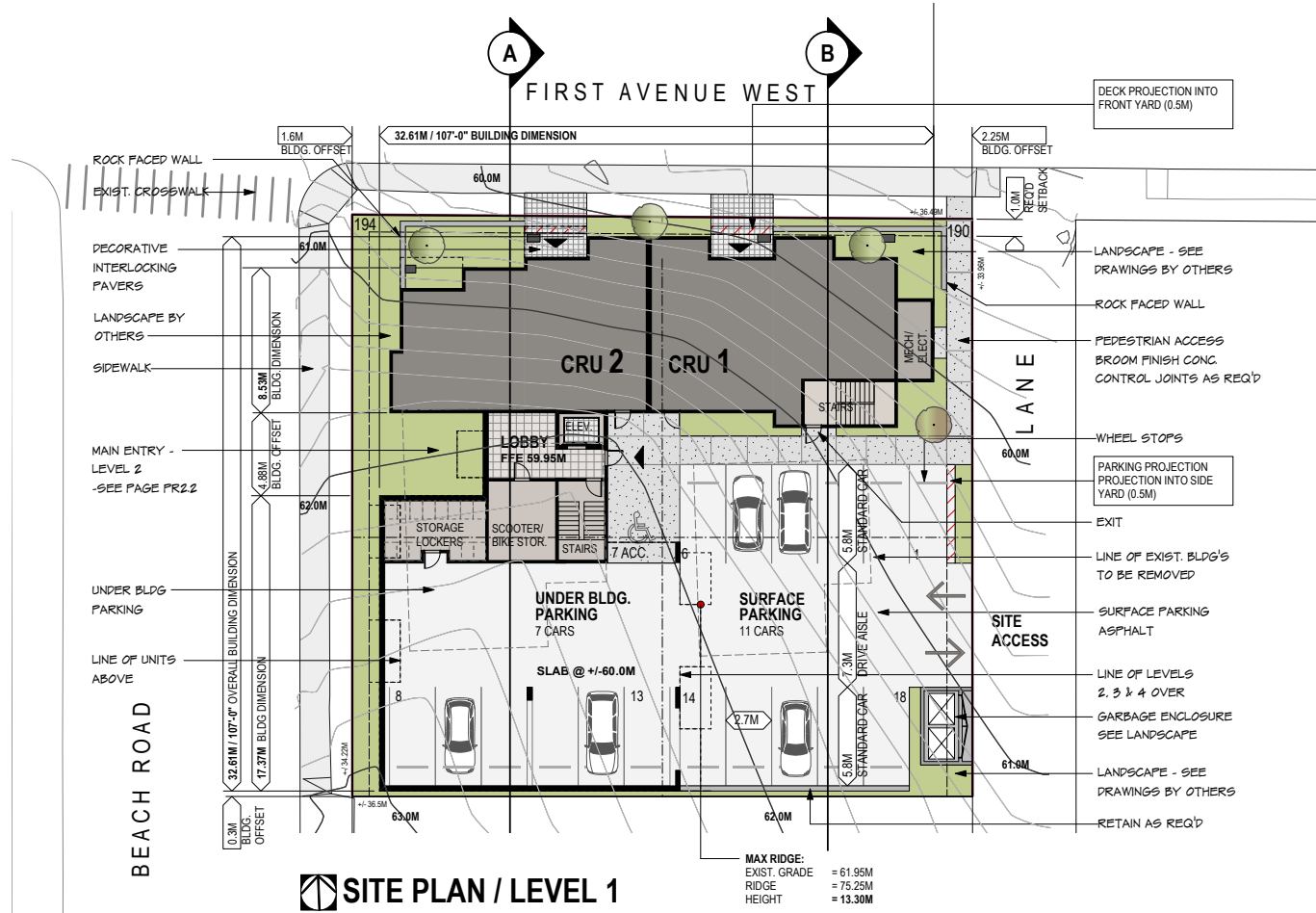
Attachments:

[PLANS.190&194FirstAveW.Jan122022.pdf](#)

[BYLAW.190&194FirstAvenueW \(C10\).docx](#)

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memo.DP.190FirstAveW.Jan122022.docx

Samantha Pl.	
Qualicum Beach, BC	
Zoning Analysis	
05-Nov-21	
Civic Address	190 & 194 First Ave. W.
Current Zoning	C1 - Commercial 1
OCP	Village Neighbourhood
DP Area	C1 Downtown Commercial
Proposed Zoning	Comprehensive Zone (CD)
Proposed Uses	Residential apartments or condos
	Ground floor commercial rental units
No of Units	18 residential
	3 commercial
Lot Size	1244 m2 (1.244 ha)
Building Footprint	644m2
Lot Coverage	50%
Density (residential units / ha)	14.47
Gross Floor Area (all levels)	1926 m2
Floor Area Ratio (FAR)	1.55
Building Height (top of elev hoistway)	13.3m
No. of Stories	3 over daylighted basement
Setbacks	
Front (Beach)	1.0 m
Side (First Ave W.)	1.0 m
Back (C1 zoned neighbour)	0.0 m
Side (lane)	1.5 m
On-site Parking	
Commercial Units	0 stalls
Residential Units	18 surface stalls (7 covered)
Visitors	0 stalls
Bikes	20 stalls - resident racks indoor
	6 stall - visitor rack outdoors
Loading	0 stalls
Landscaping	10% of lot is soft landscaped
End	



PROJECT DATA	
CIVIC ADDRESS:	190/194 FIRST AVENUE WEST, QUALICUM BEACH B.C.
LEGAL ADDRESS:	190 - LOTS 17/18, BLK. 2, PLAN VIP1894, PART1E, DL 78, LD 35 PID:006-612-270 / PID:006-612-288 194 - LOTS 17/18, BLK. 2, PLAN VIP1894, PART1W, DL 78, LD 35 PID:000-065-668 / PID:000-066-338
LOT SIZE:	+/- 1,244 SQ.M.
EXISTING ZONING:	C1 - COMMERCIAL 1
OCP:	VILLAGE NEIGHBOURHOOD
DP AREA:	C1 DOWNTOWN COMMERCIAL
LOT COVERAGE:	+/- 52%
BUILDING FOOTPRINT:	6,933 SQ.FT. (644.1 SQ.M.)
FLOOR AREA:	
LEVEL 1	4,137 SQ.FT.
LEVEL 2	6,744 SQ.FT.
LEVEL 3	6,744 SQ.FT.
LEVEL 4	3,521 SQ.FT.
TOTAL	21,146 SQ.FT. / 1,964 SQ.M.
UNIT AREAS:	
RESIDENTIAL	
3 UNITS	@ +/- 590 SQ.FT.
11 UNITS	@ +/- 624 SQ.FT.
4 UNITS	@ +/- 648 SQ.FT.
18 UNITS TOTAL	
COMMERCIAL	
CRU1	+/-1447SQ.FT.
CRU2	+/-1416 SQ.FT.
CRU3	+/-1248 SQ.FT.
HEIGHT:	+/- 13.3M
PROPOSED USES:	RESIDENTIAL / COMMERCIAL
PARKING REQUIRED:	1/DWELLING UNIT = 18 STALLS 382 MP @ 1/30MF = 13 STALLS TOTAL = 31 STALLS
PARKING PROVIDED:	18 STALLS
CASH IN LIEU	13 STALLS



LOCATION PLAN

SAMANTHA APARTMENTS

190 & 194 FIRST AVENUE WEST
QUALICUM BEACH, B.C.

bjk architecture inc.
 2122 Brandon Rd.
 Shawnigan Lake B.C.
 V8R 2V3
 Ph: 250-891-1602

DRAWING:	
SITE PLAN / SITE SECTIONS	
PROJECT #:	d1585.05.21
PREVIEW:	31 MAY 2021
ISSUED:	02 JUNE 2021
PREVIEW:	09 JUNE 2021
ISSUED:	14 JUNE 2021
TO CONSULTANTS:	22 JULY 2021
PREVIEW:	18 AUG. 2021
DP:	26 AUG. 2021
REVISED:	07 OCT. 2021
REVIEW:	21 OCT. 2021
REVIEW:	26 OCT. 2021



2021-11-10

FIRST AVENUE WEST

32.61M / 107'-0" BUILDING DIMENSION

EXISTING SIDEWALK/
LETDOWN

CRU ENTRIES

LOW ROCK
FACED WALLS

LINE OF
VESTIBULE ABOVE

BEACH ROAD

32.61M / 107'-0" BUILDING DIMENSION

CRU 2
1416 SQ.FT.

CRU 1
1447 SQ.FT.

MECH./
ELEC

STAIRS
UP

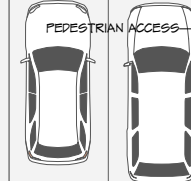
LOBBY
FFE @ 59.95M

ELEV.

STAIRS
UP

STORAGE
LOCKERS

SCOOTER/BIKE
STORAGE



PEDESTRIAN ACCESS

1

BELOW BUILDING PARKING
7 CARS

SURFACE PARKING
11 CARS
ASPHALT SURFACE

SITE
ACCESS

LINE OF FLOOR ABOVE

RETAIN AS REQ'D

GARB.



LEVEL 1 PLAN

SAMANTHA APARTMENTS

190 & 194 FIRST AVENUE WEST
QUALICUM BEACH, B.C.

bjk architecture inc.
2122 Brandon Rd.
Shawinigan Lake B.C.
V0R 2V0
Ph: 250-891-1602

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REVIEW:	26 OCT. 2021
REVIEW:	09 NOV. 2021



2021-11-10



LEVEL 2 PLAN

SAMANTHA APARTMENTS

190 & 194 FIRST AVENUE WEST
QUALICUM BEACH, B.C.

bjk architecture inc.
2122 Brandon Rd.
Shawinigan Lake B.C.
V0R 2V0
Ph: 250-891-1602

DRAWING:
LEVEL 2 PLAN

PROJECT # d1585.05.21

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REVIEW:	09 NOV. 2021



2021-11-10



LEVEL 3 PLAN

SAMANTHA APARTMENTS

190 & 194 FIRST AVENUE WEST
QUALICUM BEACH, B.C.

bjk architecture inc.
2122 Brandon Rd.
Shawinigan Lake B.C.
V0R 2V0
Ph: 250-891-1602

DRAWING:	LEVEL 3 PLAN
PROJECT #:	d1585.05.21
PREVIEW:	31 MAY 2021
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PREVIEW:	09 JUNE 2021
ISSUED:	14 JUNE 2021
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DP:	26 AUG. 2021
REVISED:	07 OCT. 2021
REVIEW:	21 OCT. 2021
REVIEW:	26 OCT. 2021
REVIEW:	09 NOV. 2021



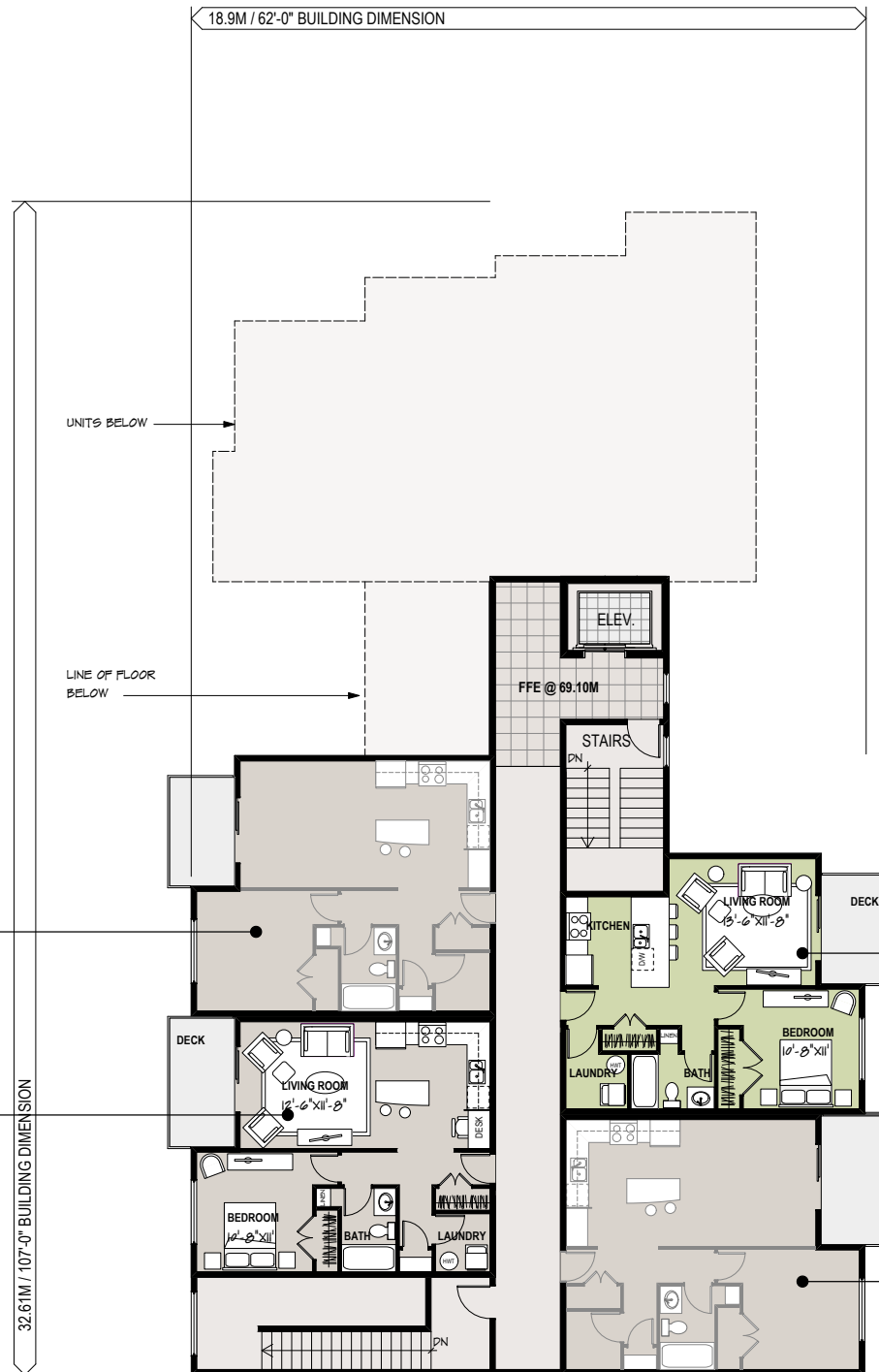
2021-11-10

UNIT 15
1 BEDROOM
624 SQ.FT.

UNIT 16
1 BEDROOM
624 SQ.FT.

UNIT 18
1 BEDROOM
590 SQ.FT.

UNIT 17
1 BEDROOM
624 SQ.FT.



LEVEL 4 PLAN

SAMANTHA APARTMENTS

190 & 194 FIRST AVENUE WEST
QUALICUM BEACH, B.C.

bjk architecture inc.
2122 Brandon Rd.
Shawnigan Lake B.C.
V8R 2V3
Ph: 250-891-1602

DRAWING:
LEVEL 3 PLAN

PROJECT #:	d1585.05.21
PREVIEW:	31 MAY 2021
ISSUED:	02 JUNE 2021
PREVIEW:	09 JUNE 2021
ISSUED:	14 JUNE 2021
TO CONSULTANTS:	22 JULY 2021
PREVIEW:	18 AUG. 2021
DP:	26 AUG. 2021
REVISED:	07 OCT. 2021
REVIEW:	21 OCT. 2021
REVIEW:	26 OCT. 2021
REVIEW:	09 NOV. 2021



2021-11-10



NORTH ELEVATION - FIRST AVENUE WEST



WEST ELEVATION - BEACH ROAD

EXTERIOR COLOUR / FINISH SCHEDULE

	LAPPED FIBER CEMENT SIDING 7" EXPOSURE SEA BLUE		FIBER CEMENT PANELS SMOOTH FINISH CHARCOAL PAINTED REVEALS		FASCIAS/TRIMS - CREAM
	LAPPED FIBER CEMENT SIDING 7" EXPOSURE SAND		FIBER CEMENT OR WOOD SHINGLES LIGHT CREAM		EXTERIOR ENTRY DOORS CALIENTE RED
	FIBER CEMENT PANELS SMOOTH FINISH SAND PAINTED REVEALS		ROCK VENEER		LAMINATED ASPHALT SHINGLES CHARCOAL
					CRU ENTRY DOORS WOOD LOOK

SAMANTHA APARTMENTS

190 & 194 FIRST AVENUE WEST
QUALICUM BEACH, B.C.

bjk architecture inc.
2122 Brandon Rd.
Shawinigan Lake B.C.
V0R 2W3
Ph: 250-891-1602

**DRAWING:
ELEVATIONS**

PROJECT #:	d1585.05.21
PREVIEW:	31 MAY 2021
ISSUED:	02 JUNE 2021
PREVIEW:	09 JUNE 2021
ISSUED:	14 JUNE 2021
TO CONSULTANTS:	22 JULY 2021
PREVIEW:	18 AUG. 2021
OP:	26 AUG. 2021
REVIEW:	07 OCT. 2021
REVIEW:	21 OCT. 2021
REVIEW:	25 OCT. 2021
REVIEW:	09 NOV. 2021



2021-11-10



SOUTH ELEVATION



EAST ELEVATION - LANE

SAMANTHA APARTMENTS

190 & 194 FIRST AVENUE WEST
QUALICUM BEACH, B.C.

bjk architecture inc.
2122 Brandon Rd.
Shawnigan Lake B.C.
V8R 2W3
Ph: 250-891-1602

DRAWING:
ELEVATIONS

PROJECT # d1585.05.21

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REVIEW: 21 OCT. 2021
REVIEW: 26 OCT. 2021
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2021-11-10

PLANTING NOTES

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- ALL TREES SHALL BE PLANTED WITH 300mm OF TOPSOIL OR AMENDED ORGANIC SOILS AROUND AND BELOW ROOTBALL.
- SOIL DEPTHS: SHRUBS 450mm
TREES 300mm BELOW AND AROUND ROOTBALL
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PLANT LEGEND

SYMBOL	BOTANICAL / COMMON NAME	SIZE	SPACING	QTY.	NOTES
TREES					
	ACER CIRCINATUM VINE MAPLE	2.0m	SEE PLAN	4	NATIVE SPECIES
	CARPINUS BETULUS 'FRANS FONTAINE' COLUMNAR HORNBREAM	4cm CAL.	SEE PLAN	2	DROUGHT TOLERANT
	NYSSA SYLVATICA 'TUPELO TOWER' TUPELO TOWER BLACK GUM	4cm CAL.	SEE PLAN	2	DROUGHT TOLERANT

SHRUBS					
	CEANOTHUS THYRSIFLORUS 'VICTORIA' VICTORIA CALIFORNIA LIAC	#3 POT	SEE PLAN	1	DROUGHT TOLERANT
	COTINUS COGGYGRIA 'ROYAL PURPLE' SMOKE BUSH	#7 POT	SEE PLAN	2	DROUGHT TOLERANT
	HYDRANGEA QUERCIFOLIA 'RUBY SLIPPERS' RUBY SLIPPERS HYDRANGEA	#3 POT	SEE PLAN	4	
	ILEX CRENATA 'CONVEA' JAPANESE HOLLY	#3 POT	1.0m O.C.	17	DROUGHT TOLERANT
	JUNIPERUS SQUAMATA 'BLUE STAR' BLUE STAR JUNIPER	#2 POT	0.9m O.C.	11	DROUGHT TOLERANT
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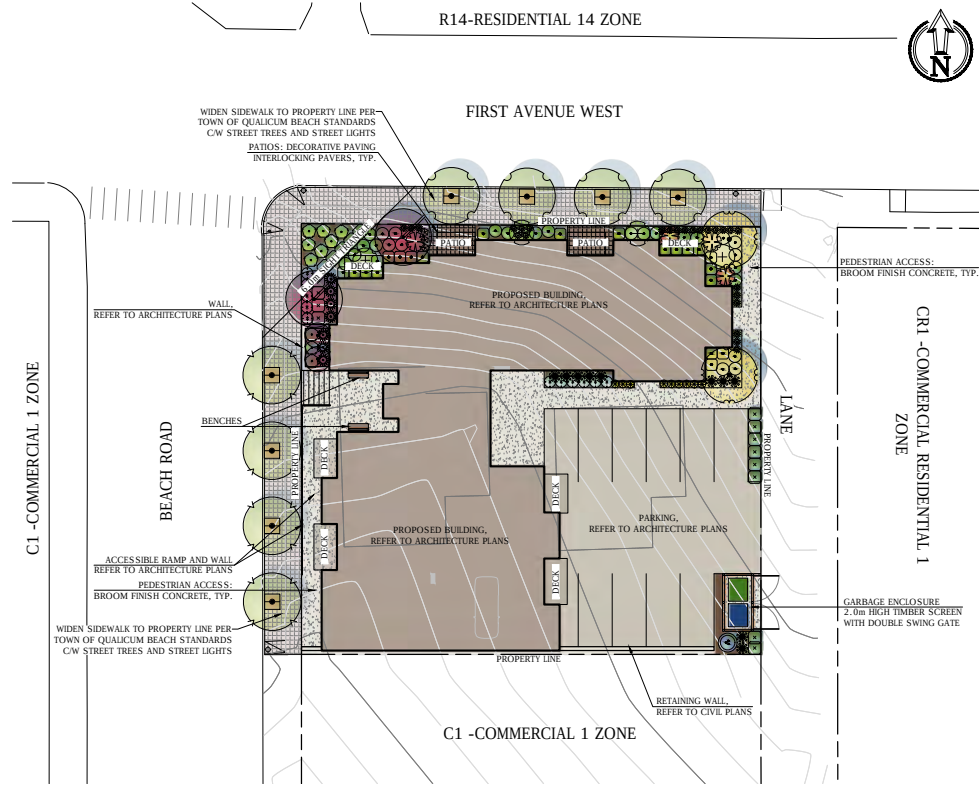
GROUND COVER, PERENNIALS & VINES					
	CALAMAGROSTIS X ACUTIFLORA 'KARL FOERSTER' FEATHER REED GRASS	#3 POT	0.9m O.C.	10	DROUGHT TOLERANT
	HEMEROCALLIS 'STELLA DORO' YELLOW DAYLILY	#1 POT	0.6m O.C.	9	
	HOSTA REVOLUTION VARIEGATED HOSTA	#1 POT	0.6m O.C.	3	
	MISCANTHUS SINENSIS 'PURPURASCENS' MAIDEN GRASS	#3 POT	1.0m O.C.	7	
	POLYSTICHUM TSUS-SIMENSE 'X. REX' X. REX ROCK FERN	#1 POT	0.6m O.C.	25	DROUGHT TOLERANT

OFF-SITE PLANT LEGEND

SYMBOL	BOTANICAL / COMMON NAME	SIZE	SPACING	QTY.	NOTES
TREES					
	FIRST AVENUE STREET TREE PER TOWN OF QUALICUM BEACH	4cm CAL.	6.0m O.C.	4	
	BEACH ROAD STREET TREE PER TOWN OF QUALICUM BEACH	4cm CAL.	6.0m O.C.	4	

LANDSCAPE ARCHITECTURE SITE PLAN NOTES

- REFER TO ARCHITECTURAL PLANS PREPARED BY BJK ARCHITECTURE FOR PROPOSED SITE PLAN, PARKING LAYOUT, RETAINING WALLS, BUILDING DESIGN AND OTHER ARCHITECTURAL INFORMATION.
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Samantha Apartments
190 & 194 First Avenue W
Qualicum Beach, BC

LANDSCAPE ARCHITECTURE
PLAN

Date: December 1, 2021

Drawn: CM

Checked: CM

Scale: 1:200 metric

Project Number: 21-0922

DRAWING NUMBER: L1 of 1

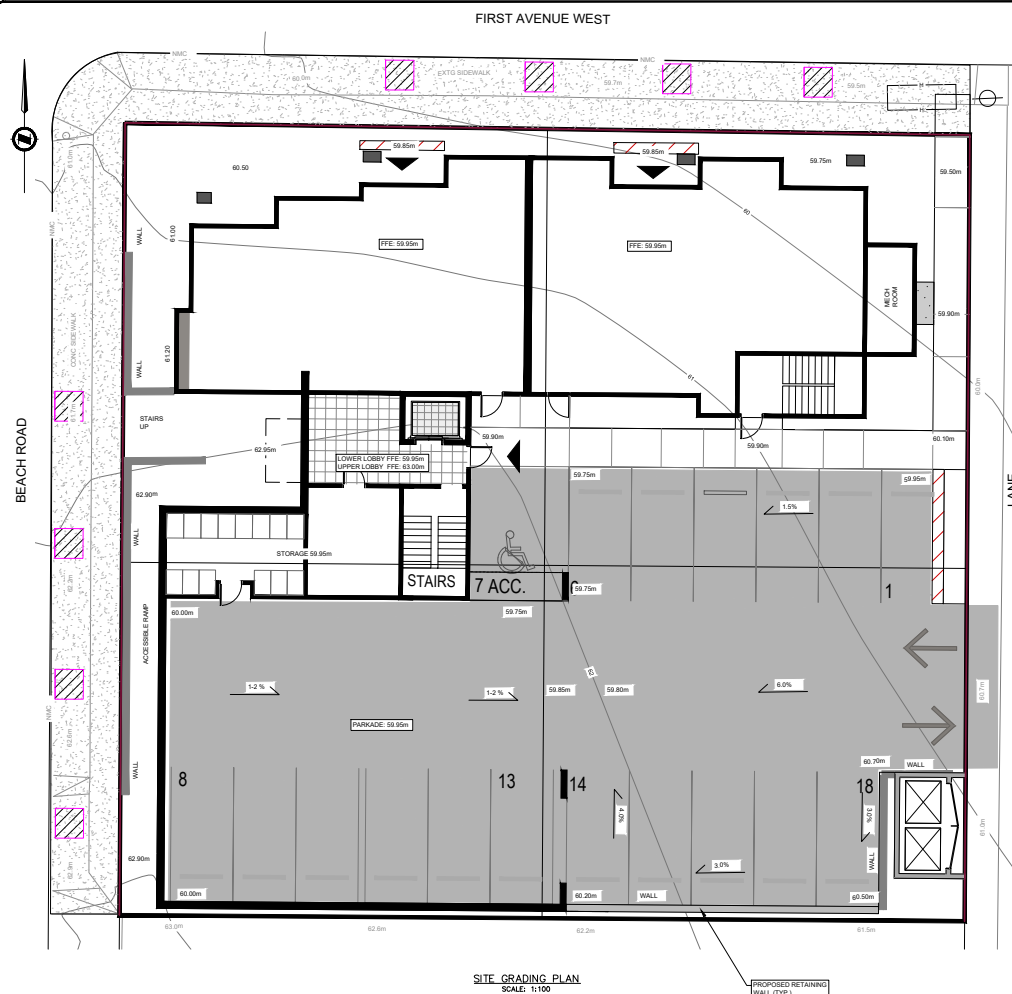
#	REVISION SCHEDULE	DATE	NOTES
0	18 AUG 2021	DP Review	
1	19 AUG 2021	Revised for DP	
2	30 NOV 2021	Revised for DP Review	
3	0 DEC 2021	Revised for APC	



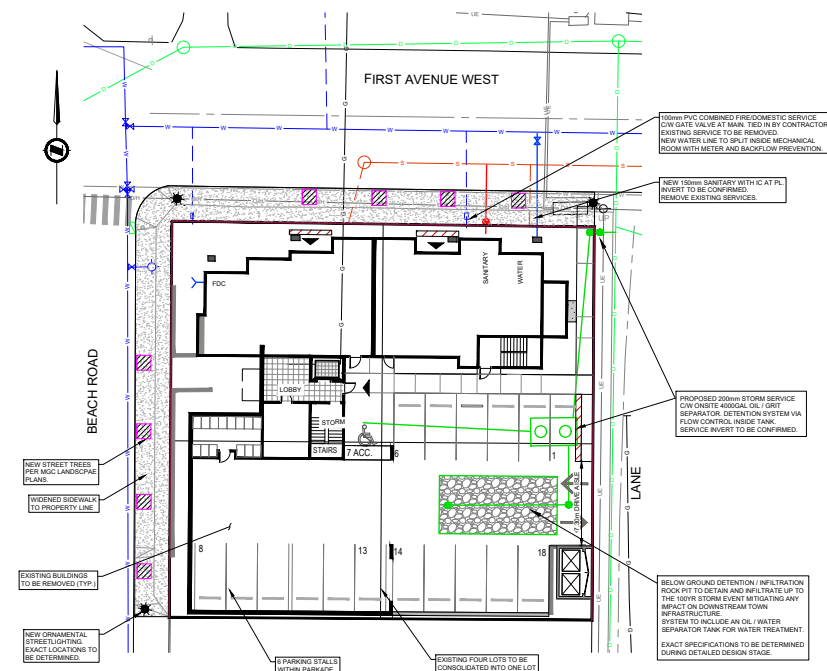








SITE GRADING PLAN
SCALE: 1:100



SITE SERVICING PLAN
SCALE: 1:200

LEGAL DESCRIPTION	EAST AND WEST HALVES OF LOT 17 AND 18 BLOCK 2, NEWCASTLE DISTRICT, PL 1894	LEGEND LAMP STANDARD FOLD(Hydro, Tel.) U/S WIRING CLEANOUT CATCHWREN MANHOLE SERVICE RISER DITCH METER FLUSH VALVE VALVE										JEA VICTORIA NANAIMO PARKSVILLE CAMPBELL RIVER PHONE: 250-758-4631 E-MAIL: nanaimo@jeanderson.com J E ANDERSON SURVEYORS - ENGINEERS PHONE: 250-758-4631 E-MAIL: nanaimo@jeanderson.com	JURISDICTION: TOWN OF QUALICAM BEACH SCALE: 1/200 HORIZ.		CLIENT SAMANTHA APARTMENTS			
		2 ISSUED FOR APC 2021-12-02 1 ISSUED FOR COORDINATION 2021-11-25											PROJECT RESIDENTIAL MULTI-FAMILY DEVELOPMENT 190 & 194 FIRST AVENUE WEST, QUALICAM BEACH CONCEPTUAL SITE SERVICING AND GRADING PLANS		PROJECT RESIDENTIAL MULTI-FAMILY DEVELOPMENT 190 & 194 FIRST AVENUE WEST, QUALICAM BEACH CONCEPTUAL SITE SERVICING AND GRADING PLANS			
PROJECT DATUM	ELEVATIONS ARE GEODETIC AND TO NAD83											DESIGN: SS DRAWN: TR		CITY DRAWING No: 61845 01 D1		SHEET 1 OF 1		
NO. REVISION DESCRIPTION		YYYYMMDD	CHECK	APPR.														

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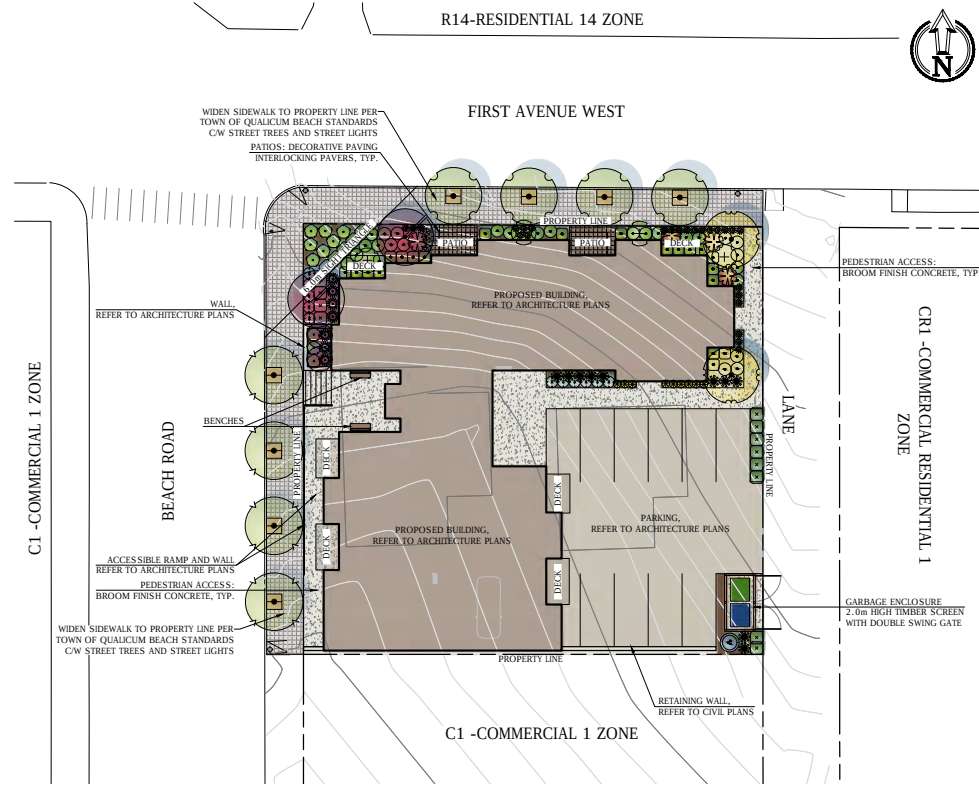
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Samantha Apartments
190 & 194 First Avenue W
Qualicum Beach, BC

LANDSCAPE ARCHITECTURE
PLAN

Date: December 1, 2021

Drawn: CM

Checked: CM

Scale: 1:200 metric

Project Number: 21-0022

DRAWING NUMBER: L1 of 1

#	REVISION SCHEDULE	DATE	NOTES
0	18 AUG 2021	DP Review	
1	19 AUG 2021	Revised for DP	
2	30 NOV 2021	Revised for DP Review	
3	0 DEC 2021	Revised for APC	

December 9, 2021

Town of Qualicum Beach
201 – 660 Primrose St.
V9K 1S7

Attn: Rebecca Augustyn, RPP, MICP
Planner

Regarding: Rezoning - 190/194 First Ave. W – Qualicum Beach BC

Dear Rebecca,

This will confirm that we will be using BC Energy Step Code 3 as our basis of design as we proceed to prepare the Building Permit / Construction drawings and specifications for this project.

Please call if you require any further information.

Sincerely,



Brian Kapuscinski
Architect – AIBC

Cc: Karl Binder – Saywell Contracting Ltd.

190 and 194 First Avenue West, Qualicum Beach

Tree Survey Report

Prepared for: Saywell Contracting LTD

Prepared by: AMP Timber Rigging LTD

David Gemmell
ISA Certified # PN-8827A
TRAQ-Qualified
Certified Danger Tree Assessor Id# P2527

AMP Timber Rigging LTD
Address: 3367 Ponderosa Way
Ph: (250) 668-9711
E-maill : amptimberrigging@gmail.com

Site Visit Date: November 25, 2021

Report Preparation Date: November 26, 2021

Location: 190 and 194 First Avenue West, Qualicum Beach

Methodology:

- We visually examined the trees on the property and prepared a Tree Inventory.
- Information such as tree species, DBH , health condition, and signs of wildlife were included in the inventory.

Summary of Site Assessment and Recommendations:

The property examined for this report contains a mixture of species such as cherry, plum, apple, cedar, fir and maple. In general the majority of the trees are in relatively good health with some minor concerns such as poor pruning. At present there are no trees considered to be dangerous. No wildlife or wildlife trees were observed at the site. None of the trees are “protected tree” as defined in the Tree Protection Bylaw No. 559 by the town of Qualicum Beach.

Approximate Location of Trees:



Tree Inventory

Sheet1

190 and 194 First Av W Tree Assessment Form
Inspection Date– November 25, 2021
Assessor: David Gemmell, AMP Timber Rigging LTD

Tree Species Key

Fd	Douglas Fir
Bg	Grand Fir
Cw	Western Redcedar
Oc	Ornamental Cedar
Ic	Incense Cedar
Mb	Big Leaf Maple

Tree #	Specie	DBH (cm)	Defects
1	Cherry	39	Over mature, poor pruning cuts
2	Oc	10	Ornamental ceday by the side of the house
3	Apple	26	Poor pruning cuts
4	Ic	28/25	Co-dominant trunk
5	Plum	18	Poor structure, poor pruning
6	Fd	16	Topped due to proximity to power lines
7	Apple	14	Poor pruning
8	Plum	13/8/10	Multi-stem, pruning neglect
9	Ic	36	No significant issues
10	Acacia	8	Growing into telephone wires, over reaching branches
11	Acacia	10	Growing into telephone wires, over reaching branches
12	Acacia	13	Growing into telephone wires, over reaching branches
13	Ic	38	No significant issues
14			Cedar hedge, 10 m in length, over grown/neglected
15			Cedar hedge, 10 m long, along the house
16	Cw	34	Back of the house, no significant issues
17	Mb	11	No significant issues

Limitations and Disclosure:

This Assessment is based on the circumstances and observations as they existed at the time of the site inspection of the Client's Property. The opinions in this Assessment are given based on observations made and using generally accepted methods and professional judgment; however, because trees and plants are living organisms and subject to change, damage and disease, the results, observations, recommendations, and analysis as set out in this Assessment are valid only as at the date any such testing, observations and analysis took place and no guarantee, warranty, representation or opinion is offered or made by AMP Timber Rigging LTD as to the length of the validity of the results, observations, recommendations and analysis contained within this Assessment. As a result the Client shall not rely upon this Assessment, save and except for representing the circumstances and observations, analysis and recommendations that were made as at the date of such inspections. Clients may choose to accept or disregard the recommendations of the arborist, or seek additional advice.

Arborists cannot detect every condition that could possibly lead to the structural failure of a tree. Trees are living organisms that fail in ways we do not fully understand, conditions are often hidden within trees or below ground. Arborists cannot guarantee that a tree will be healthy or safe under all circumstances, or for a specified period of time. Likewise, remedial treatments like any medicine, cannot be guaranteed. Treatment, pruning and removal of trees may involve considerations beyond the scope of the arborist's services, such as property boundaries, property ownership, site lines, disputes between neighbours, landlord-tenant matters, etc. Arborists cannot take such issues into account unless complete and accurate information is given to the arborist. The person hiring the arborist accepts full responsibility for authorizing the recommended treatment or remedial measures. Trees can be managed, they cannot be controlled. To live near trees is to accept some degree of risk. The only way to eliminate all risk is to eliminate all trees

If there are any questions or concerns regarding this tree report please contact Dave Gemmell at 250-668-9711

December 22, 2021

**Town of Qualicum Beach**
201-660 Primrose St
V9K1S7

Attention: Luke Sales, RPP, MICP
Mayor Wiese
Council

**Regarding: Rezoning – 190 & 194 First Ave. W Qualicum Beach**

Dear Luke, Mayor Wiese and Council,

This letter is in response to the recent APC meeting held on December 15, 2021 where the proposed project located at 190 & 194 First Ave, known as Samantha Place, was reviewed. A few constructive comments were received, but the common theme was apparent to me; decreased density and larger units are desired.

After careful consideration of this feedback, we respectfully disagree and urge the Council to consider our proposal as designed. I believe, as reporting shows, that we are in the midst of a housing crisis, and Samantha Place is poised to help alleviate some of that stress on your community and those who wish to move to, or remain living there.

There are approximately 500 purpose-built rental units in Qualicum Beach, a statistic which has remained unchanged since 2015. I have not included figures from the Berwick, and soon to be Alexandria Place on 210 First Ave, which we are constructing.

Currently, 86% of homes in the area are owned by people with a median age of 66 years. Which may speak to why the recent influx of neighboring developments proposed or being built are stratified living. These and other proposed and approved developments are targeted toward a demographic that can afford to buy them, and come with certain expectations for example, 1 bedroom + den, 2 bedroom, & 3 bedroom units. I feel we would be remiss to ignore the demographic that cannot afford to or does not aspire to own a home out of fear of the unknown.

With a maintained 0% vacancy rate, people are searching for options that allow them to live in the community of Qualicum Beach and partake in all that it has to offer. The undertaking of a housing plan is greatly needed, nevertheless there is a shortage of purpose-built rentals, specifically 1-bedrooms. This information is the impetus for the design of Samantha Place.



We believe that we have maximized density for what the site can handle, conformed to the OCP, and met Village Guidelines. We have achieved this through the form and character of the building and provided as many purpose-built rental units possible, including 3 large commercial spaces to increase opportunity and vibrancy in the downtown core.



Reducing the impact that our proposed 18 units will have on our housing crisis is counterintuitive. Because a housing crisis is not a one-dimensional issue we must also consider affordability, not just density.



It makes sense that there would be push-back when community members hear that the units will be affordably priced due to size because it is assumed that this speaks to one stereotype of individuals. This type of discriminatory thinking perpetuates the slow and steady decline of a community by creating barriers that inhibit growth and vibrancy through the influx of new residents. The old and retired are not the only people looking to live in Qualicum Beach. When families downsize their homes they are heartbroken to have to leave their community because there is nowhere for them to remain rooted. An increasing widowed population is also emerging and many people look for options that no longer include home ownership or strata fees. The market is also full of diversity that includes single professionals, students, spouses (of any age), even new parents that are saving up for a down payment.



We are confident that Samantha Place is offering what the market demands. Proposing to decrease density and create larger units, is something that the market might not support and could affect the overall feasibility of this purpose-built rental project.



I would like to request that Council consider the points addressed above, as well as the overall positive impact this project will have on the town and approve the project as currently proposed.



Sincerely,

Karl Binder
Operations Manager

**TOWN OF QUALICUM BEACH
BYLAW NO. 580.131**

**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 6.4.27.3 Commercial 10, 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 The West ½ of Lot 18, Block 2, District Lot 78, Newcastle District, Plan 1894 (194 First Avenue West) from Commercial 1 (C1) to Commercial 10 (C10) 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 The West ½ of Lot 17, Block 2, District Lot 78, Newcastle District, Plan 1894 (194 First Avenue West) from Commercial 1 (C1) to Commercial 10 (C10) 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 The East ½ of Lot 18, Block 2, District Lot 78, Newcastle District, Plan 1894 (190 First Avenue West) from Commercial 1 (C1) to Commercial 10 (C10) as shown outlined in a heavy black line on Schedule 'B' which is attached to, and forms part of, this Bylaw.
5. "Schedule 6A – Zoning Map" is hereby amended by changing the zoning designation of The East ½ of Lot 17, Block 2, District Lot 78, Newcastle District, Plan 1894 (190 First Avenue West) from Commercial 1 (C1) to Commercial 10 (C10) as shown outlined in a heavy black line on Schedule 'B' which is attached to, and forms part of, this Bylaw.
6. This bylaw may be cited as "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (190 & 194 First Avenue West) Bylaw No. 580.131, 2021."

INTRODUCED FOR FIRST READING this day of, 2021.

READ A SECOND TIME 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 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. 580.131

Section 6.4.27.3

(580.131)

COMMERCIAL 10**C10****Permitted Uses**

Permitted Use	Required Site Area
a) Office	n/a
b) Personal Service Use	n/a
c) Public Assembly Use	n/a
d) Recreation Facility	n/a
e) Restaurant	n/a
f) Retail Store	n/a
g) Accessory dwelling units - each unit	75m ²
h) Accessory Hotel - each unit	75m ²

i. Density Bonus For Amenity

For density bonuses, please refer to Section 6.3(19) "Density Bonuses."

Maximum Number and Size of Buildings and Structures

Height	10.0m
Parcel coverage	75%

Except that the maximum parcel coverage may be increased by an amount equal to the percentage of landscape provided at ground level in excess of 25% of the lot area, to a maximum parcel coverage of 80%.

Floor Area Ratio	2.00
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Landscape Requirements

20% of the lot must be landscaped.

Minimum Setback Requirements

Front lot line	1.0 m
Interior side lot lines	1.5 m
Interior side lot line adjacent to a lane	1.5 m
Exterior side lot line	1.0 m
Rear lot line	2.0 m

Except:

- where the adjoining parcel is zoned commercial or industrial then the setback from the common interior side lot line may be reduced to zero;
- that any roof overhang, eave, cornice or gutter may project up to a maximum of 1.0 m into any required setback area.

Schedule 'B' - Bylaw No. 580.131



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

TO: Heather Svensen, Acting CAO/Corporate Administrator

FOR: Regular Council, January 12, 2022

FROM: Weslie Gould, Deputy Corporate Administrator

SUBJECT: Council Stipends

RECOMMENDATION:

THAT "Town of Qualicum Beach Council Remuneration and Expenses Bylaw No. 767 2022" be introduced and read a first time.

PURPOSE

To introduce a bylaw for consideration to set the Council stipend for the following term of office (2022 to 2026).

BACKGROUND

At the December 8, 2021 Regular Council meeting, the following resolution was adopted unanimously:

THAT staff be directed to bring forward a report and draft bylaw to set the Council stipend for the following term at the same amount as is currently in place, and that the annual increase be the lesser of either Consumer Price Index (CPI) or 2%.

DISCUSSION

The current Council Remuneration Bylaw (No. 729, 2019) set the annual remuneration rates for Mayor and Councillor in 2019 at \$46,000 and \$34,500, respectively, and the annual increases by the same percentage as the Consumer Price Index (CPI) for British Columbia for the period January 1 to December 31 of the previous year.

For 2021, the annual remuneration for Mayor and Councillor was \$47,341.73 and \$35,506.30, respectively.

The CPI increase figures to calculate annual remuneration for 2022 will not be available until later in January, 2022. However, the average BC CPI change from January 2021 to November 2021 was 2.7%¹, and it is likely that this figure will be close to the final average CPI increase for 2021.

The direction from Council was to set the next term's starting remuneration as the same as is currently in place, and as such the draft bylaw sets the remuneration amount starting January 2023 to be the same as the estimated rate for 2022, which is \$48,620 for the position of Mayor and \$36,465 for the positions of Councillor. This figure is calculated from the estimated 2.7% increase in CPI for BC for 2021. Using this method, there would be no increase in remuneration from 2022 to 2023.

¹ <https://www2.gov.bc.ca/assets/gov/data/statistics/economy/cpi/cpidata.pdf>

As we do not have the final CPI increase for BC for the coming year, alternative recommendation 1 allows for a 2% increase from the estimated 2022 rate for the starting point in 2023.

	2021	2022 estimated 2.7% CPI	2023 0% increase (bylaw as presented)	2023 2% increase (alternative 1)
Mayor	\$47,342	\$48,620	\$48,620	\$49,592
Councillor	\$35,506	\$36,465	\$36,465	\$37,194

COUNCIL SIZE CONSIDERATIONS

Council is currently considering increasing the number of members of Council from a Mayor and four Councillors, to a Mayor and six Councillors. An additional two members of Council could have an impact on the Town's budget, and Council may wish to consider remuneration rates in accordance with the potential increase.

NEIGHBOURING MUNICIPALITIES

The Town of Ladysmith is the closest municipality in size to the Town of Qualicum Beach (Ladysmith's population was 8,537 in 2016, compared to Qualicum Beach's 8,943) and is also situated in central Vancouver Island. Ladysmith's remuneration for 2022 is set at \$49,912 for Mayor and \$16,166 for each of their six Councillors.

Our nearest neighbour, the City of Parksville, paid their mayor \$54,621 in 2021 and each of their six Councillors \$31,212.

The District of Lantzville paid \$20,012 to their mayor in 2020 and \$13,635 to each of their four Councillors. The Mayor's remuneration will be raised to \$25,000 for 2022.

	2019		2020		2021		2022	
	Mayor	Councillor	Mayor	Councillor	Mayor	Councillor	Mayor	Councillor
Parksville (Mayor + 6 Councillors)	\$52,500	\$30,000	\$53,550	\$30,600	\$54,621	\$31,212	Not Available	
Qualicum Beach (Mayor + 4 Councillors)	\$46,000	\$34,500	\$46,966	\$35,225	\$47,342	\$35,506	Not Available	
Port Alberni (Mayor + 6 Councillors)	\$42,519	\$18,845	\$44,207	\$19,646	Not Available		Not Available	
Ladysmith (Mayor + 6 Councillors)	\$34,320	\$14,940	\$37,676	\$15,552	\$40,294	\$15,860	\$42,912	\$16,166
Lantzville (Mayor + 4 Councillors)	\$19,900	\$13,350	\$20,012	\$13,635	Not Available		\$25,000	N/A

FINANCIAL IMPLICATIONS

Aside from the stated increases to remuneration, there are no financial implications associated with this report.

SUMMARY

As directed by Council, staff have drafted a bylaw setting out the remuneration rates for Mayor and Council for the next term.

ALTERNATIVES

1. *Increase remuneration rate in 2023 by 2%: THAT "Town of Qualicum Beach Council Remuneration and Expenses Bylaw No. 767, 2022" be amended by replacing the word "\$48,620" with the word "\$49,592", and replacing the word "\$36,465" with the word "\$37,194" in Schedule A.*
2. THAT Council defer consideration of "Town of Qualicum Beach Council Remuneration and Expenses Bylaw No. 767, 2022" until remuneration values for 2022 are calculated using Consumer Price Index for 2021.
3. THAT Council defer consideration of "Town of Qualicum Beach Council Remuneration and Expenses Bylaw No. 767, 2022" until a final decision is made regarding increasing the number of members of Council.
4. THAT "Town of Qualicum Beach Council Remuneration and Expenses Bylaw No. 767, 2022" be read a second time.
5. THAT "Town of Qualicum Beach Council Remuneration and Expenses Bylaw No. 767, 2022" be read a third time.
6. Alternate direction from Council.



Weslie Gould,
Deputy Corporate Administrator
Report Writer



Heather Svensen, Acting CAO/
Corporate Administrator
Concurrence

Attachments: Town of Qualicum Beach Council Remuneration and Expenses Bylaw No. 767, 2022

TOWN OF QUALICUM BEACH

BYLAW NO. 767

A BYLAW TO PROVIDE FOR THE PAYMENT OF REMUNERATION AND EXPENSES TO COUNCIL MEMBERS

WHEREAS, Council may, by bylaw, provide for the payment of remuneration and expenses to Council members for the discharge of the duties of their respective offices;

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

1. A remuneration for the Mayor and Councillor shall be paid in twenty-six (26) equal bi-weekly instalments in accordance with Schedule "A" attached to, and forming part of, this bylaw.
2. Notwithstanding the provisions of Section 1 and Schedule "A" of this bylaw, a Mayor or Councillor serving only part of a year shall be paid only a corresponding proportion of their indemnity for that year.
3. Starting January 1, 2024, the annual remuneration set out in Schedule "A" of this bylaw shall be increased by the same percentage as the Consumer Price Index for British Columbia published by Statistics Canada for the period January 1st to December 31st of the previous year, or 2%, whichever is lower.
4. A review of the remuneration and expenses may be conducted prior to June 30 of the calendar year in which a general local election is to be held.
5. "Town of Qualicum Beach Remuneration and Expenses Bylaw No. 729, 2019" is hereby repealed.
6. This bylaw may be cited as "Town of Qualicum Beach Council Remuneration and Expenses Bylaw No. 767, 2022".

READ A FIRST TIME this ____ day of _____, 2022

READ A SECOND TIME this ____ day of _____, 2022

READ A THIRD TIME this ____ day of _____, 2022

ADOPTED this ____ day of _____, 2022

Brian Wiese, Mayor

Heather Svensen, Corporate Administrator

SCHEDULE "A" TO BYLAW NO. 767

COUNCIL MEMBER ANNUAL REMUNERATION

<u>Effective Date:</u>	<u>2023</u>
Mayor	\$48,620
Councillor	\$36,465

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

TO: Heather Svensen, CAO

FOR: Regular Council, January 12, 2022

FROM: Luke Sales, Director of Planning

SUBJECT: East Village Local Area Service Bylaw and East Village Loan Authorization Bylaw

RECOMMENDATION

1. THAT the bylaw entitled "Town of Qualicum Beach Local Area Service Establishment Bylaw (East Village Local Area Service) No. 768, 2022" be introduced and read a first time.
2. THAT the bylaw entitled "Town of Qualicum Beach Local Area Service Establishment Bylaw (East Village Local Area Service) No. 768, 2022" be read a second time.
3. THAT the bylaw entitled "Town of Qualicum Beach Local Area Service Establishment Bylaw (East Village Local Area Service) No. 768, 2022" be read a third time.
4. THAT the bylaw entitled "Town of Qualicum Beach Loan Authorization Bylaw (East Village Loan Authorization) No. 769, 2022" be introduced and read a first time.
5. THAT the bylaw entitled "Town of Qualicum Beach Loan Authorization Bylaw (East Village Loan Authorization) No. 769, 2022" be read a second time.
6. THAT the bylaw entitled "Town of Qualicum Beach Loan Authorization Bylaw (East Village Loan Authorization) No. 769, 2022" be read a third time.

PURPOSE

To consider establishing a local area service for the beautification and servicing planned for East Village, and to consider funding the beautification and servicing work through a loan to be paid through a parcel tax paid by the land owners within the local area service.

BACKGROUND

The East Village Plan emerged as a concept in 2016 at the start of the Official Community Plan review. Staff began discussions with property owners to gauge interest in a collaborative project that would redevelop the formerly industrial area into a vibrant residents/commercial village. In 2018 a conceptual landscape plan was developed to illustrate the overall streetscape and potential interface between public and private property.

At the September 17, 2018 Council meeting Council passed the following motion:

THAT Council directs staff to prepare a Local Area Service Bylaw to finance servicing costs and public realm improvements for the East Village Plan, as identified in the September 17, 2018 Planning memo to Council and shown on the conceptual September 7, 2018 Landscape Plan by P+A Landscape Architects.

The East Village vision is about building on the existing energy that characterizes the uptown core by creating a commercial and residential village that will draw tourists, professionals, families, seniors and the residents. The concept involves diverse housing options, mixed use commercial and residential space, and other community amenities in a unique design aesthetic that will complement the existing commercial core while incorporating references to the light industrial history.

DISCUSSION

Creating a vibrant public realm is a key priority for the East Village, and this memo advances a Local Area Service bylaw and Loan Authorization bylaw to finance East Village – Phase 2 which includes public realm improvements along Second Avenue East. Except for the repayment provided for in the Local Area Service financing, owners will not be responsible for completing Adjacent Works and Services along Second Avenue East. This allows developers to spread the upfront servicing and beautification costs over a thirty-year period rather than paying for it upfront. At the same time, the process is intended to be cost-neutral to the Town, since the revenue collected through the Local Area Service is equivalent to the debt-servicing obligations of the loan.

The East Village Local Area Service includes all parcels outlined in the heavy dashed black line on the map below. The estimated cost to be allocated to the local area service is \$1,325,000.

East Village Local Service Area



SCOPE OF WORK

The proposed project includes all the public realm improvements for Second Avenue West between Fir Street and Berwick Road, including but not limited to underground utilities, trees, pedestrian lighting, undergrounding overhead utilities, and decorative pavers. The scope of the Local Area Service does not include work already completed in the first phase of East Village improvements on Berwick Road, as those were funded from grants and Town reserves.

The current road alignment has a narrow, curving vehicular travel with 18 parallel parking stalls. The roadway can accommodate vehicles in either direction, but the design speed will limit speed to a slow pace. Other parking alignments were explored, such as having one-way vehicular travel and angled parking for the length of the street. This approach resulted in a

significant reduction in pedestrian areas, and only increased the number of parking stalls by 8-10.

LOAN AUTHROIZATION

When entering into a local area service, a municipality agrees to pay for the cost of works and services agreed to in the local area service and recovers those costs through a local service tax. A municipality is able to choose how to finance the works and services, whether it be through borrowing from internal reserves or through an external loan authorization bylaw.

For the purposes of the East Village Local Area Service, staff are recommending that the works and services be funded through long term borrowing through MFA. Through discussion with the property owners, the goal is to keep the annual parcel tax as low as possible which means paying back the cost of works and services over the maximum repayment terms of 30 years. Given the Town's anticipated future expenditures in conjunction with asset replacement, Staff recommend that the beautification and servicing works associated with East Village be funded externally.

Section 217 of the *Community Charter* allows for a loan authorization bylaw to be approved without approval of the electors as long as the borrowing has been proposed by Council initiative in conjunction with the local area service - subject to petition against. Accordingly, a Bylaw cited as "Town of Qualicum Beach Loan Authorization Bylaw (East Village Loan Authorization) No. 769, 2022" has been drafted in conjunction with the Local Area Service bylaw.

STRATEGIC PLAN LINKAGES

This project is identified as part of "Strategic Initiative #2: Engage land for strategic local and regional initiatives". "Strategic Initiatives" are the major undertakings that Council wants to achieve during its term. The Local Area Service is in step with the completion of the East Village strategic priority.

SUMMARY

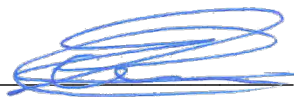
Public realm beautification and servicing is a key component of the East Village vision, and this memo advances the preferred approach to financing the work: a local area service for the beautification and servicing planned for East Village, and a loan to be paid through a parcel tax paid by the land owners within the local area service.

ALTERNATIVES

1. THAT Council provide alternative direction to staff.



Luke Sales, MCIP, RPP
Director of Planning
Report Writer



Genelle Conn, CPA, CA
Manager of Finance
Report Writer



Heather Svensen
Acting CAO
Concurrence

Attachments:

[\3900-20 INDIVIDUAL BYLAWS LISTED NUMERICALLY\768.docx](#)

[\3900-20 INDIVIDUAL BYLAWS LISTED NUMERICALLY\769.docx](#)

[/01%2012%20Regular%20Council%20Meeting/E%20Village%20Second%20Ave%20E%20Alignment.pdf](#)

**TOWN OF QUALICUM BEACH
BYLAW NO. 768**

**A BYLAW TO ESTABLISH A LOCAL AREA SERVICE FOR BEAUTIFICATION AND
SERVICES BENEFITING PART OF THE MUNICIPALITY**

WHEREAS under section 211 of the *Community Charter* the Town of Qualicum Beach may create a local area service;

AND WHEREAS Council has been petitioned, under sections 211(1)(a) and section 212 of the *Community Charter*, from the owners of land within the boundaries of the local area service as defined in this Bylaw to undertake the service described in this bylaw;

AND WHEREAS Council wishes to impose and levy a local area service tax on land benefiting from the local area service;

AND WHEREAS Council intends that a maximum of \$1,325,000 plus interest of the capital cost of providing the local area service will be borne by owners, or occupiers, within the Service Area and the balance will be recovered by general taxation;

AND WHEREAS Council has received a sufficient petition for the establishing of the local area service as certified by the Corporate Officer;

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

Citation

1. This bylaw may be cited as “Town of Qualicum Beach Local Area Service Establishment Bylaw (East Village Local Area Service) No. 768, 2022”.

Establishment of Local Area Service

2. A local area service is hereby established under the provision of Section 211 of the *Community Charter* to be known as “East Village Local Area Service”

Description of Service

3. The description of the local area service is the beautification and service works to benefit a specified local service area.

Boundaries of Local Service Area

4. The East Village Local Service Area includes all of the parcels within the area outlined in heavy dashed black line on the plan attached to and forming part of this bylaw as Schedule ‘A’ – East Village Local Service Area Boundaries (the “Local Service Area”).

Method of Cost Recovery

5. The cost recovery method for an amount not exceeding \$1,325,000, which is the total estimated construction cost for beautification and servicing along Second Avenue East, plus the cost of borrowing up to \$1,325,000 and interest, that is the subject of the local area service established under this bylaw, shall be recovered by way of a parcel tax under Division 4 of Part 7 of the *Community Charter* imposed only within the Local Service Area on the basis of an amount per linear meter of frontage for each parcel as marked in heavy black line on the plan in Schedule 'A'.

As an alternative to the preceding cost recovery method, an owner of a parcel within the Local Service Area may elect to pay their portion of the Local Area Service charge levied for their parcel in the form of a one-time cash payment.

INTRODUCED FOR FIRST READING this ____ day of ____, 2022.

READ A SECOND TIME this ____ day of ____, 2022.

READ A THIRD TIME this ____ day of ____, 2022.

ADOPTED this ____ day of ____, 2022.

Brian Wiese
Mayor

Heather Svensen
Corporate Administrator



**TOWN OF QUALICUM BEACH
BYLAW NO. 769**

**A BYLAW TO AUTHORIZE THE BORROWING OF FUNDS TOWARDS THE
EAST VILLAGE BEAUTIFICATION AND SERVICING ALONG SECOND AVENUE**

WHEREAS it is deemed desirable and expedient to complete the East Village Beautification and Servicing along Second Avenue;

AND WHEREAS the estimated cost of completing the East Village Beautification and Servicing along Second Avenue including expenses incidental thereto is the sum of one million three hundred twenty-five thousand dollars (\$1,325,000) and is the amount of debt intended to be borrowed by this bylaw;

AND WHEREAS Council has established, "Town of Qualicum Beach Local Area Service Establishment Bylaw (East Village Local Area Service) No. 768, 2022", a local area service for the beautification and servicing along Second Avenue;

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

1. The Council is hereby empowered and authorized to undertake and carry out, or cause to be carried out, the completion of the East Village Beautification and Servicing along Second Avenue, in accordance with general plans on file in the municipal office, and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - a. To borrow upon the credit of the Municipality a sum not exceeding one million three hundred twenty-five thousand dollars (\$1,325,000) towards completing the East Village Beautification and Servicing along Second Avenue, which borrowed amounts are to be recovered by a local service tax.
 - b. To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with completion of the East Village Beautification and Servicing.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 30 years.
3. This bylaw may be cited as "Town of Qualicum Beach Loan Authorization Bylaw (East Village Loan Authorization) No. 769, 2022".

INTRODUCED FOR FIRST READING this ____ day of _____, 2022.

READ A SECOND TIME this ____ day of _____, 2022.

READ A THIRD TIME this ____ day of _____, 2022.

RECEIVED the approval of the Inspector of Municipalities this ____ day of _____, 2020.

ADOPTED this ____ day of _____, 2020.

Brian Wiese
Mayor

Heather Svensen
Corporate Administrator

REV	DATE	BY	ENG	DESCRIPTION

NOT FOR
CONSTRUCTION

REV	DATE	BY	ENG	DESCRIPTION

SEAL

PRELIMINARY

PERMIT TO PRACTICE No. 1001658

PROJECT NO.	1948-02
DRAWN	BRC
DESIGNED	BRC
CHECKED	KND
APPROVED	MP
DATE	JULY 2021
SCALE	AS NOTED
CLIENT	



TOWN OF
QUALICUM BEACH

PROJECT

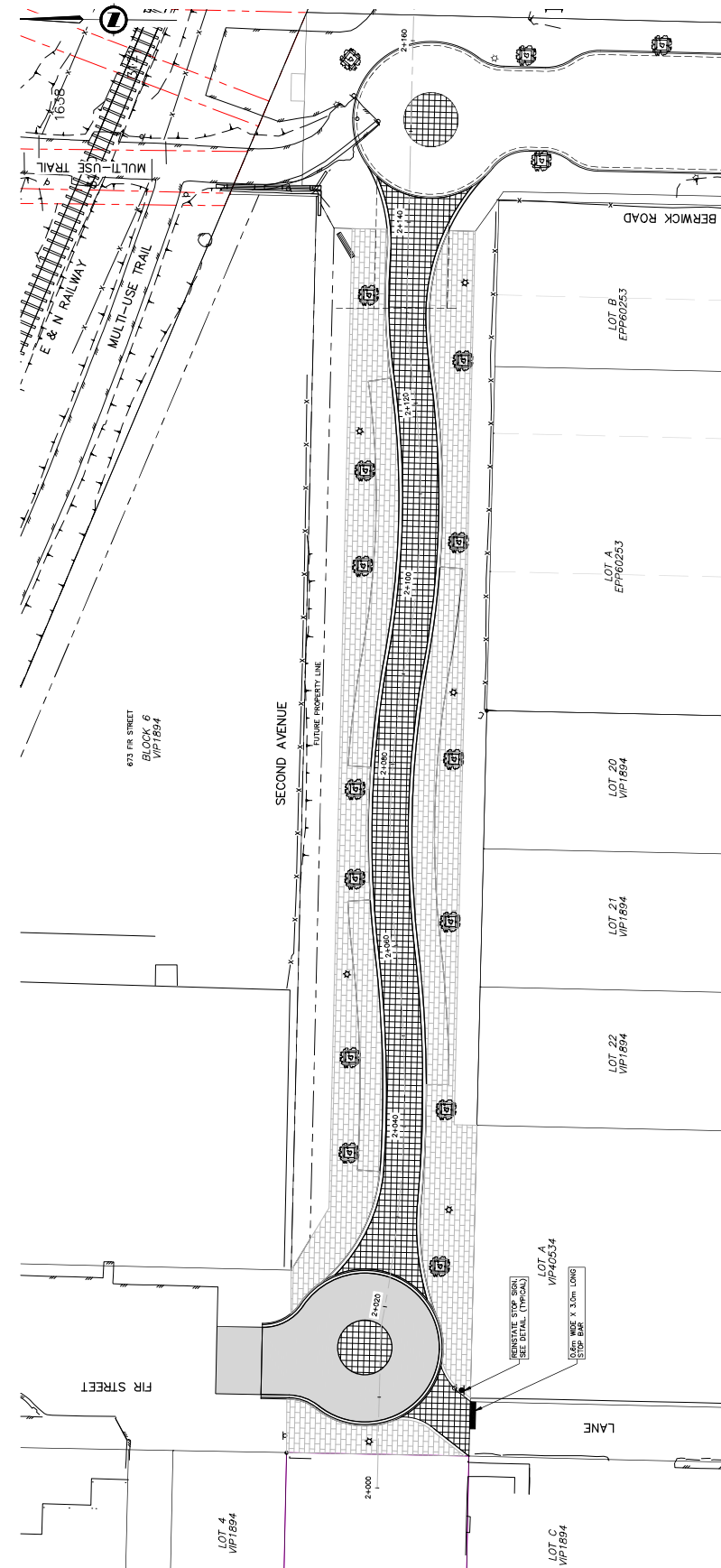
EAST VILLAGE

PHASE 2 UPGRADES

TITLE
SECOND AVENUE
LINES AND SIGNS

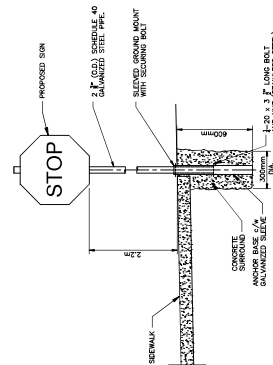
PLAN
STA. 2+000 to 2+150

DRAWING No.	1948-02-06
REV.	6/12



- NOTES**
1. SIGN AND LINE PAINTING TO BE IN ACCORDANCE WITH THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES FOR CANADA.
 2. ALL CROSS WALKS, TURNING ARROWS, STOP BARS, AND BIKELANE MARKINGS SHALL BE IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS.
 3. THE THERMOPLASTIC TO BE USED WITH OVERLAY GLASS REFLECTORING BEADS. PAINT SHALL NOT HAVE ANY "PREMIUM" QUALITY.

PAVEMENT MARKING LEGEND:



- NOTES:**
1. TRAFFIC SIGNS TO BE ACCORDING TO SPECIFICATIONS OF FRC MANUAL OF "UNIFORM TRAFFIC CONTROL DEVICES FOR CANADA" AND SHALL BE OBTAINED FROM AN APPROVED SIGN MANUFACTURER.
 2. SIGN POSTS SHALL BE MADE OF GALVANIZED STEEL.
 3. REFLECTIVE SHEETING SHALL BE "HIGH INTENSITY GRADE" OR BETTER.
 4. TRAFFIC SIGN POSTS AND ANCHORS SHALL BE ROLL FORMED FROM STEEL STRUCTURAL QUALITY IN ACCORDANCE WITH ASTM A441, GRADE A.
 5. LOCATION TO BE DETERMINED IN THE FIELD AS DIRECTED BY THE ENGINEER.

TRAFFIC SIGN DETAIL

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

TO: Heather Svensen, Acting CAO/Corporate Administrator

FOR: Regular Council, January 12, 2022

FROM: Weslie Gould, Deputy Corporate Administrator

SUBJECT: Increasing Council Size

RECOMMENDATION:

THAT Council directs staff to prepare a bylaw for consideration to increase Council size by two, from five to seven members;

AND FURTHER THAT staff be directed to publish communication materials on the proposed change, including a frequently asked questions document, and print and social media advertising to solicit feedback;

AND FURTHER THAT the public be invited to provide feedback on the proposed change at the February 9, 2022 Committee of the Whole meeting.

PURPOSE

To provide information regarding increasing Council's size from five to seven members, including legislative requirements and impacts of the potential change, and to receive direction on next steps, if any, in the process.

BACKGROUND

At the December 8, 2021 Regular Council meeting, the following resolution was adopted unanimously:

THAT staff be directed to provide a report in January of 2022 regarding increasing Council size from five to seven members to promote Council diversity and representation.

The Town of Qualicum Beach has explored increasing the number of Councillors previously, in 2008 and 2014, each time by seeking input from the electors on the ballot during the general local election. Both times the majority of voters responded that they were not interested in adding more members to Council, though the percentage in favour did increase slightly from 23.7% in 2008 to 29.7% in 2014.

Year	Yes (Increase Size)	No (Status Quo)	% In Favour	% Opposed
2008	854	2750	23.7%	76.3%
2014	1304	3090	29.7%	70.3%

DISCUSSION

Council sizes for local governments in British Columbia range from five to eleven members, generally determined by population at the time of incorporation, and can be increased, or decreased, as specified by legislation.

Section 118 of the *Community Charter* outlines the specifics, as follows:

Size of council

- 118 (1) Unless otherwise provided by letters patent or by a bylaw under this section, the council size for municipalities must be as follows:
- (a) for a city or district having a population of more than 50,000, the council is to consist of a mayor and 8 councillors;
 - (b) for a city or district having a population of 50,000 or less, the council is to consist of a mayor and 6 councillors;
 - (c) for a town or village, the council is to consist of a mayor and 4 councillors.
- (2) For the purposes of this section, any change to a council size under subsection (1) is to be based on the population of the municipality as at January 1 in a general local election year and the change takes effect for the purposes of that election.
- (3) A council may, by bylaw, establish the number of council members as a mayor and 4, 6, 8 or 10 councillors.
- (4) If a bylaw under subsection (3) would
- (a) reduce the number of council members, or
 - (b) maintain the current number of council members, despite an increase that would otherwise result under subsection (2), it may only be adopted if it receives the assent of the electors.
- (5) A bylaw under subsection (3)
- (a) must be made at least 6 months before the next general local election, and
 - (b) does not become effective until that general local election.
- (6) The size of council as established under subsection (3) applies despite any provision of a municipality's letters patent.

Comparable Municipalities

Below is a list of municipalities of comparable size to Qualicum Beach (8,943) from the 2016 Census, and their associated Council size:

Municipality	Hierarchy	Population (2016)	Council Size
Coldstream	District	10,648	7
Nelson	City	10,572	7
View Royal**	Town	10,408	5
Sechelt	District	10,216	7
Quesnel	City	9,879	7
Qualicum Beach	Town	8,943	5
Ladysmith	Town	8,537	7
Kitimat	District	8,131	7
Castlegar	City	8,039	7
Trail	City	7,709	7
Revelstoke	City	7,547	7

** The Town of View Royal is in the process of considering increasing from 5 to 7 members of Council.

Municipalities Within the Regional District of Nanaimo:

Municipality	Hierarchy	Population (2016)	Council Size
Nanaimo	City	90,504	9
Parksville	City	12,514	7
Qualicum Beach	Town	8,943	5
Lantzville	District	3,605	5

Impacts

A larger council size may increase opportunities for those with other employment to run for Office, as the responsibilities for the Town's elected officials would be distributed amongst more people. As well, the municipality may benefit from the broadened perspectives that a larger, more diverse body could provide; there would be increased opportunities for differing perspectives and skillsets to be brought to the decision-making process; more access to elected officials; and potentially more candidates on the ballot for residents to choose from.

Retaining the status quo would see more concentrated citizen representation and a continuation of the same financial impact with respect to remuneration.

Methodologies Available

There are two ways a council could undertake to increase council size.

Firstly, as described in Section 118 (3) of the *Community Charter* above, if a council wishes to change the number of council members, it may do so by bylaw.

Secondly, Council could undertake a reclassification from “town” to “city” which would automatically trigger an increase in council size. At this time, Council has not expressed an interest in changing the municipal classification for the Town, and as such, staff are providing this for general information.

Change of municipal classification

- 11 (1) On request of the council, the Lieutenant Governor in Council may, by letters patent, change the classification of the municipality in accordance with section 10 (1).
- (2) On request of the council, the Lieutenant Governor in Council may, by letters patent, change the classification of the municipality to another classification provided for in this Act, if the Lieutenant Governor in Council considers it to be in the public interest to do so.
- (3) A council may make a request under subsection (1) or (2) only after it has obtained the approval of the electors in relation to the proposed change in classification.
- (4) If the minister is satisfied that, since the last census, the population of a municipality has changed sufficiently to allow a change of classification, the minister may determine what the population of the municipality is deemed to be for the purposes of determining its classification.

In summary, either an assent voting (referendum) or alternative approval process (AAP) would be required to first obtain the approval of the electors prior to proceeding with any reclassification steps. Either assent voting or an AAP would require several months to undertake, though the AAP is significantly more cost effective if the two options were examined as standalone initiatives.

If approval of the electors is obtained, the next steps would take a couple of months and are between municipal staff and the Province to undertake the formal change to the letters patent for the municipality through an Order in Council.

A municipal classification change would not impact taxes, assessments, grant funding opportunities nor zoning or agricultural land. All existing bylaws, permits, resolutions, licences or other actions issued, made, or passed by Council would remain in full force and effect and would not require updating. If Council proceeds with reclassification, the letters patent issued to Qualicum Beach would state that any reference to the Town of Qualicum Beach would be deemed to be a reference to the City of Qualicum Beach, eliminating concerns regarding past and present reference to the municipality.

Timelines

A bylaw to establish the number of council members must be adopted at least six months before the next general local election, and would become effective for that election (i.e. the October 2022 general local election would be for one Mayor and six Councillors). The deadline to adopt this bylaw would be April 15, 2022.

FINANCIAL IMPLICATIONS

Financial costs for considering a Council size increase would include advertising costs and staff time to draft the required communication pieces and bylaw.

If Council decides to increase their numbers to seven members, the following costs are anticipated:

- Renovations to Council Chambers to accommodate two additional members of Council; and
- Increase to remuneration budget and expenditures (conference attendances, technology allowances, etc.).

SUMMARY

While not obliged to increase council size, Council may wish to take advantage of some of the opportunities outlined in this report associated with a larger council size:

- increased representation for residents;
- better distribution of elected official-related work (fewer external boards and committees to attend with seven members of council as opposed to five) which in turn may open the door for more people to run who have other commitments/employment;
- broader perspectives to the decision-making body for an increasingly complex municipal environment; and
- increased number of candidates who may be interested in running.

ALTERNATIVES

1. Status quo; make no change to Council's size.
2. THAT a non-binding question be placed on the October 2022 general local election ballot regarding increasing the number of members of Council from five to seven.
3. Alternate direction from Council.



Weslie Gould,
Deputy Corporate Administrator
Report Writer



Heather Svensen, Acting CAO/
Corporate Administrator
Concurrence

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

To: John Marsh, Director of Finance **For:** Regular Meeting January 12, 2022
From: Genelle Conn, Manager of Finance
RE: Equipment Financing for Fire Truck

RECOMMENDATION

THAT the Council of the Town of Qualicum Beach authorizes up to \$920,000 be borrowed, under Section 175 of the *Community Charter*, from the Municipal Finance Authority, for the purpose of financing the purchase of a new fire truck;

AND FURTHER THAT the loan be repaid within 5 years, with no rights of renewal.

BACKGROUND

At the November 18th 2020 regular council meeting, Council passed the following motion:

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

The purchase of this fire truck was part of the 2021 – 2025 financial plan and the funding source for this purchase was debt. Due to shipping delays, only a partial payment was made in 2021 and the remaining balance is part of the draft 2022- 2026 Financial Plan.

COMMENTS

To access equipment financing through Municipal Finance Authority (MFA) a local government must provide a certified resolution approving the borrowing. The certified council resolution must contain the general purpose of the borrowing, the maximum term of the borrowing and the maximum amount of the borrowing.

The resolutions included above are templates provided by MFA for access to equipment financing. The distribution of funds from equipment financing must be paid out in one payment and therefore the resolution includes the full purchase price of the fire truck. The Town has internally financed the initial payment which will be re-paid once the equipment financing has been received from MFA. Repayment of the debt has been included in the Financial Plan based on a 5-year re-payment term.



Genelle Conn, CPA, CA
Manager of Finance
Report Writer



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



Heather Svensen
Acting CAO
Concurrence

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

TO: Heather Svensen, Acting CAO FOR: Council Meeting, January 12, 2022

FROM: Luke Sales, Director of Planning and Community Development

SUBJECT: **Operations Department Workplace Modernization**

RECOMMENDATIONS

1. THAT Council endorses the proposed evaluative criteria that will be used to determine the future workplace(s) of the Town's Operations Department, as detailed in the January 12, 2022 Planning memo to Council;
2. THAT Council directs staff to engage a consultant to prepare a report with a needs assessment for a modernized Operations facility as well as a recommendation for the location, with a budget of up to \$100,000 (\$90,000 in consulting and \$10,000 in staff time), as detailed in the January 12, 2022 Planning memo to Council;
3. THAT the evaluation of the future Operations workplace locations should focus primarily on the following scenarios that have been identified as potentially feasible:
 - i. Status Quo (upgrade existing buildings and facilities)
 - ii. Expansion west of the Jones Street Parks yard;
 - iii. Modified Status Quo;
 - iv. Town lands at the end of Garden Road East;
 - v. 865 Ravensbourne Lane (corner of Ravensbourne Lane and Bennett Road);
 - vi. Triangular Parcel at the end of Ravensbourne Lane

PURPOSE

To consider a workplan and budget to establish a transparent decision-making process for the determination of when and how the Town will modernize its Operations Facility(s).

BACKGROUND

For several years, the Town has been consolidating the Public Works and Parks departments into a single operational unit to improve efficiency. Building a centralized operations facility for the Town's operations staff will benefit the Town by:

- providing essential services more efficiently;
- coordinating critical response more quickly;
- streamlining resources and equipment currently shared among multiple sites;
- Enhancing the collaboration and working relationships of all outside staff;
- allowing space for expansion of services as the Town's population and needs expand.

The two current operations facilities (Jones Street Parks Yard and Fern Road Public Works Yard) do not meet current standards for health and safety or the needs of a modern, efficient workplace. Maintaining the existing facilities as-is (repairing as needed) would not be viable or cost effective. Every building would realistically need to be replaced or extensively renovated in the next 5-10 years.

A major investment is needed to bring the Town's Operations facilities up to a modern standard, and staff are seeking Council direction on when and how that investment should be made.

After considering several potential locations, Council endorsed the Jones Street parks yard location as the preferred option.

On November 24, 2021, the proposed Jones Street Parks Yard expansion was considered at the Committee of the Whole meeting. The following motion was adopted:

THAT the Committee of the Whole recommends to Council THAT Council directs staff to prepare a report looking at the environmental impacts from tree removal; operational emissions; numbers of hours lost for travel time; cost impacts for servicing the sites; and input from the public works and parks staff; cost of decommissioning the works yard for the various sites proposed for the redevelopment of the Operations Facility.

DISCUSSION

Updates on Potential Sites:

- The land south of the fire hall is not included as a potential site, since it is entirely within the Agricultural Land Reserve (ALR).
- The Qualicum Beach Airport is not included as a potential site as it is not permitted as an airport land use according to Provincial Airport Land use policy.
- Two potential scenarios have been added since the November 24th Committee of the Whole meeting:
 - o Modified Status Quo (reuse and slight expansion)
 - o 865 Ravensbourne Lane (corner of Ravensbourne Lane and Bennett Road).
- The land next to the former landfill has been removed from the potential sites, as it is realistically not worth the cost of further evaluation due to operational inefficiencies and servicing costs.

Operations Upgrade Scenarios

1. Status Quo (upgrade existing buildings and facilities)
2. Expansion west of the Jones Street Parks yard;
3. **Modified Status Quo:**
Constructing a new combined operations building (lunch room, first aid, meeting rooms, offices, etc) immediately adjacent to the existing parks building, while continuing to use the Public Works yard for storage and vehicle maintenance;
4. Town lands at the end of Garden Road East;
5. 865 Ravensbourne Lane (corner of Ravensbourne Lane and Bennett Road)
6. Triangular Parcel at the end of Ravensbourne Lane

Site Selection Prerequisites
Continuity of Operations: The Town’s operations must be maintained during the update process

Site Selection Decision-Making Criteria
Capital Cost (Construction and Servicing)
Operational Cost
GHG Impact (10 year and 50 year)
Environmental Impact
Community Impact

Work Plan

A comprehensive evaluation of the options for Operations Facility Upgrades should take into account:

- i. Input from Town Operations staff
- ii. The comprehensive municipal service review
- iii. Public Input

Timeline (Consultant-Led Process)

- February: Town issues Request for Proposals for Consultant-led selection process
- March: Town receives proposals
- March-April: Council awards proposals
- April-May: Site assessments and environmental studies
- June-August: Public engagement and staff consultation
- September: Service review completed (approximate date)
- September:-October 2022: Report drafting
- December: Report presentation to Council

Timeline (Staff-Led Process)

- April-May: Site assessments and environmental studies
- June-August: Public engagement and staff consultation
- September: Service Review completed
- September-October 2022: Report drafting
- December: Report presentation to Council

Alternative 2

In previous meetings, staff have recommended expanding the Jones Street Parks Yard into a modernized Operations facility. In that scenario, previously discussed and endorsed by Council, the yard would be expanded west, and up to two hectares of forested area would need to be cleared. In the long term, this scenario would allow the Town to completely vacate the Fern Road East Public Works Yard, allowing that land to be utilized for another purpose. However, comments from Council and the public at the November 24th Committee of Whole meeting suggest there may no longer be an interest in clearing the entire area,

If Council does not wish to expend the time and resources for a third-party needs assessment and location selection (up to \$100,000), there is an alternative that blends multiple scenarios. Staff could prepare a report on this “modified status quo” option, which would retain operations activities at both existing operations yards, while expanding the parks yard by a maximum of one acre. Design work has already been done on this option in preparation for a grant application in early 2020, so more details are available.



Figure 1: Modified Status Quo. An expansion of approximately 4000m² (one acre) would accommodate the construction of a single 6,000sf building next to the existing parks building, along with staff parking and some vehicle storage. This would require the continued use of the current Public Works Yard for vehicle maintenance and storage, but would offer many of the benefits of consolidation by sharing locker rooms, kitchen, meeting rooms, first aid, decontamination areas, etc. If Council is interested, staff will prepare a follow-up report with details.

Financial Implications

Initial planning, clearing and land preparation for the construction of an Operations Facility at the Parks Yard. Budget is listed as follows:

- 2022 Budget \$250,000 (funding from revenue)
- 2023 Budget \$1,900,000 (funding from reserves)
- 2024 Budget \$3,000,000 (funding from other)

The 2022 and 2023 budget amounts were included in the adopted budget for 2021 to 2025. The 2023 budget amount of \$1,900,000 was based on the premise that past year reserve balances would be re-established from land sales. Land sales are currently \$1,600,000 short of budget expectations in 2021; however, it is still anticipated that reserves will be re-established from land sales before 2023.

The 2024 budget of \$3,000,000 was added into the 2022 to 2026 Financial Plan Bylaw (currently at 2nd Reading) as it was estimated that a new Operations Facility would cost at least \$5 million. The additional \$3,000,000 was intended to be funded from other revenue sources such as selling the existing public works yard site, and to the application for grant funding.. These potential revenue sources should not be relied on unless grant commitments are received, and/or the public works property is sold for sufficient funds.

SUMMARY

The existing Parks and Public Works Yards do not meet modern health and safety standards, nor is the layout efficient for operations. As such, staff are seeking direction on how and when the Town will invest in operations facilities to bring them up to standard. This memo provides alternative workplans and budgets to establish a transparent decision-making process for the determination of when, and how the Town will modernize its Operations Facility(s).

ALTERNATIVES

1. THAT Council directs staff to prepare a report with recommendations for a new Operations facility, with a budget of up to \$40,000 (\$15,000 in consulting and \$25,000 in staff time, as detailed in the January 12, 2022 Planning memo to Council.
2. THAT Council directs staff to prepare a report with scaled-back plans for expanding the Jones Street Parks Yard, so that a maximum of no more than .4 hectares (one acre) of land can be cleared, and that the public walking trail through the forest be maintained;
3. THAT Council provides alternative direction to staff.



Luke Sales, MCIP, RPP
Director of Planning
Report Writer



Heather Svensen
Acting Chief Administrative Officer
Concurrence

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

TO: Heather Svensen, Acting CAO

FOR: Regular Council Meeting, January 12, 2022

FROM: Arnold Schwabe, Manager of Operations

SUBJECT: Council Motion #21-341 - Location for Maritime Anchor

RECOMMENDATION

THAT Council approve the location for the historic maritime anchor, retrieved from the Salish Sea, at a suitable location on the marine spit, North of the roundabout at the bottom of Memorial Avenue.

PURPOSE

To get direction from Council to permanently display the historic maritime anchor that was retrieved from the Salish Sea in the Town of Qualicum Beach, as per Council Motion #21-341. The anchor will be placed and affixed at a suitable location on the marine spit that juts out from the beach North of the Memorial Avenue roundabout.

BACKGROUND

Council Motion #21-341 states:

THAT staff be instructed to arrange a meeting with the Qualicum Beach Historical Museum Society to discuss possible locations for the anchor currently stored on the museum grounds.

Several years ago, an iron anchor was discovered and retrieved from the Salish Sea, off the coast of Qualicum Beach. The anchor has been stored outside on the grounds of the Qualicum Beach Museum but is tucked away behind a building and it is hoped a more public, suitable location could be found. As directed by Council, staff members met with a museum representative to discuss potential locations for the anchor and have agreed on a few suitable locations.

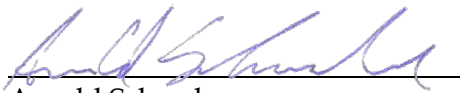
DISCUSSION

Several locations have been discussed for the anchor, including the centre of the new Memorial Avenue roundabout, but staff took into consideration vehicle safety and a preferred proximity to the foreshore. The marine spit appears to be the most suitable location as it is away from any potential vehicle hazards, is a prominent location, is easily accessible, and is in direct proximity to the Salish Sea. Two other locations fit these criteria as well:

1. The Seaside Nature Park / Faye Smith Rosenblatt Memorial Park
There are a few suitable locations for the anchor in this park, including the centre of the walking area, directly over the compass, and the sloping hillside along the South edge of the park. Either location could be modified for display of the anchor but the anchor may not be deemed suitable for the surrounding nature theme.
2. St. Andrews Waterfront Park
There are several locations on the grounds of the old St. Andrews Lodge that could be modified to suit a final display for the anchor. It is easily accessible to all residents of Qualicum Beach and because it is a larger area, a display with the anchor, a suitable support structure, and interpretive signage could easily be accommodated.

ALTERNATIVES

1. THAT Council directs staff to find a suitable location at the Seaside Nature Park / Faye Smith Rosenblatt Memorial Park, for the historic maritime anchor, retrieved from the Salish Sea.
2. THAT Council directs staff to find a suitable location at the St. Andrews Waterfront Park for the historic maritime anchor, retrieved from the Salish Sea.
3. Provide alternative direction to staff.



Arnold Schwabe
Manager of Operations
Report Writer



Heather Svensen
Acting Chief Administrative Officer
Concurrence

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

TO: Heather Svensen, Acting CAO

FOR: Regular Council meeting, January 12, 2022

FROM: Arnold Schwabe, Manager of Operations

SUBJECT: Council Motion #21-340 - Location for Tree Slab

RECOMMENDATION

THAT Council approve the location for the section of old growth tree to be placed at the Qualicum Beach Museum, under the existing kiosk.

PURPOSE

To get direction from Council for the slice of old growth tree to be setup as a permanent display on the Qualicum Beach Museum grounds, as per Council Motion #21-340. Staff recommend the preserved slab be placed under the north end of the existing kiosk.

BACKGROUND

Council Motion #21-340 states:

THAT Council requests staff to work with the Brown Property Preservation Society and the Qualicum Beach Historical Museum Society to prepare a wood slab to be displayed on the exterior grounds of the Qualicum Beach Museum, similar to the slab previously prepared by the Town for the interior of the museum building.

Several sections (or slabs) from old trees were taken some years ago and have been stored by the Town of Qualicum Beach. One of the sections was previously preserved and is currently on display inside the Qualicum Beach Museum. The Brown Property Preservation Society (BPPS) and the Historical Museum Society would like to preserve a second section of the tree and put it on display outside, on the museum grounds. As directed by Council, staff members met with a museum representative and a member of the BPPS to discuss a potential location and preparation for the section and have agreed on a suitable location.

DISCUSSION

The section will be prepared in a similar manner to the previous section and will be covered with an acrylic material to shield it from damage and the weather. The agreed upon location will be at the back of the current kiosk on the North part of the museum grounds, underneath the overhang of the kiosk roof. Due to the significant weight and size (approximately 54" in diameter and 4" thick), a suitable concrete base will be built for support, and cables will be used to affix the top of the section to the underside of the roof beam, to prevent the section from moving or falling over. The freestanding bench that is currently in that location is only temporary and can be moved to another location. It will take a significant amount of work to prepare and preserve the section, and build a suitable support structure, however, it is anticipated to be completed before the summer of 2022.

ALTERNATIVES

1. Provide alternative direction to staff.



Arnold Schwabe
Manager of Operations
Report Writer



Heather Svensen
Acting Chief Administrative Officer
Concurrence