

**Agenda for the 10:00 am Wednesday, September 28, 2022, Town of Qualicum Beach  
Special Council Meeting to be held in the Council Chamber, Municipal Office,  
660 Primrose Street, Qualicum Beach, BC**

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**Page No.**

**(This meeting may be recorded)**

**1. ADOPTION OF THE AGENDA**

1-2                    THAT Council adopts the September 28, 2022, special Council meeting agenda.

**2. BYLAWS**

3-12                (1) **East Village Loan Authorization Bylaw**

**Staff Recommendation:**

                      THAT the bylaw entitled "Town of Qualicum Beach Loan Authorization Bylaw (East Village Loan Authorization) No. 769, 2022" be adopted.

13-16              (2) **Property Permissive Tax Exemption Bylaw**

**Staff Recommendation:**

                      THAT the bylaw entitled "Town of Qualicum Beach 2023 Taxation Exemption Bylaw No. 775, 2022" be adopted.

**3. COMMITTEE & LIAISON REPORTS**

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

**Notice of Motion:**

                      THAT staff prepare for a rezoning for 865 Ravensbourne Lane to facilitate worker housing based on small clusters of residential units, substantially similar to R 18 and utilizing a streamlined rezoning process.

**Staff Recommendation:**

                      THAT Council directs staff to continue with the 2022 Request for Expressions of Interest process which will publicly identify a not-for-profit housing development partner for the property at 865 Ravensbourne Lane, and to work with the successful proponent to engage the public on a development proposal and draft zoning designation.

**4. STAFF REPORTS**

(1) **Chief Administrative Officer** (Lou Varela)

17-57              (a) **Council Strategic Priorities and 2022 Open Resolutions Update**  
                      - For Information

58                    (b) **Naming Gift from Qualicum First Nation**

**Staff Recommendation:**

                      THAT Council for the Town of Qualicum Beach respectfully, and with gratitude, accept the gift of the name *Saahtlam* for the park, formerly recognized as St. Andrews, from Qualicum First Nation;

                      AND FURTHER, THAT a plaque recognizing the gifting of this name from Qualicum First Nation be included on the park's naming sign.

- 59           (2) **Corporate Administrator** (Heather Svensen)  
              (a) **2022 Subsidized Rental Application for the Civic Centre**  
                  **Staff Recommendation:**  
                  THAT Council approves the Qualicum Beach Qualicum Beach  
                  Seedy Saturday Association for a one-time subsidy for use of the  
                  Civic Centre on February 4, 2023, to host the 2023 Seedy Saturday  
                  Event by charging a reduced rate of \$618 plus applicable taxes, as  
                  opposed to the regular rate of \$818 plus applicable taxes, resulting in  
                  a \$200 subsidy.
- 60-68           (b) **2022 - 2023 Communications Strategy** - For Information
- 69-73           (3) **Engineering & Operations** (Bob Weir, P.Eng., Director)  
              (a) **East Village - Phase 2 Upgrades - Tender Award**  
                  **Staff Recommendation:**  
                  THAT the Town of Qualicum Beach awards the contract for  
                  the East Village - Phase 2 Upgrades to Milestone Equipment  
                  Contracting Inc. in the amount of \$1,831,624.20.

## 5. ADJOURNMENT

THAT Council adjourns the meeting.

### NEXT SCHEDULED

**REGULAR COUNCIL MEETING:** Inaugural meeting of Council, November 7, 2022 at  
7:00 pm at the Civic Centre, 747 Jones Street

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

**TO:** John Marsh, Director of Finance                      **FOR:** Special Meeting, September 28, 2022

**FROM:** Genelle Conn, Manager of Finance

**SUBJECT:** East Village Loan Authorization Bylaw

**RECOMMENDATION**

1. THAT the bylaw entitled "Town of Qualicum Beach Loan Authorization Bylaw (East Village Loan Authorization) No. 769, 2022" be adopted.

**PURPOSE**

To consider funding the East Village Local Area Service (LAS) beautification and servicing work through an external loan to be paid through a parcel tax paid by the land owners within the Local Area Service. In addition to the East Village LAS, Council is considering how/if to fund the project shortfall under a separate staff report entitled East Village – Phase 2 Upgrades – Tender Award, following at the September 28<sup>th</sup> meeting.

**BACKGROUND**

On January 12, 2022, "Town of Qualicum Beach Local Area Service Establishment Bylaw (East Village Local Area Service) No. 768, 2022" and "Town of Qualicum Beach Loan Authorization Bylaw (East Village Loan Authorization) No. 769, 2022" were brought before Council and each bylaw was given three readings. The Local Area Service Bylaw was subsequently adopted on April 27, 2022.

On April 27, 2022 Council adopted "Town of Qualicum Beach Financial Plan 2022-2026 Bylaw No. 765, 2021". The approved Financial Plan Bylaw included East Village Phase 2 (Second Ave E) with a project cost of \$1,325,000 and external debt funding of \$1,325,000.

Since the Town received the petitions from the property owners for the East Village LAS, construction costs have increased significantly. Statistics Canada has a Capital and Repair Expenditures index for Construction which would cover civil engineering works. For British Columbia, this index has increased by 25% in two years. These inflationary pressures impact the cost of the East Village LAS project.

For additional background information on the loan authorization, see the January 12<sup>th</sup> 2022 staff report entitled *East Village Local Area Service Bylaw and East Village Loan Authorization Bylaw*.

**DISCUSSION**

In order to adopt a loan authorization bylaw a municipality must give the Loan Authorization Bylaw three readings and then send all relevant documents to the Ministry to obtain Inspector Approval for the bylaw. Once Inspector Approval has been received Council may adopt the Loan Authorization Bylaw.

The Town received the attached package from the Ministry on September 20, 2022. Included in the package is the required Statutory Approval for “Town of Qualicum Beach Loan Authorization Bylaw (East Village Loan Authorization) No. 769, 2022”.

Additional information has been identified since the East Village Loan Authorization Bylaw was given three readings in January 2022. Since that time, project costs have significantly increased and there is a project funding shortage which is detailed in the “East Village – Phase 2 Upgrades – Tender Award” memo that is also included in this agenda package. Council should consider the information provided in the East Village – Phase 2 Upgrades – Tender Award memo in conjunction with the Loan Authorization Bylaw.

The Loan authorization bylaw does not obligate Council to undertake the East Village Phase 2 Upgrades. However, the LAS bylaw is dependant on external debt as a funding source so Council should not authorize the East Village Phase 2 Upgrades without this accompanying financial bylaw.

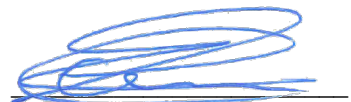
As the Town’s adopted Financial Plan and adopted Local Area Service Bylaw outline external debt in the amount of \$1,325,000 as the funding source for the Local Area Service, and all criteria have been met to adopt the Loan Authorization Bylaw, Staff recommend moving forward with adopting the Loan Authorization Bylaw.

### SUMMARY

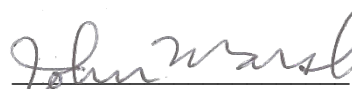
The “Town of Qualicum Beach Loan Authorization Bylaw (East Village Loan Authorization) No. 769, 2022” was prepared in conjunction with “Town of Qualicum Beach Local Area Service Establishment Bylaw (East Village Local Area Service) No. 768, 2022”. The Town’s 2022 – 2026 Financial Plan also outlines funding for East Village Phase 2 to come from external debt in the amount of \$1,325,000 associated with the Local Area Service. As the East Village Local Area Service Bylaw has been adopted and the Town’s 2022 – 2026 Financial Plan has been adopted, staff are recommending that the East Village Loan Authorization Bylaw also be adopted, recognizing both the project funding shortfall and the community benefits of proceeding with the works.

### ALTERNATIVES

1. THAT Council provide alternative direction to staff.



Genelle Conn, CPA, CA  
Manager of Finance  
Report Writer



John Marsh, CPA, CMA  
Director of Finance  
Concurrence



Lou Varela  
CAO  
Concurrence

Attachments:

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



T22-222

September 14, 2022

Corporate Officer  
Town of Qualicum Beach  
Box 130  
Qualicum Beach BC V9K 1S7

**Re: Town of Qualicum Beach Loan Authorization Bylaw (East Village Loan Authorization)  
No. 769, 2022**

Enclosed is one copy of the above bylaw approved under the provisions of section 179 of the *Community Charter* (Charter).

Now that the provisions of section 179 and section 212 [petition for local area service] of the Charter have been met, Council may adopt the bylaw.

Sincerely,

Braden O'Neill  
Program Analyst

Date Received     Sep 20/22    

File No. \_\_\_\_\_

Acknowledgement  
Card

Response  
Letter

Copies to     GC, JM, WG (original)    

Action Required By     WG original    

**MAILED**

**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".

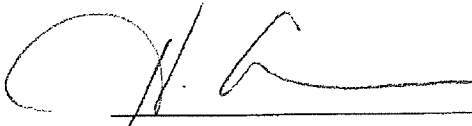
Town of Qualicum Beach  
Loan Authorization Bylaw (East Village Loan Authorization) No. 769, 2022

**INTRODUCED FOR FIRST READING** this 12th day of January, 2022.

**READ A SECOND TIME** this 12th day of January, 2022.

**READ A THIRD TIME** this 12th day of January, 2022.

I hereby certify that this is a true and correct  
copy of the original document as at third  
reading that has not been changed in any way.



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Heather Svensen, Corporate Administrator  
Town of Qualicum Beach

Signed this 22<sup>nd</sup> day of July, 2022  
at the Town of Qualicum Beach



# *Statutory Approval*

*Under the provisions of section* \_\_\_\_\_ 179 \_\_\_\_\_

*of the* \_\_\_\_\_ Community Charter \_\_\_\_\_

*I hereby approve Bylaw No.* \_\_\_\_\_ 769 \_\_\_\_\_

*of the* \_\_\_\_\_ Town of Qualicum Beach \_\_\_\_\_,

*a copy of which is attached hereto.*

*Dated this*            9th            day

*of*            September            , 2022

\_\_\_\_\_  
**Deputy Inspector of Municipalities**



**CORPORATE OFFICER'S CERTIFICATE** (Form CO2)

The (here insert the full corporate name of the local government) (the "Local Government")

The undersigned, Corporate Officer, as the person responsible for corporate administration of the Local Government under section 148 of the *Community Charter* (the *Charter*) or section 236 of the *Local Government Act*, hereby certifies as follows:

1. That Loan Authorization Bylaw No. \_\_\_\_\_ (the "Loan Authorization Bylaw") was duly and properly enacted in accordance with the provisions of the local government legislation at a duly constituted meeting of the Local Government in accordance with the requirements of the Local Government's applicable procedure bylaw and at which a quorum was present and acting throughout. **(Attached is an adopted copy of the Loan Authorization Bylaw)**
2. That the Loan Authorization Bylaw has not been amended or repealed and is in full force and effect as at the date hereof.
3. Approval of the electors for the Loan Authorization Bylaw is not required under section 180 of the *Charter* or section 407 of the *Local Government Act* for one of the following reasons:
  - The liability is within the approval-free liability zone determined in accordance with section 7 of the *Municipal Liabilities Regulation* (BC Reg. 254/2004) or;
  - The money is being borrowed for a purpose referred to in section 179 (1) (d) to (g) of the *Charter* [loan authorization bylaws for court, arbitration and expropriation requirements] or in the case of regional districts, paying compensation in respect of property expropriated or injured in carrying out works referred to in section 291 of the *Local Government Act* [entry on land to mitigate damage] or;
  - The money is being borrowed for works required to be carried out under an order of the Inspector of Dikes; an order under section 84 [abatement of municipal pollution], or section 85 [environmental protection orders] or section 87 [environmental emergency measures] of the *Environmental Management Act*.
  - The money is being borrowed for water treatment works in compliance with an order of a drinking water protection officer and the Inspector of Municipalities has approved the proposed liability under section 8 of the *Municipal Liabilities Regulation* (BC Reg. 254/2004) or section 4 of the *Regional District Liabilities Regulation* (BC Reg. 261/2004) .

- The liability is for the purpose of a regional park or regional trail and the requirements in section 3 of the *Regional District Liabilities Regulation* (BC Reg. 261/2004) have been met.
  - The money is being borrowed for the purpose of preparing or implementing a waste management plan under section 24 of the *Environmental Management Act*.
  - As per section 180 (3) of the *Community Charter*, approval of the electors has been waived by the inspector.
  - The money is being borrowed for the purpose of responding to a State of Emergency situation, pursuant to section 13 of the *Emergency Program Act*.
4. No application has been made or action or proceeding brought to quash or to set aside the Loan Authorization Bylaw under section 623 of the *Local Government Act* or otherwise and the validity of the Loan Authorization Bylaw has not been attacked, questioned or adjudicated in any court and to the best of the knowledge of the undersigned no such action is pending or has been threatened and the undersigned knows of no objections to the validity of the Loan Authorization Bylaw.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
(Please print full name)

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

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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 12th day of January, 2022.

**READ A SECOND TIME** this 12th day of January, 2022.

**READ A THIRD TIME** this 12th day of January, 2022.

**RECEIVED** the approval of the Inspector of Municipalities this 9th day of September , 2022.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_, 2022.

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Brian Wiese  
Mayor

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Heather Svensen  
Corporate Administrator

**TOWN OF QUALICUM BEACH  
BYLAW NO. 775**

**A BYLAW TO EXEMPT PROPERTY FROM TAXATION**

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

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

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

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

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

1. That the land and improvements on the following described land be exempt from taxation for the taxation year 2023:
  - (a) Lots 2 and 3, Plan 3414, District Lot 101A, Newcastle Land District  
Roll Numbers: 1024.000 and 1025.000  
2945 and 2949 Island Highway West - Rotary Club of Qualicum Beach - Welch Park
  - (b) Lot 6, Block 10, Plan 1894, District Lot 78, Newcastle Land District  
Roll Number: 799.000  
211 Fern Road West - Rotary Club of Qualicum Beach - Sunrise
  - (c) Lot 1, Plan 27288, District Lot 78, Newcastle Land District  
Roll Number: 664.100  
250 First Avenue West - Kiwanis Housing
  - (d) That part of District Lots 58 and 59 Newcastle District shown on Plan EPP106404  
Roll Number: 385.015, PID 031-631-550  
136 Village Way West - Kiwanis Housing
  - (e) Lot A, Plan 8548, District Lot 78, Newcastle Land District  
Roll Number: 762.000  
110 Second Avenue West - Village Theatre

- (f) Lease of portion of parent property (Roll Number 1022.000) being District Lot 101 & 101A, Newcastle Land District, SW PT NE of PL3868; SW PT NE of PL3868; REM SW PT; PT SW of RD; NE PT SW of RD  
Roll Number: 1022.001  
2711 Island Highway West – Tourist Bureau
- (g) Lease of portion of parent property (Roll Number 409.000) being Lot B, Plan VIP58293, District Lot 59 & 60, Newcastle Land District, Except Plan VIP59287  
Roll Number: 409.002  
644 Memorial Avenue – Curling Rink
- (h) Lease of portion of parent property (Roll Number 664.000) being Lot 9, Plan 2047, District Lot 78, Newcastle Land District Except Plan 27288, 42165, VIP55424, VIP60676  
Roll Number: 664.001  
665 Jones Street – Lawn Bowling Club
- (i) Lease of portion of parent property (Roll Number 11920.025) being Lot A, District Lot 124, Nanoose District, Plan 42657 Except That Part in Plan 44330  
Roll Number: 11920.036  
Lease A3, 1000 Ravensbourne Lane – Beaufort Squadron @ Airport
- (j) Lease of portion of parent property (Roll Number 11920.025) being Lot A, District Lot 124, Nanoose District, Plan 42657 Except That Part in Plan 44330  
Roll Number: 11920.058  
Lease D1, 1000 Ravensbourne Lane – Arrowsmith Search and Rescue @ Airport
- (k) Lot A, Plan 16180, District Lot 57, Newcastle Land District  
Except PART IN PLAN 3022 RW  
Roll Number: 521.000  
587 Beach Road – Museum
- (l) Lot 3 & 4, Plan 2005, District Lot 58, Land District 35, Newcastle Land District  
Roll Number: 523.000  
181 Sunningdale Road West – Blue Sphere Foundation
- (m) Lot 57, Plan 1026, Except that part forming part of the Island Highway as shown coloured yellow on plan deposited under DD 3268N and except parts in Plans 1802, 6631, 9742 and 14723 and except part in Esquimalt & Nanaimo Railway as shown on Plan VIP68672, Newcastle District (008-097-097)  
Lot 58, Plan 1026, Except that part forming part of the Island Highway as shown coloured yellow on plan deposited under DD 3268N and except part in

Plan 1802 and except part in Esquimalt & Nanaimo Railway as shown on Plan VIP68672, Newcastle District (008-097-127)

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

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

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

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

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

Roll Number: 581.000

469 Memorial Avenue – Qualicum Beach Memorial Golf Club

- (n) Lot 1, Plan 13424, District Lot 57, Newcastle Land District  
Roll Number: 221.000  
210 Crescent Road West – Valhalla (Hospice)
- (o) Lot 2, Plan 43567, District Lot 78, Newcastle Land District  
Roll Number: 839.026  
122 Fern Road West – The Old School House Arts Centre (TOSH)
- (p) Strata Lot 1, Plan VIS5454, DL 78, Newcastle Land District  
Roll Number: 770.105  
703 Memorial Avenue – Qualicum Beach Seniors’ Activity Centre
- (q) Block 5, Plan 1894, District Lot 78, Newcastle Land District  
Roll Number: 739.100  
180 Veterans’ Way - Royal Canadian Legion Branch #76
- (r) Lot A, Plan VIP66629, District Lot 78 & 88, Nanoose Land District, Nanoose and Newcastle Districts Mile 99.13 to 100.114 – portion of VIP 66629; PID 024-135-232  
Roll Number: 19458.020  
Island Corridor Foundation [E&N R/W]
- (s) Lot A, Plan VIP 66629, District Lot 78 & 88, Nanoose Land District, & Newcastle Land District except there out 0.21 acre lease – see Folio 565-01163.100; Mile 100.14 to 101.59 – portion of VIP66629 inside Qualicum Beach –

located between Hollywood & First Avenue, VIP 70053-70058 73117-73120 –  
No Adj.

Roll Number: 19458.025

Island Corridor Foundation [E&N R/W]

- (t) Lot A, Plan VIP 68672, District Lot 52-78, Newcastle Land District EXCEPT PLAN VIP74072-E & N R/W located in the Town- Mile 101.59 TO 103.297, VIP70059,70060, 70115, 70118, 70119, 70125,70332,70488, 73107-73116 – No Adj.; PID 024-503-436  
Roll Number: 1151.000  
Island Corridor Foundation [E&N R/W]
- (u) District Lot 52-60, Nanoose Land District, VIA Rail Lease situated on E&N /W, DL 52 to 60 Incl. & Part of DL 78 within the Town of Qualicum Beach  
Roll Number: 1163.001 & 1163.200  
174 Railway Street - Train Station
- (v) Lease of portion of parent property (Roll Number 16.000) being Lot 1-4, Lot 9-11, Block 2, Plan VIP3938, District Lot 17, Newcastle Land District. PID 006-131-531, 006-131-557, 006-131-565, 006-131-573, 006-131-603, 006-131-620, 006-131-646, 000-238-449, 000-238-457, 000-238-473, 000-238-481  
Roll Number: 16.000  
3319 Island Hwy W–St. Andrews Lodge Historical & Cultural Society

3. This Bylaw may be cited for all purposes as "Town of Qualicum Beach 2023 Taxation Exemption Bylaw No. 775, 2022".

**READ A FIRST TIME** this 20<sup>th</sup> day of July, 2022.

**READ A SECOND TIME** this 10<sup>th</sup> day of August, 2022 as amended.

**READ A THIRD TIME** this 24<sup>th</sup> day of August, 2022.

**THIRD READING RESCINDED** this 21<sup>st</sup> day of September, 2022

**READ A THIRD TIME**, as amended, this 21<sup>st</sup> day of September, 2022

Notice published pursuant to Section 227 of the *Community Charter* on the 17<sup>th</sup> day of August, 2022, and the 24<sup>th</sup> day of August, 2022.

**ADOPTED**

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Brian Wiese, Mayor

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Heather Svensen, Corporate Administrator



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

**TO:** Council **FOR:** Special Council, September 28, 2022  
**FROM:** Lou Varela, Chief Administrative Officer  
**SUBJECT:** Council Strategic Priorities and 2022 Open Resolutions Update

**RECOMMENDATION:**

No recommendation, report provided for information only.

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**PURPOSE**

To provide a status update on Council's Strategic Priorities and the Council resolutions passed in 2022.

**DISCUSSION**

Administration is providing a status update on Council Strategic Priorities and Council resolutions, not considered normal course of business, as an information piece for Council and the Public.

To date in 2022, Council has passed 363 resolutions in open meetings (Regular and Special Council meetings). Of those, approximately 275 require staff response and action. The remainder are considered normal course of business, e.g. adoption of agendas and minutes, motions to recess, motions to adjourn, etc.

An analysis of Council resolutions and their linkage to Strategic Priorities has not yet been undertaken by Administration, given time constraints leading up to this meeting date.

It is anticipated that for 2023, Council will be provided increased opportunities to establish policy that informs levels of service across the community, as one means to strengthen governance decision making and to streamline operational responses.

Staff are currently working to establish service levels, a process that will become refined over time, to assist Council with budget, Strategic Priority setting, and as a foundational requirement for the Government Finance Officers Association (GFOA) budget award; a goal that the Town of Qualicum Beach will work toward.



Lou Varela, Chief  
Administrative Officer  
Report Writer



# COUNCIL STRATEGIC PLAN UPDATE

## SEPTEMBER 2022

The following is an update on the objectives of Council up to September, 2022. Recognizing that there are many interests and objectives for the community, Council is directing staff to prioritize the following above the others.

# Short Term (as of December 2021)

<p><b>Communication Strategy</b></p>	<p>Ongoing</p> <p>Referred to budget 2023</p>	<p>The Town has been utilizing contracted communications support with Idea Camp Communications, with budget in place until February of 2023. Staff will be seeking Council direction on continuing with contracted communications as part of the 2023 budget.</p> <p>A draft communications strategy has been developed and internal aspects of the plan are in the process of being implemented by the consultant and staff.</p> <p>A high-level overview of the communications strategy will be presented at the September 28, 2022 Council meeting and an in depth update to Council is planned for early 2023 for the external aspects of the plan.</p>
<p><b>Eaglecrest Roundabout/ Community Park Turf Field Grant</b></p>	<p>Eaglecrest Roundabout for Council Consideration 2023</p>	<p>These two projects are not included in the 5-year financial plan and will not be advanced without further Council direction.</p> <p>The Eaglecrest roundabout will be considered again during the upcoming Age Friendly Transportation Plan review update in 2023.</p>
<p><b>Public Works Yard Relocation</b></p>	<p>2023</p>	<p>Council directed staff to hire a consultant to review site locations, to be completed in 2023.</p>

# Short Term (as of December 2021)

<b>Encroachments</b>	2023	<p>The November 24, 2021 Committee of the Whole meeting was held to discuss the Town's Encroachment Policy No. 3008-12.</p> <p>Council directed staff to put the encroachment policy review on hold until all identified property owners affected have been notified and invited to provide input.</p> <p>The policy will be revisited in 2023 once feedback has been received and staff will seek Council direction on consistency of approach community-wide.</p>
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# Medium Term (as of December 2021)

<p><b>Childcare Construction</b></p>	<p>Ongoing</p>	<p>Construction of the facility is anticipated for completion this fall.</p> <p>Staff have issued a Request for Proposals to identify an operator for the Into the Woods childcare facility, in accordance with Town of Qualicum Beach Purchasing Policy 6000-2.</p> <p>Council directed no funds be provided to the Into the Woods Society for an operational/startup advance at the August 24, 2022 in camera meeting.</p> <p>The total capital budget for project was increased from \$2,271,724 to \$2,415,000, at the September 21, 2022 Council meeting.</p> <p>The Town has contributed \$418,276 in direct capital funding, provided the land, and provided in-kind staff resources to help plan and manage the project.</p> <p>The Province has contributed \$1,996,724 towards the facility.</p> <p>Staff will work with the Province to find a solution to cover the estimated capital project funding shortfall.</p>
<p><b>East Village</b></p>	<p>Next steps to be determined by Council decision making</p>	<p>Local Area Service Bylaw has been adopted.</p> <p>The Loan Authorization Bylaw is to be considered at the September 28, 2022 Council meeting.</p> <p>Council will consider authorizing issuance of the tender award at the September 28, 2022 Special Council meeting.</p>

# Medium Term (as of December 2021)

<b>Rodway Trail</b>	COMPLETED	
<b>Former St Andrews Waterfront Park</b>	Next steps to be determined by Council decision making	<p>Council authorized \$20,000 to finalize the park plan, to be completed in 2023.</p> <p>Lease with the St Andrews Lodge Historical and Cultural Society has been extended to 2028.</p> <p>Temporary washrooms have been installed as an interim measure. Consideration of a washroom facility is ongoing.</p> <p>The Qualicum First Nation has gifted the Town with a proposed name for the park currently recognized as St. Andrews Waterfront Park. Council decision making pending.</p>
<b>Diversity of Housing</b>	Ongoing	<p>Kiwanis affordable housing project is proceeding on the timeline as determined by BC Housing and pending Town receipt of final construction drawings and building permit application (anticipated 2023).</p> <p>Integration of diverse housing types in multiple developments (Council approval). Approved housing types have included duplexes, condominiums, town homes, rental housing and affordable rental units.</p>

# Medium Term (as of December 2021)

<p><b>Signage, Branding and Wayfinding</b></p>	<p>Next steps to be determined by Council decision making and budget</p>	<p>Council allocated \$10,000 towards signage in collaboration with the Qualicum Beach Collective Society. Trail maps, brochures, signs and a series of guided walks were all part of this initiative.</p> <p>Larger branding &amp; wayfinding project(s) ongoing and will require future Council direction and budget allocation(s).</p>
<p><b>Sewer and Water Looping along Rupert Road</b></p>		<p><u>Water Looping:</u> Grant application submitted for water looping project, with partial funding received from the Regional District of Nanaimo.</p> <p>The Town has budgeted 1.5 million for the project in 2023; of that, \$720,000 has been provided by the Regional District of Nanaimo for the water looping portion.</p> <p>Construction anticipated to begin in 2023.</p> <p><u>Sewer Looping:</u> Sewer looping from Pheasant Glen Resort to the Airport; Council approval granted for the easements required for construction.</p> <p>Prior to construction in 2022, a FAQ will be made available for the public.</p>

# Medium Term (as of December 2021)

<p><b>Memorial Avenue Upgrades</b></p>	<p>Next steps to be determined by grant funding outcomes</p>	<p>Roundabout constructed.</p> <p>Walkway and viewing platform on hold pending grant funding.</p> <p>Council authorized staff to re-apply to the Active Transportation fund for the Memorial Viewing Platform &amp; Walkway at the Highway 19A/Memorial Avenue Intersection.</p>
<p><b>Review of Speed Limits &amp; Traffic Calming</b></p>	<p>COMPLETED</p> <p>2023</p>	<p>Speed reader board installed on Island Highway West and Hemsworth Road.</p> <p>An update to the Age Friendly Transportation Plan is scheduled for 2023 pending Council direction.</p>
<p><b>Waterfront Master Plan</b></p>	<p>Ongoing</p>	<p>Grant funding awarded totalling \$700,000.</p> <p>Council provided direction as to ditch infill and parking configuration options.</p> <p>Tender to be issued in the fall of 2022; Council resolution will be required for approval of tender</p> <p>Waterfront Plan is a multi-decade project.</p>
<p><b>Levels of Service</b></p>	<p>COMPLETED</p> <p>Ongoing</p>	<p>Facilities inventory complete.</p> <p>Defining service levels as an outcome of the service review and as a foundational piece of the requirements to achieve the GFOA (Government Finance Officers Association) budget award.</p>



# Medium Term (as of December 2021)

<p><b>Parking</b></p>		<p>Funding for parking identified as a part of the 5-year financial plan, in conjunction with the Naked Naturals 'old bus garage' property.</p> <p>Future Council direction will be required regarding an overall mobility study for the uptown core.</p>
<p><b>Participation in RDN Recreation Masterplan</b></p>	<p>Ongoing</p>	<p>Staff and elected officials are working collaboratively with the Regional District of Nanaimo and City of Parksville to review pool options.</p> <p>The Town has made a contribution to the Ballenas Track project.</p>
<p><b>Economic Development</b></p>	<p>Ongoing</p>	<p>Ongoing collaborative projects with the Chamber of Commerce, VICEDA, QB Collective Society.</p> <p>Ballenas Track development also recognized as future economic development in our community.</p> <p>Council authorized staff to enter into an agreement with the Chamber of Commerce for a mobile satellite visitor information kiosk to promote Qualicum Beach at local and regional events, and provided funding in the amount of \$17,500.</p>

# Medium Term (as of December 2021)

<p><b>Rural Innovation Hub</b></p>	<p>Next steps to be determined by Council decision making</p>	<p>Council may consider reissuance of the Request for Proposals for the Rural Innovation Hub in 2023.</p> <p>Staff will bring forward a recommendation to exclude the landfill area from the potential development lands in 2023.</p>
<p><b>Grant Opportunities</b></p>	<p>Ongoing</p>	<p>At the September 21, 2022 meeting, Council authorized submission of the following grant applications:</p> <p><i>Active Transportation Infrastructure Grant Program – Waterfront Bicycle Accessible Shoulder and Pedestrian Safety project</i></p> <p><i>Active Transportation Infrastructure Grant Program (2021 Reconsideration) – Memorial Viewing Platform &amp; Walkway</i></p> <p><i>Natural Infrastructure Fund – Natural Shoreline Outfall Enhancement Project</i></p> <p><i>Adaptation, Resilience and Disaster Mitigation Program – rehabilitation of Beach Creek culvert at Crescent Road</i></p>
<p><b>Tree and Vegetation Management Plan</b></p>	<p>Next steps to be determined by Council decision making and budget</p>	<p>The Urban Forest Master Plan was received by Council on May 18, 2022. The plan is anticipated to be implemented in 2023.</p> <p>Implementation pieces will be referred for further Council direction, including budget allocations.</p>

# Long Term (as of December 2021)

<p><b>Public Works Yard Relocation</b></p>	<p>2023</p>	<p>Council directed staff to hire a consultant to review site locations, to be completed in 2023.</p>
<p><b>Airport Land Use Plan</b></p>		<p>The Airport Land Use Plan has been deferred indefinitely at the request of the Province, and is on hold pending direction from the Provincial Government.</p>
<p><b>Seaside Nature Park</b></p>	<p>Next steps to be determined by Council decision making and budget</p>	<p>Future phases of the Seaside Nature Park will be considered during future budget deliberations, in conjunction with the St Andrews Waterfront Park and other waterfront improvement projects.</p>

# Operational Objectives

The following objectives maintain our ability to provide core services in a safe and/or effective manner

<b>Facility Repairs and Upgrades</b>	COMPLETED	Facility review completed.  Information from the review will be referred to the 2023 budget deliberations.  General maintenance and upgrades of facilities are ongoing business as usual items.  Larger renovations/upgrades are referred to Council when identified, as per the Asset Management Plan.
<b>Server and Software Upgrades</b>	COMPLETED	All planned upgrades have been completed as per the 2022 workplan.

Town of Qualicum Beach  
2022 Open Motions Index

Task Name	Assigned To	Meeting Date	Meeting Type	Progress	Description
22-004	Finance	2022-01-12	Regular	COMPLETE	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.
22-005	Planning	2022-01-12	Regular	COMPLETE	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.
22-006	Planning	2022-01-12	Regular	COMPLETE	THAT a traffic study be conducted for 190 and 194 First Avenue West prior to final approval of the application for 190 and 194 First Avenue West.
22-007	Corporate Administration	2022-01-12	Regular	COMPLETE	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.
22-008	Planning	2022-01-12	Regular	COMPLETE	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; AND FURTHER THAT issuance of Development Permit for 111 Fourth Avenue West (Naked Naturals) be withheld until a S. 219 Covenant is registered on title specifying that regularly scheduled commercial deliveries should not be received between 11pm and 7am; AND FURTHER THAT the covenant be discharged after the Town has considered a bylaw regulating delivery hours throughout the commercial core.
22-009	Planning	2022-01-12	Regular	COMPLETE	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.
22-010	Finance	2022-01-12	Regular	COMPLETE	THAT Council instructs staff to refer the traffic study of the commercial core to the upcoming budget workshop.
22-011	Planning	2022-01-12	Regular	COMPLETE	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.
22-012	Planning	2022-01-12	Regular	COMPLETE	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 as amended to include the recommendations by the APC as follows: (a) to change the zoning classification from Commercial 1 (C1) to Commercial 10 (C10); (b) to permit a mixed-use development with 16 residential units and three ground floor commercial units; (c) two to three residential units be configured as 1 to 2 bedroom, and/or 1 bedroom and a den; (d) Beach Avenue be designated as the frontage for setback considerations; and (e) Section 219 Covenant be put in place to prohibit age restrictions.
22-013	Planning	2022-01-12	Regular	COMPLETE	THAT Council holds a Public Hearing on the first available date commencing at 10:00 am in person in the Council Chamber, 660 Primrose Street, Qualicum Beach, or electronically via telecommunications software 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".

Town of Qualicum Beach  
2022 Open Motions Index

Task Name	Assigned To	Meeting Date	Meeting Type	Progress	Description
22-014	Finance	2022-01-12	Regular	COMPLETE	THAT Council defer the motion on the floor [THAT Council keep the status quo with the current Town of Qualicum Beach Remuneration and Expenses Bylaw No. 729, 2019] and refer the consideration of amendments to Council Remuneration and Expenses Bylaw No. 729, 2019 to the upcoming budget workshop.
22-015	Planning	2022-01-12	Regular	COMPLETE	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; AND FURTHER 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; AND FURTHER 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.
22-016	Planning	2022-01-12	Regular	COMPLETE	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; AND FURTHER THAT the bylaw entitled "Town of Qualicum Beach Loan Authorization Bylaw (East Village Loan Authorization) No. 769, 2022" be read a second time; AND FURTHER THAT the bylaw entitled "Town of Qualicum Beach Loan Authorization Bylaw (East Village Loan Authorization) No. 769, 2022" be read a third time.
22-018	Corporate Administration	2022-01-12	Regular	COMPLETE	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.
22-019	Finance	2022-01-12	Regular	COMPLETE	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.
22-020	Planning	2022-01-12	Regular	COMPLETE	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.
22-021		2022-01-12	Regular	Request to the Provincial Government has been made.	THAT Council instructs staff to connect with the Provincial Government to obtain permission in writing to use the South airport land for the benefit of the community to establish the works yard at the Qualicum Beach Airport lands.
22-022	Planning	2022-01-12	Regular	Scheduled for 2023	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.

Town of Qualicum Beach  
2022 Open Motions Index

Task Name	Assigned To	Meeting Date	Meeting Type	Progress	Description
22-023	Planning	2022-01-12	Regular	COMPLETE	<p>THAT the evaluation of the future Operations workplace locations should focus primarily on the following scenarios that have been identified as potentially feasible:</p> <p>a. Status Quo (upgrade existing buildings and facilities)</p> <p>b. Expansion west of the Jones Street Parks yard;</p> <p>c. Modified Status Quo;</p> <p>d. Town lands at the end of Garden Road East;</p> <p>e. 865 Ravensbourne Lane (corner of Ravensbourne Lane and Bennett Road);</p> <p>f. Triangular Parcel at the end of Ravensbourne Lane;</p> <p>g. South airport lands.</p>
22-024	Operations	2022-01-12	Regular	COMPLETE	<p>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.</p>
22-025	Operations	2022-01-12	Regular	COMPLETE	<p>THAT Council approve the location for the section of old growth tree to be placed at the Qualicum Beach Museum, under the existing kiosk.</p>
22-028	Corporate Administration	1/19/2022	Special	COMPLETE	<p>THAT the meeting be closed to the public for the purposes of considering:</p> <p>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</p> <p>b. the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.</p>
22-031	Finance; Corporate Administration	2022-02-02	Regular	COMPLETE	<p>THAT the Town of Qualicum Beach contribute up to \$10,000 towards the Year of the Garden.</p>
22-034	Planning	2022-02-02	Regular	COMPLETE	<p>THAT Council explore in more details the Funky Banana Farm proposal for the Rural Innovation Hub, including the following: access provided to the Town site; how much land is proposed to be used; what municipal services will be required for the proposal; communication with the Agricultural Land Commission (ALC) to get a formal report/comment on what is allowed on the proposed site.</p>
22-035	Finance	2022-02-02	Regular	COMPLETE	<p>Asset Management budget is complete. Asset Management strategy is in progress. Will be included in 2023 budget.</p> <p>THAT staff be directed to prepare a report to revise the Asset Management Strategy to include Natural Assets; AND FURTHER THAT staff be directed to include Asset Management Information during budget deliberations.</p>
22-037	Corporate Administration	2022-02-02	Regular	COMPLETE	<p>THAT the Council of the Town of Qualicum Beach consents on behalf of the electors to the adoption of "Drinking Water and Watershed Protection Service Amendment Bylaw No. 1556.05, 2021" and further, that the Regional District of Nanaimo be notified accordingly.</p>
22-038	Corporate Administration	2022-02-02	Regular	COMPLETE	<p>THAT the Council of the Town of Qualicum Beach consents on behalf of the electors to the adoption of "Regional District of Nanaimo District 69 Swimming Pool Service Amendment Bylaw No. 899.02, 2022" and further, that the Regional District of Nanaimo be notified accordingly.</p>

Town of Qualicum Beach  
2022 Open Motions Index

Task Name	Assigned To	Meeting Date	Meeting Type	Progress	Description
22-039	Planning	2022-02-02	Regular	COMPLETE	THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (Backyard Poultry) Bylaw No. 580.126, 2022" be introduced and given first reading; AND FURTHER THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (Backyard Poultry) Bylaw No. 580.126, 2022" be amended by replacing the words "700 m2" with the words "1,000 m2".
22-040	Planning	2022-02-02	Regular	COMPLETE	THAT the bylaw entitled "Town of Qualicum Beach bylaw to regulate, prohibit, and impose requirements in relation to animals in the Town of Qualicum Beach No. 649, 2009, Amendment (Backyard Poultry) Bylaw No. 649.01, 2022" be introduced and given first reading.
22-041	Planning	2022-02-02	Regular	COMPLETE	THAT third reading of the bylaw entitled "Town of Qualicum Beach Road Closure (Portion of Road Dedicated on Second Avenue East) Bylaw No. 747, 2020" be rescinded.
22-042	Planning	2022-02-02	Regular	COMPLETE	THAT the bylaw entitled "Town of Qualicum Beach Road Closure (Portion of Road Dedicated on Second Avenue East) Bylaw No. 747, 2020" be read a third time as amended; AND FURTHER THAT Council instructs the Director of Planning to provide a presentation on the evolved look of East Village at an upcoming Council meeting.
22-043	Planning	2022-02-02	Regular	COMPLETE	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 adopted.
22-044	Corporate Administration	2022-02-02	Regular	COMPLETE	THAT the Town of Qualicum Beach Standards of Conduct Policy No. 3004-7 be amended by replacing the opening paragraph of the policy with the following: As local elected representatives ("members"), we recognize that responsible conduct is essential to providing good governance for the Town of Qualicum Beach. We further recognize that responsible conduct is based on the foundational principles of integrity, accountability, respect, and leadership and collaboration. In order to fulfill our obligations and discharge our duties, we are required to conduct ourselves to the highest ethical standards by being an active participant in ensuring that these foundational principles, and the standards of conduct set out below, are followed in all of our dealings with every person, including those with other members, staff, and the public.
22-045	Corporate Administration	2022-02-02	Regular	COMPLETE	THAT the Town of Qualicum Beach Standards of Conduct Policy No. 3004-7 be amended by striking the words "unless expressly authorized to do so by the CAO" from section 6.3.
22-046	Corporate Administration	2022-02-02	Regular	COMPLETE	THAT the Town of Qualicum Beach Standards of Conduct Policy No. 3004-7 be approved as amended.



Town of Qualicum Beach  
2022 Open Motions Index

Task Name	Assigned To	Meeting Date	Meeting Type	Progress	Description
22-047	Corporate Administration	2022-02-02	Regular	COMPLETE	<p>THAT Council grants permission to the Seaside Cruizers to hold their annual Father's Day Show 'n Shine event on the streets in the downtown core on Sunday, June 19, 2022 from 9:00 am to 3:00 pm with full street closures as in prior years;</p> <p>AND FURTHER THAT Council authorizes in-kind support for the Show 'n Shine event through Town provision of:</p> <p>barricades; garbage and recycling cans, bags and collection; stage setup/teardown;</p> <p>in kind services of staff to assist on site; and access to the public washrooms and Town Hall washrooms for the event; subject to working with Town staff.</p> <p>AND FURTHER THAT Council grants permission to the Seaside Cruizers to hold the annual Father's Day Show 'n Shine Street Dance on Second Avenue West between Primrose Street and the lane east of the Credit Union before Memorial Avenue, on Saturday, June 18, 2022 from 6:00 pm to 10:00 pm;</p> <p>AND FURTHER THAT Council authorizes in kind support for the Street Dance through Town provision of:</p> <p>barricades; extra garbage and recycling cans for the event; and in-kind services of staff to assist on site; subject to working with Town staff.</p>
22-048	Planning	2022-02-02	Regular	COMPLETE	<p>THAT Council directs staff to fulfill statutory notification requirements so that Council can consider issuance of a Development Variance Permit for 969 Seacrest Place at the Council Meeting on February 23, 2022.</p>
22-049	Planning	2022-02-02	Regular	COMPLETE	<p>THAT Council authorizes staff to execute the strata conversion request as detailed in the February 2, 2022 Planning memo to Council.</p>
22-050	Operations	2022-02-02	Regular	COMPLETE	<p>THAT Council approve the installation of the carved bench, created during the Legion sponsored - 2021 Out of the Woods event, to the West end of the grassy area on the west side of the waterfront Visitor Centre;</p> <p>AND FURTHER THAT a larger, hard-surface area consisting of brick pavers or a permeable paving solution be installed under and/or around the bench, to improve accessibility, withstand wear and tear, and assist in future cleaning.</p>
22-052	Corporate Administration	2/9/2022	Special	COMPLETE	<p>THAT the meeting be recessed until 12:30 pm.</p>
22-054	Corporate Administration	2/9/2022	Special	COMPLETE	<p>THAT the meeting be closed to the public for the purposes of considering:</p> <p>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</p> <p>b. the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.</p>
22-057	Engineering; Corporate Administration	2/16/2022	Special	Awaiting response on grant application	<p>THAT Council authorize the submission of a grant application to the Investing in Canada Infrastructure Program for the Rupert Road Watermain Looping Project, and authorizes the project to proceed upon approval, and commits to funding its share of the project costs.</p>

Town of Qualicum Beach  
2022 Open Motions Index

Task Name	Assigned To	Meeting Date	Meeting Type	Progress	Description
22-058	Corporate Administration	2/16/2022	Special	COMPLETE	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; b. the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and c. the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
22-063	Finance	2022-02-23	Regular	COMPLETE	THAT staff be authorized to allocate up to \$10,000 in the 2022 Community Development Budget for signage on the Inland Island Highway.
22-064	Operations	2022-02-23	Regular	COMPLETE	THAT staff be directed to remove the invasive blackberry vines next to the fence in the laneway of Sixth Avenue between Jones Street and Beach Road; AND FURTHER THAT the annual maximum budget for 2022 be set at \$2,000 for the removal of invasive plant species; AND FURTHER THAT staff be directed to bring forward the policy on laneways for review by the end of 2022.
22-065	Corporate Administration	2022-02-23	Regular	COMPLETE	THAT an application process to replace the broken fourth pole at the public beach not be submitted at this time.
22-066	Corporate Administration	2022-02-23	Regular	Discussions ongoing	THAT Council instructs staff to invite the St. Andrews Lodge and Historical Society to submit a proposal/plan for a public washroom at the St. Andrews Park.
22-067	Corporate Administration	2022-02-23	Regular	COMPLETE	THAT Council instructs staff to schedule a Committee of the Whole Meeting to review the financial plan.
22-068	Corporate Administration	2022-02-23	Regular	COMPLETE	THAT consideration of the construction of the Eaglecrest Roundabout be deferred to the next Committee of the Whole meeting where the financial plan will be discussed.
22-069	Corporate Administration	2022-02-23	Regular	COMPLETE	THAT consideration of the construction of a washroom facility at Seaside Nature Park be deferred to the next Committee of the Whole meeting where the financial plan will be discussed.
22-070	Corporate Administration	2022-02-23	Regular	In progress	THAT staff be directed to contact local faith-based organizations to advise that the Town will allocate up to \$5,000 for reimbursement of costs borne to provide cold weather shelter, to be funded from the COVID-19 Reserve.
22-071	Corporate Administration	2022-02-23	Regular	COMPLETE	THAT consideration of the allocation of funding for the necessary geotechnical site analysis for slope stabilization at Bay Street, Seacrest Place, Butterball Drive and East and West Crescent be deferred to the next Committee of the Whole meeting where the financial plan will be discussed.
22-072	Corporate Administration	2022-02-23	Regular	COMPLETE	THAT consideration of the construction of the planned path and viewing platform at the Memorial Avenue roundabout be deferred to the next Committee of the Whole meeting where the financial plan will be discussed.
22-073	Finance; Planning	2022-02-23	Regular	Project deferred by Streamkeepers	THAT Council directs staff to allocate up to \$15,000 funding from Community Development to support a demonstration project on lower Grandon Creek to restore and stabilize the riparian area through forest ecosystem management.

Town of Qualicum Beach  
2022 Open Motions Index

Task Name	Assigned To	Meeting Date	Meeting Type	Progress	Description
					<p>THAT Council defer the following Notices of Motion to the next Committee of the Whole meeting where the financial plan will be discussed:</p> <ul style="list-style-type: none"> <li>•Notice of Motion from the December 8, 2021 Regular Council Meeting: 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.</li> <li>•Notice of Motion from the December 8, 2021 Regular Council Meeting: 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.</li> <li>•Motion from the November 24, 2021 Committee of the Whole meeting: THAT the Committee of the Whole recommends to Council THAT staff provide a recommendation on the final steps to complete the vision for the Waterfront Park and for it to be presented at a future meeting in 2022, along with estimated costs for planning purposes to be included in the 2022 budget.</li> <li>•Motion from the November 24, 2021 Committee of the Whole meeting: THAT the Committee of the Whole recommends to Council THAT staff issue a Request for Proposals for the development of a 2022 Housing Plan for Qualicum Beach, with a budget of up to \$50,000; with a Request for Proposal submission deadline early in 2022, as detailed in the November 24, 2021, Committee of the Whole meeting with the addition of consideration of a Housing Needs Assessment for Qualicum Beach.</li> <li>•Motion from the November 24, 2021 Committee of the Whole meeting: THAT the Committee of the Whole recommends to Council THAT a Housing Review Committee be created based on the following guidelines: <ul style="list-style-type: none"> <li>a)The purpose of the housing committee is to develop of a Housing Plan for Qualicum Beach as detailed in s. 3.1.14 of the Official Community Plan;</li> <li>b)The scope of the Housing Plan should not include a review of housing issues or policies that are already addressed in the Official Community Plan;</li> <li>c)The Terms of Reference for the Housing Committee should be based on the OCP Review Steering Committee Terms of Reference; and</li> </ul> </li> </ul>
22-074	Corporate Administration	2022-02-23	Regular	COMPLETE	
22-075	Corporate Administration	2022-02-23	Regular	COMPLETE	THAT Council defer consideration of a traffic study for the uptown core be deferred to the next Committee of the Whole meeting where the financial plan will be discussed.
22-076	Planning	2022-02-23	Regular	COMPLETE	THAT, after the Select Committee on Environment and Sustainability reviews the Tree and Vegetation Management Plan and the Community Climate Change Adaptation Plan, staff be directed to prepare an estimation of costs which would need to be added to the budget to implement the Tree & Vegetation Management Plan and the Town of Qualicum Community Climate Change Adaptation Plan.
22-077	Planning	2022-02-23	Regular	Scheduled for 2023	THAT Council request staff to put the encroachment policy review on hold until all identified property owners affected by Policy 3008-12 have been notified of the policy and invited to provide input; AND FURTHER THAT the policy be revisited once feedback has been received.
22-078	Corporate Administration	2022-02-23	Regular	COMPLETE	THAT the motion on the floor [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.] be deferred to the next Committee of the Whole meeting where the financial plan will be discussed.

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Task Name	Assigned To	Meeting Date	Meeting Type	Progress	Description
22-079	Planning	2022-02-23	Regular	COMPLETE	THAT Council instruct staff to recommend a review process to Council to update the Strategic Plan through the lens of environment/climate change.
22-080	Planning	2022-02-23	Regular	COMPLETE	THAT the motion instructing staff to recommend a review process to Council to update the Strategic Plan through the lens of environment/climate change be rescinded.
22-082	Corporate Administration	2022-02-23	Regular	COMPLETE	THAT the Town of Qualicum Beach endorses the Private Members Bill C-126, Health-Based Approach to the Substance Use Act, and that a letter of support be sent to the Prime Minister of Canada, the Minister of Mental Health and Addictions, the Minister of Health, and the Minister of Justice.
22-083	Corporate Administration	2022-02-23	Regular	COMPLETE	THAT Council instructs staff to respond to the February 10, 2022 letter from Christine Ferris and Doug Hopwood to notify them that Council is endorsing Bill C-216, Health-Based Approach to the Substance Use Act.
22-084	Corporate Administration	2022-02-23	Regular	COMPLETE	THAT the Town of Qualicum Beach provide a letter of support to the BC Association of Farmers' Markets for the Farmers' Market Nutrition Coupon Program.
22-086	Planning	2022-02-23	Regular	COMPLETE	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 third time.
22-087	Planning	2022-02-23	Regular	COMPLETE	THAT second reading of "Town of Qualicum Beach Financial Plan (2022-2026) Bylaw No 765, 2021" be rescinded.
22-088	Corporate Administration	2022-02-23	Regular	COMPLETE	THAT "Town of Qualicum Beach Council Size Increase Bylaw No. 770, 2022" be introduced and read a first time.
22-089	Corporate Administration	2022-02-23	Regular	COMPLETE	THAT "Town of Qualicum Beach Council Size Increase Bylaw No. 770, 2022" be read a second time.
22-090	Corporate Administration	2022-02-23	Regular	COMPLETE	THAT "Town of Qualicum Beach Oath of Office Bylaw No. 771, 2022" be introduced and read a first, second, and third time.
22-091	Corporate Administration	2022-02-23	Regular	COMPLETE	THAT the event date for the annual Beach Day Celebration be Sunday, July 17, 2022.
22-092	Operations	2022-02-23	Regular	In Progress - waiting for printer	THAT the printing and installation of new 'You Are Here' maps within the Heritage Forest be approved.
22-093	Operations	2022-02-23	Regular	Part of a larger framework that would include a list of preferred contractors for a variety of service provision Have discussed guidelines with contractor(s)	THAT staff be directed to develop a list of preferred tree contractors qualified to perform work within the Heritage Forest in accordance with work orders that reference the Heritage Forest prescriptions; AND FURTHER THAT such work orders shall not be carried out by the contractor prior to consultation with a member of the Brown Property Preservation Society member and a Town staff member.
22-094	Operations	2022-02-23	Regular	In progress - supply chain issue with sourcing benches	THAT the installation of a new metal bench in the grassy area of the Heritage Forest be approved, with an option to dedicate the bench in accordance with the Town Bench Policy.

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Task Name	Assigned To	Meeting Date	Meeting Type	Progress	Description
22-095	Corporate Administration	2022-02-23	Regular	COMPLETE	THAT the Town of Qualicum Beach recognizes 2022 as Canada's Year of the Garden and Saturday, June 18, 2022 as Canada's National Garden Day.
22-096	Corporate Administration	2022-02-23	Regular	COMPLETE	THAT the Town participate in the 'Friends' category of the B.C. Provincial Communities in Bloom program for 2022.
22-097	Corporate Administration	2022-02-23	Regular	COMPLETE	THAT the Town appoint Marlys Diamond as the Town's contact with the Canadian Garden Council.
22-098	Corporate Administration	2022-02-23	Regular	COMPLETE	THAT the Town register Marlys Diamond to attend the Year of the Garden event in Victoria.
22-099	Engineering	2022-02-23	Regular	COMPLETE	THAT the speed limit for the Chartwell neighbourhood be left as posted.
22-100	Engineering	2022-02-23	Regular	COMPLETE	THAT Council of the Town of Qualicum Beach awards the contract for the Qualicum Highway Pedestrian Crossings to Edgett Excavating Ltd. in the amount of \$168,429.60.
22-101	Corporate Administration	2022-02-23	Regular	COMPLETE	THAT the Council meeting be recessed to resume on Wednesday, March 2, 2022 at 10:00 am.
22-102	Corporate Administration	2022-02-23	Regular	COMPLETE	THAT Council approves Oceanside Hospice for a one-time subsidy for use of the Community Hall on May 21 and 22, 2022 to host a fundraising event/garage sale, by charging a reduced rate of \$0.00 as opposed to the regular rate of \$353, plus applicable taxes, resulting in a \$353 subsidy.
22-103	Corporate Administration	2022-02-23	Regular	COMPLETE	THAT the Chamber of Commerce be granted permission to host their 'Spring Fling' shopping event from March 14, 2022 to March 25, 2022 in the downtown core, to include live music on Second Avenue at Memorial Avenue, by the Leigh House on Second Avenue, and on the sidewalk between Beach Road and Jones Street; AND FURTHER THAT the Town provide support for the event by providing access to power by the clock tower on Memorial Avenue.
22-104	Corporate Administration	2022-02-23	Regular	COMPLETE	THAT the Town provide assistance for the 2022 Seaside Cruisers Show and Shine event through funding in the amount up to \$4,000 to contribute towards the cost of renting portable toilets and with electrical services for the June 18 and 19, 2022 events.
22-105	Corporate Administration	2022-02-23	Regular	COMPLETE	THAT pursuant to Sections 58(1) and (2) of the Local Government Act, Council appoints Heather Svensen as Chief Election Officer for conducting the 2022 General Local Election on October 15, 2022, and Other Voting opportunities in 2022, with power to appoint other election officials as required for the administration and conduct of the 2022 General Local Election and any Other Voting in 2022; AND FURTHER THAT Council appoints Corporate Administration as Deputy Chief Election Officer for the 2022 General Local Election and any 2022 Other Voting opportunities.
22-106	Fire	2022-02-23	Regular	COMPLETE	THAT Council award the contract for the supply and installation of an Air Source Heat Pump system for the Fire Station to Keystone HVAC Ltd. in the amount of \$124,372.50 (including GST) with a total project price including contingency of \$140,000.
22-107	Planning	2022-02-23	Regular	COMPLETE	THAT Council directs staff to fulfill statutory notification requirements so that Council can consider issuance of a Development Variance Permit for 3109 Island Highway West at the Council Meeting on March 16, 2022.
22-108	Planning	2022-02-23	Regular	COMPLETE	THAT Council directs staff to issue a Development Variance Permit for 969 Seacrest Place as described in the February 23, 2022 Planning memo to Council.

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Task Name	Assigned To	Meeting Date	Meeting Type	Progress	Description
22-109	Planning	2022-02-23	Regular	COMPLETE	THAT staff be instructed to arrange a meeting with the Into the Woods Society, staff and Councillor Skipsey, to review the budget and report back to Council at the March 16, 2022 Regular Council meeting.
22-113	Corporate Administration	2/24/2022	Special	COMPLETE	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.
22-116	Corporate Administration	2/27/2022	Special	COMPLETE	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.
22-119	Corporate Administration	3/2/2022	Special	COMPLETE	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 acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.
22-120	Corporate Administration	2022-03-02	Special	COMPLETE	THAT staff be directed to report back to Council on recent discussions with The Old School House and their requests for support from the Town.
22-123	Corporate Administration	3/9/2022	Special	COMPLETE	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.
22-128	Planning	2022-03-16	Regular	COMPLETE	THAT the Town commence a request for expressions of interest (RFEI) to non-profit organizations for an affordable housing project at the Town-owned lot at 865 Ravensbourne Lane; or the Town owned triangle piece of land east of Ravensbourne Lane.
22-129	Planning	2022-03-16	Regular	COMPLETE	THAT staff be directed to send a letter to the property owner of the 3 acres at the end of Tamarack Drive to elaborate on the options should the property owners wish to hold a public information meeting for the public.
22-131	Planning	2022-03-16	Regular	OCP Review timing will be set by incoming Council.	THAT Council lay the motion on the table [THAT development permit areas for environmentally and ecologically sensitive areas be reviewed in the Official Community Plan through the lens of climate change mitigation and adaptation.] to allow staff an opportunity to provide a report at a future meeting.
22-132	Finance	2022-03-16	Regular	COMPLETE	THAT the Town does not proceed with construction of the Eaglecrest Roundabout (\$2.75 million) at this time due to the high cost of construction and maintenance, and due to the low priority as identified in the Town's Age Friendly Transportation Plan.
22-133	Finance	2022-03-16	Regular	COMPLETE	THAT the Town does not proceed with construction of a washroom facility (\$350,000) at Seaside Nature Park as this time due to the high cost of construction and maintenance.
22-134	Operations	2022-03-16	Regular	COMPLETE	THAT staff be instructed to investigate at an alternative temporary washroom at the Seaside Nature Park.

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Task Name	Assigned To	Meeting Date	Meeting Type	Progress	Description
22-135	Finance	2022-03-16	Regular	COMPLETE	THAT Council directs staff to allocate funding for the necessary geotechnical site analysis for slope stabilization at Bay Street (\$150,000 consulting plus \$1.5 million construction), Seacrest Place (\$75,000 consulting plus \$600,000 construction), Butterball Drive (\$50,000), East Crescent (\$75,000 consulting and up to \$1 million construction) and West Crescent (\$200,000 preliminary), AND FURTHER THAT, the two most critical projects are addressed within the next three years of the Town's Financial Plan.
22-136	Finance	2022-03-16	Regular	COMPLETE	THAT the Town does not proceed with construction of the planned path and viewing platform (\$1.68 million) at the Memorial Avenue roundabout at this time due to the high cost of construction and maintenance.
22-137	Finance	2022-03-16	Regular	COMPLETE	THAT Council directs staff to allocate funding for the traffic study of the uptown core (\$50,000) in the Town's 2022-2026 Financial Plan.
22-138	Finance	2022-03-16	Regular	COMPLETE	THAT Council directs staff to allocate funding to complete the vision for the St. Andrew's Waterfront Park (\$20,000) in the Town's 2022- 2026 Financial Plan; AND FURTHER THAT the vision for the St. Andrew's Waterfront Park be presented at a future meeting in 2022.
22-139	Finance	2022-03-16	Regular	COMPLETE	THAT staff be directed to amend "Town of Qualicum Beach Financial Plan (2022 – 2026) Bylaw No. 765, 2021" to include the changes to the budget as reflected in the adopted resolutions of Council arising from the March 9, 2022 Committee of the Whole meeting.
22-140	Corporate Administration	2022-03-16	Regular	COMPLETE	THAT Council provide \$2,500 in funding to the 2022 Brant Wildlife Festival to support the promotion of the festival.
22-141	Corporate Administration	2022-03-16	Regular	COMPLETE	THAT Council allow Teegan Walshe and Ayanna Anderson 10 minutes to provide their presentation on 'Fridays for the Future'.
22-142	Planning	2022-03-16	Regular	COMPLETE	THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (Backyard Poultry) Bylaw No. 580.126, 2022" be given second reading as amended.
22-143	Planning	2022-03-16	Regular	COMPLETE	THAT the bylaw entitled "Town of Qualicum Beach bylaw to regulate, prohibit, and impose requirements in relation to animals in the Town of Qualicum Beach No. 649, 2009, Amendment (Backyard Poultry) Bylaw No. 649.01, 2022 be given second reading.
22-144	Planning	2022-03-16	Regular	COMPLETE	THAT Council holds a Public Hearing on April 6, 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 (Backyard Poultry) Bylaw No. 580.126, 2022".
22-145	Finance	2022-03-16	Regular	COMPLETE	THAT "Town of Qualicum Beach Financial Plan (2022-2026) Bylaw No. 765, 2021" be read a second time, as amended.
22-146	Corporate Administration	2022-03-16	Regular	COMPLETE	THAT "Town of Qualicum Beach Council Size Increase Bylaw No. 770, 2022" be read a third time.
22-147	Corporate Administration	2022-03-16	Regular	COMPLETE	THAT "Town of Qualicum Beach Oath of Office Bylaw No. 771, 2022" be adopted.
22-148	Finance	2022-03-16	Regular	COMPLETE	THAT "Town of Qualicum Beach Tax Rates (2022) Bylaw No. 772, 2022" be introduced and read a first time.

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Task Name	Assigned To	Meeting Date	Meeting Type	Progress	Description
22-150	Corporate Administration	2022-03-16	Regular	COMPLETE	THAT Council directs staff to apply to the 2022 UBCM Emergency Operations Centres & Training Funding program for funding to support the Civic Centre Emergency Generator purchase and installation.
22-151	Planning	2022-03-16	Regular	COMPLETE	THAT Council directs staff to issue a Development Variance Permit for 3109 Island Highway West as described in the March 16, 2022 Planning memo to Council.
22-152	Planning	2022-03-16	Regular	COMPLETE	THAT Council directs staff to fulfill statutory notification requirements so that Council can consider issuance of a Development Variance Permit for 311 Hall Road at the Council meeting on April 6, 2022.
22-153	Planning	2022-03-16	Regular	In progress	THAT Council directs staff to bring forward an amendment to Bylaw No. 535, 1993, that would update the bylaw to include other possible configurations of a "sidewalk café" such as on-street parklets.
22-154	Corporate Administration	2022-03-16	Regular	In progress	THAT Council authorizes staff to apply to the Active Transportation Fund for 60% of the costs for the Beach Creek Waterfront Walkway and Viewing Platform.
22-155	Corporate Administration	2022-03-16	Regular	In progress	THAT staff be directed to apply to Island Economic Trust for up to \$400,000 in funding for the completion of the Beach Creek Waterfront Walkway and Viewing Platform at the Memorial Avenue and Highway 18A roundabout.
22-156	Corporate Administration	2022-03-16	Regular	COMPLETE	THAT Council authorizes staff to consider and accept the Liquor Primary New Outdoor Patio Application from the Qualicum Beach Memorial Golf Club for a licensed establishment on Town-owned property located at 469 Memorial Avenue, Qualicum Beach; AND FURTHER THAT the Council of the Town of Qualicum Beach does not wish to provide comment on the application from the Qualicum Beach Memorial Golf Club to the Liquor and Cannabis Licensing Branch for a permanent change to the Liquor Licence No. 102544 to apply a new outdoor patio area for the Liquor Primary licensed establishment.
22-157	Corporate Administration	2022-03-16	Regular	COMPLETE	THAT Council recess the meeting to resume at 12:30pm.
22-158	Corporate Administration	2022-03-16	Regular	COMPLETE	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.
22-163	Corporate Administration	2022-04-06	Regular	COMPLETE	THAT Council provide the delegation, Sean De Pol, Director of Wastewater Services, Regional District of Nanaimo, with an additional five minutes to present on the current Development Cost Charges and wastewater capital projects in the Qualicum Beach area.
22-164	Corporate Administration	2022-04-06	Regular	COMPLETE	THAT staff be directed to send a letter of support for the Mount Arrowsmith Biosphere Region Research Institute (MABRRI) to Environment and Climate Change Canada, as per MABRRI's request via e-mail dated March 22, 2022.
22-165	Corporate Administration	2022-04-06	Regular	COMPLETE	THAT the Council of the Town of Qualicum Beach consents on behalf of the electors to the adoption of "Northern Community Search and Rescue Contribution Service Amendment Bylaw No. 1736.01, 2022" and further, that the Regional District of Nanaimo be notified accordingly.



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Task Name	Assigned To	Meeting Date	Meeting Type	Progress	Description
22-166	Planning	2022-04-06	Regular	COMPLETE	THAT Council requests staff to provide to Council a copy of the City of Nanaimo's bylaw or policy on short-term vacation rentals, and a copy of the June 2021 report on short-term rentals provided from UBCM, for consideration at a future Council meeting.
22-167	Planning	2022-04-06	Regular	COMPLETE	THAT Council defer the motion on the floor [THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (Backyard Poultry) Bylaw No. 580.126, 2022" be given third reading.] to an upcoming Council meeting to allow staff an opportunity to provide further options on setback requirements for existing pilot project participants; and property owners with lots less than 1,000 sq.
22-168	Planning	2022-04-06	Regular	COMPLETE	THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (433 Dorset Road) Bylaw 580.132, 2022" be read a first time.
22-169	Planning	2022-04-06	Regular	COMPLETE	THAT the bylaw entitled "Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018 Amendment (433 Dorset Road) Bylaw No. 800.06, 2022" be read a first time.
22-170	Planning	2022-04-06	Regular	Applicant has withdrawn the application	THAT, prior to adoption of Amendment Bylaw No. 580,132, 2022, the following be completed: •Execution of a Section 219 covenant that requires that minimum of four of the 24 parcels to have duplexes.
22-171	Planning	2022-04-06	Regular	Applicant has withdrawn the application	THAT Council refers the application for 433 Dorset Road to the Advisory Planning Commission, subject to submission of the following additional information: a.Detailed site plan, including unit counts; b.Elevations for the multi-residential building; c.Form and character guidelines for the single-family/duplex lots d.Cross sections for the multi-residential building; e.Perspective renderings; f.Landscape Plan; g.Tree and Vegetation Management Plan; h.Stormwater Management Plan; i.Information on building energy efficiency; and j.Provision of an environmental report/scan.
22-172	Planning	2022-04-06	Regular	Applicant has withdrawn the application	THAT Council instructs the proponent for the development at 433 Dorset Road to host a Public Information Meeting after the proposal has been reviewed by the Advisory Planning Commission and prior to consideration of second reading.
22-173	Planning	2022-04-06	Regular	COMPLETE	THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (126, 130, 134, 144 and 148 Second Avenue East) Bylaw No. 580.134, 2022" be given first reading.

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Task Name	Assigned To	Meeting Date	Meeting Type	Progress	Description
22-174	Planning	2022-04-06	Regular	COMPLETE	<p>THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (126, 130, 134, 144 and 148 Second Avenue East) Bylaw No. 580.134, 2022" be referred to the Advisory Planning Commission, subject to the provision of a complete design package, including but not limited to the following documents:</p> <ul style="list-style-type: none"> <li>a.Design rationale;</li> <li>b.Complete set of floor plans;</li> <li>c.Detailed unit count;</li> <li>d.Updates to the podium structure along Second Avenue East to introduce variation in colour and/or materials;</li> <li>e.Shadow study;</li> <li>f.Updated form and character for the towers that complements lower podium;</li> <li>g.Elevations and cross-sections of the complete development;</li> <li>h.Information on rental units, if applicable;</li> <li>i.Information on building energy efficiency;</li> <li>j.Stormwater management plan; and,</li> <li>k.Landscape plan.</li> </ul>
22-175	Planning	2022-04-06	Regular	COMPLETE	<p>THAT, prior to adoption of the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (126, 130 ,134, 144 and 148 Second Avenue East) Bylaw No. 580.134, 2022", a S. 219 Restrictive Covenant be registered on title to regulate form and character and prevent age-restrictions.</p>
22-176	Planning	2022-04-06	Regular	COMPLETE	<p>THAT Council requests staff and the proponent have a discussion relating to the potential of any rental units being attainable, with the potential for Provincial or Federal funding.</p>
22-177	Finance	2022-04-06	Regular	COMPLETE	<p>THAT "Town of Qualicum Beach Financial Plan (2022-2026) Bylaw No 765, 2021" be read a third time.</p>
22-178	Planning	2022-04-06	Regular	COMPLETE	<p>THAT third reading of "Town of Qualicum Beach Local Area Service Establishment Bylaw (East Village Local Area Service) No. 768, 2022" be rescinded.</p>
22-179	Planning	2022-04-06	Regular	COMPLETE	<p>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 as amended.</p>
22-180	Finance	2022-04-06	Regular	COMPLETE	<p>THAT "Town of Qualicum Beach Tax Rates (2022) Bylaw No. 772, 2022" be read a second and third time as amended.</p>
22-181	Corporate Administration	2022-04-06	Regular	COMPLETE	<p>THAT Council return to the Council Chamber for in person meetings, starting with the next Regular Council meeting on Wednesday, April 27, 2022 at 10:00 am, with appropriate distance protocols in place for Council and staff; AND FURTHER THAT the public be permitted to attend meetings in person in the Council Chamber, with limited numbers being permitted to enable appropriate distance protocols.</p>
22-182	Corporate Administration	2022-04-06	Regular	COMPLETE	<p>THAT Town Committee meetings return to in-person meetings or a hybrid model effective immediately, with appropriate distance protocols in place.</p>
22-183	Corporate Administration	2022-04-06	Regular	COMPLETE	<p>THAT Council directs staff to provide an additional \$2,500 to the Brant Society from the COVID-19 restart funds to be used for advertising the special event.</p>

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Task Name	Assigned To	Meeting Date	Meeting Type	Progress	Description
22-184	Corporate Administration	2022-04-06	Regular	COMPLETE	THAT the Council for the Town of Qualicum Beach bestows the right, privilege, honour, and distinction of marching with colours flying, bayonets fixed, and drums beating to 19 Mission Support Squadron, 19 Wing Comox within the bounds of the Town of Qualicum Beach.
22-185	Corporate Administration	2022-04-06	Regular	COMPLETE	THAT Council authorizes staff to proceed with temporary street closures for the parade on Saturday, May 7, 2022 starting at 2:00 pm for the Freedom of the Town special event, with the following parade route: <ul style="list-style-type: none"> <li>•marshal in the parking lot of the Civic Centre (747 Jones Street),</li> <li>•proceed along Jones Street to Second Avenue West,</li> <li>•proceed along Second Avenue West to Primrose Street,</li> <li>•proceed along Primrose Street to First Avenue West,</li> <li>•proceed along First Avenue West to Memorial Avenue,</li> <li>•crossing Memorial Avenue to Veterans Way,</li> <li>•ending at the Royal Canadian Legion Branch 76 (180 Veterans Way)</li> </ul> subject to working with Town staff to finalize requirements for signage, emergency services notifications, and with adequate traffic control personnel in attendance at no cost to the Town.
22-186	Corporate Administration	2022-04-06	Regular	COMPLETE	THAT Council authorizes staff to proceed with temporary street closure of Veterans Way from Berwick Road N to Memorial Avenue, from 1 pm to 5 pm on Saturday, May 7, 2022 in support of the Freedom of the Town special event.
22-187	Planning	2022-04-06	Regular	COMPLETE	THAT Council directs staff to issue a Development Variance Permit for 311 Hall Road as described in the April 6, 2022 Planning memo to Council.
22-188	Planning	2022-04-06	Regular	COMPLETE	THAT Council proceeds with the total budget allocation of \$2,271,724 for "Into the Woods" childcare project, which includes restored budgets for landscaping and furnishings, and appliances; the automatic sprinkler system, and a contingency.
22-190	Engineering	2022-04-06	Regular	COMPLETE	Subject lights have been converted to 3000K luminaires and installation parameters confirmed. THAT Council directs staff to work with BC Hydro to address the lighting issues identified at Dorset Road and Burnham Road by adjusting the luminaire at the two identified locations.
22-191	Operations	2022-04-06	Regular	COMPLETE	THAT Council instruct staff to locate the "Out of the Woods" carved bench at the end of Berwick Road South between the end of the cul-de-sac and the E&N Railway tracks in the East Village development.
22-192	Corporate Administration	2022-04-06	Regular	COMPLETE	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.
22-195	Finance	4/13/2022	Special	COMPLETE	THAT, the ParcelTax Review Panel Hearing be held on Wednesday, April 27, 2022, at 9:45 a.m. in the Council Chambers; AND FURTHER THAT all members of Council be appointed to the Parcel Tax Review Panel for the purpose of considering any requests for amendments and/or complaints received by property owners as it relates to the Parcel Tax Roll and to authenticate the Parcel Tax Roll.

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Task Name	Assigned To	Meeting Date	Meeting Type	Progress	Description
22-196	Corporate Administration	4/13/2022	Special	COMPLETE	THAT the meeting be closed to the public for the purposes of considering: (a)personal information about an identifiable individual who holds or is beingconsidered for a position as an officer, employee or agent of the municipality oranother position appointed by the municipality; (b)the acquisition, disposition or expropriation of land or improvements, if the councilconsiders that disclosure could reasonably be expected to harm the interests of themunicipality; (c)the receipt of advice that is subject to solicitor-client privilege, includingcommunications necessary for that purpose.
22-199	Finance	2022-04-27	Regular	COMPLETE	THAT the Revised Sewer Parcel Tax Assessment Roll representing 4,747 parcels of land is hereby confirmed by the Parcel Tax Roll Review Panel of the Town of Qualicum Beach and, except as may be amended on further appeal, is hereby certified to be the Revised Sewer Parcel Tax Assessment Roll of the "Sewer Parcel Tax Bylaw, 492, 1991 Amendment Bylaw No. 492.02, 2021" and all amendments thereto.
22-200	Finance	2022-04-27	Regular	COMPLETE	THAT the Revised Water Parcel Tax Assessment Roll representing 4,665 parcels of land is hereby confirmed by the Parcel Tax Roll Review Panel of the Town of Qualicum Beach and, except as may be amended on further appeal, is hereby certified to be the Revised Water Parcel Tax Assessment Roll of the "Water Parcel Tax Bylaw, 493, 1991, Amendment Bylaw No. 493.03, 2021" and all amendments thereto.
22-205	Corporate Administration	2022-04-27	Regular	COMPLETE	THAT staff present draft wording for a question on the election ballot to increase the Council size from 5 members to 7 members.
22-206	Corporate Administration	2022-04-27	Regular	COMPLETE	THAT Council refer the April 6, 2022 letter from Bertrand Girard regarding public safety on multi-use pathways to the Select Committee on Public Safety for review.
22-208	Corporate Administration	2022-04-27	Regular	COMPLETE	THAT the bylaw entitled "Town of Qualicum Beach Local Area Service Establishment Bylaw (East Village Local Area Service) No. 768, 2022" be adopted.
22-209	Corporate Administration	2022-04-27	Regular	COMPLETE	THAT "Town of Qualicum Beach Road Closure (Portion of Road Dedicated on Second Avenue East) Bylaw No. 747, 2020" be adopted.
22-210	Corporate Administration	2022-04-27	Regular	COMPLETE	THAT "Town of Qualicum Beach Financial Plan (2022-2026) Bylaw No 765, 2021" be adopted.
22-211	Corporate Administration	2022-04-27	Regular	COMPLETE	THAT "Town of Qualicum Beach Tax Rates (2022) Bylaw No. 772, 2022" be adopted.
22-212	Corporate Administration	2022-04-27	Regular	COMPLETE	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 adopted.
22-213	Planning	2022-04-27	Regular	COMPLETE	THAT Council directs staff to issue a Development Permit for 190 & 194 First Avenue West, as detailed in the April 27th, 2022 Planning memo to Council.
22-214	Planning	2022-04-27	Regular	COMPLETE	THAT Council directs staff to issue a Request for Proposals to identify an operator for the Into the Woods childcare facility, in accordance with Town of Qualicum Beach Purchasing Policy 6000-2.
22-215	Planning	2022-04-27	Regular	COMPLETE	THAT, in anticipation of the request by Fridays for the Future delegation at the May 18th, 2022 Regular Council meeting, Council directs staff to outline actions that could result from the Town declaring a climate emergency.

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Task Name	Assigned To	Meeting Date	Meeting Type	Progress	Description
22-216	Corporate Administration	2022-04-27	Regular	COMPLETE	THAT section 6(a) of the Select Committee on Beach Day Celebration Terms of Reference be amended by deleting "the Third Tuesday of each month, except September, October, and November, commencing at 2:00 pm, as required" and inserting "the third Monday of each month, except September, October, and November, commencing at 9:00 am, as required".
22-217	Corporate Administration	2022-04-27	Regular	COMPLETE	THAT staff be directed to decline the April 22, 2022 request from Carol Dowe for an EMF consultant to speak at an upcoming Select Committee on Public Safety meeting; AND FURTHER THAT staff recommend to Ms. Dowe to contact MLA Adam Walker and MP Gord Johns regarding her concerns.
22-218	Corporate Administration	2022-04-27	Regular	COMPLETE	THAT Council approves the Qualicum Beach Duplicate Bridge Club for a one-time subsidy for use of the Civic Centre on April 29, April 30 and May 1, 2022, to host the 2022 Qualicum/ Parksville Sectional by charging a reduced rate of \$1,352 plus applicable taxes, as opposed to the regular rate of \$2,028 plus applicable taxes, resulting in a \$676 subsidy.
22-219	Corporate Administration	2022-04-27	Regular	COMPLETE	THAT the 2022 Council Meeting Schedule be amended by changing the start time of the November 7, 2022 Inaugural meeting of Council from 10:00 am to 7:00 pm and by changing the location from the Council Chamber at Town Hall, 660 Primrose Street, to the Qualicum Beach Civic Centre, 747 Jones Street.
22-220	Corporate Administration	2022-04-27	Regular	COMPLETE	THAT Council instructs staff to work with Kwalikum Secondary School (KSS) to organize and promote the 2022 youth appreciation lunch for Qualicum Beach youth to be held on Thursday, May 5, 2022 in Glassford Square from 11:15 am to 12:00 pm.
22-221	Corporate Administration	2022-04-27	Regular	COMPLETE	THAT Council authorizes the Town of Qualicum Beach to hold the annual Family Day Celebration on Sunday May 29, 2022, including street closures required for the parade that will marshal along Harlech Road, proceed along Harlech Road and First Avenue West, up Primrose Street to Second Avenue, along Second Avenue West to Jones Street, ending at the Main entrance of the Civic Centre, and subject to emergency service notification, traffic control, insurance, washrooms and litter control; AND FURTHER authorizes Town staff expenditure and payment of related invoices (materials, activities, performers) not to exceed a total of \$10,000.
22-222	Corporate Administration	2022-04-27	Regular	COMPLETE	THAT the Town of Qualicum Beach recognize National Public Works Week from May 15 to 21, 2022; AND FURTHER THAT Council authorize staff to host a Public Works Open House on Thursday, May 19, 2022 from 12:30 pm to 3 pm at the Public Works Yard located at 233 Fern Road East.
22-223	Planning	2022-04-27	Regular	COMPLETE	THAT Council authorizes staff to issue a Development Permit (Notch1 Management Ltd.) for 1000 Ravensbourne Lane, as detailed in the April 27, 2022 Planning memo to Council.
22-224	Planning	2022-04-27	Regular	Not complete	THAT staff be directed to provide information to short-term vacation rental owners to bring short-term vacation rentals into compliance.
22-225	Planning	2022-04-27	Regular	Waiting on Provincial recommendations.	THAT Council directs staff to develop a regulatory framework for the legalization of short-term vacation rentals in residential areas, after the Province has implemented the recommendations in the June 21, 2021 report entitled "PRIORITIES FOR ACTION ON SHORT-TERM RENTALS".
22-226	Corporate Administration	2022-04-27	Regular	COMPLETE	THAT Council proceed the meeting past 1pm.

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Task Name	Assigned To	Meeting Date	Meeting Type	Progress	Description
22-227	Corporate Administration	2022-04-27	Regular	COMPLETE	<p>THAT Council approve Policy 4002-11 – Dedication of Amenities and corresponding Level of Service 1002 – Benches and Picnic Tables, AND FURTHER THAT the two types of benches to be used are as follows:</p> <ul style="list-style-type: none"> <li>•Type 1 (standard), the current style of bench used in the Town of Qualicum Beach with synthetic boards; and</li> <li>•Type 2 (decorative), the current style of bench used in the Town of Qualicum Beach with synthetic boards and decorative arms.</li> </ul>
22-228	Corporate Administration	2022-04-27	Regular	COMPLETE	<p>THAT the meeting be closed to the public for the purposes of considering:</p> <p>a.discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].</p>
22-235	Corporate Administration	2022-05-18	Regular	COMPLETE	<p>THAT, as per the Town's Council Procedure Bylaw, the delegations of Fridays for the Future and Cal Srigley, Design Consultant, be granted an additional five minutes to present, for a total of ten minutes each.</p>
22-236	Corporate Administration	2022-05-18	Regular	Not complete	<p>THAT Council expresses support for the fruit tree planting initiative from the Kwalikum Senior Secondary School students in the Global ROAMS program; AND FURTHER THAT staff assist in connecting the students with the Qualicum Beach Community Garden Society to propose the community garden on the Qualicum Commons property (School District 69) as a suitable location for the initiative.</p>
22-237	Planning	2022-05-18	Regular	COMPLETE	<p>THAT, as described in the May 18, 2022 Planning memo to Council, the bylaw entitled “Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018 Amendment (850 Eaglecrest Drive/2075 Island Highway W) Bylaw No. 800.03, 2019” be read a third time, as amended by removing all references to Policy 7 from “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (850 Eaglecrest Drive/2075 Island Highway W) Bylaw No. 580.112, 2019”.</p>
22-238	Planning	2022-05-18	Regular	COMPLETE	<p>THAT the bylaw entitled “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (850 Eaglecrest Drive/2075 Island Highway W) Bylaw No. 580.112, 2019” be read a third time.</p>
22-239	Corporate Administration	2022-05-18	Regular	COMPLETE	<p>THAT "Town of Qualicum Beach Election Procedures Bylaw No. 621, 2008, Amendment (2022 General Local Election) Bylaw No. 621.03, 2022" be introduced and read a first and second time.</p>
22-240	Corporate Administration	2022-05-18	Regular	COMPLETE	<p>THAT upcoming Advisory Planning Commission meetings be publicized in order to encourage greater public attendance; AND FURTHER THAT Advisory Planning Commission meeting recordings be removed online once Council has dealt with the matter in the Public Hearing meeting.</p>
22-241	Operations	2022-05-18	Regular	COMPLETE	<p>THAT staff be directed to remove the vegetation pile that has been dumped near the corner of Hemsforth Road and Chester Road.</p>
22-242	Corporate Administration	2022-05-18	Regular	COMPLETE	<p>THAT Council grants permission to the Qualicum Beach Collective Society to host an outdoor movie showing on Friday, June 17, 2022 from 8:00 pm to 10:00 pm on the road right of way and Town owned land adjacent to the Fern + Cedar Brewing Company on Second Avenue East and Berwick Road South, including road closures necessary to facilitate the event, subject to working with staff to ensure any Town requirements are met.</p>

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Task Name	Assigned To	Meeting Date	Meeting Type	Progress	Description
22-243	Corporate Administration	2022-05-18	Regular	COMPLETE	THAT Council grants permission to the Central Island Division of Family Practice to host a private barbeque on Friday, August 5, 2022 from 5:00 pm to 9:00 pm on the Town owned land adjacent to the Qualicum Community Baptist Church, subject to working with staff to ensure any Town special event requirements are met.
22-244	Corporate Administration	2022-05-18	Regular	COMPLETE	THAT Council authorizes adding the following Assent Voting Public Opinion question to the October 15, 2022 General Local Election ballot: "Are you in favour of the Town of Qualicum Beach Council increasing in size from four (4) Councillors to six (6) Councillors?"
22-245	Corporate Administration	2022-05-18	Regular	COMPLETE	THAT Council refers the topic of Climate Change mitigation to the Select Committee on Environment and Sustainability, for recommendations for climate mitigation actions.
22-246	Planning	2022-05-18	Regular	Scheduled for 2023	THAT Council directs staff to proceed with public consultation for the remaining Town-owned "Bus Garage" land, as described in the May 18, 2022 Planning memo to Council.
22-248	Planning	2022-05-18	Regular	In progress	THAT Council receives the Urban Forest Master Plan, as detailed in the May 18, 2022 Planning memo to Council, subject to insertion of the following clarification: "This Plan provides consultant recommendations to the Town for long-term urban forest management. Implementation of the recommendations is subject to the availability of Town resources, as well as future Council direction. Adoption of this plan does not commit the Town to its recommendations."
22-249	Corporate Administration	2022-05-18	Regular	COMPLETE	THAT Council refers the Urban Forest Master Plan to the Select Committee on Environment and Sustainability for recommendations on next steps, AND FURTHER THAT staff be directed to work with the Select Committee on Environment and Sustainability and the Qualicum Beach Fire Department to update the Town's Wildfire Protection Plan.
22-250	Planning; Operations	2022-05-18	Regular	COMPLETE	THAT Council instructs staff to bring forward Town of Qualicum Beach Tree Protection Bylaw for consideration of expanding the tree protection area.
22-251	Engineering	2022-05-18	Regular	Speed sign relocated  Review of Age Friendly Transportation Plan in 2023	THAT Council of the Town of Qualicum Beach direct staff to relocate the 70 km/hr regulatory speed sign west of the roundabout, to a location west of the Jones Street intersection; AND FURTHER THAT staff be directed to include a review of the Jones Street/Rupert Road intersection as part Age Friendly Transportation Plan to present possible options to slow and calm traffic and improve safety at this intersection.
22-252	Engineering	2022-05-18	Regular	COMPLETE	THAT Council of the Town of Qualicum Beach direct staff to approach ICBC for funding toward the installation of a Driver Feedback Sign on Highway 19A, east of the new Pedestrian Activated Crossing at Hemsworth Road, AND FURTHER THAT the Town proceed with the installation of the Driver Feedback Sign if partial ICBC funding can be secured and following a period of independent assessment of the effectiveness of the Pedestrian Activated Crossing at Hemsworth Road.

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Task Name	Assigned To	Meeting Date	Meeting Type	Progress	Description
22-255	Corporate Administration	5/25/2022	Special	COMPLETE	<p>THAT the meeting be closed to the public for the purposes of considering:</p> <p>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;</p> <p>b. the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;</p> <p>c. the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.</p>
22-258	Corporate Administration	6/1/2022	Special	COMPLETE	<p>THAT staff be directed to meet with the Qualicum Beach Chamber of Commerce to discuss the proposal for a mobile kiosk, and to bring back a coordinated plan to Council at a future meeting.</p>
22-261	Corporate Administration	6/8/2022	Regular	COMPLETE	<p>THAT the letter dated May 25, 2022 regarding public safety on Garden Road West on the Correspondence Log be removed from the consent agenda for discussion; AND FURTHER THAT the following items be adopted by general consent:</p> <p>(1) Correspondence Log – June 8, 2022 – For Information</p> <p>(2) Monthly Fire Department Report – May 2022 – For Information</p>
22-262	Operations	6/8/2022	Regular	COMPLETE	<p>Staff will address in 2023 as part of a boulevard policy that will address improvements and/or obstructions/encroachments</p> <p>THAT staff be directed to review the Town's policies on boulevard improvements.</p>
22-264	Planning	6/8/2022	Regular	COMPLETE	<p>THAT the Community Amenity Contributions from the development at 850 Eaglecrest Drive/2075 Island Highway W be allocated at 50% for Parkland and Environmental Conservation and 50% to Local Health Care.</p>
22-265	CAO	6/8/2022	Regular	COMPLETE	<p>whereas the representation of our indigenous neighbours on our Town crest is currently a historically inaccurate image;</p> <p>BE IT RESOLVED THAT the Town ask the Qualicum First Nation to provide a more appropriate image to represent their culture for that section of the Town crest.</p>
22-266	Corporate Administration	6/8/2022	Regular	COMPLETE	<p>THAT Councillor Harrison's notice of motion, "THAT the question "Should the town spend the necessary funds to refurbish the St. Andrew's Lodge building?" be placed on the ballot", be deferred to the July 20, 2022 regular Council meeting.</p>
22-268	Corporate Administration	6/8/2022	Regular	COMPLETE	<p>THAT staff be directed to work with the Fridays for the Future student group to host a Committee of the Whole meeting for public discussion on climate change mitigation within the Town.</p>



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Task Name	Assigned To	Meeting Date	Meeting Type	Progress	Description
22-269	Finance	6/8/2022	Regular	2023 Budget	<p>THAT the following motions from the Select Committee on Parks and Recreation be deferred to the 2023 budget discussions:</p> <p>a. THAT Town staff identify the regulatory frameworks relevant to managing wildlife in parks and open spaces within the Town.</p> <p>b. THAT the next Parks and Recreation Committee meeting be hosted at the Civic Centre, and the Parks Department be invited to lead a tour of the community trails and field, bmx park and skate park.</p> <p>c. THAT staff explore the addition of water fountains and bottle filling stations for key locations throughout the Town including, but not limited to, the waterfront and uptown area.</p>
22-270	Planning	6/8/2022	Regular	COMPLETE	<p>THAT the bylaw entitled "Town of Qualicum Beach Animal Control Bylaw No. 649, 2009, Amendment (Backyard Poultry) Bylaw No. 649.01, 2022" be amended by:</p> <p>(a) replacing the words "3 m" with the words "2 m" in section 1(b)(vi) of the bylaw; and</p> <p>(b) reducing the rear and side lot setback requirements for coops and runs from 3m to 1m for properties that do not have neighbouring buildings on those sides;</p> <p>AND FURTHER THAT "Town of Qualicum Beach Animal Control Bylaw No. 649, 2009, Amendment (Backyard Poultry) Bylaw No. 649.01, 2022" be read a third time, as amended.</p>
22-271	Planning	6/8/2022	Regular	COMPLETE	<p>THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (Backyard Poultry) Bylaw No. 580.126, 2022" be read a third time.</p>
22-273	Planning	6/8/2022	Regular	COMPLETE	<p>THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (365 First Avenue West) Bylaw No. 580.135, 2022" be introduced and read a first time.</p>
22-274	Planning	6/8/2022	Regular	COMPLETE	<p>THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (365 First Avenue West) Bylaw No. 580.135, 2022" be introduced and read a first time.</p>
22-275	Planning	6/8/2022	Regular	COMPLETE	<p>THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (365 First Avenue West) Bylaw No. 580.135, 2022" be referred to the Advisory Planning Commission, subject to submission of the following additional information:</p> <p>(a) Tree and vegetation management plan; and,</p> <p>(b) Alternative access options.</p>
22-276	Planning	6/8/2022	Regular	Contribution will be made after third reading and prior to adoption.	<p>THAT prior to the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (365 First Avenue West) Bylaw No. 580.135, 2022" being adopted, that the developer makes a contribution to the Village Neighbourhood Sidewalk Reserve Account equivalent to the value of constructing a sidewalk for this property.</p>
22-277	Corporate Administration	6/8/2022	Regular	COMPLETE	<p>THAT "Town of Qualicum Beach Election Procedures Bylaw No. 621, 2008, Amendment (2022 General Local Election) Bylaw No. 621.03, 2022" be read a third time.</p>
22-278	Corporate Administration	6/8/2022	Regular	COMPLETE	<p>THAT the Town of Qualicum Beach grants permission to Kwalikum Senior Secondary School (KSS) Grad Committee to hold the annual KSS Grad Parade on Saturday, June 25, 2022, including street closures required for the parade that will marshal along Harlech Road, proceed along Harlech Road and up Beach Road to Second Avenue W, along Second Avenue W to Primrose Street, along Primrose Street ending at 744 Primrose Street (Qualicum Commons), subject to working with staff to ensure any Town requirements are met.</p>

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Task Name	Assigned To	Meeting Date	Meeting Type	Progress	Description
22-279	Corporate Administration	6/8/2022	Regular	COMPLETE	<p>THAT Council approves the Tri-Athletics Society's request to hold the annual Qualicum Beach Triathlon on Sunday, June 26, 2022, including street closures (southbound lane on Jones Street from Second Avenue West to Fern Road West; and street use for Arbutus Street to Mill Road to Beach Road to Second Avenue West to Jones Street and the Civic Centre) and Community Park trail use between 9:00 am and 3:00 pm, and refers the Society to work with staff to finalize the arrangements;</p> <p>AND FURTHER authorizes the Town to provide signage in advance and on the event day prohibiting on-leash and off-leash dogs in the Community Park during the event;</p> <p>AND FURTHER authorizes the Town to provide barricades and in kind services for setup/breakdown and garbage pickup.</p>
22-280	Corporate Administration	6/8/2022	Regular	In progress	<p>THAT Council directs the Corporate Administrator to register a notice in the Land Title Office, under Section 57 of the Community Charter stating that a resolution relating to 2119 Island Hwy W – PCL B, DL 122, LD 33, PLAN DD8409F (West 5 98/100 chains of DL122 except PLAN 20573), PID 009-425-641, has been made;</p> <p>AND FURTHER THAT the matter be referred to a solicitor for further action to correct and remove all non-compliant and encroaching structures into the Towns Right of Way (Hollywood Rd) and dwellings (six) constructed after 1972.</p>
22-281	Planning	6/8/2022	Regular	COMPLETE	<p>THAT Council directs staff to issue a Development Permit for 1025 Qualicum Road for the purpose of a two-lot subdivision, as detailed in the June 8, 2022 Planning memo to Council.</p>
22-282	Planning	6/8/2022	Regular	Scheduled for 2023	<p>THAT the Town of Qualicum Beach proceed with public consultation on the future public plaza and amenities on the Town-owned land adjacent to the Old School House property in 2023.</p>
22-283	Engineering	6/8/2022	Regular	Staff continue to work with BC Hydro on these alterations	<p>THAT Council of the Town of Qualicum Beach direct staff to have BC Hydro modify the light at Burnham Road and Hemsworth Road by shortening the davit arm and changing to a 39-watt, 3000K colour temperature luminaire.</p> <p>AND FURTHER THAT staff be directed to have BC Hydro check the installation configurations at locations identified by staff via resident complaints and adjust (if possible) the luminaire orientation to minimize impact to the resident.</p>
22-284	Corporate Administration	6/8/2022	Regular	COMPLETE	<p>THAT the requirement of notice of meeting be waived for the purposes of going into a Closed meeting of Council; AND FURTHER THAT the meeting be closed to the public for the purposes of considering:</p> <p>(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;</p> <p>(b)negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.</p>
22-287	Corporate Administration	6/15/2022	Special	COMPLETE	<p>THAT Council grants approval to the St. Andrews Lodge Historical and Cultural Society to host their 'St. Andrews Lodge Twilight Music Series' featuring live acoustic music on Saturday, July 9, 2022 from 7:00 pm to 9:00 pm at the St. Andrews Waterfront Park.</p>

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Task Name	Assigned To	Meeting Date	Meeting Type	Progress	Description
22-292	Planning	6/29/2022	Regular	COMPLETE	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 second time.
22-293	Planning	6/29/2022	Regular	COMPLETE	THAT Council hold a Public Hearing on July 20, 2022, or the first available date, at 10:00am at the Qualicum Beach Town Hall, 660 Primrose Street, Qualicum Beach in regard to "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (201, 207 and 211 First Avenue West) Bylaw 580.124, 2020".
22-294	Planning	6/29/2022	Regular	COMPLETE	THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (Backyard Poultry) Bylaw No. 580.126, 2022" be adopted; AND FURTHER THAT "Town of Qualicum Beach Animal Control Bylaw No. 649, 2009, Amendment (Backyard Poultry) Bylaw No. 649.01, 2022" be adopted.
22-295	Planning	6/29/2022	Regular	COMPLETE	THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (126, 130, 134, 144 and 148 Second Avenue East) Bylaw No. 580.134, 2022" be read a second time.
22-296	Planning	6/29/2022	Regular	COMPLETE	THAT Council hold a Public Hearing on July 20, 2022, or the first available date before July 20, 2022, at 10:00 am at the Qualicum Beach Town Hall, 660 Primrose Street, Qualicum Beach in regard to "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (126, 130, 134, 144 and 148 Second Avenue East) Bylaw No. 580.134, 2022".
22-297	Planning	6/29/2022	Regular	COMPLETE	THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (Housing Agreement: 126, 130, 134, 144 and 148 Second Avenue East) Bylaw No. 773, 2022" be introduced and read a first time; AND FURTHER THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (Housing Agreement: 126, 130, 134, 144 and 148 Second Avenue East) Bylaw No. 773, 2022" be read a second time.
22-298	Planning	6/29/2022	Regular	COMPLETE	THAT staff be directed to provide a report to Council, prior to the public hearing, with options for increasing the height of "Building B" by one additional floor, for the development at 126, 130, 134, 144 and 148 Second Avenue East; AND FURTHER THAT an updated shadow study including the additional floor on Building B be provided to Council prior to the public hearing.
22-299	Corporate Administration	6/29/2022	Regular	COMPLETE	THAT "Town of Qualicum Beach Election Procedures Bylaw No. 621, 2008, Amendment (2022 General Local Election) Bylaw No. 621.03, 2022" be adopted.
22-300	Planning	6/29/2022	Regular	Not complete	THAT staff be directed to report back to Council with options for an educational campaign related to food waste and wildlife attractants.
22-301	Corporate Administration	6/29/2022	Regular	COMPLETE	THAT "Town of Qualicum Beach Correspondence Log Protocol, Policy No. 3000-20" be approved.
22-302	Corporate Administration	6/29/2022	Regular	COMPLETE	THAT Staff be directed to work with the Qualicum Beach Collective Society to restore one or more painted wooden Qualicum Beach signs for installation on Town owned lands in or around Highway 19A within the allocated budget of \$10,000; AND FURTHER THAT staff be directed to refer the matter of application, design, construction and installation of a large-scale Highway sign for the Town of Qualicum Beach, proposed to be located on Ministry of Highways and Infrastructure controlled lands adjacent to the Inland Island Highway, to the 2023 budget process for future consideration.

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Task Name	Assigned To	Meeting Date	Meeting Type	Progress	Description
22-303	Corporate Administration	6/29/2022	Regular	COMPLETE	THAT the regular Council meeting scheduled for September 7, 2022 at 10:00 am be rescheduled to September 21, 2022 at 10:00 am, to be held in the Council Chamber, Town Hall, 660 Primrose Street, Qualicum Beach, BC.
22-304	Corporate Administration	6/29/2022	Regular	COMPLETE	THAT Council approve the Town's 2021 Annual Report as presented at the June 29, 2022 regular Council meeting.
22-305	Finance	6/29/2022	Regular	COMPLETE	THAT Council receive and approve the Town of Qualicum Beach 2021 Financial Information Report, as attached to the June 29, 2022 regular Council meeting agenda.
22-306	Engineering	6/29/2022	Regular	In progress	THAT staff be directed to prepare a tender for the infilling of the southside ditch on Highway 19A for Parking Area 2, Parking Area 3, and Parking Area 4 West, as part of the waterfront parking and public safety initiatives undertaken with the Tourism Dependent Communities Fund grant funds.
22-307	Corporate Administration	6/29/2022	Regular	COMPLETE	THAT the Town send a letter of support for the police and first responders involved in the June 28, 2022 armed robbery in Saanich.
22-308	Corporate Administration	6/29/2022	Regular	COMPLETE	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; b.the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; c.the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; d.negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.
22-313	Corporate Administration	7/20/2022	Regular	COMPLETE	THAT consideration of placing a question on the ballot for the October 15, 2022 general local election regarding funding for the St. Andrews Lodge be deferred until after Council has made a decision regarding the ongoing lease discussion with the St. Andrews Lodge Society.
22-314	Planning	7/20/2022	Regular	COMPLETE	THAT, after considering the four options presented by the applicant for 126, 130, 134, 144 and 148 Second Avenue East, Council directs staff to advance the following options for consideration in future meetings: •Alternative 1 (six storey apartment building, six storey condominium building); •Alternative 3 (six storey apartment building, seven storey condominium building).
22-315	Planning	7/20/2022	Regular	COMPLETE	THAT Council hold a Public Hearing on August 8, 2022 at 10:00 am at the Qualicum Beach Town Hall, 660 Primrose Street, Qualicum Beach in regard to "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (126, 130 ,134, 144 and 148 Second Avenue East) Bylaw No. 580.134, 2022"; AND FURTHER THAT Council hold a Public Hearing on August 8, 2022 at 10:00 am at the Qualicum Beach Town Hall, 660 Primrose Street, Qualicum Beach in regard to "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (201, 207 and 211 First Avenue West) Bylaw No. 580.124, 2020".

Town of Qualicum Beach  
2022 Open Motions Index

Task Name	Assigned To	Meeting Date	Meeting Type	Progress	Description
22-316	Finance	7/20/2022	Regular	COMPLETE	THAT "Town of Qualicum Beach Reserve Funds Bylaw No. 774, 2022" be introduced and read a first time.
22-317	Finance	7/20/2022	Regular	COMPLETE	THAT the bylaw entitled "Town of Qualicum Beach 2023 Taxation Exemption Bylaw No. 775, 2022" be introduced and read a first time; AND FURTHER THAT the bylaw entitled "Town of Qualicum Beach 2023 Taxation Exemption (Places of Worship) Bylaw No. 776, 2022" be introduced and read a first time.
22-318	Planning	7/20/2022	Regular	COMPLETE	THAT the Town of Qualicum Beach create a public information campaign that require all cyclists to have a bell or device "capable of being used as a warning."
22-319	CAO	7/20/2022	Regular	On hold until after election	THAT, should the question regarding Council size on the ballot for the 2022 general local election be supported by the majority of citizens, Council direct staff to allocate a maximum of \$3,000 for a third-party review of Council remuneration in 2023; AND FURTHER THAT notice of this pending remuneration review be included in the Council nomination packages for the 2022 Municipal Election.
22-320	Planning	7/20/2022	Regular	Not complete	THAT staff be directed to provide an information report for Council's consideration on current best practices associated with permitting processes and associated location requirements of heat pumps.
22-321	Corporate Administration	7/20/2022	Regular	COMPLETE	THAT the letter dated July 6, 2022 regarding traffic on Berwick Road South be referred to the Select Committee on Public Safety and Emergency Preparedness for their comment.
22-322	Corporate Administration	7/20/2022	Regular	COMPLETE	THAT Council grants permission to the Old School House Arts Centre to host their 'Art to Table' fundraising event on Saturday, September 17, 2022 from 6:00 pm to 11:00 pm in the parking lot adjacent to the Old School House building, including Town provision of barricades to restrict access to the parking lot, subject to the applicant working with staff to finalize arrangements and ensure Town requirements are met.
22-323	Finance	7/20/2022	Regular	COMPLETE	THAT the Town of Qualicum Beach 2021 Development Cost Charge Report be received by Council.
22-324	Corporate Administration	7/20/2022	Regular	COMPLETE	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; b. the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; c. the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
22-325	Operations	7/20/2022	Regular	COMPLETE	THAT Council authorizes the removal of two maple trees (in addition to the holly tree previously authorized) from the Oceanside Hospice Society property, at 210 Crescent Road West to facilitate the development of an expanded parking lot, subject to staff working with the Society to plant four trees elsewhere on the property.
22-335	Corporate Administration	8/10/2022	Regular	COMPLETE	THAT the question "Should the Town spend the necessary funds, up to a maximum of \$700,000, to refurbish the St. Andrew's Lodge building?" be placed on the ballot.

Town of Qualicum Beach  
2022 Open Motions Index

Task Name	Assigned To	Meeting Date	Meeting Type	Progress	Description
22-336	Corporate Administration	8/10/2022	Regular	COMPLETE	THAT the Council of the Town of Qualicum Beach consents on behalf of the electors to the adoption of "Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.78, 2022"; AND FURTHER THAT the Regional District of Nanaimo be notified accordingly.
22-337	Planning	8/10/2022	Regular	COMPLETE	THAT, as described in the August 10, 2022 Planning memo to Council, the bylaw entitled "Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018 Amendment (850 Eaglecrest Drive/2075 Island Highway W) Bylaw No. 800.03, 2019" be adopted; AND FURTHER THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (850 Eaglecrest Drive/2075 Island Highway W) Bylaw No. 580.112, 2019" be adopted.
22-338	Planning	8/10/2022	Regular	COMPLETE	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 third time.
22-339	Planning	8/10/2022	Regular	COMPLETE	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 adopted; AND FURTHER THAT Council authorizes staff to issue a Development Permit for 201, 207 and 211 First Avenue West, subject to completion of the following conditions: a.Purchase of the Town-owned land at market value; b.Reconfiguration of parking entrance to ensure access for fire apparatus; c.Update of all plans to show proposed articulation of facades on First Avenue West; d.Revised elevation for maximum accessibility and to minimize steps into the building; e.Clarification of use of upper floor area uses; f.Integration of a place-making feature at the corner of Beach Road and First Avenue; g.Interlocking permeable paving surfaces. h.The development shall exceed the Step Code requirements of the BC Building Code by one level; i.Best efforts to retain, transplant, or replant the arbutus tree on site.
22-340	Planning	8/10/2022	Regular	Staff are in the process of going through the ALR exclusion process.	THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (230/250/270 Rupert Road East) Bylaw 580.133, 2022" be introduced and read a first time; AND FURTHER THAT Council directs staff to initiate the Agriculture Land Reserve exclusion application process for 230 Rupert Road, as detailed in the August 10, 2022 Planning memo to Council.

Town of Qualicum Beach  
2022 Open Motions Index

Task Name	Assigned To	Meeting Date	Meeting Type	Progress	Description
22-341	Planning	8/10/2022	Regular	COMPLETE	<p>THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (126, 130 ,134, 144 and 148 Second Avenue East) Bylaw No. 580.134, 2022" be read a third time as amended;</p> <p>AND FURTHER THAT Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (Housing Agreement: 126, 130 ,134, 144 and 148 Second Avenue East) Bylaw No. 773, 2022" be read a third time;</p> <p>AND FURTHER THAT the increased density be structured as an amenity bonus, with the condition that three of the rental (apartment) units be designated as affordable housing, where the rental rates are capped at 20% below the Canadian Mortgage and Housing Corporation (CMHC) rate.</p>
22-342	Finance	8/10/2022	Regular	COMPLETE	<p>THAT the bylaw entitled "Town of Qualicum Beach 2023 Taxation Exemption Bylaw No. 775, 2022" be read a second time, as amended by adding the portion of the St Andrews Waterfront Park property leased to the St. Andrews Lodge Historical &amp; Cultural Society, to be exempt from taxation for the taxation year 2023;</p> <p>AND FURTHER THAT the bylaw entitled "Town of Qualicum Beach 2023 Taxation Exemption (Places of Worship) Bylaw No. 776, 2022" be read a second time.</p>
22-343	Finance	8/10/2022	Regular	COMPLETE	<p>THAT the bylaw entitled "Town of Qualicum Beach Reserve Funds Bylaw, No. 774, 2022" be read a second time.</p>
22-344	Fire	8/10/2022	Regular	In progress	<p>THAT Council directs staff to draft a policy regarding the control, operation, and usage of old Engine #2.</p>
22-345	Planning	8/10/2022	Regular	Not complete	<p>THAT Council declare a climate, health care, and housing emergency;</p> <p>AND FURTHER THAT staff be directed to provide a report outlining potential actions relating to the climate emergency, including priority goals for greenhouse gas emissions and other sustainability goals.</p>
22-346	Corporate Administration	8/10/2022	Regular	COMPLETE	<p>THAT staff be directed to invite the Regional District of Nanaimo to provide a presentation to Council regarding the Regional Growth Strategy Bylaw No. 1615.2011 in fall of this year.</p>
22-347	Corporate Administration	8/10/2022	Regular	COMPLETE	<p>THAT the Town of Qualicum Beach supports the 2022 Qualicum Beach Ocean Mile Swim event to be held on Sunday, August 21, 2022 from 12:00 pm to 5:30 pm.</p>
22-348	Corporate Administration	8/10/2022	Regular	COMPLETE	<p>THAT Council grants permission to the Arrowsmith Search and Rescue Society to hold a grand opening event for their new Operations Centre at the Qualicum Beach Airport on Saturday, October 1, 2022 from 10:00 am to 3:00 pm, subject to the applicant working with staff to finalize arrangements;</p> <p>AND FURTHER THAT Council authorizes support for the Arrowsmith Search and Rescue grand opening on October 1, 2022 through Town provision of garbage and recycling cans, bags, and collection; and provision of barricades and delineators, including drop off and pickup.</p>

Town of Qualicum Beach  
2022 Open Motions Index

Task Name	Assigned To	Meeting Date	Meeting Type	Progress	Description
22-349	Corporate Administration	8/10/2022	Regular	COMPLETE	<p>THAT Council grants permission to the Arrowsmith Cycling Club to hold the 2022 Qualicum Beach Cross on the Commons bike race around the Civic Centre on Sunday, September 11, 2022 from 7:00 am to 5:00 pm.;</p> <p>AND FURTHER THAT Council authorizes in kind support for Arrowsmith Cycling Club's 2022 Cross on the Commons bike race through Town provision of barricades, waste services, and access to water, subject to working with Town staff to finalize event details, and to ensure Town requirements are met;</p> <p>AND FURTHER THAT Council grants permission to the Arrowsmith Cycling Club to use the grounds around the Civic Centre for their annual Cross on the Commons bike race, subject to working with Town staff to ensure any damage to the grounds is prevented or repaired as required.</p>
22-350	Corporate Administration	8/10/2022	Regular	COMPLETE	<p>THAT Council grants approval to the St. Andrews Lodge Historical and Cultural Society to host their 'St. Andrews Lodge Twilight Music Series' featuring live acoustic music on Saturday, September 10, 2022 from 6:00 pm to 8:00 pm at the St Andrews Waterfront Park.</p>
22-351	Corporate Administration	8/10/2022	Regular	COMPLETE	<p>THAT the 2022 Council Meeting Schedule be amended by:</p> <ul style="list-style-type: none"> <li>•Adding a Special Council meeting to be held on August 24, 2022 at 10:00 am in the Council Chamber, Town Hall, 660 Primrose Street, Qualicum Beach, BC;</li> <li>•Cancelling the September 28, 2022 Regular Council meeting; and</li> <li>•Cancelling the September 12, 2022 Public Open House meeting.</li> </ul>
22-352	Planning	8/10/2022	Regular	The application is scheduled to go to the APC on October 11/2022.	<p>THAT the Development Permit application for 3022 Island Highway West be referred to the Advisory Planning Commission for comment.</p>
22-353	Corporate Administration	8/10/2022	Regular	COMPLETE	<p>THAT the meeting proceed beyond the three-hour time limit, as per the Council Procedure Bylaw.</p>
22-354	Planning	8/10/2022	Regular	COMPLETE	<p>THAT Council authorizes staff to issue a Development Permit for 1000 Ravensbourne Lane, as detailed in the August 10, 2022 Planning memo to Council.</p>
22-355	Planning	8/10/2022	Regular	COMPLETE	<p>THAT Council authorizes staff to issue a Development Permit for 164 Second Avenue West, as attached to the August 10, 2022 Planning memo to Council, subject to the provision of \$11,000 cash-in-lieu of the addition parking space required.</p>
22-356	Corporate Administration	8/10/2022	Regular	COMPLETE	<p>THAT the meeting be closed to the public for the purposes of considering:</p> <ol style="list-style-type: none"> <li>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;</li> <li>personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;</li> <li>the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;</li> <li>the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.</li> </ol>



Town of Qualicum Beach  
2022 Open Motions Index

Task Name	Assigned To	Meeting Date	Meeting Type	Progress	Description
22-359	Planning; Finance	8/24/2022	Special	Not complete	THAT Council directs staff to research cost estimates for a third-party report on corporate and community wide emissions; to research opportunities for grant funding streams; and, refer the item to the 2023 budget and strategic planning process.
22-360	Finance	8/24/2022	Special	COMPLETE	THAT the bylaw entitled "Town of Qualicum Beach 2023 Taxation Exemption Bylaw No. 775, 2022" be read a third time; AND FURTHER THAT the bylaw entitled "Town of Qualicum beach 2023 Taxation Exemption (Places of Worship) Bylaw No. 776, 2022" be read a third time.
22-361	Planning	8/24/2022	Special	COMPLETE	THAT "Town of Qualicum Beach Tree Protection Bylaw No. 559, 1995, Amendment (Estate Properties Tree Expansion) Bylaw No. 559.03, 2022" be read a first time.
22-362	Fire; Corporate Administration	8/24/2022	Special	In progress	THAT Council authorize the submission of a regional grant application to the UBCM Community Emergency Preparedness Fund for a total of \$90,000, in partnership with the Coombs Hilliers Volunteer Fire Department and Dashwood Volunteer Fire Department to purchase a digital fire training system, to be located in the Joint Fire Training Building at the Qualicum Beach Fire Station, and that staff support this project through its duration.
22-363	Corporate Administration	8/24/2022	Special	COMPLETE	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; b.labour relations or other employee relations; c.the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; d.litigation or potential litigation affecting the municipality; e.the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; f.negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

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

**TO:** Council

**FOR:** Special Council, September 28, 2022

**FROM:** Lou Varela, Chief Administrative Officer

**SUBJECT:** Naming Gift from Qualicum First Nation

**RECOMMENDATION:**

THAT Council for the Town of Qualicum Beach respectfully, and with gratitude, accept the gift of the name *Saahtlam* for the park, formerly recognized as St. Andrews, from Qualicum First Nation; AND FURTHER, THAT a plaque recognizing the gifting of this name from the Qualicum First Nation be included on the park's naming sign.

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**PURPOSE**

To provide an update to Council regarding a gift from Qualicum First Nation for a proposed new name for the waterfront park currently recognized as St. Andrews.

**DISCUSSION**

The Town of Qualicum Beach is profoundly grateful for the cooperative and respectful relationship that the Town has with our valued First Nation neighbours and friends – Qualicum First Nation. Building on this relationship, Mayor Wiese has advised Town Administration that Qualicum First Nation has gifted the Town of Qualicum Beach with a proposed name for the park currently recognized as St. Andrews. The proposed name is *Saahtlam*, which refers to the green at the mouth of the river.

Council may choose to accept the proposed name of *Saahtlam* by resolution. Should Council choose to accept the gift of the proposed name, a plaque recognizing the gifting from the Qualicum First Nation shall be included on the naming sign at the park.



Lou Varela, Chief  
Administrative Officer  
Report Writer

**M E M O R A N D U M**

**TO:** Council      **FOR:** September 28, 2022 Regular Council Meeting

**FROM:** Heather Svensen, Corporate Administrator/Deputy CAO

**SUBJECT:** 2022 SUBSIDIZED RENTAL APPLICATION FOR THE CIVIC CENTRE

**RECOMMENDATION:**

THAT Council approves the Qualicum Beach Qualicum Beach Seedy Saturday Association for a one-time subsidy for use of the Civic Centre on February 4, 2023, to host the 2023 Seedy Saturday Event by charging a reduced rate of \$618 plus applicable taxes, as opposed to the regular rate of \$818 plus applicable taxes, resulting in a \$200 subsidy.

**BACKGROUND:**

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

**SUMMARY:**

One application for subsidy was submitted for use of the Civic Centre. Applications are evaluated, based on the current Town policy. The application from the Qualicum Beach Seedy Saturday Association to host their annual community event qualifies under the Town’s subsidized rental policy to apply the non-profit rate.

With the pandemic putting a halt to most events over the past two year, staff are excited to welcome the Qualicum Beach Seedy Saturday Association back to the Civic Centre to host their tournament.

**ALTERNATIVES:**

1. That Council provides alternate direction to Council.



Heather Svensen  
Corporate Administrator/Acting CAO  
Report Writer

2022-2023

# Communications Strategy



TOWN OF QUALICUM BEACH

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# Values

This Communications Strategy is developed in alignment with the Town of Qualicum Beach values as established by Council through Strategic Planning.

## Professionalism

- Professional Development: We value education, training and development of knowledge, skills, and best practices.
- Community Pride: We value pride in our community and in our work and celebrate successes.

## Continuous Improvement

- Service Excellence: We value innovation and excellence in the method and timeliness of service delivery.
- **Communication: We value open, frequent, effective, timely, constructive dialogue in an approachable environment.**
- Quality of Life: We are committed to continually ensuring that the Town is a great place to live, raise a family, operate a business, retire, and enjoy recreational activities.

## Respect

- Respect: We value respect in all of our work and interactions.
- Ethics: We value integrity, honesty, and transparency.
- Acknowledgement: We value recognition and appreciation for effort and achievement.

## Teamwork

- Teamwork: We value collaboration, cooperation, trust, confidence and mentoring.
- Empowerment: We value creativity, innovation, and participatory management.
- Healthy Workplace: We value a safe, fair, and healthy workplace.

# Guiding Principles

These overarching principles guide the research, analysis and evaluation used to create this Communications Strategy.

## CONNECTED COMMUNITY

By exploring the needs of the community, we uncover how individual residents interact with the Town and how the Town interacts with residents.

## INFORMED COMMUNITY

Providing information that is timely, accessible, and transparent ensures residents have the information they need, right when they need it.



## ENGAGED COMMUNITY

Our work explores existing opportunities and uncovers new ones for residents to stay engaged and involved with Town.

## PROACTIVE PLANNING

We aim to create practices to both plan ahead for the Town's communications needs, and also prepare response mechanisms for when the unexpected occurs.

# Inputs to the Strategy

In Spring 2022, the Town of Qualicum Beach underwent a review process of internal and external communications. This process included an in-depth review of existing communications channels, and an assessment of previous research strategies and engagement.

The findings of this research helped inform the recommendations outlined in this Communications Strategy.

## 2017 Quality of Life Survey

The Town of Qualicum Beach conducted a Quality of Life Survey in 2017 to provide residents, business and property owners, and visitors to Qualicum Beach the opportunity to help shape the future of Qualicum Beach. From this survey, the following finding was considered for the development of the Communications Strategy:

- 53% of residents who responded to this survey prefer email communication over postal mail, newspaper, radio, social media, and Council/Town Hall meetings.

## 2020 COVID-19 Public Survey

The Town of Qualicum Beach conducted a survey to determine how Town residents would most like to communicate with the Planning Department during the COVID-19 pandemic. From this survey, the following findings were considered in the development of this Communications Strategy:

- 67% of survey respondents indicated they had never or had rarely participated in Town meetings.
- 68% of survey respondents indicated they are more likely to use email as their preferred method of communication with the Town, above alternatives including phone, letter mail, social media, Zoom, or small-group meetings.



# Goal #1

**Strengthen communications by improving the Town of Qualicum Beach's internal processes and flow of information.**

- Ensure all staff have access to external communications to stay informed and knowledgeable about Town business.
- Fully utilize the capabilities of Microsoft 365 to increase collaboration, information sharing, and accountability.
- Improve the Town's current public inquiry processes and response protocols to clarify, simplify, and ensure accountability.
- Develop processes for identifying and responding to critical issues in a proactive and timely manner.





# Goal #2

**Improve access to information for residents of Qualicum Beach to build trust and encourage greater engagement with the Town.**

- Strengthen existing communications channels to grow audiences and increase engagement rates.
- Develop a content strategy to ensure consistent, proactive, and timely communications.
- Create strong pathways for public inquiries to ensure accurate and timely information and responses.
- Develop a consistent visual identity for the Town of Qualicum Beach to reinforce the authenticity and authority of communications.

# Goal #3

**Encourage meaningful public participation with the Town of Qualicum Beach by increasing transparency and accessibility.**

- Clarify formal procedures and opportunities for residents to provide input into the local decision-making process.
- Create more visible and informal opportunities for residents to engage with the Town's local decision-making process.



# How will we get there?

The Town of Qualicum Beach Communications Strategy will be implemented throughout 2022/2023 fiscal year with leadership from the Town, participation of staff, and support from external communications specialists.

The Town will review and adjust the strategy as needed and as priorities shift, however, the focus will remain on strengthening communications and building positive relationships with residents.

By working towards the goals set-out in this strategy, the Town will be proactive in ensuring Qualicum Beach is a connected, engaged, and informed community.



**Town of Qualicum Beach  
MEMORANDUM**

TO: Lou Varela, RPP, MCIP, Chief Administrative Officer

FOR: Special Meeting, September 28, 2022

FROM: R.K. (Bob) Weir, P. Eng., Director of Engineering & Capital Projects  
John Marsh, CPA, CMA, Director of Finance

SUBJECT: East Village - Phase 2 Upgrades - Tender Award

**RECOMMENDATION:**

THAT the Town of Qualicum Beach awards the contract for the East Village - Phase 2 Upgrades to Milestone Equipment Contracting Inc. in the amount of \$1,831,624.20.

**PURPOSE:**

To present to Council the results of the tender call for the East Village - Phase 2 Upgrades.

**BACKGROUND:**

The East Village Plan emerged as a concept in 2016 as part of the Official Community Plan review. 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.

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 September 2020 Staff prepared a Local Area Service Bylaw on Council initiative - subject to "petition against" which was for a project cost of \$2,366,530. Of this amount, \$2,116,530 was to be recovered by the property owners through a LAS. Public notice of intent was given to the property owners on September 30, 2020 and a 30 day petition window was established. The result was that a sufficient number of property owners petitioned against the local areas service that Council was not able to proceed with the LAS at that time.

While staff was working on the Local Area Service with the property owners, other avenues to reduce the project cost were also being explored. A grant from Island Coastal Economic Trust was obtained in the amount of \$250,000 and a Provincial Revitalization Grant for \$444,525 was also obtained.

To meet the grant deadlines the Town split the East Village project into two phases and the East Village Phase 1 Upgrades tender was put out for bids. The Tender was split into Contract 1 - Berwick Road Upgrades & Drainage Work on Railway Property and Contract 2 - Second Avenue Upgrades. Staff recommended only awarding Contract 1 as it included the works

required to meet grant requirements. At that time, staff were still in negotiations with the property owners regarding financing options for the East Village improvements for Berwick and Second Avenue. At the June 23, Special Council Meeting Council passed the following resolution:

THAT Council of the Town of Qualicum Beach awards the contract for the East Village – Phase 1 Upgrades – Contract 1 to Milestone Equipment Contracting Inc. in the amount of \$1,201,197.90.

At the January 12, 2022 Regular Council meeting the Bylaw entitled “Town of Qualicum Beach Local Area Service Establishment Bylaw (East Village Local Area Service) No. 768, 2022” was brought before Council and was given three readings by Council. This bylaw outlined a maximum project cost for the Local Area Service in the amount of \$1,325,000. The East Village Local Area Service Bylaw was adopted on April 27, 2022.

### **DISCUSSION:**

Tenders for Phase II of the East Village project were opened at the Qualicum Beach Town Hall on August 10<sup>th</sup>, 2022. The matter is before Council at the September 28<sup>th</sup> meeting as staff were awaiting Ministerial Approval of the associated East Village Loan Authorization Bylaw before being able to bring the tender for Council’s consideration. Loan authorization was received on September 13<sup>th</sup>, 2022, and further analysis of budgetary options was required.

A total of five tenders were received and the results are as follows:

<u>Tenderer</u>	<u>Total Tender</u>
Milestones Equipment Contracting Inc. (Nanaimo)	\$1,831,624.20
Edgett Excavating Ltd. (Courtenay)	\$1,908,186.00
Windley Contracting Ltd. (Nanaimo)	\$1,950,375.00
IWC Excavation Ltd. (Nanaimo)	\$2,200,765.77
Copcan Civil LP (Nanaimo)	\$2,306,546.55

The tender amounts shown include a \$50,000 contingency allowance, \$10,000 in cash allowances, and 5% GST. The cash allowance is for potential costs associated with erosion and sediment control.

As the Town of Qualicum Beach has adopted a Social Procurement Policy, Tenderers were asked to submit a community benefit plan outlining their social value initiatives in the construction industry and the local community. The Tender Documents stated that evaluation of the community benefit plans could affect the ranking of the Tenders for any Tender within 5% of the total Tender Price of the low bid. The Edgett Excavating Tender was within 5% of the low bid submitted by Milestones Equipment Contracting. Both community benefit plans demonstrated progressive employment practices toward youth and apprentices, commitment to the local community and supply chains and a willingness to make specific contributions to the Town if awarded the contract. This commitment to the local community is consistent with requirements from the Town’s Social Procurement policy.

The community benefit plan submitted by Milestones Equipment Contracting was deemed to be at least equal to the community benefit plan submitted by Edgett Excavating and therefore, the ranking of the Tender prices is not affected by the social procurement for this Tender. One of the interesting commitments offered by Milestones is the services of a five-man crew for three days to be utilized for a community project of Council's choice.

The low tender was submitted by Milestones Equipment Contracting Inc. Milestones have most recently completed the East Village Phase 1 Upgrades and as such, Staff are confident that Milestones has the necessary experience and qualifications to successfully complete this project.

**FINANCIAL IMPLICATIONS:**

The East Village project was started in 2020 and is now projected to be completed in early 2023, if Council awards the tender for Phase II construction to Milestone Equipment Contracting Inc. in the amount of \$1,831,624.20, as recommended by staff.

Although the East Village project has been split into Phase 1 and Phase 2 from a budget/funding standpoint there is overlap between the two phases and therefore a comprehensive review has been provided for the overall East Village Project.

The total project (Phase 1 and 2) is estimated to cost \$3,609,000. If approved, the project will be funded with \$2,694,525 from external sources and \$914,475 from Town revenue/reserves. The details of the external funding sources are outlined in the table below. Included in the external funding sources is \$1,325,000 in Local Service Area (LSA) external debt. The LSA debt payments, including interest charges, are paid by the adjacent property owners over a 30-year amortization period. The LSA was set at this amount as the East Village Phase II Class C cost estimate from 2020 was \$1,325,000; therefore, this amount was used as the basis of negotiations with the LSA property owners in 2020 and 2021. This amount cannot be increased without a new Local Area Service bylaw and consent from the majority of the property owners. Staff are not confident that the property owners would consent to an increased Local Area Service contribution.

The Town's \$914,475 revenue/reserve portion of the funding is comprised of \$39,913 that was paid in 2021 and a balance of \$874,562 in 2022. The Town has already budgeted to spend \$500,000 from reserves for the project in 2022 which leaves a funding gap of \$374,562 that would be funded from 2022 budgeted reserves or 2023 capital allocations. East Village project costs and funding are summarized as follows:

**East Village Project Costs**

East Village Phase I	1,609,000	
East Village Phase II	<u>2,000,000</u>	<u>3,609,000</u>

**East Village Project External Funding**

Provincial Revitalization Grant	444,525	
Island Coastal Economic Trust Grant	250,000	
2021 Sale of 2nd Avenue East Properties	525,000	
2022 Sale of 2nd Avenue East Properties	150,000	
2022 Local Service Area Debt	<u>1,325,000</u>	<u>2,694,525</u>

Sub Total Balance to be Funded from Town	914,475
Funded from 2021 General Revenue	-39,913
Funded from 2022 Budgeted Reserves	<u>-500,000</u>
<b>Total Project Funding Shortfall</b>	<b>\$374,562</b>

The reserves or other capital budgets that could fund the shortfall would include water, sanitary sewer, and storm, as the project involves major upgrading for all three utilities along the project alignment. The water and storm upgrades provide extended community benefit, as the water line will be upsized from 100mm diameter to 200mm diameter and greatly improve looping and fire flows within the commercial core, and the storm will provide opportunity to service commercial areas where substandard or no service currently exists.

As reported to Council for the September 21<sup>st</sup>, 2022, Regular Meeting on a different project (“Into the Woods Early Learning Studio”) project where staff stated the following regarding building construction cost increases:

In 2022 alone there have been rapid, unforeseen price increases. Statistics Canada has reported that the non-residential building construction price index increased 9.4% from June 30, 2021 to June 30, 2022, in Vancouver.

Statistics Canada also has a Capital and Repair Expenditures index for Construction which would cover civil engineering works. For British Columbia, this index has increased from 846.6 in 2020 to 1123.8 in 2022, which works out to a 25% increase in two years. These inflationary pressures are the main reason that costs have escalated to the levels indicated for the East Village Project.

As mentioned above, this project is expected to extend into 2023, therefore, the additional \$374,562 funding shortfall could be funded from the 2023 budget allocations. If the project is completed ahead of schedule and completes in 2022, then the remaining funds could be allocated from existing budgeted amounts/reserves.

Should Council decide not to award the tender or adopt the loan authorization bylaw, which is also being considered under a separate memo as part of this agenda package, servicing agreements would be developed with individual land owners at the time of construction. The downside to undertaking piecemeal frontage improvements in response to applications (conventional development process) is that it can result in a discontinuous frontage improvements or roadway improvements only to the centre-line of a roadway until all properties are developed. The timeline for the property at 673 Fir Street (north side of Second Avenue East) is uncertain, and any timeline hinging on completion of that project could extend for 5-10 years or more.

It should also be noted that prices continue to be volatile. While there is always a chance that prices could decrease, it is more likely that the cost of completing this work will be higher in the future.

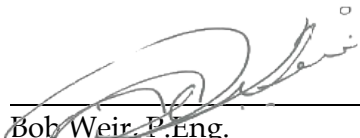


## SUMMARY

Staff recommend awarding the contract for the East Village - Phase 2 Upgrades to Milestone Equipment Contracting Inc. in the amount of \$1,831,624.20. As this tender amount is higher than initially estimated in the 2020 budget used as the basis for the East Village Local Area Service Bylaw, there is a funding gap of \$374,562. If the tender is approved by Council, this would be funded from 2022 budgeted reserves or 2023 capital allocations.

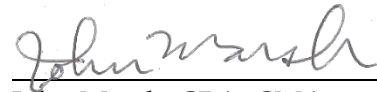
## ALTERNATIVES

1. THAT Council not award the East Village Phase II tender due to insufficient budgeted funds;  
AND THAT the East Village Phase II project be referred to 2023 Budget deliberations.
2. THAT Council provides alternative direction to staff



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



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John Marsh, CPA, CMA  
Director of Finance  
Report Writer



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Lou Varela, RPP, MCIP  
Chief Administrative Officer  
Concurrence

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