

**Agenda for the 10:00 am Wednesday, December 6, 2023, Town of Qualicum Beach
Regular Council Meeting to be held in the Council Chamber, Municipal Office,
660 Primrose Street, Qualicum Beach, BC**

Page No.

(This meeting may be recorded)

1. ADOPTION OF THE AGENDA

1-7 THAT Council adopts the December 6, 2023, regular Council meeting agenda.

2. ADOPTION OF THE CONSENT AGENDA

- 8-9 (1) **Correspondence Log** – December 6, 2023 – For Information
- 10 (2) **Announcement of Council Meeting Motions** – For Information
- 11-12 (3) **Monthly Fire Department Report** – October 2023 - For Information
- 13-14 (4) **Monthly Fire Department Report** – November 2023 – For Information
- 15 (5) **Monthly Building Permit Report** – October 2023 – For Information
- 16 (6) **Monthly Bylaw Report** – October 2023 – For Information

3. APPROVAL OF THE MINUTES

THAT Council approves the minutes of the following meetings:

- 17-20 (1) November 6, 2023 Committee of the Whole meeting;
- 21-30 (2) November 8, 2023 Regular Council meeting;
- 31-36 (3) November 10, 2023 Committee of the Whole meeting;
- 37-41 (4) November 15, 2023 Committee of the Whole (10:00 am) meeting.

4. BUSINESS ARISING FROM THE MINUTES

- 42-47 (1) **Committee of the Whole Strategic Planning Recommendations**

Staff Recommendation:

THAT Council adopts the recommendations from the November 10, 2023 and November 15, 2023 Committee of the Whole meetings, as described in the December 6, 2023 memo from the Corporate Administrator.

- 48-49 (2) **Bill 44 – 2023 Housing Statutes (Residential Development) Amendment Act, 2023**

Excerpt from the November 15, 2023 Committee of the Whole meeting minutes:

The Committee directed staff to draft a letter, to be considered at the December 6, 2023 regular Council meeting, to Minister Kahlon (Minister of Housing) and Minister Kang (Minister of Municipal Affairs), with a copy to MLA Walker and the Union of British Columbia Municipalities (UBCM), detailing the impacts to the Town from the November housing legislation announcement.

5. DELEGATIONS

(1) Electric Flight Training

Purpose: To discuss the advancements and benefits of sustainable electric flight technology, and to request the Town's support in identifying funding opportunities and installation of battery charging infrastructure at the Qualicum Beach Airport.

(a) **Teara Fraser, elibird aero**

(b) **Nancy Marshall, Sealand Flight**

(2) Qualicum Beach Historical and Museum Society

Purpose: To provide their annual report to Council.

Staff Comment:

The delegation has requested additional time to present to Council. Pursuant to the Town's Council Procedure Bylaw, a resolution of Council is required to grant delegations additional time to present.

Staff Recommendation:

THAT the December 6, 2023 delegation from the Qualicum Beach Historical and Museum Society be permitted an additional 5 minutes to present to Council, for a total of 10 minutes.

6. CORRESPONDENCE

50 (1) Broombusters Invasive Plant Society Fee for Service Agreement

Staff Recommendation:

THAT staff be directed to renew the Fee for Service Agreement with Broombusters Invasive Plant Society for scotch broom removal services for a five-year term commencing January 1, 2024;

AND FURTHER THAT the annual sum to be paid to the Society in exchange for scotch broom removal services be set at \$____ (exclusive of GST) for the term of the agreement.

51-58 (2) Regional District of Nanaimo District 69 Swimming Pool Local Service Area Amendment Bylaw No. 899.03, 2023 – letter dated November 2, 2023

Staff Recommendation:

THAT the Council of the Town of Qualicum Beach consents on behalf of the electors to the adoption of "Regional District of Nanaimo District 69 Swimming Pool Local Service Area Amendment Bylaw No. 899.03, 2023" and further, that the Regional District of Nanaimo be notified accordingly.

- 59 (3) **Salamander Pond** – email received October 17, 2023

Staff Recommendation:

THAT Council directs staff to work with staff from Qualicum Beach Elementary School to design and install a sign labeling the pond at the southeast corner of Laburnum Road/Hwy 19A as “Salamander Pond”.

7. PUBLIC AND STATUTORY HEARINGS

- (1) **Zoning Amendment: 127 and 141 Fifth Avenue East**

Application to change the zoning of the subject property (127 and 141 Fifth Avenue East) from Residential 13 (R13) to Comprehensive Development Zone 21 (CD21), which would permit the property to be subdivided into two parcels, with one building retained on each of the parcels.

8. BYLAWS

- 60-84 (1) **Zoning Amendment: 127 and 141 Fifth Avenue East**

Staff Recommendation:

1. THAT “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (127 and 141 Fifth Avenue East) Bylaw No. 580.139, 2023” be read a third time.
2. THAT “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (127 and 141 Fifth Avenue East) Bylaw No. 580.139, 2023” be adopted.

9. COMMITTEE & LIAISON REPORTS

- (1) **General Government** (Mayor Teunis Westbroek)
- (2) **Public Safety** (Councillor Scott Harrison)
- (3) **Parks & Recreation** (Councillor Anne Skipsey)
 - (a) **Recommendations from the September 27, 2023 Select Committee on Parks and Recreation Meeting**
 1. THAT the Select Committee on Parks & Recreation request to Council THAT the Select Committee on Parks & Recreation be involved in the drafting of Quality of Life Survey questions related to parks and recreation.

Staff Comment:

Staff support this recommendation.

2. WHEREAS the Council for the Town of Qualicum Beach directed the Select Committee on Parks and Recreation to consider a request from the Residents of Qualicum Woods Neighbourhood for improvements to Christleton Park;

WHEREAS the Select Committee on Parks and Recreation have reviewed the request and have no objections to the proposed installation of a pump track at Christleton Park;

THEREFORE, BE IT RESOLVED, THAT the Select Committee on Parks and Recreation supports, in principle, the request dated July 12, 2023 from the 'Residents of Qualicum Woods Neighbourhood' to install a pump track at Christleton Park.

Staff Recommendation:

THAT the request dated July 12, 2023 from the 'Residents of Qualicum Woods Neighbourhood' to install a pump track at Christleton Park be referred to the Parks and Green Spaces Service Level Review process.

- (4) **Community Development** (Councillor Petronella Vander Valk)
(5) **Arts & Culture** (Councillor Jean Young)

10. STAFF REPORTS

- (1) **Corporate Administration**

- (a) **2024 Council Meeting Schedule Amendment**

Staff Recommendation:

THAT the 2024 Council meeting schedule be amended by:

- adding a new Committee of the Whole meeting (Public Engagement Session for the 2024-2028 Financial Plan) Wednesday, January 17, 2024 at 2 pm;
- adding a new Committee of the Whole meeting (Public Engagement Session for the 2024-2028 Financial Plan) Wednesday, January 24, 2024 at 6 pm;
- cancelling the May 8, 2024 Regular Council meeting; and
- adding a new Regular Council meeting, Wednesday, May 1, 2024 at 10:00 am;

meetings to be held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC.

85-87 (b) **2024 Special Event Approvals**

Staff Recommendation:

1. THAT the following special event applications be approved in principle, subject to event organizers working with Town staff to ensure Town requirements are met:
 - Coldest Night of the Year, Saturday February 24, 2024 (Island Crisis Care Society)
 - Youth Appreciation Lunch, Thursday May 2, 2024 (Town-facilitated event)
 - Oceanside Mother's Day Race, Sunday May 12, 2024 (Oceanside Running Club Association)
 - Public Works Day, Thursday May 23, 2024 (Town-facilitated event)
 - Family Day, Sunday May 26, 2024 (Town-facilitated event)
 - Beach Day, Sunday July 21, 2024 (Town-facilitated event)
 - Ocean Mile Swim, Sunday August 25, 2024 (Town-facilitated event)
2. THAT Council approves the special event requests, as described in the December 6, 2023 memo to Council, for the Coldest Night of the Year event on February 24, 2024, and for the Oceanside Mother's Day Race event on May 12, 2024.

(2) **Financial Administration**

88-89 (a) **Early 2024 Budget Approval for Capital Projects**

Staff Recommendation:

THAT Council provide early approval for the following capital projects which will be included in the 2024 to 2028 Financial Plan:

<u>Capital Project</u>	<u>2024 Budget Provision</u>
Wildfire Skid Unit	\$40,000
Crescent Road/ Beach Creek Culvert	\$1,875,000
Engineering for Airport Runway Paving	\$50,000
Water Pump House Electronics	\$100,000

(3) **Planning**

90-99 (a) **Development Variance Permit: 119 Fern Road East**

Staff Recommendation:

THAT Council refuses the Development Variance Permit for 119 Fern Road East, as described in the December 6, 2023, Planning memo to Council.

100-107 (b) **Downtown Development Cost Charge Reduction Bylaw**

Staff Recommendation:

THAT Council direct staff to review the “Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, 2012” during the Development Cost Charges review scheduled for 2028.

(4) **Engineering & Operations**

(a) **BC Air Access Program – Airport Master Plan – Verbal Update**

Staff Recommendation:

THAT Council authorizes the submission of a grant application to the BC Air Access Program (BCAAP) for \$35,000 to develop an Airport Master Plan for the Qualicum Beach Airport (CAT4).

108 **11. Review of Comments from the Public**

Comments for this regular Council meeting must be received no later than 12:00 pm two days following the meeting (December 8, 2023). Submissions must be regarding business discussed by Council at the meeting, be 300 words or fewer, and any submissions relating to closed public hearing topics, or unrelated to Council business discussed at the meeting, will not be distributed to Council. Submissions that meet these guidelines will be distributed to all Council, posted on the Town’s website, and a brief summary of the comments will be included in the meeting minutes. Comments must include a full name and address in order to be submitted for the record.

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

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

12. MOTION TO CLOSE

THAT the meeting be closed to the public for the purpose 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.

Following adoption of the motion, the meeting will be closed to the public.

MEETING REOPENS TO THE PUBLIC

13. ADJOURNMENT

THAT Council adjourns the meeting.

NEXT SCHEDULED

REGULAR COUNCIL MEETING: Wednesday, January 17, 2024 at 10:00 am

THE TOWN OF
QUALICUM BEACH



COUNCIL CORRESPONDENCE LOG
December 6, 2023

DATE REC'D	TOPIC	ACTION
Nov 23	Culture Days 2023 Report	Rec'd for information
Nov 23	Age Friendly Transportation Plan-summary from Nov 15 meeting	Referred to AFTP
Nov 23	Age Friendly Transportation Plan-cycling/pedestrian conflicts on trails & roadways	Referred to AFTP
Nov 21	Age Friendly Transportation Plan-suggestion to integrate new projects in Strategic Plan	Referred to AFTP
Nov 21	Age Friendly Transportation Plan-request for reduced speed on Hwy 19A	Referred to AFTP
Nov 21	Age Friendly Transportation Plan-request for enhanced safety for cyclists	Referred to AFTP
Nov 21	Saahtlam Park-request for establishment of a low electromagnetic radiation park	Rec'd for information
Nov 21	Provincial government housing initiatives	Rec'd for information
Nov 21	Provincial government Bill 44	Rec'd for information
Nov 21	Comox Valley RD – VI rail corridor working group mtgs	Rec'd for information
Nov 21	RDN – position on VI rail corridor	Rec'd for information
Nov 21	Age Friendly Transportation Plan – Nov 15 mtg, various suggestions	Referred to AFTP
Nov 21	Surrey Policing	Rec'd for information
Nov 21	Rupert Rd E speed limit-request for reduced speed limit	Referred to AFTP
Nov 21	Hemsworth Rd traffic calming	Referred to AFTP
Nov 21	Surrey Policing	Rec'd for information
Nov 21	Surrey Policing	Rec'd for information
Nov 21	Age Friendly Transportation Plan – Nov 15 mtg, various suggestions	Referred to AFTP
Nov 17	Surrey policing	Rec'd for information
Nov 17	Surrey policing	Rec'd for information
Nov 17	Need for homeless shelter in Qualicum Beach	Rec'd for information
Nov 17	Age Friendly Transportation Plan – Nov 15 mtg, various suggestions	Referred to AFTP
Nov 17	Age Friendly Transportation Plan – Nov 15 mtg, E&N railway line	Referred to AFTP
Nov 17	Victoria & District Cricket Association-request to book fields	Referred to staff

Nov 17	Capital Regional Help for Ukraine-request for donation	Rec'd for information
Nov 17	Petition – low flying aircraft	Rec'd for information
Nov 15	RDN – Membership to the Fire Services Advisory Cmmttee	Rec'd for information
Nov 14	Town's Strategic Plan & provincial housing initiatives	Rec'd for information
Nov 14	Streetlighting Remediation	Rec'd for information
Nov 14	Saahtlam Park-request protecting low electromagnetic frequencies	Rec'd for information
Nov 14	Saahtlam Park- request protecting low electromagnetic frequencies	Rec'd for information
Nov 14	Saahtlam Park- request protecting low electromagnetic frequencies	Rec'd for information
Nov 14	LED streetlighting	Referred to staff
Nov 10	Comments: 3022 Island Hwy W	Rec'd for information
Nov 10	Minister of Housing – new legislation Bill 44	Rec'd for information
Nov 10	Comments: Nov 8 council mtg	Rec'd for information
Nov 7	"Keep the RCMP in Surrey"	Rec'd for information
Nov 7	Airport survey	Referred to Airport Review
Nov 7	Healthcare contribution-support for funding Flowerstone	Rec'd for information
Nov 6	Council delegation (opinion)-Sue Big Oil	Rec'd for information
Nov 6	Council delegation (opinion)-Sue Big Oil	Rec'd for information
Nov 6	Council delegation (opinion)-Sue Big Oil	Rec'd for information
Nov 6	TOSH – Help Keep Art in Session-request for donations	Rec'd for information
Nov 6	Provincial government housing initiatives-Bill 44	Rec'd for information
Nov 6	Shopping in Qualicum Beach	Referred to Chamber of Commerce
Nov 6	Qualicum Beach Airport – appreciation	Rec'd for information
Nov 6	"Keeping the RCMP in Surrey"	Rec'd for information
Nov 6	Council delegation (opinion)-Sue Big Oil	Rec'd for information
Nov 1	Girl Guides – Guiding Lights invitation, Feb22/24	Rec'd for information
Nov 1	Housing-lack of affordable housing	Rec'd for information
Nov 1	Saanich council, retractable dog leashes banned	Rec'd for information

Announcement of Council Meeting Motions

Regular Council Meeting, December 6, 2023

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

October 11, 2023 Special (in camera) Council Meeting

- THAT Council approve 0.6 FTE for an Airport Manager in order to effectively meet the regulatory requirements of Transport Canada and Nav Can, and the operational requirements of the municipally owned Airport.

October 24, 2023 Special (in camera) Council Meeting

- THAT the Town provide The Old School House Arts Centre Society with \$750 within the budget provisional allocated to the Tourism and Small Business Promotion Strategic Initiative in the 2023 Financial Plan, for the purpose of supporting the Society's application to the BC Arts Council grant programs.
- THAT Council amends the lease between the Town of Qualicum Beach and The Old School House Arts Centre Society ("TOSH") to include a member of Council to be an appointee as a non-voting member of the Old School House Board.

November 8, 2023 Special (in camera) Council Meeting

- THAT Council authorizes staff to enter into a five-year lease renewal with Semiahmoo Golf Centre Ltd. for use of the Town-owned land legally described as PID 014-844-371, Lot A DL 122 Nanoose District & DL 78 Nanoose & Newcastle District Plan 49114 (17th Fairway) with the following terms:
 - Annual rent will be a 3% escalating rate starting at the current annual lease rate of \$2,019 (plus GST) to \$2,080 (plus GST) as detailed in the November 8, 2023 memo to Council
 - The term shall be from January 1, 2024 to December 31, 2028
- THAT Council authorizes staff to enter into a five-year lease renewal with Semiahmoo Golf Centre Ltd. for use of the Town-owned land legally described as PID 014-844-371, Lot A DL 122 Nanoose District Plan 30295 (18th Fairway) with the following terms:
 - Annual rent will be an escalating rate starting at the current annual lease rate of \$399 (plus GST) to \$411 (plus GST) as detailed in the November 8, 2023 memo to Council.
 - The term shall be from January 1, 2024 to December 31, 2028
- THAT Council supports our CAO's request to promote Agnieszka Warzybok from Manager of Human Resources to Director of Human Resources.
- THAT the draft amendment lease between the Town of Qualicum Beach and The Old School House Arts Centre Society ("TOSH") be amended by inserting the following to Scheule A of the lease amendment:

5. Sale of Manufacture Goods

The sale of manufactured goods at the Old School House shall be restricted as follows:

- The sale of art supplies shall be limited to packaged (bundled) art supplies specific to The Old School Houses' scheduled lessons, sessions, and art education program.



**Town of Qualicum Beach
FIRE RESCUE DEPARTMENT**

M E M O R A N D U M

TO: Lou Varela, CAO

FOR: Regular Council Meeting December 6, 2023

FROM: Peter Cornell, Fire Chief

SUBJECT: Monthly Fire Rescue Department Report for October 2023

PURPOSE

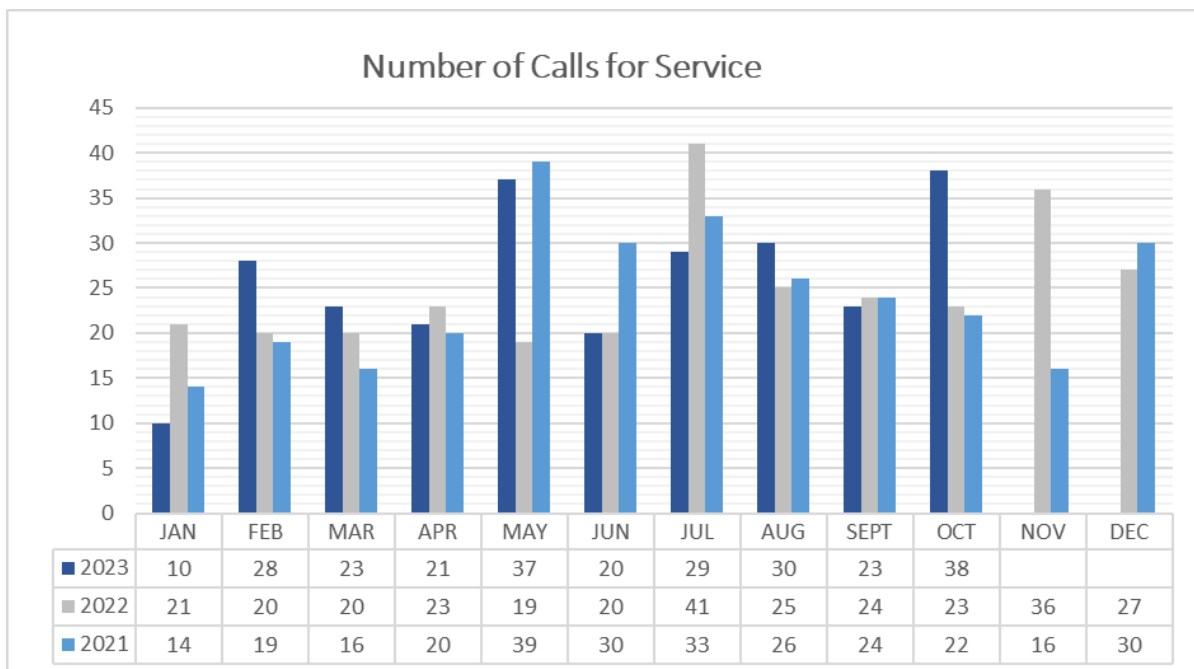
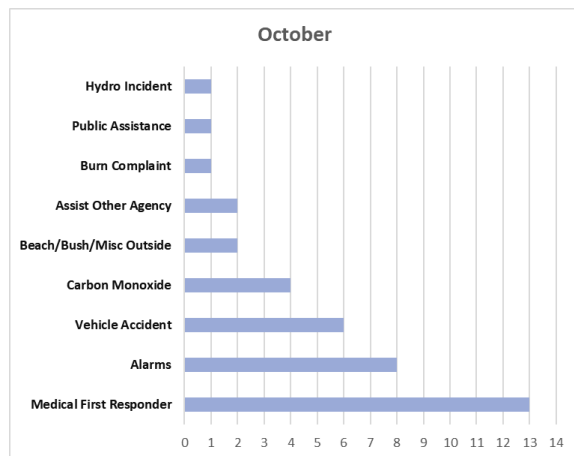
To provide Council with an update regarding Fire Rescue Department activities.

CALLS FOR SERVICE

Summary for October 2023:

Calls for Service in October = **38**
 Duty Officer Only: **8** Automatic Aid: **0** out; **0** in
 Mutual Aid: **0** out; **0** in

- Incident Hours: 24 hours, 9 minutes
- Average # of Personnel responding: 9:07(Full Time: 2.20| On-Call: 6.87
- Incident Staff Hours: 196 hours, 57 minutes
- Average Response Time E52: 12:27 minutes



OPERATIONS/ADMINISTRATION

- An open house was held on October 14. This was a chance for the public to tour the station and meet the firefighters.
- Crews were out on Halloween handing candy out to the kids and meeting the parents in the downtown core and neighbourhoods.
- The new Aerial Ladder Platform was delivered.
- Six new paid-on-call recruit firefighters joined the department.

TRAINING

2023	<i>Sessions</i>	<i>Subjects</i>	<i>Session Hours</i>	<i>Instructor Hours</i>	<i>Staff Hours</i>
<i>Weekly:</i>	14	8	28	38	222
<i>Additional:</i>	14	11	78	8	475
<i>Month Total:</i>	28	19	106	46	697
Annual Total:	205	176	700	523	4806

Training highlights:

- Training subjects covered in October included forcible entry, fire suppression, PPE & SCBA, and relay valve & master streams.
- Three members completed a Critical Incident Stress Management course.
- Two Officers completed a four-day Structural Collapse Operations Course.

FIRE PREVENTION

- During the week of October 8-14 fire safety education was delivered to all students in Qualicum Beach and Arrowview Elementary Schools

10 Inspections; 284 YTD | 3 Public Education Events | 0 Development Plan Review | 0 New Pre-Incident Plans | 0 Pre-Incident Plan Updates | 3 Public Outreach | 12 Garden Refuse Fire Permits

Career Staff Members: 4

Paid On-call Members: 32 (excludes non-operational and Career staff)

Change from previous month: 6

<i>REGULAR DUTY</i>		<i>NON-OPERATIONAL</i>	
Officer	3	Special Duty (Assistant FFs)	2
Full-Service	12		
Interior	6		
Exterior	0		
Recruits	11		



Peter Cornell, ECFO
Fire Chief
Report Writer



Lou Varela, RPP, MCIP
CAO
Concurrence



**Town of Qualicum Beach
FIRE RESCUE DEPARTMENT**

M E M O R A N D U M

TO: Lou Varela, CAO

FOR: Regular Council Meeting December 6, 2023

FROM: Peter Cornell, Fire Chief

SUBJECT: Monthly Fire Rescue Department Report for November 2023

PURPOSE

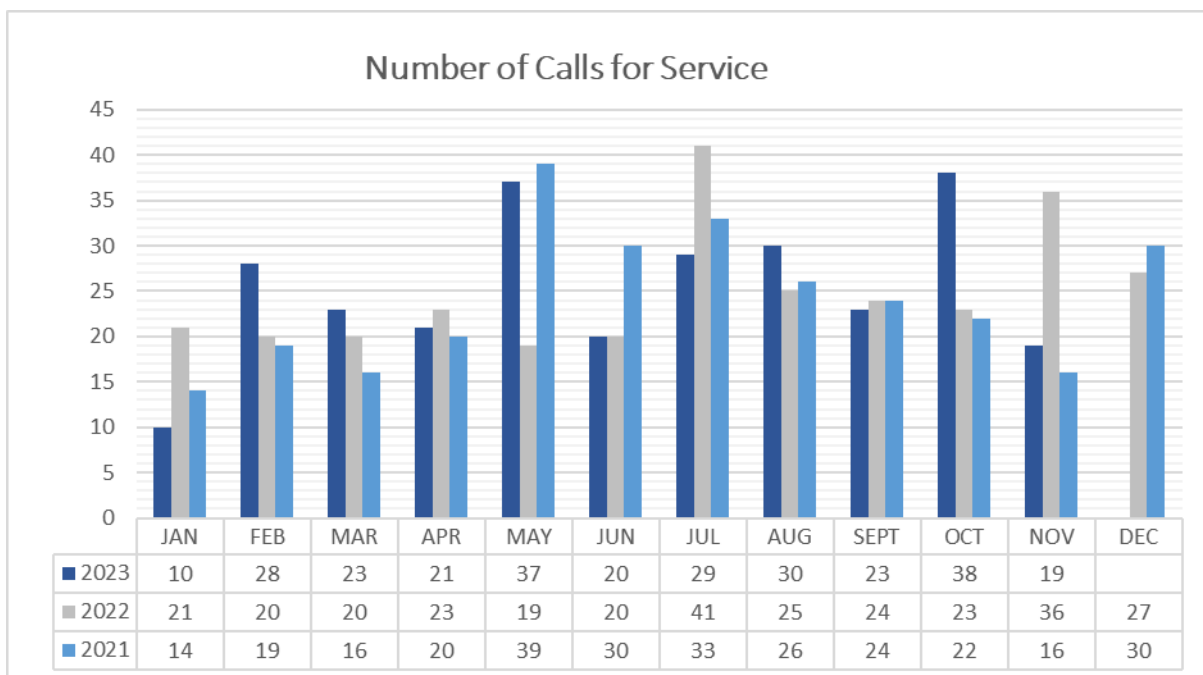
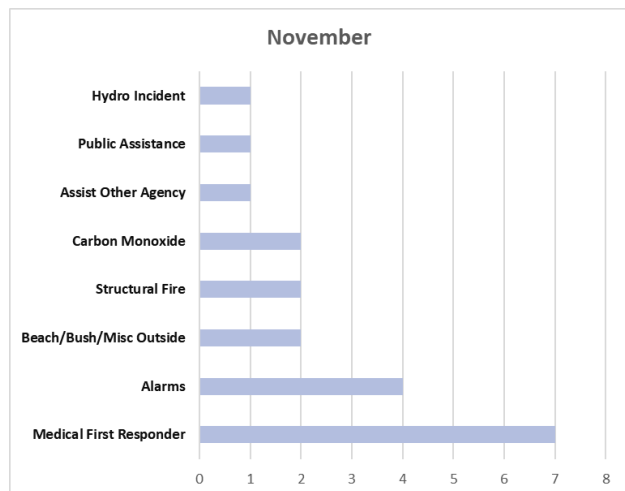
To provide Council with an update regarding Fire Rescue Department activities.

CALLS FOR SERVICE

Summary for November 2023:

Calls for Service in November = **19**
Duty Officer Only: **7** Automatic Aid: **1** out; **1** in
Mutual Aid: **0** out; **0** in

- Incident Hours: 12 hours, 21 minutes
- Average # of Personnel responding: 11.69(Full Time: 2.46 | On-Call: 9.23)
- Incident Staff Hours: 125 hours, 25 minutes
- Average Response Time E52: 10:40 minutes



OPERATIONS/ADMINISTRATION

- Members attended the Field of Crosses Ceremony on November 2.
- Firefighters attended the Remembrance Day Ceremony
- Town Staff and Firefighters completed a live airport exercise on November 6.
- District 69 Firefighters raised over \$100,000 on November 25 & 26 for the Salvation Army Food Bank. This event has been taking place for over 25 years.
- Firefighters attended Moonlight Madness, handing out candy canes and answering fire and life safety questions.

TRAINING

2023	<i>Sessions</i>	<i>Subjects</i>	<i>Session Hours</i>	<i>Instructor Hours</i>	<i>Staff Hours</i>
<i>Weekly:</i>	12	11	27	44	294
<i>Additional:</i>	10	8	57	9	332
Month Total:	22	19	84	53	6026
Annual Total:	227	195	784	576	5432

Training highlights:

- Training subjects covered in November included aerial orientation, CPR, aircraft emergencies, communications, and fire suppression.
- An Aerial Strategies and Tactics Course was delivered to 13 members over two weekends.

FIRE PREVENTION

47 Inspections; 331 YTD | 2 Public Education Events | 0 Development Plan Review | 0 New Pre-Incident Plans | 0 Pre-Incident Plan Updates | 5 Public Outreach

Career Staff Members: 4

Paid On-call Members: 32 (excludes non-operational and Career staff)

Change from previous month: 0

<i>REGULAR DUTY</i>		<i>NON-OPERATIONAL</i>	
Officer	3	Special Duty (Assistant FFs)	2
Full-Service	12		
Interior	6		
Exterior	0		
Recruits	11		



Peter Cornell, ECFO
Fire Chief
Report Writer



Lou Varela, RPP, MCIP
CAO
Concurrence



TOWN OF QUALICUM BEACH 2023 Construction and Building Permit Report

R E S I D E N T I A L																Totals
Permit #	Roll #	Civic	Street	Scope of Work	Contractor	# of Units SFD	# of Units Sec/Gar Suites	# of Units Multi	Additions and/or Renos	SFD (new)	Multi (new)	Commercial	Institutional	Industrial	Recreational	
OCTOBER																
6021	398.027	607	Berwick Rd N	Single Family Dwelling	Dombrowski Homes	1				\$650,000						
6022	659.452	413	Trio Lane	Accessory	(self)				\$50,000							
6023	982.000	666	Qualicum Rd	Garden Suite	(self)		1		\$275,000							
6024	902.150	143	Denman Dr	Renovation	(self)				\$20,000							
6026	1067.000	324	Hall Rd	Addition	Mclaren Coastal				\$33,000							
						1	1	0	\$378,000	\$650,000	\$0	\$0	\$0	\$0	\$0	\$1,028,000
Year to Date as at October 31, 2023						15	15	0	\$6,606,360	\$13,424,000	\$0	\$3,409,000	\$0	\$0	\$0	\$23,439,360

MONTHLY BYLAW REPORT - October 2023

AREAS PATROLLED	NUMBER OF PATROLS			VIOLATIONS NOTED DURING PATROLS IN THESE AREAS					
	Foot	Drive	Bike		Animal	Traffic	Signs	Other	Other Notes
Community Park	8	18			9				9 off leash on field
Other Parks									
Community Park Trails	11				8				off leash on the on-leash trail
Dollymount Trail	4	8							
Heritage Forest Trails	10				4				4 dogs off leash - 14 dogs on leash/
Museum Area Trails	4	12							
Other Trails									
Homeless Patrols	6	21							
Town Centre Patrols	18	32				12	4		
Residential Areas		33				2	3		
Main Beach Patrols		26				8			7 notices placed on RV's & 1 van/
Other Beach Patrols									
TOTALS	61	150	0		21	22	7	0	

COMPLAINTS, CALLS, INQUIRIES RECEIVED and ACTIONS / ENFORCEMENT TAKEN

	Complaints/Calls Received	Voluntary Compliance	Orders / MTI's Removed / Other	Crtsy Warnings Tickets Issued	Letters/emails Info sent	Personal visits Follow up/patrols	Notes
Animal Control	7				7	9	at large/ on beach/agg. Dog x3/lost dog/cats / found dog/
Burning Outdoor	1				1	1	burning in WMA /
Business Licence	1				1	1	
Homeless Issues	7	2	5		6	17	belongings removed from bus shelter/along waterfront x2/
Illegal Dumping	2				2	2	concrete dust in drain x2 /
Noise	8				8	8	radio/ noise from logging x2 / golf course x2/airport x2/heat pump
Parks / Trails / Beaches	2				2	2	
Sign	1		5		1	1	
Traffic	10	7	7	15	10	27	24 hr violation x 3/park on sidewalk/
Tree Removal	9				9	9	stumps/ removal x 4/danger tree/pruning
Unsightly Premises	3				3	3	fence/hedge/
Vandalism							
Zoning / Building	8				6	8	RV's x 2/ air b & b x3/illegal suites/ RV blocking view/ALR land/
Other	7				7	6	branch pile x2/golf cart bylaw/leaves/smoking/ salal picking/ FOIPPA
TOTALS	66	9	17	15	63	94	

Minutes of the 6:00 pm Monday, November 6, 2023, Town of Qualicum Beach Committee of the Whole Meeting held in the Pioneer Hall West, Civic Centre, 747 Jones Street, Qualicum Beach, BC

PRESENT: Council: Mayor Teunis Westbroek
Councillor Anne Skipsey
Councillor Petronella Vander Valk
Councillor Jean Young

ABSENT: Councillor Scott Harrison

ALSO PRESENT: Staff: Lou Varela, CAO
Heather Svensen, Corporate Administrator
Liz Pollock, Planner
Kevin Goldfuss, Airport Manager
Jason Froats, Information System Analyst
Weslie Gould, Deputy Corporate Administrator

The Mayor called the meeting to order at 6:13 pm acknowledging that the meeting is being held on the traditional lands of the Coast Salish people.

ADOPTION OF THE AGENDA

Council adopted, by unanimous consent, the November 6, 2023 Committee of the Whole meeting agenda.

CARRIED UNANIMOUSLY

QUALICUM BEACH AIRPORT CONSULTATION PLAN

(1) Introductions & Welcome

Mayor Westbroek welcomed everyone to the meeting and introduced the senior staff.

Liz Pollock, Planner, provided an overview of the agenda for the meeting.

Kevin Goldfuss, Airport Manager, introduced the panelists: Geoff Graham, Assistant Airport Manager; Rob Beynon from Operations Economics Inc., the consultant hired to conduct the multi-phase airport consultation process; and Darlene George from NavCanada, the manager of air traffic services for British Columbia, who joined the meeting via Zoom.

(2) Panel Presentations

Rob Beynon gave a presentation on the airport consultation process, outlining the four phases of the process: Phase 1 – stakeholder consultation (July 2023); Phase 2 – Council tour (August 2023); Phase 3 – Public Engagement (Oct/Nov 2023); Phase 4 – Report to Council (Dec 2023/Jan 2024). Mr. Beynon discussed the differences between registered and certified airports, noting that once an airport is certified, like the Qualicum Beach Airport, it must comply with the certificate and the associated regulations.

Rob Beynon described the Noise Abatement Procedure (NAP) that was implemented in 2021, which requires pilots to fly out on the extended runway centerline to two (2) nautical miles before turning, and to avoid flying over populated areas as much as possible. To date in 2023, the Town has received 46 airport-related noise complaints.

Darlene George, NavCanada, gave a presentation on the air traffic services for the airport. She explained the role and function of NavCanada, which is a private, non-profit corporation that operates Canada's civil air navigation system.

(3) Facilitated Question and Answer Period

Liz Pollock opened the floor for questions and comments from the public, and noted that the online airport consultation survey is open until November 30, 2023.

Arthur Klingspor expressed his dissatisfaction with aircraft noise, commenting that there is a plane every 10 minutes, and stated that the Qualicum Beach Airport is not a suitable location for a flight school due to its proximity to residential neighbourhoods.

Todd Provost, representing the Qualicum Woods Residents Association (QWRA), said that he has been asking for a public voice to address airport issues, such as noise, flight paths, safety, and lead pollution. He commented on his experience trying to open a dialogue with Council and Town staff, noting that he had asked for a noise management committee, or to be permitted to join the Airport Users Committee. He also noted that he counted nine planes in a 45 minute period on August 26, 2023.

Dilys Williamson, a resident of Qualicum Woods, commented that the noise from aircraft has become a problem in the last few months, noting that she counted 39 flights of the same plane in 2.25 hours on a Sunday. Ms. Williamson further expressed concern about the health effects of leaded fuel used by the small engine flights.

Rob Beynon explained the Town's process when an aircraft-related noise complaint is received: staff review video footage from the airport for the day and time the complaint was issued to determine if a violation of the NAP occurred. If it is determined that there was a violation, a letter is sent to the registered owner of the aircraft. If there are repeat violations, the Town notifies Transport Canada and it becomes the responsibility of Transport Canada.

Joyce Daman, Qualicum Beach, said that she is proud of the airport, which was built in 1954 by the local Rotary club. She said that the airport is important to the town and the region, and that it provides various services and benefits, such as training, tourism, emergency access, wildfire response, and search and rescue. She said that she supports the development of more suitable businesses at the airport.

Wolf Isaacson, Qualicum Beach, referenced a report from the UK that showed the negative impacts of the construction and operation of airports, including air pollution, greenhouse gas emissions, and noise, which affect the health of people, animals, and plants. He said that he is concerned about the agricultural land surrounding the airport, and that he thinks that expanding an airport in a residential neighbourhood is not a good idea.

John Wood, Qualicum Beach, requested that the presentation slides be posted on the Town's website for the public, and expressed support for the airport's operations, notably for tourism, wildfire fighting, training, and medevac services.

Carol and Fred Dowe, Qualicum Beach, spoke about their experiences learning to fly at the airport, stating that they were trained to take off to the North and follow the railway to avoid the Qualicum Woods and Eaglecrest neighbourhoods. Carol noted that she had a petition signed by 105 people from 2017, and that there was a change in 2017 that greatly increased the noise issues.

David, Qualicum Beach, voiced his concern about noise and lead pollution from the airport. He questioned why citizens have to report noise violations, and suggested that the Town should have a better enforcement mechanism. Kevin Goldfuss, Airport Manager, explained that the Town has no authority over aircraft once they leave the airport, and noted that the online reporting system and process has been improved with additional accountability features, such as tracking numbers.

Elaine DeRoy, Qualicum Woods, commented that her son learned to fly at the Qualicum Beach Airport, and that he would not be a pilot today if the airport were not here.

Didier, Qualicum Beach, expressed concern about the loud noise from the airport, which he measured at 85 decibels in his home. He noted that the noise has worsened in the last few years and that he is significantly affected by the noise. He asked where he can get details on the Noise Abatement Procedure (NAP).

Joanne Tudor, a resident who works from home in Qualicum Woods, reported a high increase in noise this summer, which negatively affected her work. She also expressed concern about lead in the fuel used by the small engine flights, and the potential impact on the intellectual and behavioural development of young children.

ADJOURNMENT

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

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 8:16 pm

Certified Correct:

Heather Svensen
Corporate Administrator

Teunis Westbroek
Mayor

DRAFT

Minutes of the 10:00 am Wednesday, November 8, 2023, Town of Qualicum Beach Regular Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

PRESENT: Council: Mayor Teunis Westbroek
Councillor Scott Harrison
Councillor Anne Skipsey
Councillor Petronella Vander Valk
Councillor Jean Young

ALSO PRESENT: Staff: Lou Varela, CAO
Heather Svensen, Corporate Administrator
Oliver Watson, Capital Projects Manager
Rob Dickinson, Director of Infrastructure
Luke Sales, Director of Planning
Weslie Gould, Deputy Corporate Administrator

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

ADOPTION OF THE AGENDA

Council adopted, by unanimous consent the November 8, 2023 Regular Council meeting agenda, as amended by:

- adding a late item, Item 7(1)(a), Committee & Liaison Reports – General Government (Mayor Teunis Westbroek), Notice of Motion – Official Community Plan Amendment;
- removing Item 4(2), Delegations, Flowerstone Health Society.

CARRIED UNANIMOUSLY

ADOPTION OF THE CONSENT AGENDA

Councillor Skipsey requested that the letter received October 18, 2023 from the Qualicum Beach Elementary School regarding the ‘salamander pond’ be referred to the December 6, 2023 regular meeting for discussion.

Councillor Harrison requested that the item of correspondence received October 25, 2023 regarding leaded aviation fuel be removed from the correspondence log for discussion during the Committee and Liaison Reports portion of the agenda.

Council adopted, by unanimous consent, the following items from the November 8, 2023 regular council meeting consent agenda:

- (1) **Correspondence Log** – November 8, 2023 – For Information
- (2) **Announcement of Council Meeting Motions**

CARRIED UNANIMOUSLY

APPROVAL OF THE MINUTES

Council approved, by unanimous consent, the minutes of the October 11, 2023 Regular Council meeting, as amended, and the October 24, 2023 Special Council meeting.

CARRIED UNANIMOUSLY

DELEGATIONS

(1) **Sue Big Oil**

Roy Collver, resident, and Andrew Gage, West Coast Environmental Law, appeared before Council regarding the 'Sue Big Oil' class action lawsuit against oil, gas, and coal companies, and requested that Council consider supporting the initiative by passing a resolution in support and allocating \$1 per resident towards the costs of the lawsuit.

CORRESPONDENCE

(1) **Plant Based Treaty** – email dated October 3, 2023

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the e-mail dated October 3, 2023, requesting the Town of Qualicum Beach endorse the Plant Based Treaty, be referred to the Select Committee on Environment & Sustainability for comment on how this Treaty relates to food security.

CARRIED UNANIMOUSLY

(2) **2023 Qualicum Beach Christmas Concert – Concert Sponsorship Request** – received October 15, 2023

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT, notwithstanding Town Policy No. 3000-6, Grants in Aid, and Policy No. 4004-1a, Subsidized Rentals, Council approves a one-time subsidy for the use of the Civic Centre on December 11, 2023 for the 2023 Qualicum Beach Christmas Concert with the Victoria Symphony, by charging a reduced rate of \$1,373, plus applicable taxes, as opposed to the regular rate of \$2,373, plus applicable taxes, resulting in a \$1,000 subsidy.

CARRIED UNANIMOUSLY

(3) **2024 Vancouver Island Regional Library Board Appointments** – letter dated October 17, 2023

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Councillor Young be appointed as Trustee and Councillor Harrison be appointed as Alternate to the Vancouver Island Regional Library (VIRL) Board for the term January 1 to December 31, 2024.

CARRIED UNANIMOUSLY

BYLAWS

(1) **Housekeeping Bylaw**

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT the Bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (Housekeeping) Bylaw No. 580.138, 2023" be adopted.

CARRIED UNANIMOUSLY

(2) **Zoning Amendment: 127 and 141 Fifth Avenue East**

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (127 and 141 Fifth Avenue East) Bylaw No. 580.139, 2023" be read a second time.

CARRIED UNANIMOUSLY

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council hold a Public Hearing on December 6, 2023, 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 (127 and 141 Fifth Avenue East) Bylaw No. 580.139, 2023".

CARRIED UNANIMOUSLY

COMMITTEE & LIAISON REPORTS

(1) **General Government** (Mayor Teunis Westbroek)

Mayor Westbroek commented on the following:

- Attending the Regional District of Nanaimo (RDN) committee meeting, discussing the proposed Ravensong pool expansion.
- Extending appreciation to Town staff and fellow members of Council for their participation in this year's Halloween event.
- Attending the kickoff event for the Remembrance Day poppy campaign.
- Attending the Ducks Unlimited fundraiser with Councillor Young.
- Presenting a motion at an upcoming RDN Board meeting to pay off the mortgage for Arrowsmith Search and Rescue's building at the Qualicum Beach Airport.
- Attending various workshops at the Vancouver Island Economic Alliance Summit (VIEA), specifically relating to food security and local food production.

LATE ITEM - Notice of Motion - Official Community Plan Amendment

Mayor Westbroek MOVED and Councillor Vander Valk SECONDED, THAT Council directs staff to prepare an Official Community Plan amendment that would update the Urban Containment Boundary (UCB) to be aligned with the boundaries of the Village Neighbourhood.

Councillor Young MOVED and Councillor Skipsey SECONDED, THAT the motion on the floor be amended by incorporating the staff recommendations, as follows:

AND FURTHER THAT Council directs staff to prepare a report on the process and timelines for amendment of the Town's Official Community Plan including, but not necessarily limited to, update of the Urban Containment Boundary (UCB) for alignment with the boundaries of the Village Neighbourhood;

AND FURTHER THAT the Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 be amended prior to June 2024 in accordance with the Provincial Housing announcement from November 2, 2023;

AND FURTHER THAT all Strategic Initiatives related to land use planning, not already in progress, be deferred to 2027 or beyond with the exception of the Quality of Life Survey where the Survey delivery date should be delayed until the Town has received the Provincial Housing Policy Manual and relevant content has been incorporated into the Quality of Life Survey accordingly.

Councillor Harrison MOVED and Councillor Young SECONDED, THAT the motion on the floor be deferred until the Town receives an update from the Province regarding their proposed housing legislation.

MOTION FAILED

Opposed: Mayor Westbroek; Councillor Skipsey; Councillor Vander Valk

In Favour: Councillor Harrison; Councillor Young

Mayor Westbroek withdrew his motion.

Staff committed to providing an update to Council as soon as possible following the Province's release of their Housing Policy Manual, expected to be published by the Province in December.

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council directs staff to prepare a report on the process and timelines for amendment of the Town's Official Community Plan including, but not necessarily limited to, update of the Urban Containment Boundary (UCB) for alignment with the boundaries of the Village Neighbourhood.

CARRIED

Opposed: Councillor Harrison; Councillor Young

In Favour: Mayor Westbroek; Councillor Skipsey; Councillor Vander Valk

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 be amended prior to June 2024 in accordance with the Provincial Housing announcement from November 2, 2023.

CARRIED UNANIMOUSLY

Councillor Vander Valk MOVED and Mayor Westbroek SECONDED, THAT all Strategic Initiatives related to land use planning, not already in progress, be deferred to 2027 or beyond with the exception of the Quality of Life Survey where the Survey delivery date should be delayed until the Town has received the Provincial Housing Policy Manual and relevant content has been incorporated into the Quality of Life Survey accordingly.

MOTION FAILED

Opposed: Councillor Harrison; Councillor Skipsey; Councillor Young

In Favour: Mayor Westbroek; Councillor Vander Valk

(2) **Public Safety** (Councillor Scott Harrison)

Councillor Harrison commented on the following:

- Meeting with the Accessibility Advisory Team, noting that grant funding is available through the Social Planning and Research Council of B.C. (SPARC BC) for accessibility initiatives, discussing the Brain/ Body Fitness initiative from Qualicum Community Education & Wellness Society (QCEWS) which requires approximately \$25,000 to continue operations. Councillor Harrison posed three options that Council could consider for providing support to QCEWS: provide direct funding; provide bridge funding; or provide a resolution confirming the Town's desire to provide ongoing support.
- Attending various workshops at VIEA, including one about using technology to fight wildfires, and a panel on indigenous relations to the forestry sector.
- The recent housing legislation announcement from the Province, questioning if the Town should be advising the Province about carrying capacity, specifically relating to the amount of water available.
- Attending the Annual General Meeting of the Eaglecrest Residents' Association, discussing the new housing legislation and people walking their dogs on the Eaglecrest golf course property.

(3) **Parks & Recreation** (Councillor Anne Skipsey)

Councillor Skipsey commented on the following:

- Attending the monthly Qualicum Beach Memorial Golf Course Board meeting.
- Attending the Regional District of Nanaimo Solid Waste Committee meeting.
- Attending the Qualicum Beach Seniors' Activity Centre Annual General Meeting on behalf of Mayor Westbroek, noting discussion about needing a larger space for the centre.
- Handing out juice boxes on Halloween, expressing gratitude to staff for their work transforming Glassford Square into a spooky graveyard.
- Attending a viewing of 'Ants' starring Suzanne Sommers at the Qualicum Beach Museum, which was partially filmed in Qualicum Beach.
- Attending the final QB Reads series at the Qualicum Beach Museum, which included a poetry reading by local author John Beaton.
- With Councillor Vander Valk, hosting grade 9 students for a job shadowing opportunity at Town Hall, showcasing opportunities in local government.
- Attending a Heritage Forest Committee meeting.
- Attending the Field of Crosses ceremony.
- Attending the Committee of the Whole meetings discussing the Qualicum Beach Airport Consultation Plan.
- Requesting more information about the Beach Creek Viewing Platform project. Staff were directed to provide an update at the next regular Council meeting.

Notice of Motion – National Tree Day 2024

Councillor Skipsey MOVED and Councillor Harrison SECONDED,
WHEREAS our urban forest canopy is under stress from the ongoing loss of mature trees to development and the effects of climate change, including drought and the visible loss of trees and potentially key species like Western Red Cedar and Grand Fir; and
WHEREAS the Town of Qualicum Beach has recently adopted an Urban Forest Master Plan, and implemented a comprehensive Tree Protection Bylaw with core objectives of public education and engagement while working in concert with Town Staff to manage our urban forest;

THEREFORE, BE IT RESOLVED THAT the request by the “Friends of the Qualicum Beach Forest” for a celebration of National Tree Day in September 2024 be supported with staff resources for joint coordination, including provision of letters of support for any grants which may be applied for, as well as a small budget of up to \$5,000 for the event.

CARRIED UNANIMOUSLY

Notice of Motion – Select Committee on Parks and Recreation

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT “Arts and Culture” be considered for addition to an existing Select Committee, or as a new advisory body to Council, during the upcoming Committee review.

CARRIED UNANIMOUSLY

(4) Community Development (Councillor Petronella Vander Valk)

Councillor Vander Valk commented on the following:

- October 12, attending the information meeting for a development proposal at Beach Road and First Avenue W.
- October 16, 23, 30, and November 6, attending meetings of the Official Community Plan Review Steering Committee.
- October 16, attending the St. Andrews Lodge Historical and Cultural Society monthly Board meeting.
- October 20, attending the Qualicum Beach Chamber of Commerce Board meeting.
- October 23, attending the Public Open House with Councillor Young.
- October 25 and 26, attending workshops at VIEA.
- October 31, attending the Chartwell Residents’ Association Board meeting.
- October 31, attending the Halloween celebrations in Glassford Square.
- November 1, hosting grade 9 students from Kwalikum Senior Secondary for “Take Your Kids to Work Day” with Councillor Skipsey.
- November 2, attending the dedication ceremony for the Field of Crosses.
- November 6, attending the Chartwell Residents’ Association Annual General Meeting.

(5) **Arts & Culture** (Councillor Jean Young)

Councillor Young commented on the following:

- Attending the Early Learning & Childcare Council in Oceanside (ELCCO) meeting, noting the new Into the Woods childcare facility has a waitlist of 72 children.
- Attending the Qualicum Beach Museum and Historical Society Board meeting and Annual General Meeting.
- Attending the Public Open House at Town Hall.
- Attending the East Village open house presentation, noting there are an expected 50 residential units going to be available in 2025.
- Attending VIEA, the Oceanside Hospice Board meeting, the Halloween event at Town Hall, the Legion's Poppy Ceremony, the Field of Crosses ceremony, the Qualicum Beach Streamkeepers Annual General Meeting, the Ducks Unlimited fundraiser, The Old School House music night, and the two public airport Committee of the Whole meetings.
- Encouraging residents to support local businesses and non-profit organizations.

Councillor Harrison raised the item of correspondence regarding leaded aviation fuel that was removed from the consent agenda for discussion. Councillor Harrison noted that there are federal reports available online that explain the reasons why lead is required in aviation fuel.

STAFF REPORTS

(1) **Corporate Administration**

(a) **2023-2024 Communications Strategy – Verbal Update**

Mayor Westbrook MOVED and Councillor Young SECONDED, THAT staff be directed to invite representatives from Island Health to attend an upcoming Council meeting to discuss the community's healthcare-related needs.

CARRIED UNANIMOUSLY

(b) **Motions Index: Resolution for the 2023 UBCM Conference**

Staff noted that the resolution from the June 14, 2023 regular Council meeting had not been submitted by the June 30, 2023 deadline to submit resolutions for the UBCM conference.

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT the June 14, 2023 Council motion directing staff to send a resolution to the 2023 Union of British Columbia Municipalities (UBCM) Conference be referred to the Association of Vancouver Island and Coastal Communities (AVICC) for their consideration of endorsement in advance of UBCM 2024.

MOTION DEFEATED UNANIMOUSLY

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT the June 14, 2023 Council motion directing staff to send a resolution to the 2023 Union of British Columbia Municipalities (UBCM) Conference be rescinded.
CARRIED UNANIMOUSLY

Mayor Westbroek MOVED and Councillor Vander Valk SECONDED, THAT the meeting be recessed for five minutes.
CARRIED UNANIMOUSLY

MEETING RECESSED at 12:25 pm
MEETING RESUMED at 12:31 pm

(c) **Christmas Night Market**

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT the Qualicum Beach Farmers Market be granted permission to host a Christmas Night Market on Thursday, November 23, 2023 on Veterans Way, including live music, vendors, and food trucks;
AND FURTHER THAT the Town provide support in the form of provision of barricades, and electrical access and supply for the duration of the event;
AND FURTHER THAT Council authorizes the closure of Veterans Way on November 23, 2023 from 3:00 pm to 9:00 pm to facilitate the Christmas Night Market, ensuring Town requirements are met, including emergency services notification, insurance, and litter control.
CARRIED UNANIMOUSLY

(d) **Moonlight Madness Road Closure**

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council authorizes the closure of Primrose Street, between First Avenue West and Second Avenue West, on Thursday, November 23, 2023 from 5:00 pm to 9:00 pm, to facilitate the 2023 Moonlight Madness shopping event, ensuring Town requirements are met, including emergency services notification, traffic control, insurance, litter control, and notification to businesses affected by the closure.
CARRIED UNANIMOUSLY

(e) **Special Event: Holiday Light Display**

Councillor Vander Valk MOVED and Councillor Harrison SECONDED, THAT the Qualicum Beach Collective Society, in partnership with Milner Gardens, be granted permission to host a light display and photo booth on the sidewalk by the clock tower at Memorial Avenue and Second Avenue West, from November 23 to November 26, 2023;
AND FURTHER THAT the Town provide support in the form of electrical access and supply for the duration of the event.
CARRIED UNANIMOUSLY

(2) **Planning**

- (a) **Major Projects Update: Saahtlam Park, Bus Garage & Mobility Study, and the Quality of Life Survey – For Information**

- (b) **Pathways to Sustainable Economic Development in Qualicum Beach – Rural Economic Diversification and Infrastructure Program (REDIP)**

Mayor Westbrook MOVED and Councillor Vander Valk SECONDED, THAT Council authorizes the submission of a grant application to the Rural Economic Diversification and Infrastructure Program for \$100,000 to support the “Pathways to Sustainable Economic Development in Qualicum Beach” project.

CARRIED

Opposed: Councillor Harrison

In Favour: Mayor Westbrook; Councillor Skipsey; Councillor Vander Valk; Councillor Young

(3) **Engineering & Operations**

- (a) **Pollinator Pathways**

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT Council receives for information the report on Pollinator Pathways dated November 8, 2023 from the Director of Infrastructure Services and consider this pilot project as a possible 2024 Strategic Initiative.

CARRIED UNANIMOUSLY

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT, as per Council Procedure Bylaw No. 733, 2019, the meeting be extended beyond the three-hour time limit.
CARRIED UNANIMOUSLY

- (b) **BC Air Access Program – Airport Master Plan**

It was noted that the Airport Master Plan will be discussed during Council’s Strategic Planning sessions scheduled for November 10 and November 15, 2023.

- (c) **Above Ground Aviation Gasoline Tank Installation at Qualicum Beach Airport**

Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council approves the tender from Western Oil Services for the removal of the existing 20,000-liter underground aviation gasoline (Avgas) tank and fueling system and replacement with a new above ground 30,000-liter Avgas fueling system complete with a new payment machine, as described in the November 8, 2023 memo from the Capital Projects Manager;

AND FURTHER THAT the project budget be increased from \$340,000 to \$425,000, with the additional \$65,000 to be sourced from the Asset Replacement Reserve fund.

CARRIED UNANIMOUSLY

REVIEW OF COMMENTS FROM THE PUBLIC

Comments for this regular Council meeting were received by 12:00 pm two business days following the meeting (November 10, 2023). Submissions were distributed to all Council, and a brief summary of the comments are as follows:

- Kevin Monahan, Qualicum Beach, regarding Bill 44, the November 2023 Provincial housing legislation announcement.

MOTION TO CLOSE

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT the meeting be closed to the public for the purposes of considering:

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

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 1:21 pm

MEETING REOPENED TO THE PUBLIC: 2:25 pm

ADJOURNMENT

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

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 2:25 pm

Certified Correct:

Heather Svensen
Corporate Administrator

Teunis Westbroek
Mayor

Minutes of the 10:00 am Friday, November 10, 2023, Town of Qualicum Beach Committee of the Whole Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

PRESENT: Council: Mayor Teunis Westbroek
Councillor Scott Harrison
Councillor Anne Skipsey
Councillor Petronella Vander Valk
Councillor Jean Young

ALSO PRESENT: Staff: Lou Varela, CAO
Heather Svensen, Corporate Administrator
Luke Sales, Director of Planning
Raj Hayre, Director of Finance
Oliver Watson, Manager of Capital Projects
Rob Dickinson, Director of Engineering and Infrastructure
Peter Cornell, Fire Chief
Kevin Goldfuss, Interim Manager of Operations
Rebecca Augustyn, Senior Planner
Weslie Gould, Deputy Corporate Administrator

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

ADOPTION OF THE AGENDA

Council adopted, by unanimous consent, the November 10, 2023 Committee of the Whole meeting agenda.

CARRIED UNANIMOUSLY

STRATEGIC PLANNING SESSION – Day 1

Facilitator: Allison Habkirk, MA, MPA, MCIP

**(1) Welcome and Introductions
Agenda Overview**

Mayor Westbroek welcomed and introduced the facilitator, Allison Habkirk.

The facilitator gave an overview of the agenda for the meeting, referencing the key documents under consideration, including the draft Strategic Plan 2024-2028, the 2023-2027 Financial Plan, and the scoping sheets for consideration.

The Director of Finance provided a brief review of the Town's financial progress in 2023 and noted that the Strategic Initiatives Reserve Fund is projected to have a shortfall in 2026 and 2028 with the current proposed strategic initiatives.

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole recommends to Council, THAT the draft Strategic Plan 2024-2028, dated November 10, 2023, be adopted.

CARRIED UNANIMOUSLY

(2) **Purpose, Overview, and Background**
Provincial Announcement & Local Government Housing Initiatives
Review of Strategic Planning Initiatives

The Director of Planning provided a brief overview of the new Provincial housing legislation announced November 1, 2023.

The Chief Administrative Officer reviewed the Council Strategic Initiatives that were completed in 2023; those that were approved in 2023 and planned for 2024; and those that were approved in 2023 and planned for 2025 or beyond.

Good Governance Strategic Initiatives

The Committee discussed the Strategic Initiatives under the focus area of 'Good Governance' in the 2024-2028 Strategic Plan.

Staff noted that some of the Strategic Initiatives have been deferred to later years due to the Provincial housing legislation announcement:

- *Records Management Analysis*; deferred from 2024 to 2025
- *Encroachment Policy Review*; deferred from 2024 to 2027
- *Development Cost Charge Reductions/CAC's*; deferred from 2025 to 2028
- *Commercial Centre Delivery Hours*; deferred from 2026 to 2028.

The Committee requested that staff provide a report at the December 6, 2023 regular Council meeting regarding the *Development Cost Charge Reductions* Strategic Initiative, specifically to consider rescinding the Town's Development Cost Charge Reduction Bylaw.

The Committee requested that staff provide a report at the December 6, 2023 regular Council meeting regarding the *Commercial Centre Delivery Hours* Strategic Initiative, specifically regarding implications with delaying this Strategic Initiative to ongoing developments in the commercial centre.

It was noted that an update on the Airport Consultation Plan will be provided at the December 6, 2023 regular Council meeting, and staff committed to provide further information on grant funding for the development of the *Airport Master Plan*.

The Committee directed that the *Visual Identity Refresh* Strategic Initiative be deferred from the 2024 workplan to the 2025 workplan, excepting any work required for the redevelopment of the website.

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT the meeting be recessed until 12:30 pm.

CARRIED UNANIMOUSLY

MEETING RECESSED: 12:05 pm

MEETING RESUMED: 12:32 pm

Community Health and Wellbeing Strategic Initiatives

The Committee discussed the Strategic Initiatives under the focus area of 'Community Health and Wellbeing' in the 2024-2028 Strategic Plan.

Staff noted that some of the Strategic Initiatives have been deferred to later years due to the Provincial housing legislation announcement:

- *Official Community Plan Review, Parts 1-4*; deferred from 2024-2027 to 2028 or beyond
- *Uptown Mobility Study Phase 2*; deferred from 2027 to 2028
- *Pollinator Pathways Policy Development*; deferred from 2025 to 2028 or beyond
- *Dementia-Friendly Community*; deferred from 2027 to 2028 or beyond
- *Improve Accessibility to the Foreshore – Planning and Research*; deferred from 2024 to 2028 or beyond.

The Committee directed that the *Food Action Plan* Strategic Initiative be amended to note that the Town will consider advancing the initiative prior to the stated 2026 workplan as opportunities arise.

The Committee directed that the *Bylaw to Prohibit Smoking in Parks and Trails* Strategic Initiative be discussed at the November 15, 2023 Committee of the Whole (Strategic Planning) meeting under Capital Projects to consider a reduced scope for the project.

The Committee directed that the *Pollinator Pathways Policy Development* Strategic Initiative be moved from the 2028 workplan to the 2025 workplan, and requested a report from staff to consider options to advance this initiative that may require fewer resources.

Climate Action Strategic Initiatives

The Committee discussed the Strategic Initiatives under the focus area of 'Climate Action' in the 2024-2028 Strategic Plan.

Staff noted that some of the Strategic Initiatives have been deferred to later years due to the Provincial housing legislation announcement:

- *Review Form and Character Guidelines to Advance Climate Change Adaptation and Mitigation*; deferred from 2027 to 2028 or beyond.

The Committee directed that the *Review Form and Character Guidelines to Advance Climate Change Adaptation and Mitigation* Strategic Initiative be amended to note that the Town will consider advancing the initiative prior to the stated 2026 workplan as opportunities arise.

Housing Strategic Initiatives

The Committee discussed the Strategic Initiatives under the focus area of 'Housing' in the 2024-2028 Strategic Plan.

Staff noted that some of the Strategic Initiatives have been deferred to later years due to the Provincial housing legislation announcement:

- *Short Term Rentals Regulatory Framework*; deferred from 2024 to 2027
- *Affordable Housing Phase 1 and 2*; deferred from 2025-2026 to 2027-2028
- *Multi-Generational Housing Best Practices*; deferred from 2025 to 2028
- *Ways to Achieve Affordable Market Housing*; deferred from 2027 to 2028.

The Committee directed that the *Affordable Housing Phase 1 and 2* Strategic Initiative be moved from the 2027-2028 workplan to the 2025-2026 workplan, and be amended to note that the Town will consider advancing the initiative earlier, as opportunities arise.

The Committee directed that the *Multi-Generational Housing Best Practices* Strategic Initiative be amended to note that the Town will consider advancing the initiative prior to the stated 2028 workplan as opportunities arise.

The Committee directed that the *Ways to Achieve Affordable Market Housing* Strategic Initiative be moved from the 2028 workplan to the 2027 workplan, and be amended to note that the Town will consider advancing the initiative prior to the stated 2027 workplan as opportunities arise, including pre-zoning property.

Economic Prosperity Strategic Initiatives

The Committee discussed the Strategic Initiatives under the focus area of 'Economic Prosperity' in the 2024-2028 Strategic Plan.

The Committee directed that the *Pathways to Sustainable Economic Development* Strategic Initiative be amended to note that the Town will consider advancing the initiative prior to the stated 2024 and 2025 workplans as opportunities arise.

Progressive Infrastructure Strategic Initiatives

The Committee discussed the Strategic Initiatives under the focus area of 'Progressive Infrastructure' in the 2024-2028 Strategic Plan.

Staff noted that some of the Strategic Initiatives have been deferred to later years due to the Provincial housing legislation announcement:

- *Parking Management Strategy*; deferred from 2027 to 2028 or beyond
- *Other Effective (area-based) Conservation Measures (OECM) – Management Plans*; deferred from 2027 to 2028 or beyond.

The Committee directed that the *Parking Management Strategy* Strategic Initiative be moved from the 2028 workplan to the 2026 workplan.

The Committee directed that the Quality of Life Survey include question(s) to guide the *Regulate Light Trespass* Strategic Initiative.

The Committee directed that the *Other Effective (area-based) Conservation Measures (OECM) – Management Plans* Strategic Initiative be amended to note that the Town will consider advancing the initiative prior to the stated 2028 or beyond workplan as opportunities arise.

Public Input Opportunity

Mayor Westbroek invited the public in the gallery to provide comment.

Jay Smith, Qualicum Beach, expressed concern about the new provincial housing legislation.

Pat Jacobson, Qualicum Beach, commented on the timing for the *Visual Identity Refresh* in relation to the Official Community Plan review and a full rebranding project.

Joyce Daman, Qualicum Beach, expressed concern about parking in the downtown core and the impacts of deferring the mobility study.

Bruce Fleming-Smith, Qualicum Beach, expressed concern about the number of projects being deferred due to the new Provincial housing legislation, especially relating to parking and laneways.

ADJOURNMENT

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

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 3:22 pm

Certified Correct:

Heather Svensen
Corporate Administrator

Teunis Westbroek
Mayor

**Minutes of the 10:00 am Wednesday, November 15, 2023, Town of Qualicum Beach
Committee of the Whole Meeting held in the Council Chamber, Municipal Office,
660 Primrose Street, Qualicum Beach, BC**

PRESENT: Council: Mayor Teunis Westbroek
Councillor Scott Harrison
Councillor Anne Skipsey
Councillor Petronella Vander Valk
Councillor Jean Young

ALSO PRESENT: Staff: Lou Varela, CAO
Heather Svensen, Corporate Administrator
Luke Sales, Director of Planning
Raj Hayre, Director of Finance
Oliver Watson, Manager of Capital Projects
Rob Dickinson, Director of Engineering and Infrastructure
Peter Cornell, Fire Chief
Bob Weir, Director of Engineering
Weslie Gould, Deputy Corporate Administrator

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

ADOPTION OF THE AGENDA

Council adopted, by unanimous consent, the November 15, 2023 Committee of the Whole meeting agenda.

CARRIED UNANIMOUSLY

STRATEGIC PLANNING SESSION – Day 2

Facilitator: Allison Habkirk, MA, MPA, MCIP

(1) Capital Strategic Plan Initiatives

Mayor Westbroek welcomed and introduced the facilitator, Allison Habkirk.

The Facilitator reviewed the changes to Council's Strategic Initiatives that came from the first Strategic Planning session on November 10, 2023.

The Committee directed that the *Improve Accessibility to the Foreshore – Planning and Research* Strategic Initiative be amended to note that the Town will consider advancing this initiative earlier, as opportunities arise.

The Committee directed staff to draft a letter, to be considered at the December 6, 2023 regular Council meeting, to Minister Kahlon (Minister of Housing) and Minister Kang (Minister of Municipal Affairs), with a copy to MLA Walker and the Union of British Columbia Municipalities (UBCM), detailing the impacts to the Town from the November housing legislation announcement.

The Committee directed that the *BC Hydro Leased Lighting Replacement* Strategic Initiative be amended to note that subsequent Council decision making will be required for future action.

The Committee directed that the *Airport Runway Tree Management* Strategic Initiative be amended by changing the projected date from 2025 to 2023-2025.

The Director of Finance provided an updated Strategic Initiative Reserve Fund Projection, which reflect the changes from the first Strategic Planning session on November 10, 2023, noting that there are projected deficits in 2026 (\$70,600), 2027 (\$20,600), and 2028 (\$400,600).

Mayor Westbrook MOVED and Councillor Skipsey SECONDED, THAT the Committee of the Whole recommends to Council, THAT the Notice of Motion on the October 11, 2023 regular Council agenda from Councillor Harrison regarding 'Affordable Rental Housing Support' be referred to a future Council meeting.

CARRIED UNANIMOUSLY

Councillor Skipsey MOVED and Mayor Westbrook SECONDED, THAT the Committee of the Whole recommends to Council, THAT a new 'Seniors Activity Centre' Strategic Initiative be referred to the 2025 Strategic Planning "Blue Sky" list.

Councillor Young MOVED, THAT the motion on the floor be amended by replacing the word "2025" with the word "2024".

MOTION FAILED due to lack of a Secunder.

Mayor Westbrook called the question on the Main Motion.

CARRIED

In Favour: Mayor Westbrook; Councillor Harrison; Councillor Skipsey; Councillor Vander Valk

Opposed: Councillor Young

Mayor Westbrook MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole recommends to Council THAT Council endorse the timelines for Strategic Initiatives as outlined, presented, and amended on November 15, 2023, in the document titled "Updates from Council's November 10, 2023 Strategic Planning Session".

CARRIED UNANIMOUSLY

The Committee agreed, by unanimous consent, to recess the meeting until 12:30 pm.

MEETING RECESSED at 12:00 pm

MEETING RESUMED at 12:30 pm

The Director of Finance presented on Council's Capital Strategic Initiatives and discussed the asset replacement infrastructure funding gap.

The Committee reviewed the eleven (11) "Blue Sky" Capital Strategic Initiatives.

The Committee agreed, by unanimous consent, to recess the meeting for 10 minutes.

MEETING RECESSED at 2:03 pm

MEETING RESUMED at 2:15 pm

Mayor Westbroek MOVED and Councillor Harrison SECONDED, THAT the Committee of the Whole recommends to Council, THAT the *Skate Park Construction* Initiative, previously included in the approved 2023 – 2027 Financial Plan in the amount of \$1.2 million, be increased to \$1.5 million and be included in the 2024 – 2028 Financial Plan to be funded in 2025; AND FURTHER THAT, Council will consider advancement of the project should the skateboard user group contribution be made available.

CARRIED UNANIMOUSLY

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole recommends to Council, THAT Council allocate \$500k of the Community Amenity Contributions from the development located at 850 Eaglecrest Drive/2075 Island Highway W to the *Skate Park Construction* Initiative in the 2024 – 2028 Financial Plan.

CARRIED UNANIMOUSLY

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT the Committee of the Whole recommends to Council, THAT the *Saahlam Park Amenities* Initiative, previously included in the approved 2023 – 2027 Financial Plan in the amount of \$350k, be increased to \$600k and be included in the 2024 – 2028 Financial Plan to be funded in 2025 and 2026.

CARRIED UNANIMOUSLY

Councillor Harrison MOVED and Mayor Westbroek SECONDED, THAT the Committee of the Whole recommends to Council THAT the *New Facilities to Support Community Park Users in Oceanside* Initiative be included in the 2024 – 2028 Financial Plan with a funding amount of \$620k in 2028.

CARRIED UNANIMOUSLY

Councillor Harrison MOVED, THAT the Committee of the Whole recommends to Council THAT staff be directed to provide a report at a future Council meeting regarding the viability of the Town providing misting stations.

Councillor Harrison withdrew his motion.

Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT the Committee of the Whole recommends to Council, THAT the Town does not proceed with misting stations as a Strategic Initiative at this time.

CARRIED UNANIMOUSLY

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole recommends to Council THAT the *Accessibility Improvements* Initiative be included in the 2024 – 2028 Financial Plan with a funding amount of \$50k in each year of the 2024 – 2028 Financial Plan.

CARRIED UNANIMOUSLY

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole recommends to Council, THAT the *Community Gardens* Initiative be included in the 2024 – 2028 Financial Plan with a funding amount of \$30k in 2028, unless earlier opportunities present themselves.

CARRIED UNANIMOUSLY

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT the Committee of the Whole recommends to Council, THAT the *Former Bus Garage Construction – Phase 2 Park Construction* Initiative, previously included in the approved 2023 – 2027 Financial Plan in the amount of \$800k, be increased to \$1.8 million and be included in the 2024 – 2028 Financial Plan to be funded in 2024, 2025, 2026 and 2027.

CARRIED UNANIMOUSLY

Mayor Westbroek MOVED and Councillor Harrison SECONDED, THAT the Committee of the Whole recommends to Council, THAT the *Highway 19 Entry Sign* Initiative be included in the 2024 – 2028 Financial Plan with a funding amount of up to \$250k in 2027.

CARRIED UNANIMOUSLY

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole recommends to Council, THAT the *Multiple Entrance Signage Design and Replacement* Initiative be included in the 2024 – 2028 Financial Plan with a grant dependent funding amount of \$250k in 2028.

CARRIED UNANIMOUSLY

Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT the Committee of the Whole recommends to Council, THAT staff be directed to provide a report at a future Council meeting regarding the *Operations Modernization* Strategic Initiative to further detail the project details and budget increase.

CARRIED UNANIMOUSLY

Mayor Westbroek MOVED and Councillor Harrison SECONDED, THAT the Committee of the Whole recommends to Council, THAT the *New Visitor Information Center Public Washroom* Initiative be included in the 2024 – 2028 Financial Plan with a funding amount of \$500k in 2026.

CARRIED UNANIMOUSLY

Mayor Westbroek invited members of the public in the gallery to provide comment on the Strategic Plan.

Carol Dowe, Qualicum Beach, commented on emergency preparedness, the committee review process, airport noise complaints, and requested that acronyms in the Strategic Plan be clearly defined.

Marlys Diamond, Qualicum Beach, thanked Council and staff for the work done in the strategic planning sessions, and expressed support for upgrading the skateboard park.

Charna Macfie, Qualicum Beach, questioned if there will be opportunities for public participation in the Operations Modernization Strategic Initiative. Staff confirmed that there will be multiple opportunities for public input.

Robin Robinson, Qualicum Beach, commented that the Strategic Planning session was well done.

ADJOURNMENT

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

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 3:16 pm

Certified Correct:

Heather Svensen
Corporate Administrator

Teunis Westbroek
Mayor

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

TO: Lou Varela, CAO

FOR: Regular Council, December 6, 2023

FROM: Heather Svensen, Corporate Administrator

SUBJECT: Committee of the Whole Strategic Planning Recommendations

RECOMMENDATION:

THAT Council adopts the recommendations from the November 10, 2023 and November 15, 2023 Committee of the Whole meetings, as described in the December 6, 2023 memo from the Corporate Administrator.

PURPOSE

To seek Council's approval of the recommendations endorsed by the Committee of the Whole during the November 10 and November 15, 2023 Strategic Planning sessions.

BACKGROUND

The Committee of the Whole convened meetings open to the public on November 10 and 15, 2023 to engage in comprehensive Strategic Planning discussions. During these sessions, the Committee approved a number of recommendations to Council. These recommendations are provided for Council's consideration of adoption.

Staff noted during the Strategic Planning sessions that, due to the Province's new *2023 Housing Statutes (Residential Development) Amendment Act, 2023*, some Strategic Initiatives have been deferred to later years; however, the Town will consider advancing initiatives earlier, as opportunities arise.

DISCUSSION

The following recommendations were adopted by the Committee of the Whole at the November 10, 2023 meeting:

1. THAT the draft Strategic Plan 2024-2028, dated November 10, 2023, be adopted (see attached).

The following recommendations were adopted by the Committee of the Whole at the November 15, 2023 meeting:

2. THAT the Notice of Motion on the October 11, 2023 regular Council agenda from Councillor Harrison regarding 'Affordable Rental Housing Support' be referred to a future Council meeting.
3. THAT a new 'Seniors Activity Centre' Strategic Initiative be referred to the 2025 Strategic Planning "Blue Sky" Strategic Initiatives list.
4. THAT Council endorse the timelines for Strategic Initiatives as outlined, presented, and amended on November 15, 2023, in the document titled "Updates from Council's November 10, 2023 Strategic Planning Session".

5. THAT the “Skate Park Construction” Initiative, previously included in the approved 2023 – 2027 Financial Plan in the amount of \$1.2 million, be increased to \$1.5 million and be included in the 2024 – 2028 Financial Plan to be funded in 2025; AND FURTHER THAT, Council will consider advancement of the project should the skateboard user group contribution be made available.
6. THAT Council allocate \$500k of the Community Amenity Contributions from the development located at 850 Eaglecrest Drive/2075 Island Highway W to the Skate Park Construction Project in the 2024 – 2028 Financial Plan.
7. THAT the “Saahtlam Park Amenities” Initiative, previously included in the approved 2023 – 2027 Financial Plan in the amount of \$350k, be increased to \$600k and be included in the 2024 – 2028 Financial Plan to be funded in 2025 and 2026.
8. THAT the “New Facilities to Support Community Park Users in Oceanside” Initiative be included in the 2024 – 2028 Financial Plan with a funding amount of \$620k in 2028.
9. THAT the Town does not proceed with misting stations as a Strategic Initiative at this time.
10. THAT the “Accessibility Improvements” Initiative be included in the 2024 – 2028 Financial Plan with a funding amount of \$50k in each year of the 2024 – 2028 Financial Plan.
11. THAT the “Community Gardens” Initiative be included in the 2024 – 2028 Financial Plan with a funding amount of \$30k in 2028, unless earlier opportunities present themselves.
12. THAT the “Former Bus Garage Construction – Phase 2 Park Construction” Initiative, previously included in the approved 2023 – 2027 Financial Plan in the amount of \$800k, be increased to \$1.8 million and be included in the 2024 – 2028 Financial Plan to be funded in 2024, 2025, 2026 and 2027.
13. THAT the “Highway 19 Entry Sign” Initiative be included in the 2024 – 2028 Financial Plan with a funding amount of up to \$250k in 2027.
14. THAT the “Multiple Entrance Signage Design and Replacement” Initiative be included in the 2024 – 2028 Financial Plan with a grant dependent funding amount of \$250k in 2028.
15. THAT staff be directed to provide a report at a future Council meeting regarding the Operations Modernization Strategic Initiative to further detail the project details and proposed budget increase.
16. THAT the “New Visitor Information Center Public Washroom” Initiative be included in the 2024 – 2028 Financial Plan with a funding amount of \$500k in 2026.

SUMMARY

The Committee of the Whole adopted a series of recommendations during the November 10 and November 15, 2023 Strategic Planning sessions. For these recommendations to become official Council directives, they must be formally adopted by Council.



Heather Svensen, Corporate
Administrator
Report Writer



Lou Varela, CAO
Concurrence



Raj Hayre, Director of Finance
Concurrence

Strategic Plan 2024-2028

DRAFT as of November 10, 2023

Message from Mayor

Council is pleased to continue on an ambitious and transparent Strategic Planning Process, with the 2024-2028 Strategic Plan.

Strategic Planning 2023 offered a new roadmap for how Council prioritizes projects and allocates resources to meet our Community's needs and aspirations.

We are looking forward to continuing this work in 2024 and beyond!



*From left to right (top row) Councillor Jean Young, Mayor Teunis Westbroek and Councillor Petronella Vander Valk
From left to right (bottom row) Councillor Scott Harrison and Councillor Anne Skipsey*



Strategic Planning is a core responsibility of Council – it's fundamental to good governance.

In addition to advancing Strategic Initiatives, Council must ensure:

- **Regulatory obligations are met;**
- **Core services are delivered; and**
- **Systems, processes and citizen services are maintained.**

Vision

Qualicum Beach is a charming coastal village surrounded by rivers, forests and farmland in the shadow of Mount Arrowsmith. Our small-town character, walkability, and year-round access to recreational opportunities support a high quality of life for residents and an attractive destination for visitors. The Town will innovate in response to the social, economic and environmental challenges of the future while holding firm to those qualities that make Qualicum Beach a unique and highly desirable place to live. *(OCP p. 5)*

Mission Statement

- Providing for good government of the community,
- Providing for services, laws and other matters for community benefit,
- Providing for sound management of the public assets of the community, and
- Fostering the economic, social and environmental well-being of the community.

Amended from Community Charter

NOTE: Council approved the Vision and Mission Statements in 2023 for their Council Term

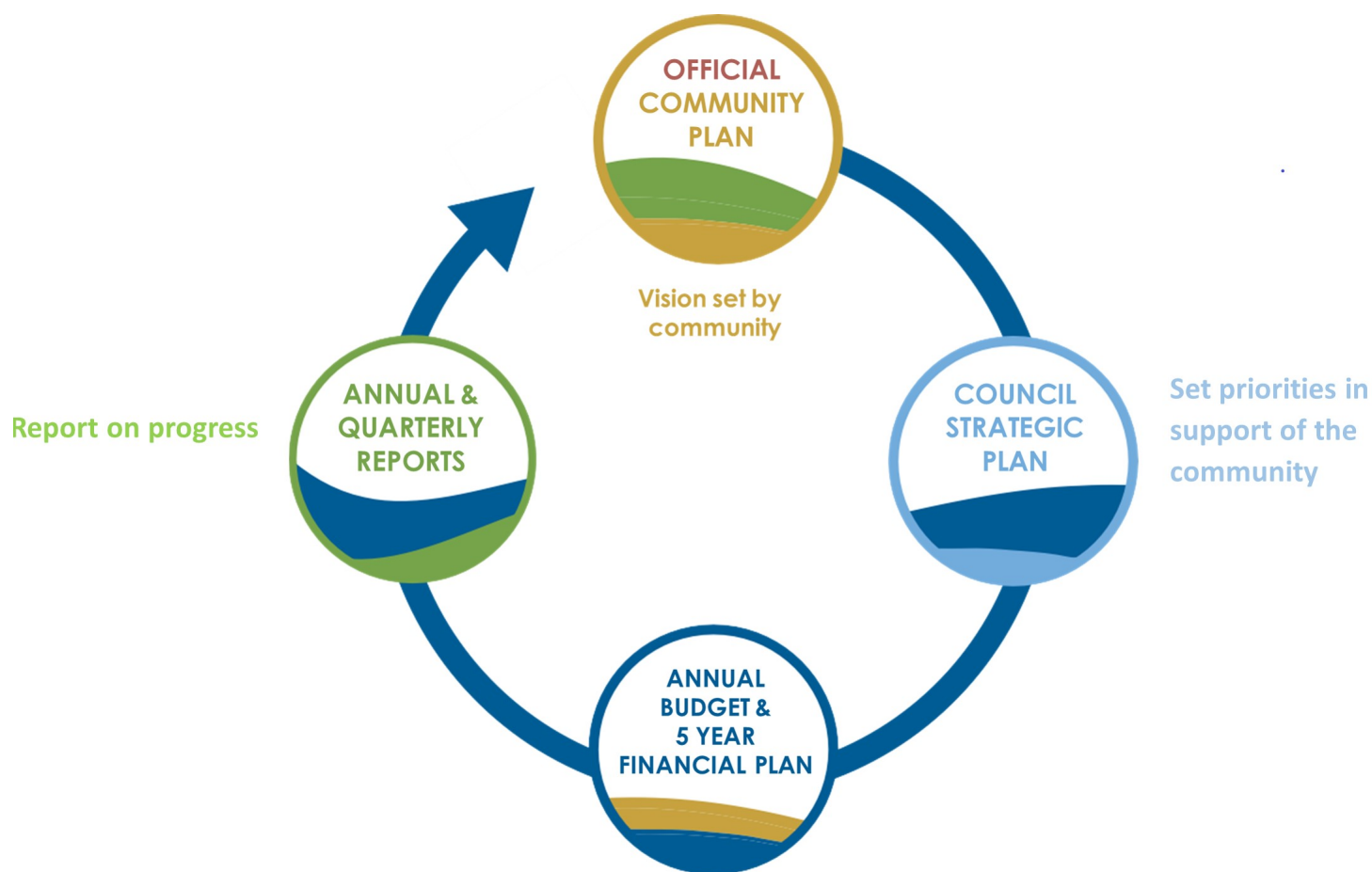
Guiding Principles from Council's Code of Conduct

- **Integrity:** being honest and demonstrating strong ethical principles
- **Accountability:** an obligation and willingness to accept responsibility or to account for one's actions
- **Respect:** having due regard for others' perspectives, wishes and rights; displaying deference to the offices of local government, and the role of local government in community decision-making
- **Leadership and Collaboration:** an ability to lead, listen to, and positively influence others; coming together to create or meet a common goal through collective efforts

One of the key objectives of the Strategic Planning Process is to better connect the OCP, Council's Strategic Plan, the Budget and Multiple Master Plans including but not necessarily limited to:

- Waterfront Master Plan
- Age-Friendly Transportation Plan
- Community Climate Change Adaptation Plan
- Urban Forest Master Plan
- Asset Replacement Financing Strategy Plan
- Annual Budgets
- Long-range Financial Planning
- Strategies for Youth and Young Families Retention and Attraction

Making these connections is a work in progress that will take multiple years and appropriate resourcing to achieve!



How will this alignment support Council to govern more effectively?

- Allows focus of resources (human and financial)
- Creates efficiencies
- Provides information for informed decision-making
- Puts planning work into action

The Town has identified these Focus Areas which they will be asked to reaffirm annually through the Strategic Planning Process in their Council Term.

Focus Area - Housing

To ensure residents have access to housing alternatives that meet a diversity of needs, lifestyles and income levels.

OCP Sustainability Plan p. 139

Focus Area - Good Governance

To govern for the public interest of our community while managing competing interests, ensuring availability

of transparent and accessible information, fostering respectful public engagement, and demonstrating ethical values.

Focus Area - Economic Prosperity

To pursue economic opportunities based on sustainable growth, development, and investment that meets the needs of the community.

OCP p. 5

Focus Area - Community Health and Wellbeing

To improve the health and wellbeing of people who live, work, and play in the Town

OCP p. 77

Focus Area - Climate Action

To reduce GHG emissions and energy consumption and promote adaptive mitigative measures to prepare for climate change impacts .

Regional Growth Strategy Goal and OCP p. 6

Focus Area - Progressive Infrastructure

To ensure infrastructure for energy, water, wastewater & storm water, solid waste and multi-modal transportation is efficient and effective at advancing the Town's sustainability goals.

OCP Sustainability Plan p. 146

Strategic Initiatives are being developed to advance each of the Focus Areas identified above. Strategic initiatives will be scheduled and resourced through the Budget Process and refined annually during the Strategic Planning Process.



TOWN OF QUALICUM BEACH

INCORPORATED 1942

201 – 660 Primrose St.
P.O. Box 130
Qualicum Beach, BC
V9K 1S7

Telephone: (250) 752-6921
Fax: (250) 752-1243
E-mail: qbtown@qualicumbeach.com
Website: www.qualicumbeach.com

Dear _____,

The provincial government on November 1st gave first reading to Bill 44 – 2023 Housing Statutes (Residential Development) Amendment Act, 2023. The Town of Qualicum Beach supports the province's initiative and intention to amend the Local Government Act to permit more housing supply in communities across British Columbia. However, the indiscriminate nature of the small-scale multi-family housing-units amendments will produce unintended consequences that will result in costly upgrades to infrastructure, poorly planned communities by increasing density in locations that aren't supported by infrastructure plans, and the reduction of parcel assembly that results in larger multi-family projects.

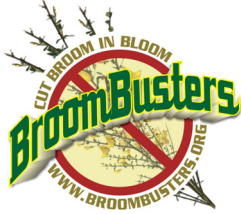
We ask you to consider an amendment that will uphold the intention of Bill 44, mitigate unintended consequences, and respect local government autonomy where progressive policies and practices are in place. An amendment would include an additional exemption in section 481.3 that would allow municipalities to identify parcels that would not be subject to small-scale multi-family housing where a municipality has a zoning bylaw in place that accommodates at least the 20-year total number of housing units required to meet anticipated housing needs as identified in the most recent housing needs report.

Such an approach would allow municipalities to meet the goals of the government and ensure zoning bylaws permit enough housing supply to meet the demand for the next 20 years. Every five years the projection would be updated, requiring zoning bylaws and official community plans to always remain current with regard to housing needs. It would also require municipalities to develop infrastructure to meet housing demand while ensuring that infrastructure is built intentionally and effectively to support growth, without supporting growth in areas of known hazards or with inadequate infrastructure servicing. Finally, it would allow municipalities to reconcile the benefits of the provincial vision, with respect to housing supply, with the benefits of localized long-term planning.

Such an exemption framework would incentivize municipalities to plan their communities well and consider housing supply, transportation routes and infrastructure cohesively through their official community plan and immediately implement it through their zoning bylaw. Moreover, it would require municipalities to provide justification to the Minister on how the municipality is meeting provincial housing supply goals.

Thank you,

DRAFT



Broombusters Invasive Plant Society
2795 Grafton Avenue
Qualicum Beach, BC V9K 1W8
Oct 30, 2023
Re: Broombusters Invasive Plant society Fee for Service Agreement

Dear Mayor and Council Members of Qualicum Beach,

The previous Fee for Service Agreement between the Town and Broombusters expired this year, 2023. Hopefully, the Town would like to renew the Agreement. Broombusters definitely wants to continue!

Broombusters began in Qualicum Beach in 2006, but the first year of the Agreement was 2009. At that time, the agreement was for the town to give the support of \$1000 to Broombusters, and volunteers would remove Scotch broom on town property.

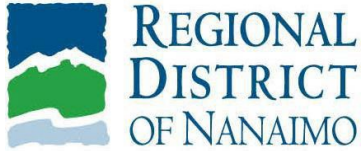
We would like to renew the agreement for the next 5 years (2024-28). Also, because the original agreement was 15 years ago (2009) we would like to ask for Council to consider an increase in the Fee of the Agreement. We really don't know what to ask for, so we will leave that in the hands of Council, and we will be grateful.

Again, we thank Qualicum Beach for its continuous support of Broombusters! There would have been no such thing as Broombusters without Qualicum Beach.

Thank you very much.

Joanne Sales

Joanne Sales
Director of Broombusters
www.broombusters.org
250-752-4816 / Joanne@glasswing.com



November 2, 2023

Town of Qualicum Beach
201 – 660 Primrose Street
PO Box 130
Qualicum Beach, BC V9K 1S7
hsvensen@qualicumbeach.com

Attention: Heather Svensen, Corporate Administrator

Dear Heather Svensen:

Re: "Regional District of Nanaimo District 69 Swimming Pool Local Service Area Amendment Bylaw No. 899.03, 2023"

The Board, at its regular meeting held October 24, 2023, introduced and read three times the above noted amendment bylaw (copy attached). This bylaw proposes to amend "Regional District of Nanaimo District 69 Swimming Pool Local Service Area Establishment Bylaw No. 899".

The staff report dated October 24, 2023, is attached for further information. As part of the approval process for the bylaw, the Regional District requires the consent of at least 2/3 of the local service participants. As the Town of Qualicum Beach is a participant in the local service, it would be appreciated if your Council would consider endorsing the following resolution at its next meeting:

That the Council of the Town of Qualicum Beach consents on behalf of the electors to the adoption of "Regional District of Nanaimo District 69 Swimming Pool Local Service Area Amendment Bylaw No. 899.03, 2023" and further, that the Regional District of Nanaimo be notified accordingly.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Sky Snelgrove".

Sky Snelgrove
Asst. Mgr., Legislative Services/Deputy Corporate Officer

Attachments (2)

"Regional District of Nanaimo District 69 Swimming Pool Local Service Area Amendment Bylaw No. 899.03, 2023"
Staff Report dated October 24, 2023



Regional District of Nanaimo District 69 Swimming Pool Local Service Area Amendment Bylaw No. 899.03, 2023 – First Three Readings

RECOMMENDATION

That “Regional District of Nanaimo District 69 Swimming Pool Local Service Area Amendment Bylaw No. 899.03, 2023” be introduced and read three times, and be sent to the Inspector of Municipalities for approval.

BACKGROUND

At the September 12, 2023, Regular Board meeting the following resolutions were carried by the Board:

23-440

It was moved and seconded that the “Regional District of Nanaimo District 69 Swimming Pool Local Service Area Establishment Bylaw No. 899, 1993” be amended to include Electoral Areas E, F, G, H, City of Parksville and Town of Qualicum Beach, based on an apportionment model of 100% usage.

23-443

It was moved and seconded that the amendment to “Regional District of Nanaimo District 69 Swimming Pool Local Service Area Establishment Bylaw No. 899, 1993”, proceed under the Local Government Act with the consent of at least 2/3 of the participants.

Regional District of Nanaimo District 69 Swimming Pool Local Service Area Amendment Bylaw No. 899.03, 2023, is attached to this report for consideration of the Board (Attachment 2). Should the Board give Bylaw 899.03 three readings and receive the consent of at least 2/3 of the participants, the bylaw will be sent to the Inspector of Municipalities for approval. The approval process at the Ministry could take approximately between 6-12 weeks, and if approved by the Inspector, Bylaw 899.03 would be brought back to the Board for consideration of adoption.

As has been the process with bylaws that have usage as a factor in determining taxation levels, once amended each participant’s contribution will be based on use established by averaging data from the three most recent surveys conducted. Averages are used to level transitions between two survey cycles. For application in 2024, the surveys used will be 2010, 2015 and 2023. The 2023 survey is nearing completion and will be presented in February 2024 prior to adoption of the 2024 Budget with amendments for application.

FINANCIAL IMPLICATIONS

The Bylaw amendment, if adopted by the Board, would be anticipated to apply to the 2024 roll and be applicable to 2024 tax requisitions in the 2024 to 2028 Financial Plan. The proposed change to Bylaw 899 would result in new taxation for this service in Electoral Area E; for the other participating areas, there would be more participants that can contribute to the costs of operating and maintaining the Ravensong Aquatic Centre.

STRATEGIC PLAN ALIGNMENT

Planning and Managing for Growth - Understand and develop an inter-connected framework of strategies and plans to manage growth to support complete communities, including planning, transportation, infrastructure, and fiscal sustainability.

REVIEWED BY:

- T. Moore, Chief Financial Officer
- T. Osborne, General Manager, Recreation & Parks Services
- C. Crabtree, General Manager, Corporate Services
- D. Holmes, Chief Administrative Officer

ATTACHMENTS

1. Regional District of Nanaimo District 69 Swimming Pool Local Service Area Establishment Bylaw No. 899, 1993 (consolidated for convenience)
2. Regional District of Nanaimo District 69 Swimming Pool Local Service Area Amendment Bylaw No. 899.03, 2023 – Draft

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 899**

(Consolidated for convenience only to .01)

**A BYLAW TO ESTABLISH AND OPERATE
A SWIMMING POOL FACILITY AS A
LOCAL SERVICE**

WHEREAS pursuant to Section 788 (1)(e) of the Municipal Act, the Regional District may, by bylaw, establish and operate a recreational facility as a local service;

AND WHEREAS the Regional District intends to construct and operate a swimming pool facility;

AND WHEREAS the service area shall be comprised of the participating areas of the City of Parksville, Town of Qualicum Beach and Electoral Areas 'F', 'G' and 'H';

AND WHEREAS pursuant to Section 794 (3), if a Board proposes to borrow money for the start of a local service, the bylaw establishing the service and the loan authorization bylaw must, for the purpose of obtaining the assent of the electors, be dealt with as if they were one bylaw;

AND WHEREAS pursuant to Section 795 (2)(b), the Regional Board, by resolution passed by at least 2/3 of the votes cast, permitted assent to be given by the electors in the entire proposed service area;

AND WHEREAS pursuant to Section 796 (2), the Regional Board has obtained the assent of the electorate;

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

1. Local Service Established

The local service established is the construction and operation of a swimming pool facility.

2. Powers

To operate this service, the Regional District may:

- (a) acquire all such real property, easements, rights of way, licenses, rights or authorities as may be requisite or desirable for or in connection with the provision of the service;
- (b) enter into such contracts with such persons as may be necessary or appropriate to establish and operate the service; and
- (c) undertake and carry out or cause to be undertaken and carried out all other things necessary in connection with the provision of the service.

3. Boundaries of Service Area

The boundaries of the service area are the boundaries of the City of Parksville, Town of Qualicum Beach, and Electoral Areas 'F', 'G' and 'H'.

4. Participating Areas

The City of Parksville, Town of Qualicum Beach, and Electoral Areas 'F', 'G' and 'H' include participating areas for the service.

5. Cost Recovery

The annual net costs of the service may be recovered by one or more of the following:

- (a) the requisition of money under sections 805 and 806 of the *Local Government Act* to be collected by a property value tax to be levied and collected under sections 805.1(1) and 806.1(1) of the *Local Government Act*;
- (b) the imposition of fees and other charges that may be fixed by separate bylaw for the purpose of recovering these costs;
- (c) by revenues raised by other means authorized under the *Local Government Act* or another Act;
- (d) by revenues received by way of agreement, enterprise, gift, grant or otherwise.

6. Maximum Requisition

The maximum amount that may be requisitioned under section 803(1)(a) of the *Local Government Act* to recover the annual net costs of the service shall be the greater of Seven Hundred and Seventy Thousand (\$770,000.00) Dollars or \$0.434 per \$1,000 of the net taxable value of land and improvements within the service area.

7. Apportionment

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

- (a) fifty (50%) percent on the basis of the converted value of land and improvements for hospital purposes; and
- (b) fifty (50%) percent on the basis of the percentage of usage of the service as determined by a survey of usage carried out by the Regional District of Nanaimo.

- (c) the fifty (50%) percent allocation between usage and converted values of land and improvements shall be phased in over five (5) years with ten (10%) percent per year to be incremented to usage as set out in the following table:

Requisition Year	Percentage allocation of requisition to be based on converted value of land and improvements for hospital purposes	Percentage allocation of requisition to be based on a survey of usage carried out by the Regional District of Nanaimo
2014	Ninety percent (90%)	Ten percent (10%)
2015	Eighty percent (80%)	Twenty percent (20%)
2016	Seventy percent (70%)	Thirty percent (30%)
2017	Sixty percent (60%)	Forty percent (40%)
2018	Fifty percent (50%)	Fifty percent (50%)
2019 and thereafter	Fifty percent (50%)	Fifty percent (50%)

8. Citation

This bylaw may be cited as “Regional District of Nanaimo District 69 Swimming Pool Local Service Area Establishment Bylaw No. 899, 1993”.

Introduced and read three times this 13th day of April, 1993.

Reconsidered and amended at third reading this 11th day of May, 1993.

Approval of the Inspector of Municipalities obtained this 21st day of May, 1993.

The assent of the electors obtained this 19th day of June, 1993.

Reconsidered and adopted this 13th day of July, 1993.

CHAIRPERSON

SECRETARY

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 899.03

**A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO
DISTRICT 69 SWIMMING POOL LOCAL SERVICE AREA
ESTABLISHMENT BYLAW NO. 899**

WHEREAS the Board of the Regional District of Nanaimo established the Regional District of Nanaimo District 69 Swimming Pool Local Service Area Establishment Bylaw No. 899, 1993;

AND WHEREAS the Board wishes to extend the boundaries and participating areas of the service and amend the apportionment of the costs of the service;

AND WHEREAS the consent of at least two-thirds of the participants as required under the *Local Government Act* has been obtained;

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

1. Citation

This bylaw may be cited for all purposes as the "Regional District of Nanaimo District 69 Swimming Pool Local Service Area Amendment Bylaw No. 899.03, 2023".

2. Amendments

"Regional District of Nanaimo District 69 Swimming Pool Local Service Area Establishment Bylaw No. 899, 1993" is amended as follows:

- (1) The 3rd WHEREAS clause is deleted and replaced with the following:

AND WHEREAS the service area shall be comprised of the participating areas of the City of Parksville, Town of Qualicum Beach and Electoral Areas 'E', 'F', 'G' and 'H';

- (2) Section 3 "Boundaries of Service Area" is deleted in its entirety and replaced with the following:

3. Boundaries of Service Area

The boundaries of the service area are the boundaries of the City of Parksville, Town of Qualicum Beach, and Electoral Areas 'E', 'F', 'G' and 'H'.

- (3) Section 4 "Participating Areas" is deleted in its entirety and replaced with the following:

4. Participating Areas

The participating areas for the service are the City of Parksville, Town of Qualicum Beach, and Electoral Areas 'E', 'F', 'G' and 'H'.

- (4) Section 7 “Apportionment” is deleted in its entirety and replaced with the following:

7. Apportionment

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

- (a) one hundred (100%) percent on the basis of the percentage of usage of the service as determined by a survey of usage carried out by the Regional District of Nanaimo.

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

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

Adopted this this ____ day of _____, ____.

From: Ashley Kuramoto <akuramoto@sd69.bc.ca>
Sent: Tuesday, October 17, 2023 10:39:23 AM
To: Teunis Westbroek <TWestbroek@qualicumbeach.com>
Subject: Naming Pong

Hello Mr. Westbroek,

I am Ashley Kuramoto, a teacher at Qualicum Beach Elementary School. Last year I wrote a book about Qualicum Beach (Little Adventurers on Vancouver Island) and I learned through extensive research that the pond our school and community uses is called "Contaminant Pond". Good news, we did a school vote and renamed it. The previous Mayor and a Qualicum engineer (who told me the name) said the town would love to rename it as its current name is not a particularly nice one. We named it "Salamander Pond."

We look forward to hearing about the process on how it gets renamed.

With gratitude,

Ashley Kuramoto

QUALICUM BEACH ELEMENTARY SCHOOL

699 Claymore Rd
Qualicum Beach, BC
V9K 2T6

Phone: [250.752.9212](tel:250.752.9212)

Email

Ashley: akuramoto@sd69.bc.ca

Rebecca: rvogler@sd69.bc.ca

Please consider the environment before printing this e-mail

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

TO: Luke Sales, Director of Planning **FOR:** Regular Council Meeting, December 6, 2023

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: Zoning Amendment: 127 and 141 Fifth Avenue East

RECOMMENDATION

1. THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (127 and 141 Fifth Avenue East) Bylaw No. 580.139, 2023" be read a third time.
2. THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (127 and 141 Fifth Avenue East) Bylaw No. 580.139, 2023" be adopted.

PURPOSE

To consider a zoning amendment application for 127 and 141 Fifth Avenue East that would permit the parcel to be subdivided into two parcels. Two multi-residential buildings currently exist on the parcel and both buildings are proposed to remain, with one building to be located on each of the parcels.

BACKGROUND

The owner of 127 and 141 Fifth Avenue East has submitted an application to amend the zoning for the subject property to permit subdivision of the parcel into two parcels. The subject property is currently zoned Residential 13 (R13) and is designated Mixed Residential 2 in the Official Community Plan and falls within the Development Permit Area M1 - Village Neighbourhood.

Currently there are two apartment buildings on the subject property. Building A has 13 units and Building B has 12 units, with the two buildings having a combined total of 25 rental units. The zoning amendment will change the zoning classification from Residential 13 (R13) to Comprehensive Development Zone 21 (CD21). The CD21 zone is a site-specific, comprehensive zone. Staff have utilized a site-specific zone due to the unique nature of the application. The application is to subdivide the property into two parcels and retain one building on each of the parcels. The number of permitted units will remain unchanged. If an existing zone were to be used instead of a site-specific zone, the number of units for the site would increase. Additionally, the Subdivision District would be required to be changed from Subdivision District "E" to Subdivision District "D", which would change the minimum parcel size and permit the parcel to be subdivided into more than two parcels. As well, using an existing zone would not require the existing buildings to be used for rental; however, the CD21 zone requires residential rental tenure and will ensure the units remain rental in the future.

On October 11, 2023, the application went before Council and Council adopted the following motion:

- THAT “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (127 and 141 Fifth Avenue East) Bylaw No. 580.139, 2023” be introduced and read a first time.

On November 8, 2023, the application went before Council, and Council adopted the following motions:

- THAT “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (127 and 141 Fifth Avenue East) Bylaw No. 580.139, 2023” be read a second time.
- THAT Council hold a Public Hearing on December 6, 2023, 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 (127 and 141 Fifth Avenue East) Bylaw No. 580.139, 2023”.



Figure 1: Subject Property

DISCUSSION

The proposed zoning change would allow the two apartment buildings to have separate ownership, but physically there would be no change to the building or access. The benefit to the Town through this zoning amendment is that the owner has agreed to apply a “Residential Rental Tenure” to the site, which would ensure that the buildings stay as rental, even if they are redeveloped in the future. Under the current zoning, the buildings could be torn down and/or reconstructed as condominiums.

Following is a comparison of the existing and proposed zoning designation.

	Zoning Comparison	
Zoning Provision	Existing	Proposed Zoning
Zoning	Residential 13 (R13)	Comprehensive Development Zone 21 (CD21)
Permitted Use	Residential Use Home Occupant Use Personal Care Unit	Residential Rental Tenure Home Occupant Use
Density	Lot A: 13 Units Lot B: 13 Units (Includes density bonus)	Lot A: 13 Units Lot B: 12 Units
Height	9.5m	No Change
Front Setback	8.0m	No Change (as per plans)
Interior Side setback	8.0m	No Change (as per plans)
Rear Setback	8.0m	No Change (as per plans)
Parcel Coverage	35%	28% (as per plans)
Parking (Off-street)	1 stall per dwelling unit	No Change

2018 Official Community Plan (OCP):

The property is located within the “Village Neighbourhood” land use designation in the 2018 Official Community Plan (OCP), the area where development, redevelopment and densification are encouraged. Due to the proposal being for subdivision only and not redevelopment, many of the Village Neighbourhood policies are not applicable. Staff have included the applicable policies below.

The applicable Village Neighbourhood General Policies are as follows:

(NOTE: Numbering below reflects only the Policies that are relevant, so numbering appears out of sequence).

2. The Town shall discourage owners from restricting occupation or ownership of a residential unit because of age.
Staff Comment: It is not anticipated that the zoning amendment will result in age restrictions on the existing rental buildings.
4. In order to support school enrollment, the Town shall explore ways to attract young families to the Town and school catchment area.
Staff Comment: Staff consider the application to align with this provision of the OCP.
7. Through various methods including rezonings, regulatory bylaws, incentive programs and education, the Town shall encourage a diversity of housing to meet the needs of people of all ages, income levels and special needs.
Staff Comment: The proposal is to retain the two existing buildings. Through this zoning amendment, the buildings will be required to be residential rental tenure which will ensure the Town retains these two buildings as rental stock.

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

Staff Comment: The proposal is to retain the existing buildings and there is no proposed building construction. As such, this policy is not applicable.

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

Staff Comment: No works and services are required.

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

Staff Comment: Staff consider the application to align with this provision in the OCP.

The following policies are specific to Mixed Residential 2 designation:

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

Staff Comment: The existing buildings are multi-family dwellings.

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

Staff Comment: The proposal is to retain the existing buildings.

3. The maximum density for multi-family developments in the "Mixed Residential 2" area shall be of up to 80 dwellings/ha. However, the Town will consider density bonuses in order to provide affordable housing, underground parking, 'green' buildings, adaptable design features, public amenities and public open space as part of multi-family residential development within the "Village Neighbourhood".

Staff Comment: Building A contains 13 units and Building B contains 12 units. The proposed density of the two parcels once subdivided will be 57 units/ha and 61 units/ha, respectively.

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

Staff Comment: n/a

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

Staff Comment: No changes are proposed to the existing buildings and as such no tree removal will occur.

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

Staff Comment: No changes to the site or street works are proposed at this time.

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

Staff Comment: There are no proposed changes to the existing building form and character.

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

Staff Comment: No changes to the building form and character are proposed.

Advisory Planning Commission

Staff are not recommending this application be sent to the Advisory Planning Commission (APC) due to there being no changes proposed to the existing buildings. Council has the option to send the application to the APC, with specific instructions for what input Council is seeking from the APC. Alternative #1 provides this option.

SUMMARY

An application has been received to amend the zoning for 127 and 141 Fifth Avenue East from R13 to CD21 to permit the parcel to be subdivided into two parcels, with an existing building to be retained on each of the parcels. Staff recommend a new, site-specific zone due to the unique nature of the proposal. As part of the CD21 zone, staff recommend Residential Rental Tenure be a permitted use to ensure the units remain rental in the future, regardless of external factors. In the opinion of staff, the application aligns with the OCP. Subject to comments received at the Public Hearing, staff recommend that the zoning amendment be read a third time and adopted.

ALTERNATIVES

1. THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (127 and 141 Fifth Avenue East) Bylaw No. 580.139, 2023" be referred to the Advisory Planning Commission *[insert instructions]*;
2. THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (127 and 141 Fifth Avenue East) Bylaw No. 580.139, 2023" be denied;
3. THAT Council requests the following changes to the zoning amendment application for 127 and 141 Fifth Avenue East: *[insert changes]*; or,
4. THAT Council provides alternative direction to staff.



R. Augustyn, MCIP, RPP
Senior Planner
Report Writer



Luke Sales, MCIP, RPP
Director of Planning
Concurrence



Lou Varela, MCIP, RPP
CAO
Concurrence

Attachments:

[Bylaw.580.139 - 127&141FifthAveE\(CD21\).docx](#)

[memo.PLANS.127&141FifthAvenueE.pdf](#)

[memo.PLANS.Conceptmap.127&141FifthAveE.pdf](#)

**TOWN OF QUALICUM BEACH
BYLAW NO. 580.139**

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

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

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

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

1. "Part 6 - Land Use Regulations" is hereby amended by adding 'Section 6.4.30.17 Comprehensive Development Zone 21', as shown on Schedule 'A' which is attached to, and forms part of, this Bylaw.
2. "Schedule 6A - Zoning Map" is hereby amended by changing the zoning designation of Lot 1, District Lot 78, Newcastle District, Plan 33368 from Residential 13 (R13) to Comprehensive Development Zone 21 (CD21) as shown outlined in heavy black line on Schedule 'B' which is attached to, and forms part of, this Bylaw.
3. Part 2 - Interpretation, Section 2.1 Definitions is hereby amended by adding the following definition: "Residential Rental Tenure means the granting of a right to occupy a Dwelling Unit as living accommodation where the minimum occupancy period is thirty consecutive days, and where the Dwelling Unit is not owned by a Dwelling Unit occupant, but where regular payments are made to the owner for the use of the Dwelling Unit."

This Bylaw may be cited as "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (127 and 141 Fifth Avenue East) Bylaw No. 580.139, 2023."

INTRODUCED FOR FIRST READING this 11th day of October, 2023.

READ A SECOND TIME this 8th day of November, 2023.

Notice published pursuant to Section 466 of the *Local Government Act* on the day of, 2023, and the day of, 2023.

PUBLIC HEARING this day of, 2023.

READ A THIRD TIME this day of, 2023.

ADOPTED this day of, 2023.

Teunis Westbroek, Mayor

Heather Svensen, Corporate Administrator

Schedule 'A' – Bylaw No. 580.139

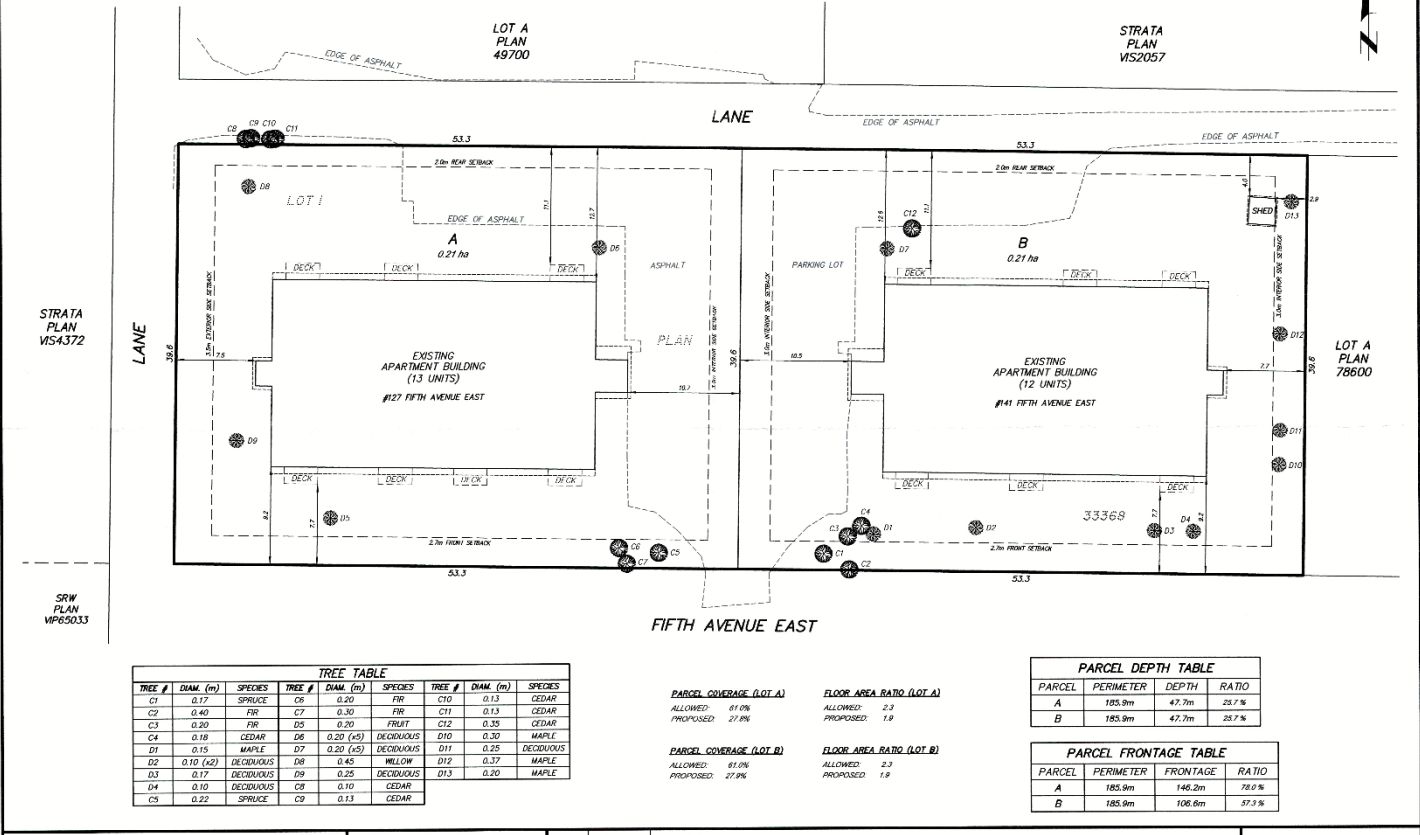
Section 6.4.30.17		(580.139)
Comprehensive Development Zone 21		CD21
Permitted Uses and Minimum Site Area		
Permitted Use		Required Site Area
a) Residential Rental Tenure		n/a
b) Home Occupation		n/a
Maximum Number and Size of Buildings and Structures		
Accessory buildings	- n/a	
Dwelling Units	Dwelling units shall be in accordance with the site plan attached as 'Site Plan'	
Height		
- Principal building		
- Interior heated space		7.3 m
- Ridge of gable, hip or gambrel sloped roof		9.5 m
- Mansard roof		
- Deck line		8.0 m
- Top of roof		9.0 m
- Flat roof		8.0 m
Parcel Coverage		35%
Minimum Setback Requirements		
As shown in the site plan attached as 'Site Plan'		
Except:		
a. where any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 3 of this Part shall apply.		
That any roof overhang, eave, cornice or gutter may project to a maximum of 0.6 m into any required setback area.		
Subdivision District		
Notwithstanding the minimum Parcel size specified in Schedule '7B', the minimum parcel size for property within the 'Comprehensive Development Zone 21' shall be 2000m ² .		

PROPOSED SUBDIVISION PLAN OF LOT 1, DISTRICT LOT 78, NEWCASTLE DISTRICT, PLAN 33368.

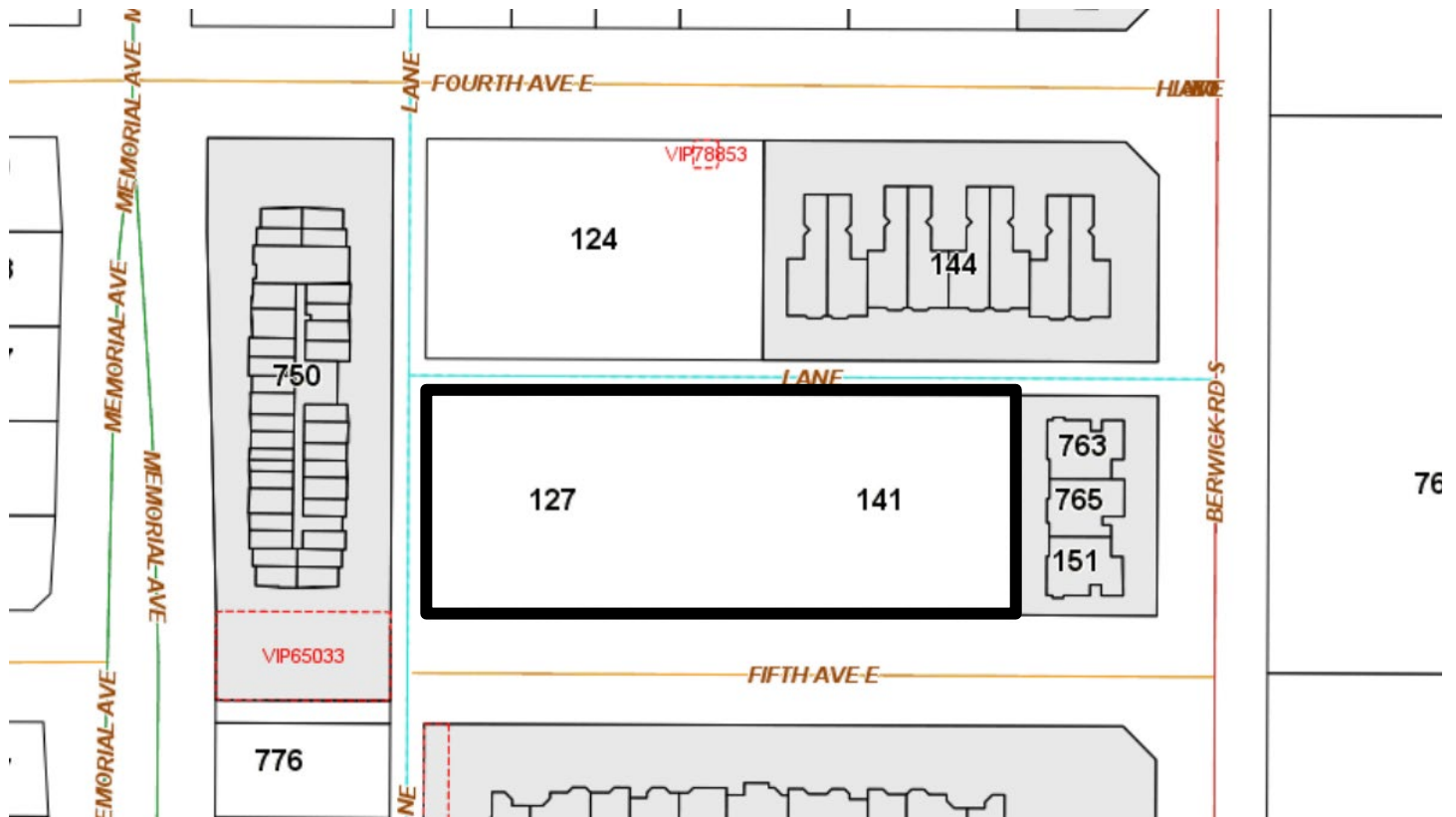
SCALE 1:250

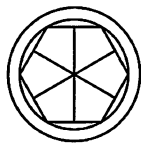
THE INTENDED PLOT SIZE IS 560mm IN WIDTH AND 432mm IN HEIGHT (C SIZE) WHEN PLOTTED AT A SCALE OF 1:250.

Site Plan



Schedule 'B' - Bylaw No. 580.139





PRISM
LAND SURVEYING LTD.

Our file: 23-070-S

2023-08-02

Town of Qualicum Beach
201-660 Primrose Street
Qualicum Beach, B.C. V9K 1S4

Attention: Luke Sales

Date Received

AUG 04 2023

File No. 3320-20-1318



Acknowledgement

and



Response



Letter

✓
LS/RA/ME

Dear Luke:

**RE: Zoning Amendment Application for Lot 1 District Lot 78 Newcastle District Plan 33368
127 and 141 Fifth Avenue East, Qualicum Beach**

On behalf of our client, Bill Goold, President of Taylan Holdings Ltd., we are applying for a zoning amendment to the above property. Our client would like to rezone in order to facilitate a 2 lot subdivision so the two existing apartment buildings will each have separate titled ownership.

BACKGROUND

The apartment buildings were built in approximately 1980, and the apartments have been owned by the current owner since 1994. The owner has advised that 127 Fifth Avenue East contains 13 units, and 141 Fifth Avenue East contains 12 units. All the units are rental units and would continue to be rented after subdivision.

The property is bound by Fifth Avenue East to the south, laneway to the north and west, and an R11 zoned property to the east. Shared access to the apartment buildings is from Fifth Avenue East and alternate access from the laneway is also used.

PROPOSAL

Attached is the Proposed Subdivision Plan prepared by Prism Land Surveying. The property is currently zoned Residential 13 (R13) and is identified as Mixed Residential 2 in the Town of Qualicum Beach Official Community Plan (OCP). The OCP defines the Mixed Residential 2 areas as "the residential portion of the Village Neighbourhood that is closest and most accessible to the uptown. The proximity and convenience of this area makes it well-suited for more residential density than the other parts of the Village Neighbourhood". Maximum density of up

to 80 units per hectare is supported in the OCP. The proposed parcel size of each lot is 2100m². Based on existing dwelling units, the following are density calculations for each lot:

Proposed Lot A: 13 units = 61 dwellings/ha

Proposed Lot B: 12 units = 57 dwellings/ha

Therefore, the density after subdivision would be within the maximum density requirements.

As discussed, we will work with the Town of Qualicum Beach to determine the most appropriate zone for this amendment. For application purposes, we have demonstrated the R20 zone on the Proposed Subdivision Plan. After subdivision, the R20 zone would accommodate the existing density of the apartment buildings, and also keep in line with the density targeted in the OCP. The R20 zone complies with allowed parcel coverage, floor area ratios, parcel width, parcel depth, and building height requirements for each lot after subdivision. Therefore, we anticipate no variances would be required to the R20 zone.

No renovations or additions to the buildings are proposed.

For the owner, Bill Goold, the purpose of the rezoning is for estate planning. Bill has two sons and he would like to create two separate titles so each of his sons would be responsible for the ownership and maintenance of one of the apartment buildings.

CIVIL ENGINEERING

In anticipation of this proposal, Newcastle Engineering Ltd. (Newcastle) has prepared a Preliminary Servicing Review dated July 28, 2023.

Watermains: Newcastle confirmed each building has its own metered connection and that the rezoning application will not add additional demand to the downstream capacity.

Fire Flow Requirements: Newcastle confirmed the existing hydrant layout is not compliant with Town of Qualicum Beach Bylaw 545. Newcastle expects the construction of an additional hydrant on Fifth Avenue East will be a condition of subdivision. Costs for the hydrant would be paid for by the owner.

Sanitary Sewer: Based on conversations with the Town of Qualicum Beach's Engineering Department, Newcastle understands no upgrades would be required as the property does not have a history of sewer servicing issues.

Storm Drainage: Newcastle states: "Our understanding is that the Town of Qualicum Beach will require on-site storm water upgrades as a condition of subdivision for this property. There is currently no storm sewer connection to this property, however, based on conversations with the Town of Qualicum Beach's Engineering Department, we expect that we will be able to

achieve their requirements without extending a storm sewer connection to the northern portion of the property. Rather, we expect that through the implementation of rain gardens, and rock pits, we will be able to achieve the detention requirements to satisfy the Town of Qualicum Beach”.

Final engineering drawings would be submitted to the Town of Qualicum Beach’s Engineering Department for approval at subdivision stage.

PARKING

The proposal meets the required parking spaces for each proposed lot, according to the number of dwelling units.

TREE RETENTION

Existing tree locations are shown on the Proposed Subdivision Plan. No removal of trees will be proposed.

ENCLOSURES

In support of this application, we enclose the following:

- Application fee in the amount of \$4000, payable to the Town of Qualicum Beach
- Bylaw Amendment Application Form
- Letter of Authorization
- Title search
- Corporate Search
- Proposed Subdivision Plan prepared by Prism Land Surveying Ltd.
- Newcastle Engineering Ltd. Preliminary Servicing Report dated July 28, 2023
- Pictures of existing buildings and streetscape for context

We look forward to working with you on this project. We anticipate conversations regarding specifics for the new zone. In the meantime, if you have any questions or comments, please feel free to contact me.

Best regards,



Rachel Hamling
Land Development Consultant

Enclosures



**NEWCASTLE
ENGINEERING LTD.**

#3-3179 BARONS ROAD, NANAIMO, B.C. V9T 5W5

PHONE: (250) 756-9553 FAX: (250) 756-9503

1285-001

July 28, 2023

Goold,
Attn.: Mr. Bill Goold,
7270 Bayview Road,
Lantzville, B.C., V0R 2H0

Dear Sir:

**Re: Proposed Rezoning Application,
127/141 Fifth Avenue E, Qualicum Beach, B.C.
Preliminary Servicing Review**

As requested, we have reviewed the services available to the above referenced property from the perspective of their ability to accommodate the existing apartment buildings on the subject property.

As we understand it, the goal of this project is to rezone the current property, to allow it to be ultimately subdivided into two parcels each that will contain one of the existing apartment buildings. Renovations to the existing buildings are not expected.

According to our review of Qualicum Beach Map the current zoning of the subject property is R13. Our understanding is that the target zoning is either R17 or R20 (to be confirmed by the Town of Qualicum Beach).

Based on conversations with the Owner of both buildings, we understand the existing multi residential building on #127 Fifth Ave E contains 13 units and the existing multi residential building on #141 Fifth Ave E contains 12 existing units.

The servicing comments have been separated by service type as detailed below.

Design Population Density

Newcastle Engineering has adopted an assumed population density of 1.7 persons per unit due to the absence of a prescribed population density for multi-family residential complexes within the Town of Qualicum Beach's Engineering Standards (Bylaw No. 545, 1994). Therefore, the population for property #127 Fifth Ave E and #141 Fifth Ave E has been assumed to be 22.1 persons (13 units) and 20.4 persons (12 units), respectively.

Watermains

Both properties are currently serviced from a 150Ø FR-PVC watermain that runs along their southern frontage with Fifth Avenue East. Based on the service cards available, each building has its own metered 38mm connection.

Based on the assumed population densities (detailed above) and water design rates stipulated within the Town of Qualicum's Engineering Standards, Newcastle Engineering Ltd calculates the peak hourly demand for properties #127 Fifth Ave E and #141 Fifth Ave E to be 0.52 l/s and 0.48 l/s, respectively. These correspond to expected maximum velocities demand for properties #127 Fifth Ave E and #141 Fifth Ave E to be 0.46 m/s and 0.43 m/s, respectively. These values are less than the maximum allowable velocity of 3.5 m/s referenced by the Master Municipal Construction Design 2022 guidelines (MMCD).

The estimated maximum daily demand for property #127 Fifth Ave E and #141 Fifth Ave E is 39.34 m³/day and 36.31 m³/day respectively. As the land use of the properties is assumed to remain unchanged it is expected that the rezoning application will not add additional demand to the downstream capacity.

Fire Flow Requirements

A preliminary fire flow calculation based on the Guide for the Determination of Required Fire Flows for Public Fire Protection in Canada (2020) indicates the theoretical fire flow demands for properties #127 Fifth Ave E and #141 Fifth Ave E to be 166.7 l/s and 183.3 l/s respectively.

Given the current absence of network information available we have not been able to confirm the fire flow and pressure capacities available from the Town of Qualicum's watermain network at this location, but it is our understanding that the Town of Qualicum will confirm the available fire flow and pressures as part of their review to advance this rezoning request.

As indicated by the Qualicum Online Maps, the nearest fire hydrants are located; approximately 20m southwest of the southwest corner of #127 Fifth Ave E, and 61m southeast of the southeast corner of #141 Fifth Ave E. The approximate distance between the above hydrants is approximately 160m. The Town of Qualicum Beach Bylaw 545 requires a maximum hydrant spacing of 90m for multi family residential land zones and a maximum distance of 50m between hydrant and multi family residential building. Therefore, the existing hydrant layout is not compliant, and Newcastle Engineering Ltd expects that the installation of an additional hydrant on Fifth Ave E would be required as a condition of the subdivision and at the cost of the Developer.

Sanitary Sewer

There is a 200Ø PVC sanitary sewer main in Fifth Ave E that runs parallel to both properties southern frontages. A preliminary above ground site investigation suggests each building is serviced independently by separate 100Ø PVC connections into the above referenced sewer main.

It should be noted that the Municipal service records (dated December 1979) show seven 100Ø PVC sanitary sewer connections into the previously amalgamated property. However, a preliminary above ground investigation suggests that only two of the seven are currently being utilised.

Based on the assumed population densities for the buildings and applying the required peaking factor and infiltration allowance, our preliminary calculations indicate a design sanitary sewage flow for property #127 Fifth Ave E and #141 Fifth Ave E. to be of 0.43 l/s and 0.40 l/s respectively. As the land use of the properties is expected to remain unchanged, it is assumed that the rezoning application will not add additional demand to the downstream capacity, however confirmation of this will be required by the Town of Qualicum.

It should also be noted that the above design flow calculation was performed utilising the methods and parameters stipulated in the Master Municipal Construction Design Guidelines (MMCD). This is due to the peak unit flow rates referenced within the Town of Qualicum's Engineering Standards are not applicable for contributory populations less than 100 persons.

Qualicum Beach Bylaw No. 545 stipulates service connections serving more than two dwelling units shall be a minimum of 150Ø and therefore the existing connections (referenced above) are not compliant. However, based on our conversation with the Engineering Department of Qualicum Beach, and a history of no sewer servicing issues, it is our understanding that an exemption will be granted, and the existing services will not be required to be upgraded.

Storm Drainage

The buildings currently contribute approximately 610 m² of impervious area to the overall site each. The asphalt parking area shared between both buildings contributes an additional 1100 m² of impervious area. This results in a total impervious area of approximately 2320m² and a pervious area of approximately 1900m² that consisting of largely lawn and gardens. Overall, the site consists of 55% impervious area by total area.

Roof captured rainwater from property #141 Fifth Ave E appears to be discharged through a mixture of subsoil drainage and directly to lawned and garden sections. While roof captured rainwater from property #127 Fifth Ave E appears to be discharged solely to the lawned and gardened sections.

The flow path of asphalt area (approx. 800m²) located between the buildings appears to flow to the north of the site to an offsite catch basin within the lane to the north. There appears to be a 75mm pipe entering this catch basin and runs directly south under the asphalted area. It is currently unclear where this undocumented pipe leads to. This catch basin did not appear to be connection to the Town of Qualicum Beach's storm sewer network.

The flow path for the perpendicular parking located north of #127 Fifth Ave E (approx. 150m²) appears to flow to the west into and into an offsite catch basin outside of #750 Memorial Ave. Whereas, the flow path for the perpendicular parking located to the north of #141 (approx. 150m²) appears to flow to the north and into an offsite formed swale that leads into the municipal 450Ø CSP along Berwick Rd S.

At present there is a formed swale that runs west to east along the southern frontage of both property boundaries. This swale transitions into a 250Ø PVC pipe near the eastern property boundary of property #141 Fifth Ave E and is conveyed north into the 450Ø CSP storm sewer main mentioned above. However, due to the grading of the site it appears that minimal site runoff enters this swale.

Our understanding is that the Town of Qualicum Beach will require on-site storm water upgrades as a condition of subdivision for this property. There is currently no storm sewer connection to this property, however, based on conversations with the Town of Qualicum Beach's Engineering Department, we expect that we will be able to achieve their requirements without extending a storm sewer connection to the norther portion of the property. Rather, we expect that through the implementation of rain gardens, and rock pits, we will be able to achieve the detention requirements to satisfy the Town of Qualicum Beach. A topographic survey will be required in advance of a detailed storm water management plan.

Roadways and Access

Both #127 Fifth Ave E and #141 Fifth Ave E are currently accessible from Fifth Ave E via a shared entrance on their southern frontage. There is also a lane at both properties northern extents which provides alternative access.

Based on conversations with the Planning and Engineering Department at the Town of Qualicum Beach, we do not expect any frontage upgrades to be required as a condition of subdivision.

B.C. Hydro/Telus/Shaw Communications/FortisBC Gas/Streetlighting

There are existing overhead B.C. Hydro and Communications lines along the northern side of Fifth Ave East which runs along the southern frontage of both #127 Fifth Ave E and #141 Fifth Ave E. These services are connected to the buildings via an overhead connection and there is a streetlight on the power pole immediately south of #127 Fifth Ave E. It is the intention of the Developer to have the above services remain as is.

Yours truly,
Newcastle Engineering Ltd.



Kailen Elander, P.Eng.



#4-3179 BARONS ROAD, NANAIMO, B.C. V9T 5W5

PHONE: (250) 756-9553

FAX: (250) 756-9503

Project:

127/141 Fifth Avenue E

File:

1285-001

Date:

2023-07-28

Engineer:

Kailen Elander

Fire Flow Calculation Sheet

127 Fifth Avenue East

Item	Notes					Value	Fire Flow Required (LPM)
Type (s) of Construction:	Wood frame					1.50	-
Ground Floor Area: (m ²)	-					540	-
Number of stories	-					2	-
Total Effective Area (m ²)	-					1080.0	-
Required Fire Flow (LPM)	F = 220 * C * √A (rounded to nearest 1000LPM)					11000	11000
Type of Occupancy:	Residential					-15%	9350
Sprinkler Reduction	Automatic sprinkler					-	0
	Standard water supply					-	
	Fully supervised system					-	
	Community level sprinkler bylaw					-	
Exposures	Location	Distance (m)	Exposed length (m)	Exposed height (storey)	Construction type of adjacent wall		
	North	27	45	3	Type V (Sprinklered)	5%	1122
	West	21	70	3	Type V (Sprinklered)	5%	
	South	>30	-	-	-	0%	
	East	27	19	2	Type V	2%	
TOTAL FIRE FLOW REQUIRED (LPM)							10472
TOTAL FIRE FLOW REQUIRED (LPM) (rounded to nearest 1000LPM)							10000
TOTAL FIRE FLOW REQUIRED (LPS)							166.7
Sprinkler system information							
Distance from fire department connection to nearest fire hydrant (m)				N/A			
Will sprinkler system be wet or dry				N/A			
Will sprinkler system contain anti freeze or chemical additive				N/A			
Backflow protection description				N/A			
If the building does not have automatic sprinkler, Distance from main entrance to nearest available fire hydrant				60m			

Notes

Calculation based on the 2020 edition of the "Guide for the Determination of Required Fire Flows for Public Fire Protection in Canada" prepared by the Fire Underwriters Survey





#4-3179 BARONS ROAD, NANAIMO, B.C. V9T 5W5
 PHONE: (250) 756-9553 FAX: (250) 756-9503

Project: 127/141 Fifth Avenue E
File: 1285-001
Date: 2023-07-28
Engineer: Kailen Elander

Fire Flow Calculation Sheet

141 Fifth Avenue East

Item	Notes					Value	Fire Flow Required (LPM)
Type (s) of Construction:	Wood frame					1.50	-
Ground Floor Area: (m ²)	-					540	-
Number of stories	-					2	-
Total Effective Area (m ²)	-					1080.0	-
Required Fire Flow (LPM)	$F = 220 \cdot C \cdot \sqrt{A}$ (rounded to nearest 1000LPM)						11000
Type of Occupancy:	Residential					-15%	9350
Sprinkler Reduction	Automatic sprinkler					-	0
	Standard water supply					-	
	Fully supervised system					-	
	Community level sprinkler bylaw					-	
Exposures	Location	Distance (m)	Exposed length (m)	Exposed height (storey)	Construction type of adjacent wall		
	North	25	59	1	Type V	4%	1590
	West	21	19	2	Type V	2%	
	South	>30	-	-	-	0%	
	East	13	33	1	Type V	11%	
TOTAL FIRE FLOW REQUIRED (LPM)							10940
TOTAL FIRE FLOW REQUIRED (LPM) (rounded to nearest 1000LPM)							11000
TOTAL FIRE FLOW REQUIRED (LPS)							183.3
Sprinkler system information							
Distance from fire department connection to nearest fire hydrant (m)				N/A			
Will sprinkler system be wet or dry				N/A			
Will sprinkler system contain anti freeze or chemical additive				N/A			
Backflow protection description				NA			
If the building does not have automatic sprinkler, Distance from main entrance to nearest available fire hydrant				95m			

Notes

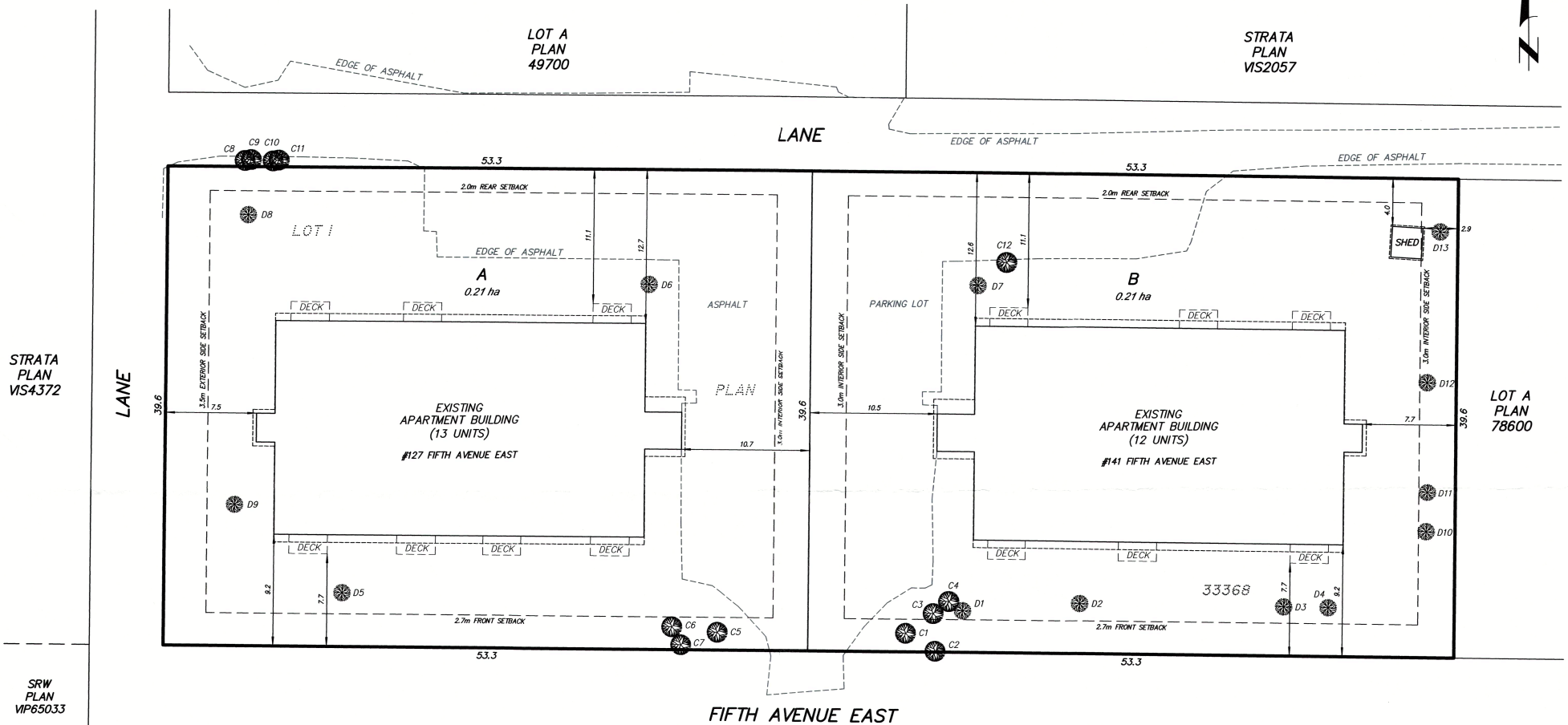
Calculation based on the 2020 edition of the "Guide for the Determination of Required Fire Flows for Public Fire Protection in Canada" prepared by the Fire Underwriters Survey



SCALE 1:250



THE INTENDED PLOT SIZE IS 560mm IN WIDTH AND 432mm IN HEIGHT (C SIZE) WHEN PLOTTED AT A SCALE OF 1:250.



TREE #	DIAM. (m)	SPECIES	TREE #	DIAM. (m)	SPECIES	TREE #	DIAM. (m)	SPECIES
C1	0.17	SPRUCE	C6	0.20	FIR	C10	0.13	CEDAR
C2	0.40	FIR	C7	0.30	FIR	C11	0.13	CEDAR
C3	0.20	FIR	D5	0.20	FRUIT	C12	0.35	CEDAR
C4	0.18	CEDAR	D6	0.20 (x5)	DECIDUOUS	D10	0.30	MAPLE
D1	0.15	MAPLE	D7	0.20 (x5)	DECIDUOUS	D11	0.25	DECIDUOUS
D2	0.10 (x2)	DECIDUOUS	D8	0.45	WILLOW	D12	0.37	MAPLE
D3	0.17	DECIDUOUS	D9	0.25	DECIDUOUS	D13	0.20	MAPLE
D4	0.10	DECIDUOUS	C8	0.10	CEDAR			
C5	0.22	SPRUCE	C9	0.13	CEDAR			

ALLOWED: 61.0%
PROPOSED: 27.8%

ALLOWED: 2.3
PROPOSED: 1.9

ALLOWED: 61.0%
PROPOSED: 27.9%

ALLOWED:	2.3
PROPOSED:	1.9

PARCEL DEPTH TABLE			
PARCEL	PERIMETER	DEPTH	RATIO
A	185.9m	47.7m	25.7 %
B	185.9m	47.7m	25.7 %

PARCEL	PERIMETER	FRONTAGE	RATIO
A	185.9m	146.2m	78.0 %
B	185.9m	106.6m	57.3 %

NOTES:

THIS PLAN IS NOT TO BE USED TO RE-ESTABLISH PROPERTY BOUNDARIES.
ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF UNLESS
OTHERWISE INDICATED AND ARE DERIVED FROM PLAN 33368.

JURISDICTION: TOWN OF QUALICUM BEACH

PROPOSED PARCEL ZONING: RESIDENTIAL 20 (R20)

PID NO: 000-236-403

THIS LOT IS SUBJECT TO LTO CHARGE NUMBER: M76300

CIVIC ADDRESS (LOT A): #127 FIFTH AVENUE EAST, QUALICUM BEACH, BC

CIVIC ADDRESS (LOT B): #141 FIFTH AVENUE EAST, QUALICUM BEACH, BC

LEGEND

DL DENOTES DISTRICT LOT

REM DENOTES REMAINDER

ha DENOTES HECTARES

----- DENOTES ROOF OVERHANG

C1 DENOTES CONIFEROUS
LOCATION AND NUMBER

01 DENOTES DECIDUOUS

LOCATION AND NUMBER

[illegible]

223 FERN ROAD W.
QUALICUM BEACH, B.C. V9K 1S4
PHONE: 250-752-9121
FAX: 250-752-9241
FILE NUMBER: 23-070-S
DRAWING NUMBER: 23-070 P2.DWG
DATE: 2023/08/03



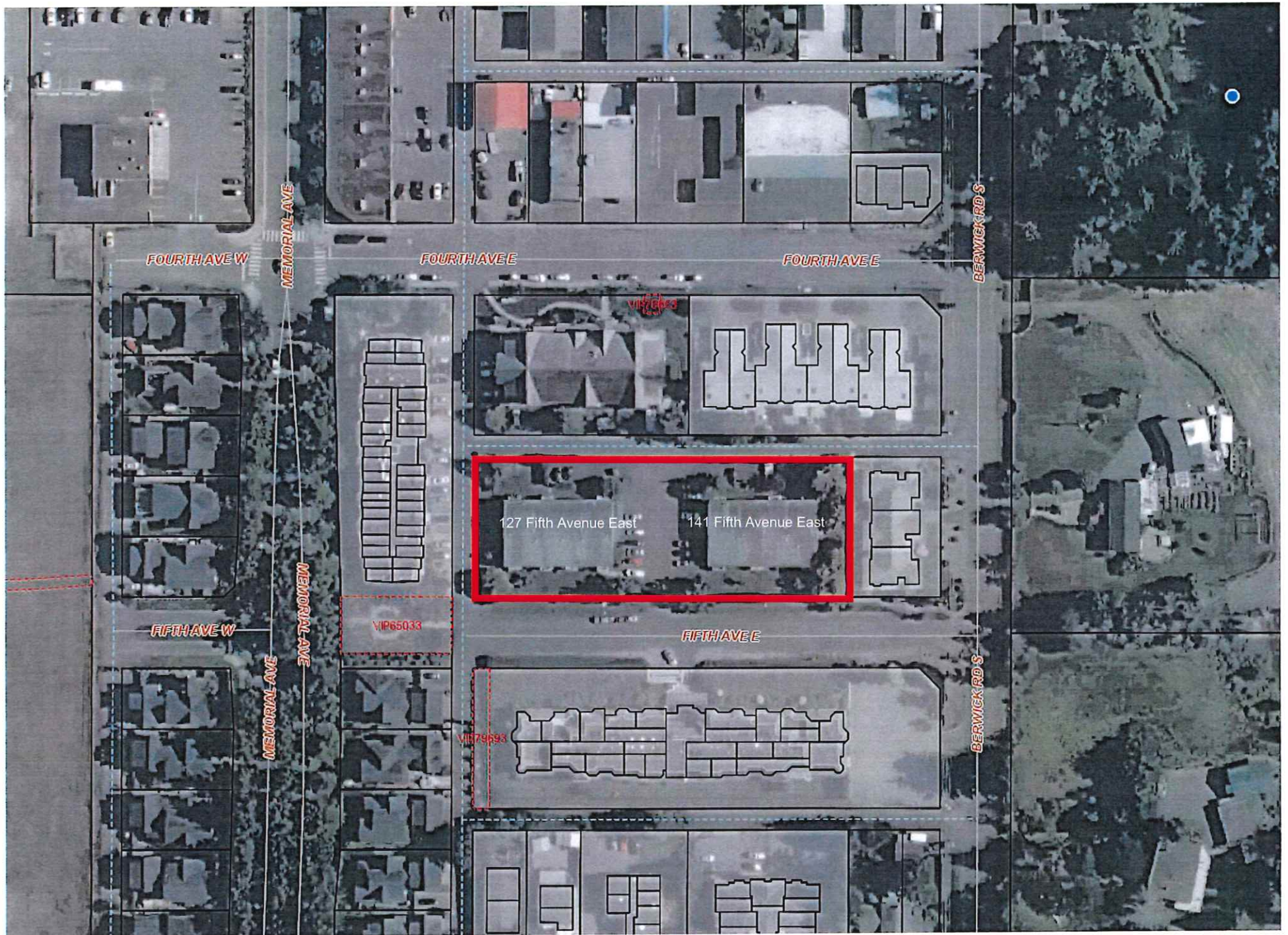
On Fifth Avenue East Looking Northwest Towards 141 Fifth Avenue East
(East Building)



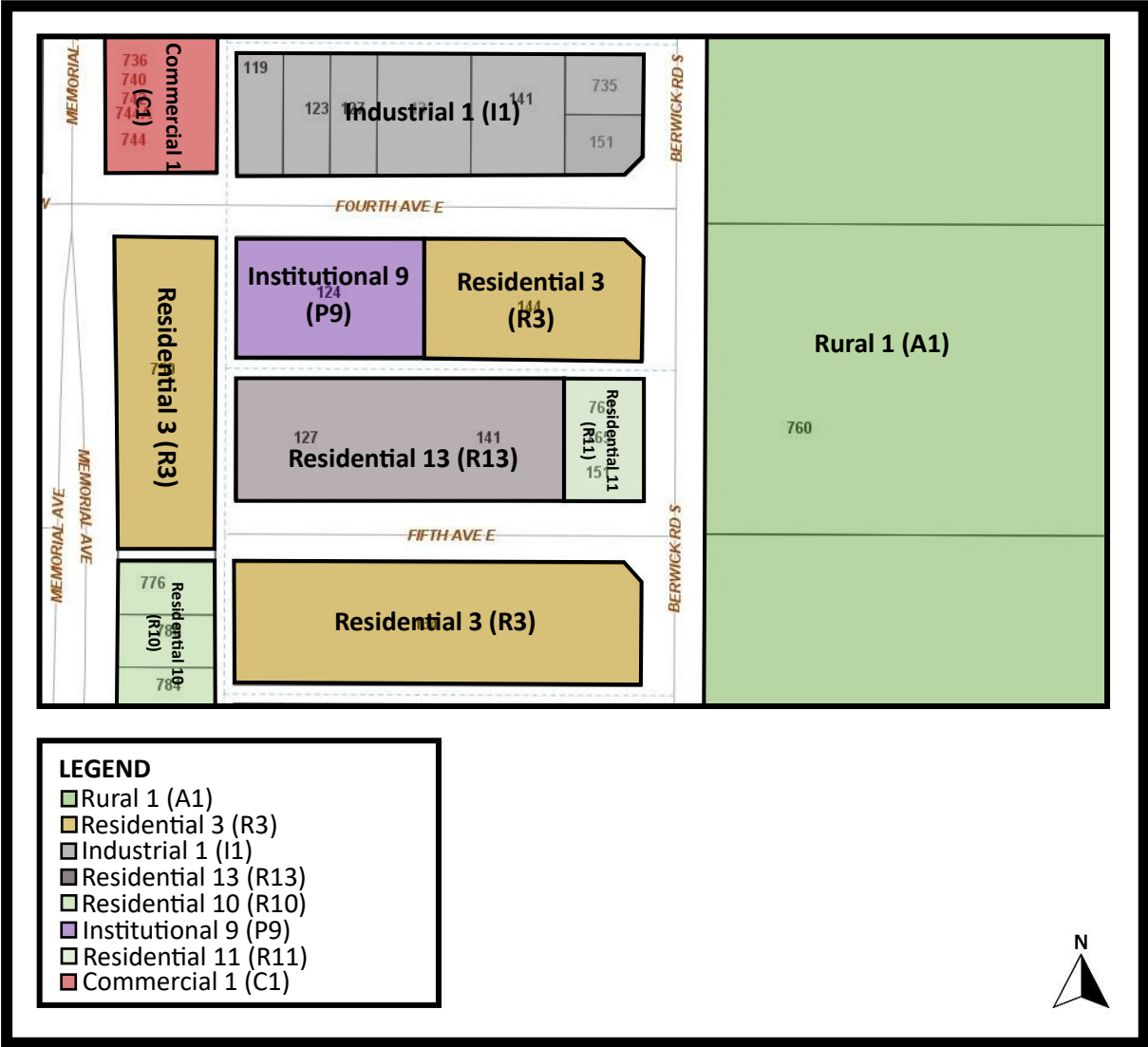
On Fifth Avenue East Looking Northwest Towards 127 Fifth Avenue East
(West Building)



Looking South Between Buildings From Back Lane



ZONING CONTEXT MAP



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

TO: Lou Varela, CAO

FOR: Regular Council Meeting, December 6, 2023

FROM: Weslie Gould, Deputy Corporate Administrator

SUBJECT: 2024 Special Event Approvals

RECOMMENDATION:

1. THAT the following special event applications be approved in principle, subject to event organizers working with Town staff to ensure Town requirements are met:
 - Coldest Night of the Year, Saturday February 24, 2024 (Island Crisis Care Society)
 - Youth Appreciation Lunch, Thursday May 2, 2024 (Town-facilitated event)
 - Oceanside Mother's Day Race, Sunday May 12, 2024 (Oceanside Running Club Association)
 - Public Works Day, Thursday May 23, 2024 (Town-facilitated event)
 - Family Day, Sunday May 26, 2024 (Town-facilitated event)
 - Beach Day, Sunday July 21, 2024 (Town-facilitated event)
 - Ocean Mile Swim, Sunday August 25, 2024 (Town-facilitated event)
2. THAT Council approves the special event requests, as described in the December 6, 2023 memo to Council, for the Coldest Night of the Year event on February 24, 2024, and for the Oceanside Mother's Day Race event on May 12, 2024.

PURPOSE

To inform Council of upcoming special events to be hosted within the Town, and to request authorization for various requests from event organizers, including road closures, use of Town equipment, and staff time.

SPECIAL EVENT DETAILS

Coldest Night of the Year

Applicant: Island Crisis Care Society

Date(s): Saturday, February 24, 2024

Time(s): Set up, 10:00 am to 4:00 pm
Event, 4:00 pm to 8:00 pm
Tear down, 8:00 pm to 10:00 pm

Event type: Family-friendly fundraising walk to raise money for local charities serving people experiencing hurt, hunger, and homelessness

Location(s): Two walking routes (2 km and 5 km routes), starting at 150 Village Way (St. Stephen's United Church), stopping at 747 Jones Street (Qualicum Beach Civic Centre), finishing on Veterans Way

Attendance: Estimated 300 participants and 40 staff/volunteers

Oceanside Mother's Day Race

Applicant: Oceanside Running Club Association
Date(s): Sunday, May 12, 2024
Time(s): Set up, 7:00 am to 10:00 am
 Event, 10:00 am to 11:30 am
 Tear down, 11:30 am to 1:00 pm
Event type: Fundraising run/walk to raise money for local charities
Location(s): Two race routes (5 km and 10 km routes), starting and ending on Veterans Way (Royal Canadian Legion Branch 76), proceeding along the Dollymount Trail, Fern Road E, Village Way, and Hemsworth Road
Attendance: Estimated 400 participants, 150 spectators, and 65 staff/volunteers

SPECIAL EVENT REQUESTS

Event organizers have requested the following support from the Town of Qualicum Beach to facilitate their special events:

OCEANSIDE MOTHER'S DAY RACE (May 12, 2024)

- | | |
|--------------------------------|---|
| Public Access Closures: | <ul style="list-style-type: none"> • Complete closure of Berwick Road N from Veterans Way to the Dollymount Trail (approximately 50m). • Partial closure of Qualicum Road from Village Way to Fern Road E from 10:00 am to 11:30 am. • Non-exclusive use of Dollymount Trail. • Non-exclusive use of public roads and sidewalks along race route. |
| Staff Services: | <ul style="list-style-type: none"> • Consultation with staff to ensure Town requirements are met. • Event set up and tear down (Town items only, e.g. delivery and pick up of waste bins, signs, barricades, etc.). • Additional collection of waste after the event. |
| Use of Town Items: | <ul style="list-style-type: none"> • Barricades x 16 • Garbage bins x 5 • Recycling bins x 5 • Event in Progress signs x 4 • Slow signs x 4 |

COLDEST NIGHT OF THE YEAR (February 24, 2024)

- | | |
|--------------------------------|---|
| Public Access Closures: | <ul style="list-style-type: none"> • Complete closure of Veterans Way from 3:00 pm to 8:00 pm (after closure of Farmers' Market). |
| Staff Services: | <ul style="list-style-type: none"> • Consultation with staff to ensure Town requirements are met. • Event set up and tear down (Town items only, e.g. delivery and pick up of delineators, etc.). • Additional maintenance of Town washroom facilities during the event (Qualicum Beach Civic Centre). |

Use of Town Items:	• Delineators x 50 • Flagging tape
Facility Access:	Event organizers have booked the East Hall at the Civic Centre as a mid-way warming station.

FINANCIAL IMPLICATIONS

Staff will provide a more detailed special event financial report in the new year once we have final numbers for the year. However, the financial implications for the Oceanside Mother's Day Race and the Coldest Night of the Year walk consist of indirect or in-kind costs, such as staff time to facilitate the events, and wear and tear on equipment.

STRATEGIC ALIGNMENT

Focus Area – Community Health and Wellbeing
Focus Area – Economic Prosperity

SUMMARY

Staff have received applications to host special events within the Town and are seeking Council's approval in principle for the events. Additionally, authorization is required for various requests from event organizers, including road closures, use of Town equipment, and use of staff time.



Weslie Gould, Deputy
Corporate Administrator
Report Writer



Heather Svensen, Corporate
Administrator
Concurrence



Lou Varela, CAO
Concurrence

Town of Qualicum Beach
MEMORANDUM

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Meeting December 6, 2023

FROM: Raj Hayre, Director of Finance

SUBJECT: Early 2024 Budget Approval for Capital Projects

RECOMMENDATION

THAT Council provide early approval for the following capital projects which will be included in the 2024 to 2028 Financial Plan:

Capital Project	2024 Budget Provision
Wildfire Skid Unit	\$40,000
Crescent Road/Beach Creek Culvert	\$1,875,000
Engineering for Airport Runway Paving	\$50,000
Water Pump House Electronics	\$100,000

PURPOSE

The 2024-2028 Financial Plan is anticipated to be approved by Council in March 2024. The purpose of this report is to receive early approval from Council for capital projects which will be included in the 2024 - 2028 Financial Plan to mitigate: risks of failure of assets, cost escalations and delays in delivery due to supply chain issues.

ANALYSIS

Wildfire Skid Unit – Early approval required so unit will be delivered before May 2024, which is the time the wildfire risk increases.

Crescent Road/Beach Creek Culvert – Early approval is required for risk mitigation and will also allow timing of a tender to align with when contractors are establishing their annual workplans which will result in better pricing. Importantly, this project must be prioritized as the temporary culvert repair is at risk of failure during major storms and due to soil saturation. As the backup culvert is not functional, there is a significant risk to Crescent Road and an associated trunk sewer and watermain.

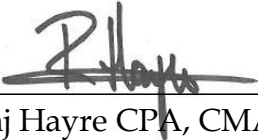
Engineering Airport Runway Paving – Engineering is required for the scope of works for the runway and apron paving. This project is anticipated to be 100% grant funded and an

Engineering report and design are required by the June 15, 2024, grant application deadline. If the grant application is approved, re-paving would occur in the summer of 2025.

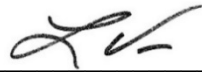
Water Pump House Electronics –Delivery of computer hardware electronics has a very extended delivery time. As the Water Pump House system is critical to the operation of the Town’s water system, it is important to purchase the equipment as soon as possible to ensure it can be installed before the existing dated hardware fails.

CONCLUSION:

The 2024 to 2028 Financial Plan is anticipated to be adopted in March 2024. In the absence of early approval, the Town is unable commence work on these projects until April 2024. Early approval for the above listed capital projects (Water Skid Unit, Crescent Road/Beach Creek Culvert, Engineering for Airport Paving, and Water Pump House Electronics) is required to avoid risk of failure of assets, and escalation in costs and delays in receiving goods due to supply chain issues.



Raj Hayre CPA, CMA
Director of Finance
Report Writer



Lou Varela
CAO
Concurrence

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

TO: Luke Sales, Director of Planning **FOR:** Regular Council Meeting, December 6, 2023

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: Development Variance Permit: 119 Fern Road East

RECOMMENDATION

THAT Council refuses the Development Variance Permit for 119 Fern Road East, as described in the December 6, 2023, Planning memo to Council.

PURPOSE

To consider a Development Variance Permit for 119 Fern Road East that would vary the maximum area and font size of a proposed fascia sign.

BACKGROUND

Development Variance Permits are often used to vary height or setback requirements, and the same process applies to signs that are not permitted by the Sign Bylaw. The applicant for 119 Fern Road East is proposing a fascia sign that has a sign area of approximately 3.47m², which is 0.97m² larger than the permitted 2.5m² maximum sign area, and a font size of 830mm, which is 630mm taller than the maximum font size of 200mm. The property is located in the light industrial portion of Qualicum Beach's uptown area.

In 2019, a Development Variance Permit application was made for 119 Fern Road East. At that time, the application was for an illuminated sign that was 5.5m² with a font size of 900mm. The application, as presented to Council, was refused at that time.



Figure 1: Subject Property

DISCUSSION

The Sign Bylaw specifies that businesses with a road frontage over 16m are permitted to have a fascia sign that has a maximum sign area of 2.5m² and a maximum font size of 200mm. The Development Variance Permit application for 119 Fern Road East proposes a fascia sign that is approximately 3.47m² and has a font size of approximately 609mm.

	Permitted	Proposed	Required Variance
Maximum letter height	200mm	830mm	630mm
Maximum sign area	2.5m ²	3.47m ²	0.97m ²

Staff consider the sign proposal to be at a scale that is oriented towards fast moving vehicles, and as such, is out of scale with the pedestrian-oriented design of the uptown area. Staff recommend that the Development Variance Permit for 119 Fern Road East be refused at this time.

SUMMARY

The proposed fascia sign for 119 Fern Road East is larger than what is permitted under the Town's Sign Bylaw. The sign has a sign area of approximately 3.47m², which is larger than the maximum sign area of 2.5m² permitted in the Sign Bylaw. In addition, the font size is 830mm, which is four times the height of the 200mm maximum lettering size permitted in the sign bylaw. As the sign is considered to be out of scale, staff recommend that the Development Variance Permit for 119 Fern Road East be refused at this time.

ALTERNATIVES

1. Approve the Development Variance Permit for 119 Fern Road East; or
2. Provide alternative direction to staff.



R. Augustyn MCIP, RPP
Senior Planner
Report Writer



Luke Sales, MCIP, RPP
Director of Planning
Concurrence



Lou Varela, MCIP, RPP
CAO
Concurrence

Attachments:
[memo.PLANS.119FernRoadE.pdf](#)

N:\0100-0699 ADMINISTRATION\0360 COMMITTEES AND COMMISSIONS\Council\2023\12 06 regular Council agenda\
memo.DVP.119FernRoadEast.docx

Letter of Rationale

119 Fern Rd E | Lordco

Variance to allow 1 fascia signs for Lordco

Dear Town of Qualicum Beach,

Please see below bylaw compliance issues that the proposed Lordco Signage has revealed;

Bylaw Compliance Deficiencies

- **Sign Bylaw – 6.5:** *Facia Signs located in non-residential zones are subject to the following regulations.*
 - (c) Maximum sign area of 2.5m² for business frontages over 16m.**
Proposed: 3.47m²
 - (d) The maximum letter size shall be 200mm**
Proposed: LORDCO: 830mm AUTO PARTS: 220mm

Rationale:

We are seeking variance approval to the above noted deficiencies, as well as any other bylaw compliance deficiencies not noted, in order to install new brand-standard signage for Lordco Auto Parts.

The proposed signage offers the latest energy-efficient technologies and modern aesthetics to comply with Lordco's provincial-wide site standards. The proposed dimensions are essential for the visibility, branding, and overall success of the business.

There are other businesses in the area that also display the same deficiencies (See page 2). These businesses include "Qualicum Foods", and "Petro Canada".

Lastly, the Town of Qualicum Beach let us know that the colour blue is discouraged in the Village Design Guidelines, so they would rather encourage a black awning instead of the blue. As we can see from Page 3, there are MANY businesses in the area that have blue signs.

We sincerely hope that, for the reasons noted above, you will consider our variance to the above noted bylaw deficiencies, as well as any bylaw deficiencies not noted, in order to allow the installation of the newly proposed Lordco signage at 119 Fern Rd E.

October 5, 2022



Ryan Matthews

Priority Permits Ltd.

331 Parkdale Ave N, Hamilton ON, L8H 5Y1

289-389-8951

Ryan@PriorityPermits.com

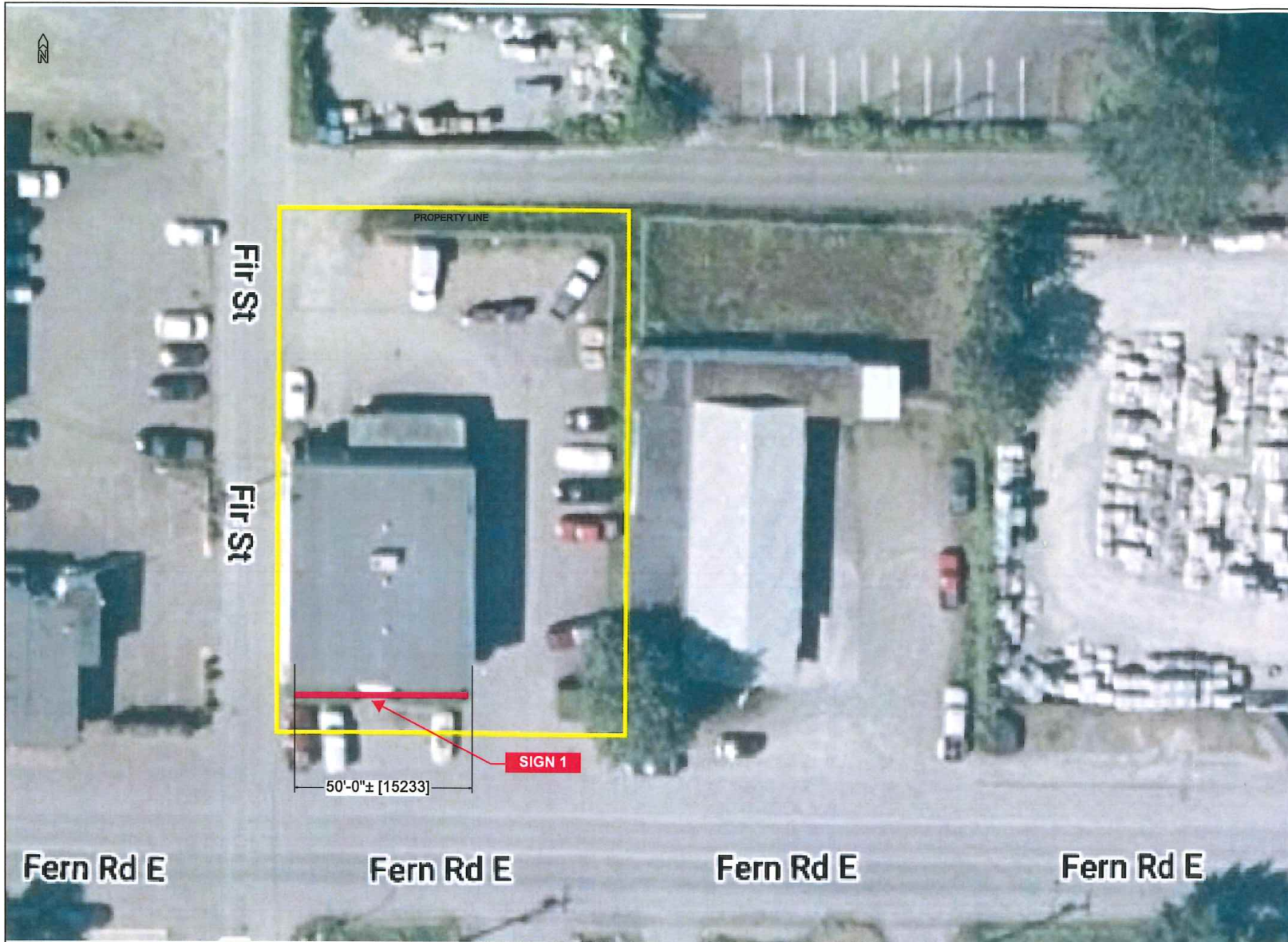






Lordco
119 Fern Road E
Qualicum Beach, BC

Complete Set of Permit Drawings



331 Parkdale Avenue N
Hamilton, ON L8H 5Y1
www.prioritypermits.com

A	-
REV	DESCRIPTION
	LORDCO
	119 FERN ROAD E QUALICUM BEACH, BC
	-
	SITE PLAN
	DATE: JULY 21, 2023
	SCALE: 1:300
	JOB No.: -
	DRAWN BY: AT
	CHECKED BY: AT

NOTE: THESE DRAWINGS ARE INTENDED FOR PERMIT PROCESSING ONLY. ALL DIMENSIONS, SIGNAGE PLACEMENT AND DESIGN TO BE VERIFIED BY SIGNAGE CLIENT AND/OR FABRICATOR PRIOR TO CONSTRUCTION OR INSTALLATION.

Scale: 1/2" = 1' - 0"



SIGN AREA:
LORDCO: 2.74m²
AUTO PARTS: 0.73m²
TOTAL: 3.47m²

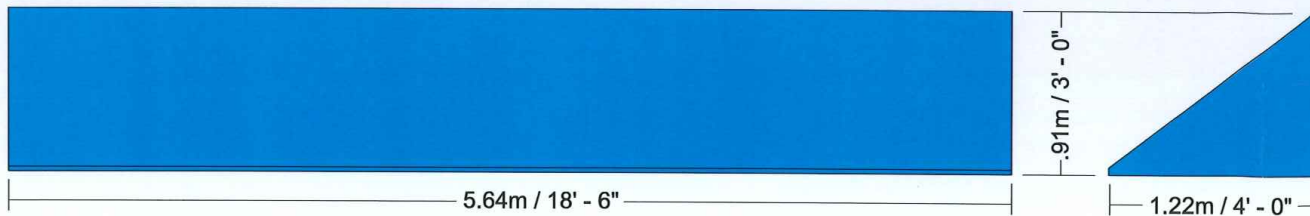
ONE Set on non-illuminated 3/4" thick PVC letters & shapes.

- White PVC letters & Bars painted as shown.
- All letters & bars Pin mounted to 1" square aluminum tubes, & then tubes mounted flush to the surface of an exterior wall.
- Aluminum tubes painted to match colour of wall.
- **TM** symbol to be black vinyl applied to a piece of white acrylic.

EXISTING SITE



 Head Office: 1250 Glenshire Dr Victoria BC V8C3W7 250-478-8610 Vancouver: Unit 400-6165 Hwy 17A Ladner BC V4K5B8 604-618-7578 Toll Free 1-866-478-8610 Fax 250-478-8631	Client Name LORDCO Location: 119 Fern Rd. East., Qualicum Beach, B.C.	Start Date: Sept. 20 / 2023 Last Revision: Drawing#: LORDCO / Qualicum / Front Sign & Canopy . cdr Page: 1 of 3	Corporate Approval _____ Client Approval _____	Sales Rep: Ryan Shepherd Designer: Weldon Kidson
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- B** **ONE** non-illuminated fabric awning with an aluminum frame.
- Awning colour to match LORDCO blue.
 - Awning to replace the existing.

Vinyl



EXISTING SITE



Landmark Sign SALES • SERVICE • LEASING Head Office: 1250 Glenahire Dr Victoria BC V8C3W7 250-478-8610 Vancouver: Unit 400-6165 Hwy 17A Ladner BC V4K5B8 604-518-7578 Toll Free 1-866-478-8610 Fax 250-478-8631	Client Name LORDCO Location: 119 Fern Rd. East., Qualicum Beach, B.C.	Start Date: Sept. 20 / 2023 Last Revision: Drawing#: LORDCO / Qualicum / Front Sign & Canopy . cdr Page: 2 of 3	Corporate Approval _____ Client Approval _____	Sales Rep: Ryan Shepherd Designer: Weldon Kidson
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**Town of Qualicum Beach
M E M O R A N D U M**

TO: Luke Sales, Director of Planning **FOR:** Regular Council Meeting, December 6, 2023

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: Downtown Development Cost Charges Reduction Bylaw

RECOMMENDATIONS

THAT Council direct staff to review the “Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, 2012” during the Development Cost Charges review scheduled for 2028.

PURPOSE

To bring forward the “Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, 2012,” for Council’s consideration.

BACKGROUND

During the November 10, 2023 Committee of the Whole meeting, a request was made for staff to bring forward “Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, 2012” for consideration. Development Cost Charges (DCC's) are one-time charges collected to offset costs incurred by new development. Town of Qualicum Beach Development Cost Charges are imposed through “Town of Qualicum Beach Development Cost Charges for Water, Drainage, Highway Facilities and Park Land Bylaw No. 550.06, 2005” and DCC reductions are specified through “Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, 2012.”

In 2012, the Town initiated a review of the barriers to development in the Village Neighbourhood to better understand what the Town could do to encourage infill and redevelopment in accordance with the Official Community Plan (OCP). Note: for a map of the Village Neighbourhood, see Schedule “A” of the attached Bylaw. Compared to the rest of the Town, DCCs were already 10% lower in the Village Neighbourhood. The 10% reduction in DCCs was due to the fact that development in the Village Neighbourhood results in a lower incremental burden on municipal services. Developments in the Village Neighbourhood also have a lower environmental impact due to proximity to retail and services, which is why the Town has historically focused development potential into this area.

Areas outside of the Village Neighbourhood have a higher incremental burden on infrastructure due to the distance, and also have a higher environmental footprint due to reliance on private automobiles. Despite the 10% DCC reduction in the Village Neighbourhood, in 2012 DCCs were identified as a barrier to development and Council directed staff to provide options to further reduce DCCs. In 2012 Council adopted “Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, 2012” and a subsequent amendment was adopted that reduced DCCs for developments according to the following criteria:

- A 30-70% reduction for the residential portion of DCCs for developments in the Village neighborhood that meet a minimum density. The reduction in DCCs increases as residential density increases.
- A further 30% reduction for the residential portion of DCCs for developments in the Village Neighbourhood that are LEED certified, or meet a comparable green standard, as approved by staff.
- A 100% reduction in DCCs for the commercial portion of mixed-use developments within the Village Neighborhood with a residential density of 80 units/ha.
- A 100% reduction in DCCs for new “Eligible Housing” (affordable housing).

An amendment to the DCC Reduction Bylaw was subsequently adopted in 2014, which eliminated Town DCCs for secondary suites, garden suites and carriage houses to bring the Town’s DCC Bylaw into alignment with similar bylaws for the Regional District of Nanaimo and City of Parksville.

DISCUSSION

Staff do not recommend completely rescinding the Bylaw at this time, as doing so would remove the DCC exemptions for non-profit affordable housing developments, as well as secondary suites, garden suites and carriage houses. Rather, staff would recommend that the reduction be considered in the context of the broader DCC review scheduled for 2028 as staff capacity for matters beyond response to pending Bill 44 is limited and review of DCCs is a significant piece of work.

To understand how DCC reductions have been applied, staff have compiled the following data on DCCs that have been collected, as well as DCC reductions that have been applied, under this Bylaw. This is not an exhaustive list of collected or reduced DCCs.

Project	Town of Qualicum Beach DCCs	Town of Qualicum Beach DCC Reductions		Town of Qualicum Beach DCCs Collected	Regional District of Nanaimo DCCs Collected
		Density	Energy		
120 First Ave (Berwick Res) (2017)	\$785,484.69	-\$549,839.28 (70%)	-\$235,645.41 (30%)	\$0	\$503,946.95
103 Railway St (2021)	\$178,270.80	-\$124,789.56 (70%)	-\$53,481.24 (30%)	\$0	\$161,073.60
210 First Ave W (2021)	\$112,306.37	-\$74,909.05 (Res -70%) -\$5,293.44 (Com - 100%)	\$0	\$32,103.88	\$99,491.29
660 Beach St (2023)	\$105,005.79	-\$41,815.35 (Res - 70%) -\$31,595.22 (Com- 100%)	-\$31,595.22 (30%)	\$0	\$16,479.48 (Reduction of -\$66,356.73)
126-148 Second Ave E (East Village Commercial) (2023)	\$67,822.20	-\$67,822.20 (Com - 100%)	\$0	\$0	\$35,374.80
126-148 Second Ave E (Bldg A) (50 units) (2023)	\$402,959.28	-\$282,071.50 (70%)	-\$120,887.78 (30%)	\$0	\$364,239.90
126-148 Second Ave E (Bldg B) (18 units) (2023)	\$189,034.32	-\$132,324.02 (70%)	-\$56,710.30 (30%)	\$0	\$170,870.48
Totals:	\$1,840,883.45	-\$1,273,570.96	-\$498,319.95	\$32,103.88	\$1,383,580.38

If Council wishes to amend the DCC Reduction Bylaw, Alternative 1 provides a framework for providing direction. An amendment could eliminate the reduction for all or some of the following categories:

1. not-for-profit housing, including supportive-living housing;
2. for-profit affordable rental housing, where “affordable” means the housing is subject to a covenant and housing agreement registered in the Land Title Office in favour of the Town of Qualicum Beach to restrict below fair market value the rent, lease, sale or share prices that may be charged, and the rates these may be increased over time;
3. secondary suites, garden suites, and carriage houses as defined in the “Town of Qualicum Beach Land Use and Subdivision Bylaw 580, 1999.”
4. DCC reductions that are an incentive for increased residential density in the Village Neighbourhood;
5. DCC reductions that are an incentive for developers choosing to exceed the BC Building code standards in terms of energy efficiency.

SUMMARY

The Town currently has bylaws in place that require DCCs to be paid to help pay for municipal service expansions. The Town also has a DCC Reduction Bylaw that reduces DCCs to encourage developments that are consistent with the Town’s long-term plans, such as development in the Village Neighborhood, secondary suites, green building and affordable housing. Staff recommend that the reduction be considered in the context of the broader DCC review scheduled for 2028 as staff capacity for matters beyond response to pending Bill 44 is limited and review of DCCs is a significant piece of work.

ALTERNATIVES

1. THAT Council directs staff to prepare an amendment to “Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, 2012” to achieve the following purpose: *[insert purpose of amendment]*
2. THAT Council directs staff to prepare a bylaw to repeal “Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, 2012” in its entirety.
3. THAT Council provides alternative direction to staff



R. Augustyn, MCIP, RPP
Senior Planner
Report Writer



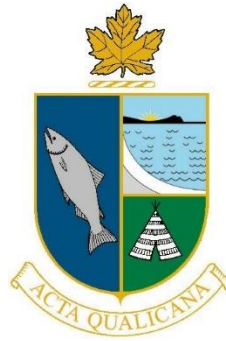
Luke Sales, MCIP, RPP
Director of Planning
Concurrence



Lou Varela, MCIP, RPP
CAO
Concurrence

Attachment

[682 Downtown DCC Reduction Consolidated.pdf](#)



Town of Qualicum Beach

DOWNTOWN DEVELOPMENT COST CHARGES REDUCTION BYLAW Bylaw No. 682, 2012

CONSOLIDATED FOR CONVENIENCE ONLY

This is a consolidation of Bylaw No. 682 with the bylaws below. The amending bylaws have been combined with the original bylaw for convenience only. This consolidation is not a legal document. The Corporation does not warrant that the information contained in this consolidation is current. Certified copies of the original bylaws should be consulted to ensure accurate, current bylaw provisions.

Amending Bylaw

Date of Adoption

Bylaw No. 682.01
Bylaw No. 682.02

October 22, 2012
March 17, 2014

The bylaw numbers in bold in the margin of this consolidation refer to the last bylaw that amended each section of the principal bylaw: "Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, 2012".

**TOWN OF QUALICUM BEACH
BYLAW NO. 682**

**A BYLAW TO REDUCE DEVELOPMENT COST CHARGES FOR DEVELOPMENT
WITHIN THE VILLAGE NEIGHBOURHOOD OF THE TOWN OF
QUALICUM BEACH**

WHEREAS Council is permitted by Section 933.1 of the *Local Government Act* to waive or reduce a development cost charge (DCC) by bylaw for developments that are designed to result in low environmental impact;

AND WHEREAS Council recognizes that development within the Qualicum Beach downtown specified area is designed to result in a low environmental impact due, in part, to existing infrastructure, availability of and proximity to services, walkability of the downtown and reduced vehicle usage, and the associated reductions in greenhouse gas emissions;

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

1. DEFINITION

For the purpose of this bylaw, unless the context otherwise requires:

“Eligible Housing” means:

- (a) not-for-profit housing, including supportive-living housing;
- (b) for-profit affordable rental housing, where “affordable” means the housing is subject to a covenant and housing agreement registered in the Land Title Office in favour of the Town of Qualicum Beach to restrict below fair market value the rent, lease, sale or share prices that may be charged, and the rates these may be increased over time;
- (c) secondary suites, garden suites, and carriage houses as defined in the “Town of Qualicum Beach Land Use and Subdivision Bylaw 580, 1999.” **Bylaw No. 682.02**

2. ELIGIBLE DEVELOPMENT

For the purposes of this Bylaw, any development that occurs within the Village Neighbourhood, which encompasses the lands shown within the heavy outline on Schedule “A” attached to, and forming part of, this Bylaw, is designed to result in a low environmental impact, and constitutes a class of eligible development for that purpose.

3. REDUCTION

The class of eligible development described in Section 2 will have the applicable Town of Qualicum Beach DCC amount payable reduced by up to one hundred percent (100%).

- (a) DCCs imposed under the “Town of Qualicum Beach Development Cost Charges for Water, Drainage, Highway Facilities and Park Land Bylaw No. 550.06, 2005”

and amendments thereto and in force from time to time are reduced in the Village Neighbourhood, as follows:

- (i) by thirty percent (30%) in respect of residential improvements having a density of fifty (50) dwelling units per hectare and an additional 1.35% reduction per additional dwelling units per hectare, to a maximum reduction of seventy percent (70%); **Bylaw No. 682.01**
- (ii) by an additional thirty percent (30%) in respect of residential improvements that are LEED Certified or a comparable green standard as approved by the Town's Director of Planning;
- (iii) by one hundred percent (100%) in respect to new commercial development with a residential density greater than eighty (80) dwelling units per hectare; and
- (iv) by one hundred percent (100%) in respect to new Eligible Housing.

4. SEVERABILITY

If any part, paragraph or phrase in this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, that portion shall be severed and the remainder of this bylaw shall continue in force.

5. Schedule "A" – Village Neighbourhood is attached to and forms part of this Bylaw.

6. This bylaw may be cited as "Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, 2012".

INTRODUCED AND READ A FIRST TIME this 9th day of July, 2012.

READ A SECOND TIME this 13th day of August, 2012.

READ A THIRD TIME this 13th day of August, 2012.

ADOPTED on this 10th day of September, 2012.

Teunis Westbroek
Mayor

Trudy Coates
Corporate Administrator

SCHEDULE "A" Village Neighbourhood



From: [Kevin Monahan](#)
To: [communications](#)
Cc: [Scott Harrison](#); [Anne Skipsey](#); [Teunis Westbroek](#); [Jean Young](#); [Petronella Vander Valk](#)
Subject: Comments regarding the Nov 8 Regular Council Meeting
Date: Friday, November 10, 2023 9:48:39 AM

I strongly agree with Councillor Harrison's argument to go cautiously when changing the Urban Containment Boundary. The wording of Bill 44 provides the Province with mechanisms for countering such moves if they are seen to be an attempt to end-run around the legislation. In addition, it is possible that the wording of the legislation would refer to the RDN Growth Containment Boundary (which is the same as our municipal boundary), in which case, an effort to move the UCB would be doomed to failure.

I suggest that it would be much more productive to take a cautious approach and get a better understanding of the implications of the legislation before taking any action.

Furthermore, the Local Government Act clearly states in section 475 (3) that a local government must hold public consultations in addition to the public hearing required under section 477 (3) (c). Therefore the change in the UCB could not happen overnight.

Respectfully

Kevin Monahan
Qualicum Beach, BC