

Agenda for the 10:00 am Wednesday, July 19, 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

1-6 THAT Council adopts the July 19, 2023, regular Council meeting agenda.

2. ADOPTION OF THE CONSENT AGENDA

7-8 (1) **Correspondence Log – July 19, 2023 – For Information**

9 (2) **Announcement of Council Meeting Motions**

10-11 (3) **Monthly Fire Department Report – June 2023 – For Information**

12 (4) **Monthly Building Permit Report – June 2023 – For Information**

13 (5) **Monthly Bylaw Report – June 2023 – For Information**

3. RECOGNITION

(1) **‘Sharing the Catch’ Statue at the Qualicum Beach Airport**

Thank you to Town of Qualicum Beach staff, Cayce Smith, Peter Orr, Chris Hillsden, Horacio Eurico, and Dean Phye, for their work on installing the new eagle statue donated by Walter Ilenseer

4. APPROVAL OF THE MINUTES

THAT Council approves the minutes of the following meetings:

14-23 (1) May 24, 2023 Regular Council meeting

24-34 (2) June 14, 2023 Regular Council meeting

35-37 (3) June 15, 2023 Special Council meeting

38-41 (4) June 21, 2023 Special Council meeting

5. BUSINESS ARISING FROM THE MINUTES

(1) **Notice of Motion from the June 21, 2023 Special Council Meeting**
(Councillor Skipsey)

THAT Council directs staff to prepare a report with options to increase the rate for cash-in-lieu of parking, which is currently set at \$11,000 per stall.

Staff Recommendation:

THAT Council refers the comprehensive review of options regarding cash-in-lieu of parking to the 2024 Strategic Planning process.

6. DELEGATIONS

(1) Oceanside Community Action Team

Sherry Thompson, Co-Chair; Bill Nelles, Peer Mentor; and Jamie Baird, Coordinator, for the Oceanside Community Action Team

Purpose: Information on services provided by the Team, BC's toxic drug supply state of emergency, and upcoming grant opportunities and initiatives.

7. CORRESPONDENCE

42 (1) Municipal Insurance Association of BC Appointment of Voting Delegate and Alternates – e-mail received June 13, 2023

Staff Recommendation:

THAT Mayor Teunis Westbroek be appointed as the Voting Delegate, Councillor Jean Young be appointed as the First Alternate, and CAO Lou Varela be appointed as the Second Alternate for the purposes of voting at the Municipal Insurance Association of BC (MIABC) Annual General Meeting.

8. BYLAWS

43-72 (1) Zoning Amendment: 365 First Avenue West

Staff Recommendation:

THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (365 First Avenue West) Bylaw No. 580.135, 2022" be adopted.

73-87 (2) Zoning Amendment and Development Permit: 230 Second Avenue West

Staff Recommendation:

(a) THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (230 Second Ave W) Bylaw No. 580.137, 2022" be adopted.

(b) THAT Council authorizes issuance of a Development Permit for 230 Second Avenue West, subject to registration of a S. 219 Restrictive Covenant, as detailed in the July 19, 2023 Planning memo to Council.

88-92 (3) Housekeeping Bylaw

Staff Recommendation:

THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (Housekeeping) Bylaw No. 580.138, 2023" be introduced and read a first time.

93-109 (4) **Establishment of Reserves for Asset Management and Long-Term Financial Planning**

Staff Recommendation:

1. THAT “Town of Qualicum Beach Asset Replacement Reserve Fund Bylaw No. 780, 2023” be introduced and read a first, second, and third time.
2. THAT “Town of Qualicum Beach New Asset Investment Reserve Fund Bylaw No. 781, 2023” be introduced and read a first, second, and third time.
3. THAT “Town of Qualicum Beach Water Infrastructure Reserve Fund Bylaw No. 782, 2023” be introduced and read a first, second, and third time.
4. THAT “Town of Qualicum Beach Sewer Infrastructure Reserve Fund Bylaw No. 783, 2023” be introduced and read a first, second, and third time.
5. THAT “Town of Qualicum Beach Growing Communities Reserve Fund Bylaw No. 784, 2023” be introduced and read a first, second, and third time.
6. THAT “Town of Qualicum Beach Curling Building Reserve Fund Bylaw No. 785, 2023” be introduced and read a first, second, and third time.

9. COMMITTEE & LIAISON REPORTS

- 110 (1) **General Government** (Mayor Teunis Westbroek)
- (2) **Public Safety** (Councillor Scott Harrison)
- (3) **Parks & Recreation** (Councillor Anne Skipsey)
- (4) **Community Development** (Councillor Petronella Vander Valk)
- (5) **Arts & Culture** (Councillor Jean Young)

10. STAFF REPORTS

(1) Corporate Administration

(a) 2023 Council Meeting Schedule Amendment

Staff Recommendation:

THAT the 2023 Council meeting schedule be amended by:

- cancelling the September 27, 2023 regular Council meeting;
- deleting the October 18, 2023 regular Council meeting and replacing it with a regular Council meeting on October 11, 2023;
- deleting the November 8, 2023 regular Council meeting and replacing it with a regular Council meeting on November 23, 2023; and
- changing the time for the November 15, 2023 Committee of the Whole meeting to 6:00 pm at the Qualicum Beach Civic Centre, for the purpose of reviewing the findings from the Age-Friendly Transportation Plan.

(2) Financial Administration

111-129 (a) Second Quarter Update 2023, Operating Budget, Council & Operating Initiatives, Capital Programs

Staff Recommendation:

THAT the report titled "Second Quarter Update 2023, Operating Budget, Council & Operating Initiatives, Capital Programs" dated July 19, 2023, be received.

130-133 (b) Appointment of External Auditor

Staff Recommendation:

THAT KPMG LLP be appointed as the external auditors for the Town of Qualicum Beach for the fiscal years ending December 31, 2023 to December 31, 2027.

134-140 (c) Asset Retirement Obligations Policy

Staff Recommendation:

THAT Town of Qualicum Beach Asset Retirement Obligations Policy No. 3000-21 be approved.

(3) Fire/Rescue Services

141-142 (a) Wildfire Risk Mitigation Update – For Information

(4) **Planning**

143-147 (a) **Bus Garage / Mobility Study – Request for Proposals Award**

Staff Recommendation:

THAT Council authorizes staff to award the Bus Garage Property Conceptual Design and Mobility Study Requests for Proposals (RFP) to PWL Partnership Landscape Architects Inc., at a total cost of \$64,740.

148-150 (b) **Saahtlam Park Detailed Park Plan - Request for Proposals**

Staff Recommendation:

THAT Council authorizes staff to award the Saahtlam Park Detailed Design Project to Lanarc Consultants at a total cost of \$23,545.

151-154 (c) **Development Variance Permit: 441 Memorial Avenue**

Staff Recommendation:

THAT Council directs staff to issue a Development Variance Permit for 441 Memorial Avenue as described in the July 19, 2023 Planning memo to Council.

155-156 (d) **Grant Application Resolutions**

Staff Recommendation:

1. THAT Council authorizes the submission of a grant application to the BC Destination Development Fund to fund the Beach Creek Viewing Platform and Walkway Project, as detailed in the July 19, 2023 Planning memo to Council.
2. THAT Council authorizes the submission of a grant application to the Infrastructure Planning Grant Program to fund the Town of Qualicum Beach Water System Model, as detailed in the July 19, 2023 Planning memo to Council.

(5) **Engineering & Operations**

157-158 (a) **Pickleball Lines at Tennis Courts – Council Request for Cost Estimate and Timeline**

Staff Recommendation:

THAT Council receives the cost estimate and timeline for potential installation of the pickleball lines on the Qualicum Beach Tennis Court #2; AND FURTHER THAT Council provides direction to staff for next steps regarding the pickleball at the Qualicum Beach Tennis Court #2.

159-161 (b) **Mobi-Mat Removal**

Staff Recommendation:

THAT Council approves discontinuing the deployment of the mobility accessible mat (Mobi-mat) west of the Shore Restaurant.

162-163 (c) **4 Poles Restoration on the Qualicum Beach Waterfront**

Staff Recommendation:

THAT Council directs staff to proceed with restoring the fourth pole at the “4 poles” landmark site along the Qualicum Beach waterfront.

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 (July 21, 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.

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. ADJOURNMENT

THAT Council adjourns the meeting.

NEXT SCHEDULED

REGULAR COUNCIL MEETING: Wednesday, September 6, 2023 at 10:00 am

THE TOWN OF
QUALICUM BEACH



COUNCIL CORRESPONDENCE LOG
July 19, 2023

DATE REC'D	TOPIC	ACTION
July 11	Airport – support	Rec'd for information
July 11	Broombusters – Project in 2023	Rec'd for information
July 11	Airport helicopter training – support	Rec'd for information
July 11	Tiny homes within municipalities	Rec'd for information
July 11	Judges Row – traffic & parking	Rec'd for information
July 5	Island Coastal Economic Trust – UBCM meeting deadline	Rec'd for information
July 5	City of Surrey – RCMP & Surrey Police Services	Rec'd for information
June 29	RDN – Area F OCP public engagement	Rec'd for information
June 29	City of Prince George resolution	Rec'd for information
June 29	Graffiti erasing	Rec'd for information
June 27	Rupert Rd E speed limit	Rec'd for information
June 27	Age-friendly Transportation Plan	Rec'd for information
June 27	Tree protection bylaw	Rec'd for information
June 27	Waterfront traffic calming	Rec'd for information
June 27	QF Qualicum Beach Triathalon – thank you	Rec'd for information
June 27	Memorial Ave roundabout	Rec'd for information
June 27	Streetlights – light trespass	Rec'd for information
June 27	Pickleball lines on tennis courts	Rec'd for information
June 27	Waterfront traffic calming	Rec'd for information
June 27	Judges Row traffic calming	Rec'd for information
June 27	Traffic congestion	Rec'd for information
June 27	Traffic safety	Rec'd for information
June 27	Wildfire preventative strategies	Rec'd for information
June 27	KSS Grad Parents Committee – thank you	Rec'd for information
June 23	Traffic safety	Rec'd for information
June 23	Select Committee on Public Safety – traffic concerns	Rec'd for information
June 23	Gas stove & fireplaces - emissions	Rec'd for information
June 21	Island Rail Corporation	Rec'd for information
June 20	Pickleball courts – proposed location	Rec'd for information
June 20	Gas-powered gardening equipment - noise	Rec'd for information
June 19	Mid Island Radio Assoc – invitation to field day event	Rec'd for information
June 15	Streetlighting light trespass – report update	Rec'd for information
June 13	Roundup – glyphosate concerns	Rec'd for information
June 13	Village Way – traffic safety & pedestrian concerns	Rec'd for information

June 13	QB problem streetlights	Rec'd for information
June 12	1.Streetlighting concerns / 2.Waterfront boardwalk	Rec'd for information
June 12	Tennis & pickleball	Rec'd for information
June 12	SOS Community Housing Forum	Rec'd for information
June 12	Dementia-friendly Communities Program	Rec'd for information
June 9	(2) Appreciation for Iskwew Air during Cameron Lk. wildfire	Rec'd for information
June 9	Fireworks concerns	Rec'd for information
June 8	Thank you – Grandon Creek stairway	Rec'd for information
June 8	Island Health – Extreme Heat Information	Rec'd for information
June 8	Cameron Lk Bluffs wildfire	Rec'd for information
June 8	Air traffic	Rec'd for information
June 8	Saahtlam Waterfront Park	Rec'd for information
June 8	Pickleball lines	Rec'd for information
June 8	Waterfront walkway deterioration	Rec'd for information
June 6	RDN News Release (2024-2028 Financial Plan)	Rec'd for information
June 6	Tree Protection Bylaw No. 725	Rec'd for information
June 6	Road safety	Rec'd for information

Announcement of Council Meeting Motions

Regular Council Meeting, July 19, 2023

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

May 24, 2023 Special (in camera) Council Meeting

- **Select Committee on Beach Day Committee**

THAT Council appoints Barbara Warman to the Select Committee on Beach Day Committee; for a one-year term ending December 31, 2023.

- **Accessibility Advisory Team**

THAT Council appoints the following members: Barbara Deederly; Darwin Fraser; Jose Stockdale; Linda Watts; Mirielle Quamme; Rebecca Fenton; Tracy Meikle to the Accessibility Advisory Team for an approximate two-year term ending December 31, 2024.



**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 July 19, 2023

FROM: Peter Cornell, Fire Chief

SUBJECT: Monthly Fire Rescue Department Report for June 2023

PURPOSE

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

CALLS FOR SERVICE

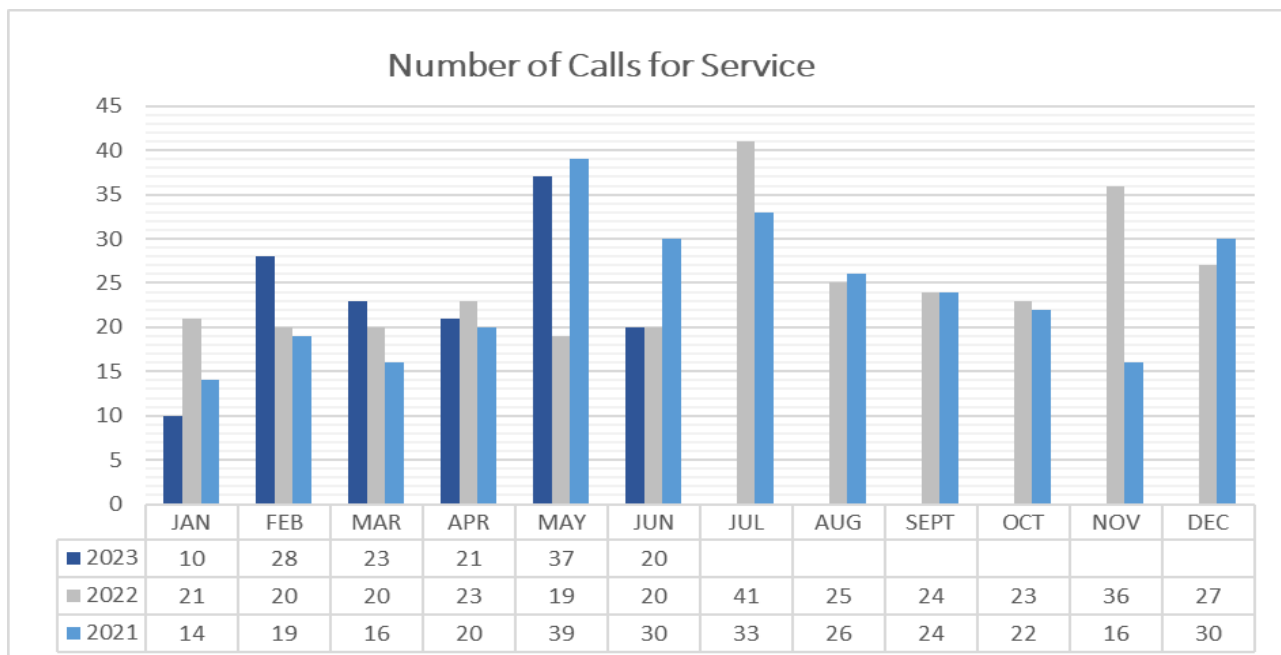
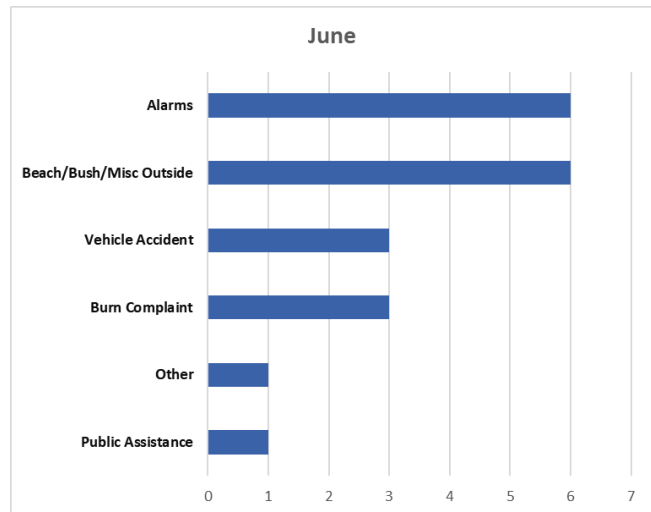
Summary for June 2023:

Calls for Service in June = **20**

Duty Officer Only: **9** Automatic Aid: **0** out; **1** in

Mutual Aid: **0** out; **0** in

- Incident Hours: 8 hours, 32 minutes
- Average # of Personnel responding: 9.91
(Full Time: 2.36 | On-Call: 7.55)
- Incident Staff Hours: 60 hours, 31 minutes
- Average Response Time All: 5:13 minutes
- Average Muster Time E52: 5:54 minutes
- Average Response Time E52: 7:34 minutes



OPERATIONS/ADMINISTRATION

- Annual ground ladder testing and cleaning was completed.
- A front-line apparatus went out of service for two weeks in June due to a failure of an engine control module. This apparatus was manufactured in 2010 and is planned to be in service till 2030. Electrical problems are one of the primary reasons we see apparatus needing to be repaired in the last few years. These problems have higher repair costs and cause considerable downtime.

TRAINING

2023	<i>Sessions</i>	<i>Subjects</i>	<i>Session Hours</i>	<i>Instructor Hours</i>	<i>Staff Hours</i>
<i>Weekly:</i>	13	10	26	44	246
<i>Additional:</i>	6	5	50	2	244
Month Total:	19	15	76	46	490
Annual Total:	124	118	455	368	2929

Training highlights:

- Training subjects covered in June included area orientation, initial fire attack, hose and nozzle training.
- Members completed their annual driver evaluations with Roadmaster Safety Group.
- The Fire Department hosted 54 firefighters from 19 different fire departments for Nozzle Forward, a 24-hour nozzle and hose handling training program.
- Four members attended an Advanced Heavy Rescue Symposium in Olds, Alberta.

FIRE PREVENTION

23 Inspections; 182 YTD | 0 Public Education Events | 0 Development Plan Review | 0 New Pre-Incident Plans | 0 Pre-Incident Plan Updates | 1 Public Outreach | 2 FireSmart Outreach

Career Staff Members: 4
Paid On-call Members: 25 (excludes non-operational and Career staff)
Change from previous month: 1

<i>REGULAR DUTY</i>		<i>NON-OPERATIONAL</i>	
Officer	3	Special Duty (Assistant FFs)	2
Full-Service	13		
Interior	4		
Exterior	0		
Recruits	5		



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																	
No.	Permit #	Roll #	Civic	Street	Scope of Work	Contractor	# of Units SFD	# of Units Sec/Gar Suites	# of Units Multi	Additions and/or Renos	SFD (new)	Multi (new)	Commercial	Institutional	Industrial	Recreational	Totals
Year to Date as at May 31, 2023							8	5	0	\$2,864,860	\$6,368,000	\$0	\$55,000	\$0	\$0	\$0	\$9,287,860
JUNE																	
35	5971	759.000 (parent)	126-154	Second Ave E	Parkade/CRU's	Windley Construction							\$3,194,000				
36	5975	60.000	648	Beach Terr	Accessory	(self)				\$40,000							
37	5978	660.638	525	Balsam St	Addition	Doyle Construction				\$220,000							
38	5982	538.000 (parent)	323	Poplar Ave	Single Family Dwelling	Dombrowski Homes	1				\$1,700,000						
39	5984	11790.150	670	Fulmar Rd	Garden Suite	Bate Construction		1		\$200,000							
40	5988	434.000	629	Pine St	Garden Suite	Smitty Construction		1		\$300,000							
41	5989	746.000	710	Memorial Ave	Tenant Improvement	RJL Contracting							\$130,000				
42	5993	60.000	648	Beach Terr	Renovation	(self)				\$12,500							
43	5996	875.000	800	Jones St	Secondary Suite	(self)		1		\$10,000							
44	5998	401.000	157	Village Way	Renovation	Demorest Contracting				\$18,000							
45	6000	554.000	307	Crescent Rd W	Garden Suite	Heritage Park Homes		1		\$280,000							
46	6002	10039.506	1070	Widgeon Pl	Renovation	Greensted Construction				\$25,000							
Year to Date as at June 30, 2023							1	4	0	\$1,105,500	\$1,700,000	\$0	\$3,324,000	\$0	\$0	\$0	\$6,129,500
							9	9	0	\$3,970,360	\$8,068,000	\$0	\$3,379,000	\$0	\$0	\$0	\$15,417,360

MONTHLY BYLAW REPORT - JUNE 2023 - DM

AREAS PATROLLED	NUMBER OF PATROLS			VIOLATIONS NOTED DURING PATROLS IN THESE AREAS					
	Foot	Drive	Bike		Animal	Traffic	Signs	Other	Other Notes
Community Park	2	12	15		12				all off leash on playing fields
Other Parks									
Community Park Trails			15		9				off leash in "on leash area"
Dollymount Trail		5	13						
Heritage Forest Trails	4		13		10				18 on leash & 5 off leash during week day patrols - 5 on & 5 off during week-end patrols
Museum Area Trails	2	4	7						
Other Trails		5							
Homeless Patrols		12	14						
Town Centre Patrols	14	33	26			12	1		
Residential Areas		36	26			5			
Main Beach Patrols		30	15		3	5			RV's
Other Beach Patrols		12				2			Rv's "Brant viewing area"
TOTALS	22	149	144		34	24	1	0	

COMPLAINTS, CALLS, INQUIRIES RECEIVED and ACTIONS / ENFORCEMENT TAKEN

	Complaints/Calls Received	Voluntary Compliance	Orders / MTI's Removed / Other	Courtesy Tickets Issued	Letters/emails Info sent	Personal visits Follow up/patrols	Notes
Animal Control	9				9	9	dogs in H.F./dog bite x2/ horse at large / dead deer/cougar/cats
Burning Outdoor							
Business Licence							
Homeless Issues							
Illegal Dumping	2				2	2	garbage behind skate park/ Claymore Rd/
Noise	7				7	7	leaf blower Sun.mornings 7:30/ low freq. noise/wedding/heat pump
Parks / Trails / Beaches	3				10	3	BBQ on waterfront/ 7 "no smoking" signs at trails/alcohol on beach
Sign	3	1	1		3	3	"no Idle" sign request / realtor signs
Traffic	27	8	12	13	27	27	red dumpster on blvd x3/ speed/dumpster in lane/ MTI x 2/ 5 x tow/
Tree Removal	7				7	7	tree branches in power lines/
Unsightly Premises	13	3			13	13	
Vandalism							
Zoning / Building	6		1	1	6	6	air B & B inquiry x 5/ fence height /
Other	17				17	17	bylaw /garbage / idling x 4 / JW/smoking in trails/drainage into Gr. Cr./
TOTALS	94	12	14	14	101	94	tennis crts/rabbits/garbage=rats/busker/unruly behaviour/busking/

Minutes of the 10:00 am Wednesday, May 24, 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 (via teleconference)
Councillor Jean Young

ALSO PRESENT: Staff: Lou Varela, CAO
Heather Svensen, Corporate Administrator
Bob Weir, Director of Engineering and Operations
Luke Sales, Director of Planning
Raj Hayre, Director of Finance
Peter Cornell, Fire Chief
Rebecca Augustyn, Planner
Jason Froats, Technology Support Tech

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 May 24, 2023 Regular Council meeting agenda.
CARRIED UNANIMOUSLY

ADOPTION OF THE CONSENT AGENDA

Council adopted, by unanimous consent, the following items on the consent agenda:

- (1) **Correspondence Log** – May 24, 2023 – For Information
- (2) **Monthly Fire Department Report** – For Information
- (3) **Monthly Building Permit Report** – For Information

CARRIED UNANIMOUSLY

APPROVAL OF THE MINUTES

Council approved, by unanimous consent, the May 3, 2023 regular council meeting minutes and the May 10, 2023 special council meeting minutes, as amended.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

Motion Deferred from the May 3, 2023 Regular Council Meeting

Councillor Harrison MOVED and Councillor Skipsey SECONDED,

WHEREAS 52.5% of renters in Qualicum Beach spend over 30% of their income on shelter costs, compared to the provincial average of 37.8%;

WHEREAS the CMHC rental market data indicates a vacancy rate of 0%;

THEREFORE BE IT RESOLVED, THAT the Town of Qualicum Beach provide the Connective Support Society, who operate the Nanaimo Rent Bank, \$10,000 as part of the 2023 budget.

Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT the motion on the floor be amended by striking all words starting with “provide the Connective Support Society [...]” with the words “support the Connective Support Society through the Regional District of Nanaimo grant process”.

CARRIED

Opposed: Councillor Harrison

In Favour: Mayor Westbroek; Councillor Skipsey; Councillor Young

MAIN MOTION AS AMENDED

WHEREAS 52.5% of renters in Qualicum Beach spend over 30% of their income on shelter costs, compared to the provincial average of 37.8%;

WHEREAS the CMHC rental market data indicates a vacancy rate of 0%;

THEREFORE BE IT RESOLVED, THAT the Town of Qualicum Beach support the Connective Support Society through the Regional District of Nanaimo grant process.

CARRIED

Opposed: Councillor Harrison

In Favour: Mayor Westbroek; Councillor Skipsey; Councillor Young

CORRESPONDENCE

- (1) **Suggestion traffic safety improvements** - Email dated April 12, 2023 from Billy Jolicoeur suggesting reduced speed options for Garden Road East

Councillor Harrison MOVED and Councillor Young SECONDED, THAT the correspondence dated April 6, 2023 from Billy Jolicoeur suggesting traffic safety improvements on Garden Road East be referred to the Town’s traffic consultant, Richard Drdul, for review and potential inclusion in the next Age-Friendly Transportation Plan update.

CARRIED UNANIMOUSLY

Councillor Harrison MOVED and Mayor Westbroek SECONDED, THAT Council instructs staff to provide all traffic safety concerns to the Town’s traffic consultant, Richard Drdul, for review and potential inclusion in the next Age-Friendly Transportation Plan.

CARRIED UNANIMOUSLY

- (2) **Donations for Youth Art Event** - Email dated April 23, 2023 from Crystal Burgess requesting donations for Youth Art Event

Councillor Young MOVED and Councillor Skipsey SECONDED, THAT Council instructs staff to provide a \$100 gift card from Qualicum Stationers to be used for a prize in the Art Battle hosted by Kwalikum Secondary School.

CARRIED UNANIMOUSLY

Council directed staff to post information about the Art Battle on the Town’s website.

- (3) **Request for painted pickleball lines** - Email dated May 8, 2023 from Judy Wood requesting pickleball lines to be painted on the Qualicum Beach tennis courts #1 and #2 (as on the existing court #3)

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council instructs staff to provide at an upcoming Council meeting a cost estimate and timeline to install painted pickleball lines on the Qualicum Beach tennis courts #1 and #2.

Councillor Harrison MOVED and Mayor Westbrook SECONDED, THAT the motion on the floor be amended by striking the words “#1 and”.

CARRIED UNANIMOUSLY

MAIN MOTION AS AMENDED

THAT Council instructs staff to provide at an upcoming Council meeting a cost estimate and timeline to install painted pickleball lines on the Qualicum Beach tennis court #2.

CARRIED UNANIMOUSLY

- (4) **Requesting to present collected garbage on Town property** - Letter from Ben Leggett, Teacher at Kwalikum Secondary School (KSS) requesting to present garbage collected by the ROAMS students of KSS on June 5, 2023 between 10 am and 12 pm at a suitable location in the Town of Qualicum Beach.

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council instructs staff to work with Ben Leggett, Teacher of Kwalikum Secondary School to accommodate use of the parking lot at the Qualicum Beach Community Hall on June 5, 2023 from 10 am to 12 pm to display the garbage collected by the ROAMS program students.

CARRIED UNANIMOUSLY

PUBLIC AND STATUTORY HEARINGS

Zoning Amendment and Development Permit: 230 Second Avenue West

At 10:20 am, the Mayor declared open the Public Hearing, convened pursuant to Section 464 of the *Local Government Act*, to allow the public to make representations to Council respecting matters contained in the proposed “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (230 Second Avenue West) Bylaw No. 580.137, 2022”.

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

- John Wood, Qualicum Beach, spoke in favour of the proposal, stating that tourist accommodation is needed.

- Pat Jacobson, Qualicum Beach, spoke in favour of the proposal, expressing appreciation that the design will meet step code 3 and includes a green roof and electric car chargers, and the need for short-term accommodation.
- Kevin Monahan, Qualicum Beach, spoke in favour of the proposal, and questioned how the Town defines 'lock off suites'.
- Bruce Perkins, Qualicum Beach, lives next to the proposed development and questioned if the design includes consideration for loss of light and privacy for neighbouring properties.
- Camille Cuthill, Qualicum Beach, spoke in opposition to the development and expressed concerns about the public engagement process specifically relating to the public information meeting and the Advisory Planning Commission meeting. Ms. Cuthill further commented that several concerns from the public information meeting were not addressed by Council or staff.
- Jackie Ramphal, applicant, commented on the positive impact of tourism on the local economy, and design features included in the proposal.
- Bruce Fleming-Smith, Qualicum Beach, spoke in favour of the proposal specifically noting sustainability features, encouraging the proponent to consider using solar panels on the roof in place of the current green roof design. Mr. Fleming-Smith further commented on the negative impacts of underground parking.
- Carsten Jensen, project architect, provided additional information about colour choices, loss of light impacts to neighbours, parking considerations, noise from the patio, and landscape choices.

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

- John Wood, Qualicum Beach, spoke in favour of the development and expressed agreement with a previous speaker regarding solar panels on the roof.
- Camille Cuthill, Qualicum Beach, commented that several neighbouring units will lose light in their bedrooms and living rooms.
- Bruce Fleming-Smith, Qualicum Beach, requested that the step code be increased from step code 3 to step code 4 and concurred with previous speakers about adding solar panels on the roof.

The Mayor called a third time for any persons who deemed themselves affected by Bylaw No. 580.137, 2022, who wished to be heard or present written submissions, to come forward and, hearing no one, declared the public hearing on Bylaw No. 580.137, 2022, closed at 10:56 am. Council cannot accept further comments directly from the public; all comments must go through staff.

BYLAWS

(1) **Zoning Amendment and Development Permit: 230 Second Avenue West**

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT Council defer consideration of third reading of "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (230 Second Ave W) Bylaw No. 580.137, 2022" to the June 14, 2023 Regular Council meeting.

CARRIED UNANIMOUSLY

(2) **Zoning Amendment and Development Permit: 172 Fern Road West**

Councillor Harrison MOVED and Councillor Young SECONDED, THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (172 Fern Road W) Bylaw No. 580.125, 2021" be read a second time.

CARRIED UNANIMOUSLY

Council discussed the proposal, commenting on the following topics:

- Setbacks, and design changes to increase setbacks;
- Parcel coverage calculations;
- Waste collection for multifamily developments;
- Density considerations;
- Tree removals and choice of landscaping vegetation;
- Laneways and active transportation options, including sidewalk(s) and bike lanes; and
- Design changes to reduce the overall height.

Councillor Skipsey MOVED and Mayor Westbroek SECONDED, THAT Council instructs staff to request the developer for 172 Fern Road West look at the roof massing and the concerns from the Advisory Planning Commission around height and form.

CARRIED UNANIMOUSLY

Mayor Westbroek, with the unanimous support of Council, called a five-minute recess.

MEETING RECESSED AT 11:40 am

MEETING RESUMED AT 11:45 am

Councillor Young MOVED and Councillor Harrison SECONDED, THAT Council hold a Public Hearing on June 15, 2023, at 4:00 pm 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 (172 Fern Road W) Bylaw No. 580.125, 2021".

CARRIED UNANIMOUSLY

COMMITTEE & LIAISON REPORTS

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

Mayor Westbrook commented on the following:

- May 4, attending the Youth Day lunch held by the Town, expressing appreciation to the Fire Department and Town staff for their work on the event.
- May 4, speaking at Forward House, expressing deep appreciation for the services provided to the community.
- May 5, meeting with MLA Walker to discuss locations for health care practitioners.
- May 6, with Councillors Skipsey and Young, attending the young artists award ceremony.
- May 6, with Councillors Harrison and Young, attended the coronation event at the Legion Branch.
- May 9, with Councillors Vander Valk and Young, attended the annual general meeting for the Chamber of Commerce.
- May 19, attended the grant announcement for the airport fuel system with MLA Walker and the Director of Engineering.
- May 22, cut scotch broom around Town with Councillor Skipsey.
- Attended various Regional District of Nanaimo board meetings:
 - a resolution was passed to increase the tax credit for firefighters and other first responders; this resolution will be considered by UBCM at their annual convention.
 - the board will be submitting a request for to the Province to incorporate Area F
 - the draft Regional Growth Strategy will be brought to all member municipalities for their input prior to final adoption
 - a resolution was passed regarding the control of alien species; this resolution will be considered by UBCM at their annual convention.

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

Councillor Harrison commented on the following:

- The Province recently announced a loan program for homeowners to build secondary suites.
- Housing research cluster from the University of BC has published data, noting that British Columbia has the highest incidence of evictions in Canada, and approximately 60% of those evictions are due to property sales and homeowners moving back into the home.
- Oceanside Health and Wellness Network meeting, noting that a new mental wellness resource is available, www.wellnesstogethertcanada.ca.
- Airport Users Committee meeting, discussing electrification in the industry.
- Meeting with the Eaglecrest Residents Association regarding some problem trees.
- Completion of the point in time count for homelessness in our area; results are not yet available however the last count for Oceanside was 90 persons experiencing homelessness, with 29% of those identifying as indigenous.

- The impact of BC's decriminalization pilot project on drug use in public parks, expressing a desire for more communication with Island Health to determine best practices and policy changes.

Notice of Motion:

WHEREAS the Provincial and Federal governments did not provide funding for the revitalization of rail service in Qualicum Beach as of the March 14, 2023 date required by the BC Court of Appeal; and

WHEREAS all participating First Nations have withdrawn their support for the Island Corridor Foundation;

THEREFORE, BE IT RESOLVED, THAT Council sends a letter to the provincial government questioning if the Town would be required to add signalization to the nearby railway crossing if the Town installs a traffic light at the intersection of Memorial Avenue and First Avenue.

(3) Parks & Recreation (Councillor Anne Skipsey)

Councillor Skipsey MOVED Mayor Westbroek SECONDED, THAT at the upcoming Committee Review process, consideration be given to add additional youth members to the Select Committee on Environment and Sustainability.

CARRIED UNANIMOUSLY

Councillor Skipsey commented on the following:

- May 4, attended the Heritage Forest Commission meeting, discussing the Tree Protection Bylaw regarding wildlife habitat for birds and the regulations of other levels of government.
- May 8, attended the Public Open House, discussing: the Naked Naturals development; access to delegation materials; communications pathways between the Town and residents' associations; Communities in Bloom; requesting a sidewalk along First Avenue; lighting on the path in the community park; and concerns about the intersection of First Avenue and Memorial Avenue.
- May 9, attended the Select Committee on Environment and Sustainability meeting, featuring a presentation from the Director of Engineering on urban tree planting.
- May 11, attended the Parksville Qualicum Foundation Annual General Meeting.
- May 15, attended the Qualicum Beach Memorial Golf Course board meeting.
- May 17, attended the Select Committee on Parks and Recreation meeting, which included a tour of various parks and facilities throughout town with Parks staff.
- May 17, attended a webinar regarding the new Zero Carbon step code, requesting a workshop for Council and staff to look for opportunities and options.

(4) **Community Development** (Councillor Petronella Vander Valk)

Councillor Vander Valk commented on the following:

- May 3, attended the Annual General Meeting of the Qualicum Beach Collective Society, noting that the Society is planning to host their outdoor movie event on June 16.
- May 4, attended the Youth Day Lunch with students from Kwalikum Secondary School.
- May 7, attended an informal meeting with a couple of members of the St. Andrews Lodge Historical and Cultural Society regarding plans for the site for the June 17 gala event celebrating the 100th anniversary of Elizabeth Little's birth.
- May 8, attended the Public Open House with Councillor Skipsey.

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

Councillor Young commented on the following:

- Concerns from residents about vehicles idling in town and regulating parking for recreational vehicles.
- Communities in Bloom, learning more about mindfulness in nature and bee pollinating. Students from Kwalikum Secondary School are planting trees along Grandon Creek and the local library is handing out seeds.
- Family Day is coming up on May 28 with many events and activities, expressing appreciation to the volunteers and committee members for their hard work on this event.
- Leaving today to attend the Federation of Canadian Municipalities conference.

STAFF REPORTS

(1) **Financial Administration**

(a) **Airport Fuel System Replacement Project**

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT the capital budget allocation of \$340,000, initially planned for 2024 within the 2023-2027 Five Year Financial Plan, be rescheduled to 2023 to accommodate the Airport Fuel System Replacement Project.

CARRIED UNANIMOUSLY

(b) **Oceanside Community Track at Ballenas Secondary School**

Councillor Harrison MOVED and Mayor Westbroek SECONDED, THAT the Town of Qualicum Beach commit to providing \$71,200 to the Oceanside Track Steering Committee in additional financial support for the final funding needs required to build a 6-lane running track at Ballenas Secondary School, using funds from the Gas Tax Reserve Fund.

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT Council defers consideration of the motion on the floor to the June 14, 2023 regular Council meeting.

CARRIED

Opposed: Councillor Harrison

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

Councillor Young left the meeting at 12:40 pm.

(2) **Planning**

(a) **Quality of Life Survey and Official Community Plan Review**

Councillor Harrison requested division of the motion.

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT an Official Community Plan Review Steering Committee be created in accordance with the Terms of Reference attached to the May 24, 2023 Planning memo to Council.

CARRIED UNANIMOUSLY

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council directs staff to advertise for volunteers to serve on the Official Community Plan Review Steering Committee.

CARRIED UNANIMOUSLY

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council directs staff to issue the consultant Terms of Reference for the 2024 Quality of Life Survey, as attached to the May 24, 2023 Planning memo to Council.

CARRIED UNANIMOUSLY

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council extends the meeting past 1:00 pm, as per the Council Procedure Bylaw.

CARRIED UNANIMOUSLY

Councillor Young joined the meeting via teleconference at 12:56 pm.

(b) **Development Variance Permit: 307 Crescent Road West**

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council directs staff to issue a Development Variance Permit for 307 Crescent Road West as described in the May 24, 2023 Planning memo to Council.

CARRIED UNANIMOUSLY

Councillor Young left the meeting at 1:00 pm.

(3) **Engineering & Operations**

(a) **Asbestos-Cement Pipe Concerns – For Information**

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council receive the report on asbestos-cement pipe concerns and provide information on the Town's website.

CARRIED UNANIMOUSLY

(b) **Vactor Truck Purchase**

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council award the contract to Vimar Equipment for the supply of a 2023 tandem axle Freightliner chassis with a Vactor 2100i combination sewer cleaning/hydro-excavation unit using an existing Canoe Procurement contract, in the amount of \$676,624 (plus applicable taxes).

CARRIED UNANIMOUSLY

REVIEW OF COMMENTS FROM THE PUBLIC

No comments from the public were received by the 12:00 pm deadline on May 26, 2023.

MOTION TO CLOSE

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

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC at 1:14 pm

MEETING REOPENED TO THE PUBLIC at 1:42 pm

ADJOURNMENT

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

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 1:42 pm

Certified Correct:

Heather Svensen
Corporate Administrator

Teunis Westbroek
Mayor

Minutes of the 10:00 am Wednesday, June 14, 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
Bob Weir, Director of Engineering and Operations
Luke Sales, Director of Planning
Raj Hayre, Director of Finance (via teleconference)
Rebecca Augustyn, Planner

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 June 14, 2023 Regular Council meeting agenda.
CARRIED UNANIMOUSLY

ADOPTION OF THE CONSENT AGENDA

Councillor Skipsey requested that the item of correspondence received May 19, 2023, regarding the draft resolution supporting biodiversity, be removed from the consent agenda for consideration.

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council endorse the following resolution, and directs staff to send copies to the Union of British Columbia Municipalities (UBCM) and local governments in the region, requesting favourable consideration and resolutions of support:

WHEREAS British Columbia and Canada have committee to protecting and restoring biological diversity, including in the Convention on Biological Diversity and the *Together for Wildlife* Strategy;

WHEREAS protecting and restoring biological diversity contributes toward more resilient and healthy local communities, as well as ecosystem health, while helping to contain emergency management and infrastructure costs in the context of climate change;

THEREFORE, BE IT RESOLVED, THAT the Province work with local governments and First Nations to support the protection and restoration of biological diversity in local communities, including establishing a *Local Natural Areas Protection Fund* to support local efforts to acquire land for biodiversity and ecosystem health.

CARRIED UNANIMOUSLY

Council adopted, by unanimous consent, the following items from the consent agenda:

- (1) **Correspondence Log** – June 14, 2023 – For Information
- (2) **Monthly Fire Department Report** – May 2023 – For Information
- (3) **Monthly Building Permit Report** – May 2023 – For Information
- (4) **Monthly Bylaw Report** – May 2023 – For Information

CARRIED UNANIMOUSLY

APPROVAL OF THE MINUTES

Council approved, by unanimous consent, the minutes of the following meetings:

- March 1, 2023 Committee of the Whole meeting
- March 15, 2023 Committee of the Whole meeting
- March 23, 2023 Committee of the Whole meeting
- March 29, 2023 Special Council meeting
- May 10, 2023 Special Council meeting
- May 11, 2023 Special Council meeting

CARRIED UNANIMOUSLY

Staff noted the May 3, 2023 meeting minutes, as attached to the agenda, were incorrect and the correct version had previously been approved by Council.

BUSINESS ARISING FROM THE MINUTES

- (1) **May 24, 2023 Regular Council Meeting – Notice of Motion** (Councillor Harrison)
Councillor Harrison MOVED and Mayor Westbrook SECONDED,
WHEREAS the Provincial and Federal governments did not provide funding for the revitalization of rail service in Qualicum Beach as of the March 14, 2023 date required by the BC Court of Appeal; and
WHEREAS several participating First Nations have withdrawn their support for the Island Corridor Foundation;
THEREFORE, BE IT RESOLVED, THAT Council sends a letter to the provincial government questioning if the Town would be required to add signalization to the nearby railway crossing if the Town installs a traffic light at the intersection of Memorial Avenue and First Avenue.

CARRIED UNANIMOUSLY

- (2) **Oceanside Community Track at Ballenas Secondary School**

The following motion was deferred from the May 24, 2023 regular Council meeting, where it was MOVED by Councillor Harrison and SECONDED by Mayor Westbrook:

THAT the Town of Qualicum Beach commit to providing \$71,200 to the Oceanside Track Steering Committee in additional financial support for the final funding needs required to build a 6-lane running track at Ballenas Secondary School, using funds from the Gas Tax Reserve Fund.

Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT the motion on the floor be amended by replacing the value of \$71,200 with \$18,600, to bring the Town's total contributions to the Oceanside Track at Ballenas Secondary School to \$75,000

CARRIED

Opposed: Councillor Harrison

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

MAIN MOTION AS AMENDED:

THAT the Town of Qualicum Beach commit to providing \$18,600 to the Oceanside Track Steering Committee in additional financial support for the final funding needs required to build a 6-lane running track at Ballenas Secondary School, using funds from the Gas Tax Reserve Fund.

CARRIED UNANIMOUSLY

DELEGATIONS

- (1) **Regional District of Nanaimo Liquid Waste Management Plan Amendment**, Sean De Pol, Senior Manager for Wastewater Services, appeared before Council to present the Regional District of Nanaimo's plan to amend its Liquid Waste Management Plan (LWMP).

Mr. De Pol presented the liquid waste management plan amendment for the Regional District of Nanaimo, discussing the wastewater treatment services provided to Qualicum Beach, French Creek, and Parksville. The liquid waste management plan is focused on wastewater management, capital projects, source control, education, and inflow and infiltration programs. More information can be found at www.getinvolved.rdn.ca/lwmp-amendment.

- (2) **Pickleball Lines on the Qualicum Beach Tennis Courts**
Greg Bach and Ada Sarsiat, Arrowsmith Tennis Club, appeared before Council to speak in opposition to painting pickleball lines on the existing tennis courts in town.

Council noted that this topic will be discussed at the next regular Council meeting on July 19, 2023.

CORRESPONDENCE

- (1) **Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.79, 2023**

Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT the Council of the Town of Qualicum Beach consents on behalf of the electors to the adoption of "Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.79, 2023"; AND FURTHER THAT the Regional District of Nanaimo be notified accordingly.

CARRIED UNANIMOUSLY

- (2) **Pollinator Pathways and Climate Change – Arrowsmith Naturalists** – letter received April 19, 2023

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the item of correspondence received April 19, 2023 regarding Pollinator Pathways and Climate Change from Arrowsmith Naturalists be referred to staff for the purpose of providing a report to Council at an upcoming meeting.

CARRIED UNANIMOUSLY

- (3) **Outdoor Roaming Cats** – letter received April 24, 2023
Councillor Skipsey MOVED and Mayor Westbrook SECONDED, THAT Council instructs staff to refer consideration of outdoor roaming cats to the 2024 Strategic Planning and Budget processes.

Councillor Skipsey, with the consent of Mayor Westbrook, withdrew her motion.

Councillor Skipsey MOVED and Mayor Westbrook SECONDED, THAT staff be directed to increase public education efforts regarding outdoor roaming cats.

CARRIED UNANIMOUSLY

- (4) **St. Mark's Initiative – Climate Action Strategy** – letter received May 19, 2023
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council refers the St. Mark's Initiative – Climate Action Strategy to the Select Committee on Environment for consideration prior to the half day workshop on Climate Change Mitigation.

CARRIED

Opposed: Councillor Harrison; Councillor Young

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

BYLAWS

- (1) **Zoning Amendment and Development Permit: 230 Second Avenue West**
Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT consideration of third reading for the bylaw titled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (230 Second Ave W) Bylaw No. 580.137, 2022" be deferred to the July 19, 2023 regular Council meeting.

CARRIED

Opposed: Councillor Harrison; Councillor Young

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

COMMITTEE & LIAISON REPORTS

- (1) **General Government** (Mayor Teunis Westbrook)
Mayor Westbrook requested that Councillor Skipsey's Notice of Motion be considered prior to his Committee and Liaison report, to allow Staff Sergeant De Coen an opportunity to provide feedback.

Councillor Skipsey MOVED and Mayor Westbrook SECONDED, THAT Council direct staff to lower the speed limit on Highway 19A from the roundabout at Memorial Avenue to the Town boundary at Laburnum Road to 40 km/hr during the busy summer months (from June 21 to September 22, 2023) as a one-year pilot project to be assessed.

Councillor Skipsey MOVED and Mayor Westbrook SECONDED, THAT the motion on the floor be amended by striking the words “during the busy summer months (from June 21 to September 22, 2023)”.

CARRIED UNANIMOUSLY

MAIN MOTION AS AMENDED:

THAT Council direct staff to lower the speed limit on Highway 19A from the roundabout at Memorial Avenue to the Town boundary at Laburnum Road to 40 km/hr as a one-year pilot project to be assessed.

MOTION FAILED

Opposed: Councillor Harrison; Councillor Vander Valk; Councillor Young

In Favour: Mayor Westbrook; Councillor Skipsey

Mayor Westbrook commented on the following:

- Chief Recalma of Qualicum First Nation will be holding a ‘Walk of Tears’ on June 23, 2023 starting at 9:30 am, departing from the Qualicum First Nation band office.
- Celebrating Nation Public Works week by attending the open house event on May 25, 2023 hosted by the Town’s Parks, Public Works, and Fire Departments, extending thanks to staff for putting together an educational and fun event.
- Meeting with MP Gord Johns regarding airport noise complaints.
- Joining the Seniors Activity centre team for the upcoming Alzheimer’s fundraising walk.
- On May 26, 2023, attended a meeting with Island High regarding healthcare needs in the region.
- Attending Family Day on May 28, 2023, commenting that it was one of the best Family Day events he’s ever attended, expressing thanks to the volunteers and staff for their hard work putting together the event.
- Meeting with elementary students at Qualicum Beach Elementary School, discussing improving playgrounds and other recreational facilities.
- Attending the Air Cadets annual ceremonial review.
- Attending the Arrowsmith Water Service Committee, discussing water release management.
- Meeting with representatives from the Qualicum Beach Tennis Club with Councillor Skipsey.
- Attending an event at Kwalikum Senior Secondary School regarding various environmental issues.

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

Councillor Harrison commented on the following:

- June 13, attended a meeting of the "100 Fine Gentlemen Who Give a Damn," noting that the Arrowsmith Restorative Justice Society was the chosen program for funding.
- June 13, attended the Oceanside Health and Wellness Network housing forum; credit was given to Susanna Newton for advocating the establishment of a regional task force to address the needs of vulnerable populations and the growing housing challenges, exemplified by the high average home price of \$950,000 in the region.
- June 1, all members of Council participated in an event at Oceanside Hospice unveiling the 'Wind Phone', an unconnected phone where visitors can hold one-way conversations with deceased loved ones.
- May 30, the BC Non-Profit Housing Association presented the "naughty list", a list of BC municipalities that need to do more to build housing of all types.
- June 12, attended the Public Open House, discussing the Cameron Lake fire, gas powered leaf blowers, and speeding on Memorial Avenue.
- June 21, an event to mark National Indigenous Peoples Day will be held in Parksville.

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

Councillor Skipsey commented on the following:

- Attending the Mount Arrowsmith Biosphere Region Research Institute (MABRRI) round table, noting that MABRRI will be taking over the Brant Wildlife Festival, and commenting on a location for a sign to promote the region's UNESCO designation.
- Extended congratulations to the Kwalikum Senior Secondary School's golf team, who won the Provincial Championships.
- Wished Mayor Westbroek a happy birthday.

(4) **Community Development** (Councillor Petronella Vander Valk)

Councillor Vander Valk commented on the following:

- May 31, attended the Parksville Qualicum Beach Tourism Association board meeting.
- June 7, attended an workshop regarding the services and costs of RCMP policing in the community.
- June 13, attended the Oceanside Health and Wellness Society forum on housing.

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

Councillor Young commented on the following:

- Attending the Federation of Canadian Municipalities (FCM) conference, voting on resolutions regarding infrastructure bills, mental health coverage, funding for resources to address homelessness, and extending the tax credit for volunteer firefighters and search and rescue volunteers.

- Attended the Vancouver Island Regional Library board meeting, discussing expanding the library.
- Attending meetings regarding Communities in Bloom, noting this year's theme is youth stewardship.
- Attending Family Day Committee meetings, extending thanks to staff and volunteers for their work on the event.
- Attending the Public Open House, discussing noise pollution, speeding on Memorial Avenue, and wildfire mitigation, food security, parking commercial vehicles on residential roads, and maintenance issues at the Train Station.
- Attending the Oceanside Health and Wellness task force on homelessness.

STAFF REPORTS

(1) Corporate Administration

(a) 2022 Annual Municipal Report

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council approve the Town's 2022 Annual Report as presented at the June 14, 2023 regular Council meeting.

CARRIED UNANIMOUSLY

(b) 2020 - 2022 Motion Indices Review

Councillor Harrison MOVED and Mayor Westbrook SECONDED, THAT the following resolutions of Council be rescinded:

- 20-026 - THAT staff be instructed to arrange a Committee of the Whole meeting in the Fall/Winter of 2020 to evaluate and review all 2020 events to see where improvements; changes, etc. can be made.
- 20-137 - THAT Council directs staff to refer discussion on the waterfront walkway to the Committee of the Whole.
- 20-210 - THAT the Pacific Board Culture Society be invited to submit a management and design plan to undertake upgrades to the skate park; AND FURTHER THAT Council authorize a lease with Pacific Board Culture Society for the upgrade and management of the skate park.
- 20-273 - THAT Council that directs staff to produce a report on the purchase of light trucks with electric drive trains.
- 20-302 - THAT Council instructs staff to bring back a report to Council identifying options to sign 357 Burnham Road as public property.
- 20-313 - THAT Council refer the request from the November 18, 2020 delegate Jonathan Parker to consider allowing outdoor burning on large properties for dead or decadent trees back to staff to provide a report.
- 21-057 - THAT staff be directed to work with the Qualicum Beach Streamkeepers on a comprehensive assessment of Grandon Creek.
- 21-089 - THAT staff be directed to notify participants of the backyard chicken pilot project that the project will not be continuing, and that they have one year to phase out and remove their backyard chickens.

- 21-194 - THAT staff be directed to bring back the report on encroachments to Council and that the Town hold off on any encroachment charges until Council have had a chance to review the policy by September, 2021.
- 21-199 - THAT staff present a report on the Town's participation with the Kw'umut Lelum Step Up! Program for indigenous youth work placements.
- 21-216 - THAT the Tree and Vegetation Management Plan be amended to contain a clear pathway to a desired condition, including definitive actions around a street tree policy, a tree canopy coverage policy, a vegetation management plan for redevelopment, and a strategy to retain forested areas within the Town boundaries.
- 21-255 - THAT Council direct staff to prepare a report on the establishment of a Steering Committee for a housing diversity initiative with the goal of preparing a housing plan for Qualicum Beach; AND FURTHER THAT the report include proposed terms of reference for the Committee; options for stakeholder consultation; a timeline for completing the housing plan and budget considerations; AND FURTHER THAT the report be utilized to assist Council in prioritizing this strategic initiative when the strategic plan is revisited this fall.
- 22-073 - THAT Council directs staff to allocate up to \$15,000 funding from Community Development to support a demonstration project on lower Grandon Creek to restore and stabilize the riparian area through forest ecosystem management.
- 22-224 - THAT staff be directed to provide information to short-term vacation rental owners to bring short-term vacation rentals into compliance.
- 22-262 - THAT staff be directed to review the Town's policies on boulevard improvements.
- 22-344 - THAT Council directs staff to draft a policy regarding the control, operation, and usage of old Engine #2.
- 22-383 - THAT Council direct staff to contact the Provincial Government of BC to research the possibility of the Town of Qualicum Beach participating in the 'Electric Scooter Pilot Project' with a report back to Council for an information update, and possible subsequent direction, in the fourth quarter (Q4) of 2022.
- 22-426 - THAT Council defers further consideration of "Town of Qualicum Beach Tree Protection Bylaw No. 559, 1995, Amendment (Estate Properties Tree Expansion) Bylaw No 559.03, 2022" until there has been public consultation.

CARRIED UNANIMOUSLY

(c) 2023 Special Event Approval - Qualicum Woods Residents' Association & Arrowview Electric Community Picnic

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT the request from the Qualicum Woods Residents' Association and Arrowview Electric to host a community picnic at Christleton Park (Chester Road, Qualicum Beach) on Saturday, June 24, 2023 from 12:00 pm to 4:00 pm, be approved in principle, subject to event organizers working with staff to ensure Town requirements are met.

CARRIED UNANIMOUSLY

(d) **Qualicum Beach Café – Change to a Liquor Licence Application**

Councillor Vander Valk MOVED and Councillor Harrison SECONDED, THAT Council authorizes staff to provide a letter of consent for the Qualicum Beach Café to submit their “Change to Hours of Liquor Service (outside Service Hours) Application” for a licensed establishment at 2690 Island Highway West, Qualicum Beach;

AND FURTHER THAT the Council of the Town of Qualicum Beach does not wish to provide comment on the application from the Qualicum Beach Café to the Liquor and Cannabis Regulation Branch for a permanent change to Liquor Licence No. 073938 to change the hours of service to 9am to 12am, daily.

CARRIED UNANIMOUSLY

(2) **Financial Administration**

(a) **2022 Financial Information Report**

Councillor Vander Valk MOVED and Councillor Young SECONDED, THAT the Town of Qualicum Beach 2022 Financial Information Report be received and approved.

CARRIED UNANIMOUSLY

(3) **Planning**

(a) **Development Variance Permit: 441 Memorial Avenue**

Councillor Young MOVED and Councillor Harrison SECONDED, THAT Council directs staff to fulfill statutory notification requirements for Council consideration of issuance of a Development Variance Permit for 441 Memorial Avenue at a future meeting of Council.

CARRIED UNANIMOUSLY

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the meeting be recessed for five minutes.

CARRIED UNANIMOUSLY

MEETING RECESSED: 12:30 pm

MEETING RESUMED: 12:35 pm

(4) **Engineering & Operations**

(a) **Age-Friendly Transportation Plan Update – For Information**

Richard Drdul, the Town’s transportation consultant, attended the meeting by teleconference and provided a comprehensive overview of the Age-Friendly Transportation Plan. Staff have begun collecting information for the next in-depth review, which will include the Highway 19A safety study, to be presented before the end of the year.

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the meeting exceed the three-hour timeframe.

CARRIED UNANIMOUSLY

(b) **Waterfront Expansion Phase 1 Ditch Infill Parking – Parking Prohibition**

Mayor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council direct staff to initiate a trial for the placement of four (4) temporary crosswalks on Highway 19A at the ends of the new parking improvements, as per the map attached to this memorandum dated June 14, 2023; AND FURTHER THAT Council direct staff to maintain “no parking” signage as per the current Ditch Infill Parking Project design.

CARRIED UNANIMOUSLY

Mayor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council instructs staff to explore potential measures for installing temporary barriers in locations along Highway 19A where parking is to be prohibited (opposite the Shore Restaurant and public washrooms).

CARRIED UNANIMOUSLY

(c) **BC Hydro Lease Lights Update** – verbal update from staff

Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT Council directs staff to attempt to request a meeting with BC Hydro officials prior to the 2023 Union of British Columbia Municipalities (UBCM) convention.

CARRIED UNANIMOUSLY

(d) **Urban Tree Planting Presentation**

The Director of Engineering provided a presentation that was originally presented to the Select Committee on Environment and Sustainability regarding urban trees, the challenges they pose, and various efforts by the Town to address these issues.

(e) **Saahtlam Park Archaeological Impact Assessment**

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Baseline Archeological Services Ltd. be directed to proceed with the Archaeological Impact Assessment (AIA) for the Saahtlam Park properties as outlined in their cost estimate dated May 12, 2023.

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 (June 16, 2023). Submissions were distributed to all Council, and a brief summary of the comments are as follows:

- Susan Lloyd, Qualicum Beach, regarding the Age-Friendly Transportation Plan update.

ADJOURNMENT

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

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 2:10 pm

Certified Correct:

Heather Svensen
Corporate Administrator

Teunis Westbroek
Mayor

Minutes of the 4:00 pm Thursday, June 15, 2023, Town of Qualicum Beach Special 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
Luke Sales, Director of Planning
Weslie Gould, Deputy Corporate Administrator

The Mayor called the meeting to order at 4:00 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 June 15, 2023 Special Council meeting agenda.
CARRIED UNANIMOUSLY

PUBLIC AND STATUTORY HEARINGS

(1) Zoning Amendment and Development Permit: 172 Fern Road West

At 4:00 pm, the Mayor declared open the Public Hearing, convened pursuant to Section 464 of the *Local Government Act*, to allow the public to make representations to Council respecting matters contained in the proposed "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (172 Fern Road W) Bylaw No. 580.125, 2021".

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

- Verne McShane, Qualicum Beach, expressed concern regarding insufficient parking.
- Rachel Hamling, Prism Land Surveying, on behalf of the applicants, provided an overview of the application, public engagement undertaken to date, and changes made to the proposed development based off feedback from Council and the public.
- Frank Prosser, Qualicum Beach, stated that housing is needed in town, and expressed concerns about insufficient parking and about approving development variances in general.
- Bruce Fleming-Smith, Qualicum Beach, commented that removing or restricting parking will be increasingly required to meet density goals, and further commented on environmental aspects in the proposal, encouraging additional actions, such as solar voltaic panels on the roof, green roof on the carport structure, and installing electric car chargers.

- Kevin Monahan, Qualicum Beach, expressed general support for the proposal, noting concerns about lack of parking in town and how the new tree protection bylaw will impact the development.

The Mayor called a second time for any persons who deemed themselves affected by Bylaw No. 580.125, 2021 who wished to be heard or present written submissions, to come forward.

- Bruce Fleming-Smith, Qualicum Beach, expressed a need for a laneway guideline and bylaw, and commented on the Province's new Zero Carbon Step Code.
- Kevin Monahan, Qualicum Beach, commented on the Town's tree protection bylaw.
- Verne McShane, Qualicum Beach, expressed concern about the lack of play area for young children.

With the unanimous consent of Council, Mayor Westbrook called a 15 minute recess.

MEETING RECESSED AT 4:45 pm

MEETING RECONVENED AT 5:00 pm

Mayor Westbrook noted that Council will not be considering third reading of the proposed bylaw at this meeting.

Mayor Westbrook MOVED and Councillor Vander Valk SECONDED, THAT the meeting be recessed until 5:15 pm.

CARRIED UNANIMOUSLY

MEETING RECESSED AT 5:03 pm

MEETING RECONVENED AT 5:15 pm

The Mayor called a third time for any persons who deemed themselves affected by Bylaw No. 580.125, 2021 who wished to be heard or present written submissions, to come forward and, hearing no one, declared the public hearing on Bylaw No. 580.125, 2021 closed at 5:30 pm. Council cannot accept further comments directly from the public; all comments must go through staff.

Councillor Vander Valk MOVED and Councillor Harrison SECONDED, THAT a special meeting be scheduled for Wednesday, June 21, 2023 at 11:00 am in the Council Chamber, 660 Primrose Street, Qualicum Beach, BC.

CARRIED UNANIMOUSLY

MOTION TO CLOSE

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

- a. the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- b. negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 5:32 pm

MEETING REOPENED TO THE PUBLIC: 8:05 pm

ADJOURNMENT

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

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 8:05 pm

Certified Correct:

Heather Svensen
Corporate Administrator

Teunis Westbroek
Mayor

Minutes of the 11:00 am Wednesday, June 21, 2023, Town of Qualicum Beach Special 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
Luke Sales, Director of Planning
Weslie Gould, Deputy Corporate Administrator
Rebecca Augustyn, Planner

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

ADOPTION OF THE AGENDA

Council approved, by unanimous consent, the June 21, 2023 Special Council meeting agenda, as amended by re-ordering item 3(2), Bylaws, 'Zoning Amendment and Development Permit: 230 Second Avenue West', to item 3(1).

CARRIED UNANIMOUSLY

APPROVAL OF THE MINUTES

Council approved, by unanimous consent, the minutes of the May 24, 2023 regular Council meeting and the June 15, 2023 special Council meeting, as amended.

CARRIED UNANIMOUSLY

BYLAWS

- (1) **Zoning Amendment and Development Permit: 230 Second Avenue West**
Councillor Harrison MOVED and Councillor Young SECONDED, THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (230 Second Ave W) Bylaw No. 580.137, 2022" be read a third time.

CARRIED

Opposed: Councillor Skipsey; Councillor Vander Valk

In Favour: Mayor Westbroek; Councillor Harrison; Councillor Young

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT, prior to adoption of "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (230 Second Ave W) Bylaw No. 580.137, 2022", a s. 219 Restrictive Covenant and/or other agreements be executed as required to ensure that the building must achieve Step Four in the BC Energy Step Code.

MOTION FAILED

Opposed: Mayor Westbroek; Councillor Harrison; Councillor Young

In Favour: Councillor Skipsey; Councillor Vander Valk

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT, prior to adoption of "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (230 Second Ave W) Bylaw No. 580.137, 2022", a s. 219 Restrictive Covenant and/or other agreements be executed as required to ensure the third-floor residential dwelling cannot be rented for a term less than 28 days.

CARRIED

Opposed: Councillor Harrison; Councillor Young

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

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT, prior to adoption of "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (230 Second Ave W) Bylaw No. 580.137, 2022", a s. 219 Restrictive Covenant and/or other agreements be executed as required to ensure the second-floor short-term vacation rentals cannot be sold separately for a minimum of 10 years.

MOTION FAILED

Opposed: Mayor Westbroek; Councillor Harrison; Councillor Young

In Favour: Councillor Skipsey; Councillor Vander Valk

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT, prior to adoption of "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (230 Second Ave W) Bylaw No. 580.137, 2022", a s. 219 Restrictive Covenant and/or other agreements be executed as required to ensure a business license will be required for the second-floor short-term vacation rentals, and the business license number must be displayed in advertising.

CARRIED UNANIMOUSLY

Councillor Skipsey MOVED and Mayor Westbroek SECONDED, THAT, prior to adoption of "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (230 Second Ave W) Bylaw No. 580.137, 2022", a s. 219 Restrictive Covenant and/or other agreements be executed as required to ensure an agent or representative must be available 24 hours a day and respond to complaints within two hours for the second-floor short-term vacation rentals.

MOTION FAILED

Opposed: Mayor Westbroek; Councillor Harrison; Councillor Young

In Favour: Councillor Skipsey; Councillor Vander Valk

Councillor Skipsey MOVED and Mayor Westbroek SECONDED, THAT, prior to adoption of "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (230 Second Ave W) Bylaw No. 580.137, 2022", a s. 219 Restrictive Covenant and/or other agreements be executed as required to ensure lock off bedrooms require one off-street parking stall per unit, or a payment of \$11,000 cash-in-lieu per parking stall if the off-street parking cannot be achieved.

CARRIED

Opposed: Councillor Harrison; Councillor Young

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

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT, prior to adoption of "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (230 Second Ave W) Bylaw No. 580.137, 2022", a s. 219 Restrictive Covenant and/or other agreements be executed as required to ensure a maximum of two adults be permitted in each bedroom for the second-floor short-term vacation rentals.

MOTION FAILED

Opposed: Mayor Westbroek; Councillor Harrison; Councillor Vander Valk; Councillor Young

In Favour: Councillor Skipsey

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT, prior to adoption of "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (230 Second Ave W) Bylaw No. 580.137, 2022", the development be required to include a 'green roof' or photovoltaic solar panels on the roof.

CARRIED UNANIMOUSLY

The Director of Planning noted that further information on the heat pump system, specifically related to noise, will be brought to Council prior to consideration of adoption of the bylaw.

NOTICE OF MOTION (Councillor Skipsey)

THAT Council directs staff to prepare a report with options to increase the rate for cash-in-lieu of parking, which is currently set at \$11,000 per stall.

(2) Zoning Amendment and Development Permit: 172 Fern Road West

Councillor Harrison MOVED and Councillor Young SECONDED, THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (172 Fern Road W) Bylaw No. 580.125, 2021" be read a third time.

CARRIED UNANIMOUSLY

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council direct staff to notify the proponent for the development at 172 Fern Road West that the development will be required to meet Step Code 4.

CARRIED UNANIMOUSLY

Councillor Skipsey MOVED and Mayor Westbroek SECONDED, THAT Council instructs staff to direct the proponent for the development at 172 Fern Road West to reconsider the interior design, as per the comments from the Advisory Planning Commission, to improve functional access from the rear of the property.

CARRIED

Opposed: Councillor Harrison

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

Councillor Skipsey MOVED and Mayor Westbroek SECONDED, THAT Council instructs staff to notify the proponent that the design which would require a 1.5 m variance from the side lot setbacks for the development at 172 Fern Road West would not be permitted.

MOTION FAILED

Opposed: Mayor Westbroek; Councillor Harrison; Councillor Skipsey; Councillor Vander Valk; Councillor Young

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council direct staff to notify the proponent for the development at 172 Fern Road West that one unit on the ground floor shall be fully wheelchair accessible.

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT the motion on the floor regarding wheelchair accessibility for the development at 172 Fern Road West be deferred to a future meeting.

CARRIED UNANIMOUSLY

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council direct staff to notify the proponent for the development at 172 Fern Road West that the same permeable paver material used in patio and walkway areas shall also be used in the breezeway.

CARRIED UNANIMOUSLY

ADJOURNMENT

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

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 12:48 pm

Certified Correct:

Heather Svensen
Corporate Administrator

Teunis Westbroek
Mayor

Subject: MIABC Voting Delegate

From: Heidi Scribner <hscibner@miabc.org>
Sent: Tuesday, June 13, 2023 10:25 AM
To: Heather Svensen <HSvensen@qualicumbeach.com>
Subject: MIABC Voting Delegate

Dear Heather,

The Municipal Insurance Association of BC's (MIABC's) 36th Annual General Meeting (AGM) is scheduled to take place on Tuesday, September 19th in Vancouver in conjunction with the UBCM Convention.

In accordance with Article 6.13 of the Reciprocal Insurance Exchange Agreement (RIEA), the following voting delegate and two alternates have been registered with the MIABC to vote your interests at this year's AGM. If you would like to change the delegate and/or alternates, please forward a resolution of your Council/Board directing these changes to hscibner@miabc.org no later than Monday, August 14th, 2023.

The AGM Booklet with further voting information will be distributed on Tuesday, August 22nd, 2023.

Voting Delegate: Mayor Teunis Westbroek
Email address: twestbroek@qualicumbeach.com

Alternate #1: Brian Wiese
Email address: bwiese@qualicumbeach.com

Alternate #2: John Marsh
Email address: jmarsh@qualicumbeach.com

Best regards,

Heidi Scribner
Administrator & Board Secretary

Municipal Insurance Association of BC
Email: hscibner@miabc.org
Direct: 604-449-6347
Main: 604-683-6266

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

TO: Luke Sales, Director of Planning **FOR:** Council Meeting, July 19, 2023

FROM: Rebecca Augustyn, Planner

SUBJECT: Zoning Amendment: 365 First Avenue West

RECOMMENDATION

THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (365 First Avenue West) Bylaw No. 580.135, 2022" be adopted.

PURPOSE

To consider a zoning amendment application for 365 First Avenue West.

BACKGROUND

The owner of 365 First Avenue West has submitted a zoning amendment application to facilitate development of the subject parcel. The subject property is currently zoned Residential 14 (R14) and is identified as Mixed Residential 1 in the Official Community Plan.

The zoning amendment would change the Subdivision District from Subdivision District "D" to Subdivision District "J" to permit subdivision of the parcel. Subdivision District "D" has a 700m² minimum parcel size, whereas Subdivision District "J" has a 500m² minimum parcel size. Parcel A is proposed to be approximately 624m² and Parcel B is proposed to be approximately 553m². The zoning amendment will also change the zoning for Parcel B from Residential 14 (R14) to Residential 12 (R12). The R12 zone will permit a detached dwelling and a secondary suite on Parcel B. Parcel A is proposed to remain zoned R14.

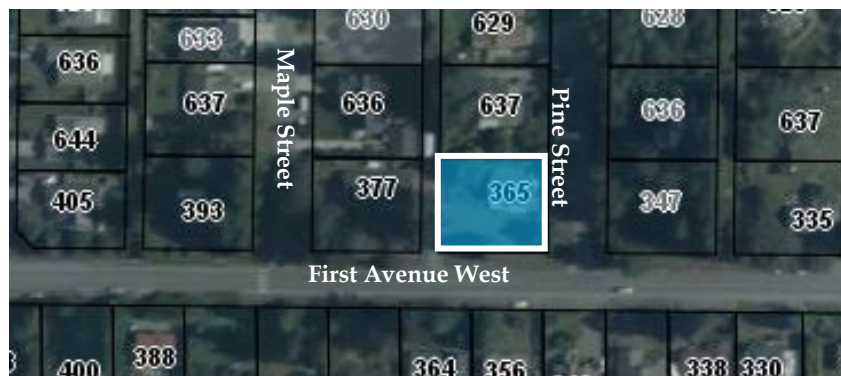


Figure 1: Subject Property

On June 8, 2022, Council adopted the following motions:

- THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (365 First Avenue West) Bylaw No. 580.135, 2022" be introduced and read a first time.
- THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (365 First Avenue West) Bylaw No. 580.135, 2022" be referred to the Advisory Planning Commission, subject to submission of the following additional

information: (a) Tree and vegetation management plan; and, (b) Alternative access options.

- THAT prior to the bylaw entitled “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (365 First Avenue West) Bylaw No. 580.135, 2022” being adopted, that the developer makes a contribution to the Village Neighbourhood Sidewalk Reserve Account equivalent to the value of constructing a sidewalk for this property.

In response to the Council motions, the applicant submitted an arborist report and rationale for access to the parcel from Pine Street. The application went before the Advisory Planning Commission (APC) on August 17, 2022. The APC adopted the following motions:

- THAT the Advisory Planning Commission supports the zoning amendment application for a change of zoning of 365 First Avenue West from Residential 14 (R14) to Residential 19 (R19) and changing the Subdivision District from Subdivision District “D” to Subdivision District “J”.
- THAT the Advisory Planning Commission supports the development application for 365 First Avenue West, subject to a review of the north façade interface to mitigate the impact on the existing property to the north.

The application went before Council on September 21, 2022 and the following motions were adopted:

- THAT the bylaw entitled “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (365 First Avenue West) Bylaw No. 580.135, 2022” be read a second time;
- AND FURTHER THAT consideration of the Public Hearing for “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (365 First Avenue West) Bylaw No. 580.135, 2022” be referred to the November 23, 2022 Regular Council Meeting.
- THAT, prior to the Public Hearing for the development at 365 First Avenue West, there be a review of the north façade interface to mitigate the impact on the existing property to the north.

In response to the Council motion to review the north façade, the applicant submitted the following:

- *The existing home will require renovation due to spatial separation reasons, these renovations will include covering the majority of the windows. The living spaces inside become oriented to the East-West rather than the South. Increasing setbacks would be of very minimal benefit at the expense of valuable floor area and usable, landscape-able yard space. Solid fencing is necessary to screen an area that will be used as an outside utility and storage space. Addressing the interface while keeping needed privacy the solid fencing is pulled back to align with the two-storey portion of the home and extending a green landscaping screen.*

Revised plans were submitted by the applicant to reflect the changes mentioned above.

The applicant hosted a Public Information Meeting on November 3, 2022.

The application went before Council on November 23, 2022, and Council adopted the following motion:

- THAT Council hold a Public Hearing on January 18, 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 (365 First Avenue West) Bylaw No. 580.135, 2022”; AND FURTHER THAT, prior to the Public Hearing being held for the development at 365 First Avenue West, the applicant submits details on building colours and materials.

A Public Hearing was held on January 18, 2023. At the Public Hearing, residents raised concerns regarding the Public Hearing process, including how notifications were sent out, who received notifications and the dates included on the notification. Upon review of the Public Hearing process, staff noted an error in the distribution of notices and recommended a second Public Hearing be held.

On February 8, 2023, Council adopted the following motions:

- THAT Council rescinds second reading of “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (365 First Avenue West) Bylaw No. 580.135, 2022”.
- THAT “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (365 First Avenue West) Bylaw No. 580.135, 2022” be read a second time as amended, as described in the February 8, 2023 Planning memo to Council.
- THAT Council hold a Public Hearing on March 1, 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 (365 First Avenue West) Bylaw No. 580.135, 2022”.

A second Public Hearing was held on March 1, 2023.

On March 22, 2023, Council adopted the following motion:

- THAT “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (365 First Avenue West) Bylaw No. 580.135, 2022” be read a third time as amended by replacing, in the second clause, “from Residential 14 Zone (R14) to Residential 19 Zone (R19)” with “from Residential 14 Zone (R14) to Residential 12 Zone (R12)”.

A covenant was required to be registered on title for Parcel B, to ensure that the second dwelling would be secondary to the detached dwelling. The covenant has been registered and the bylaw is now ready to be adopted, if Council chooses to proceed.

DISCUSSION

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

Zoning Provision	Zoning Comparison		
	Existing	Proposed Zoning: Parcel A	Proposed Zoning: Parcel B
Zoning	Residential 14 (R14)	Residential 14 (R14)	Residential 12 (R12)
Density	8.5 units/ha	16 units/ha	32 units/ha (two units in total)
Height	9.0m	No Change	9.0m
Front Setback	5.5m	No Change	5.5m
Interior side setback	1.5m 4.5m aggregate combination of two interior sides	No Change	1.5m 2.5m setback if adjacent to lane
Exterior Side	4.5m	No Change	3.0m
Setback (Rear)	3.0m (less than 6m height) 6.0 (more than 3.m height)	No Change	3.0m
Parcel Coverage	45%	No Change	45%
Parking (off-street)	2 stalls per detached dwelling unit 1 stall per secondary suite or garden suite	No Change	2 stalls per detached dwelling unit 1 stall per secondary suite or garden suite

2018 Official Community Plan (OCP):

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

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

Staff Comment: The proposed zoning is significantly less than the maximum density allowed in the OCP.

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 proposal will restrict occupation based on age.

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

Staff Comment: The site has access to the laneway but the design has not been developed.

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

Staff Comment: The proposed zoning could fit the needs of different age groups, including young families.

5. The Town shall require new developments in the Village Neighbourhood to submit a Rainwater Management Plan as part of the development approval and permitting process.
Staff Comment: The applicant has committed to engaging a professional engineer to develop a storm water management plan. The storm water management plan will be reviewed by staff during the subdivision process.
6. The Town shall discourage multi-family housing projects that seek to separate themselves from the surrounding community by containing the development within walled or fenced enclaves with centralized and/or controlled access points.
Staff Comment: The proposed zoning would permit a detached dwelling unit and secondary suite, and as such, this policy is not applicable.
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 proposed zoning would permit a detached dwelling and secondary suite on a small parcel. This will add to the housing stock and is a housing type that is in demand.
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 future construction will be built to meet or exceed Step Code 3 of the British Columbia Step Code. The Step Code level that is required will be based on what is in effect at the time of building. Currently the BC Building Code requires Step Code 3 for Part 9 buildings. A consultant is currently working on a Step Code report for the Region, including the Town, and it is anticipated that the consultant report will be completed by late summer and a staff report will go before Council this fall. At that time, if Council decides to implement a higher Step Code requirement, all buildings built after the Council decision will be required to adhere to the higher Step Code.
9. The Town shall encourage the efficient use of land within the Village Neighbourhood.
Staff Comment: The density proposed is significantly less than what is permitted in the OCP. However, the proposal is considered compatible with the surrounding neighbourhood from a land use planning perspective.
10. The Town shall require a site-specific tree and vegetation management and conservation plan for all new development proposals in the Village Neighbourhood.
Staff Comment: A landscape plan has been provided, as well as an arborist report. The arborist report identifies moving one tree, removing two trees, and retaining two other trees. The report also notes the proposed development contains a 2:1 replacement ratio for trees that are removed.
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: Offsite works and services have not been detailed. A service agreement will occur at either the subdivision or building permit stage.

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 proposed zoning to align with this provision of the OCP.

The following policies are specific to Mixed Residential 1 designation:

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

Staff Comment: Staff consider the proposed zoning to align with this provision of the OCP.

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 for a detached dwelling, and as such, this policy is not applicable.

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

Staff Comment: The proposed zoning would permit significantly less than the maximum density allowed.

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

Staff Comment: The proposed zoning would permit a detached dwelling unit and secondary suite, and as such, this policy is not applicable.

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: An arborist report has been submitted as part of the application. The report identifies moving one tree, removing two trees, and retaining two other trees. The report also notes the proposed development contains a 2:1 replacement ratio for removed trees.

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

Staff Comment: Boulevard trees will be planted in accordance with the landscaping plan. Council has directed the applicant to make a contribution to the Village Neighbourhood Sidewalk Account equivalent to the value of constructing a sidewalk for this property.

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

Staff Comment: The proposed zoning would permit a detached dwelling and secondary suite, and as such, this policy is not applicable.

8. The Town shall develop more detailed design guidelines for 'Development Permit Area M1'. After development of design guidelines, the densities for Mixed Residential 1 and Mixed Residential 2 should be reviewed to ensure compatibility with the design guidelines. *Staff Comment: Additional detailed guidelines have not been developed at this time. This clause was added to the OCP in 2006, and since then, multi-residential guidelines have not been identified as a priority by Council to be advanced by staff. As well, the proposal is not for a multi-family residential development, and as such, the Development Permit guidelines do not apply.*

SUMMARY

An application has been received to amend the zoning for 365 First Avenue West. The zoning amendment would change the Subdivision District from Subdivision District "D" to Subdivision District "J" to permit subdivision of the parcel. The zoning amendment would also amend the zoning for Parcel B to R12 to permit a detached dwelling and a secondary suite. Parcel A will remain zoned as R14. In the opinion of staff, the application generally aligns with the OCP. Staff consider the amended application supportable and ready for Council consideration and decision making.

ALTERNATIVES

1. **THAT** Council requests the following changes to the proposed development at 365 First Avenue West: *[insert changes]*;
2. **THAT** Council requires the proposed development at 365 First Avenue West to achieve Step Code *[insert Step Code number]*;
3. **THAT** Council denies the zoning amendment application for 365 First Avenue West;
4. **THAT** Council provides alternative direction to staff.



R. Augustyn, MCIP, RPP
Planner
Report Writer



Luke Sales, MCIP, RPP
Director of Planning
Concurrence



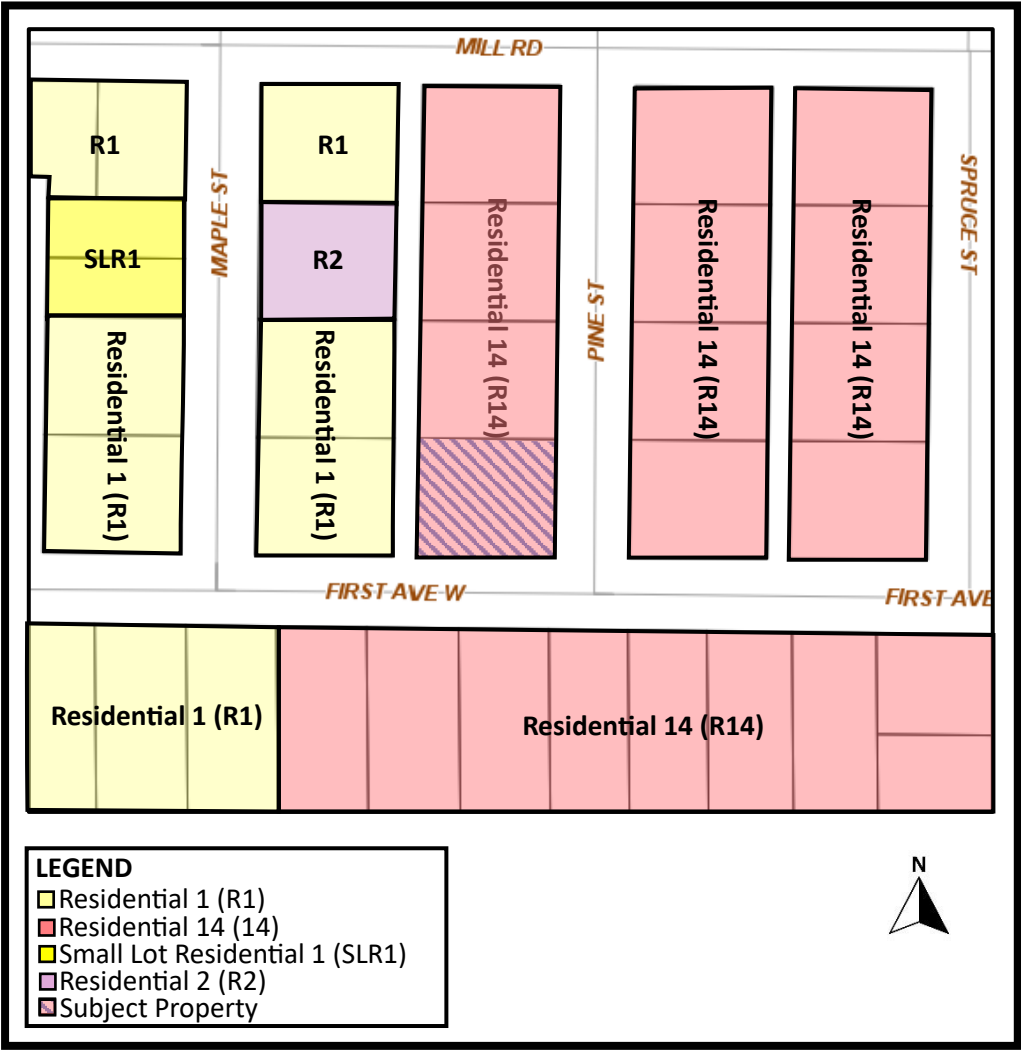
Lou Varela, MCIP, RPP
CAO
Concurrence

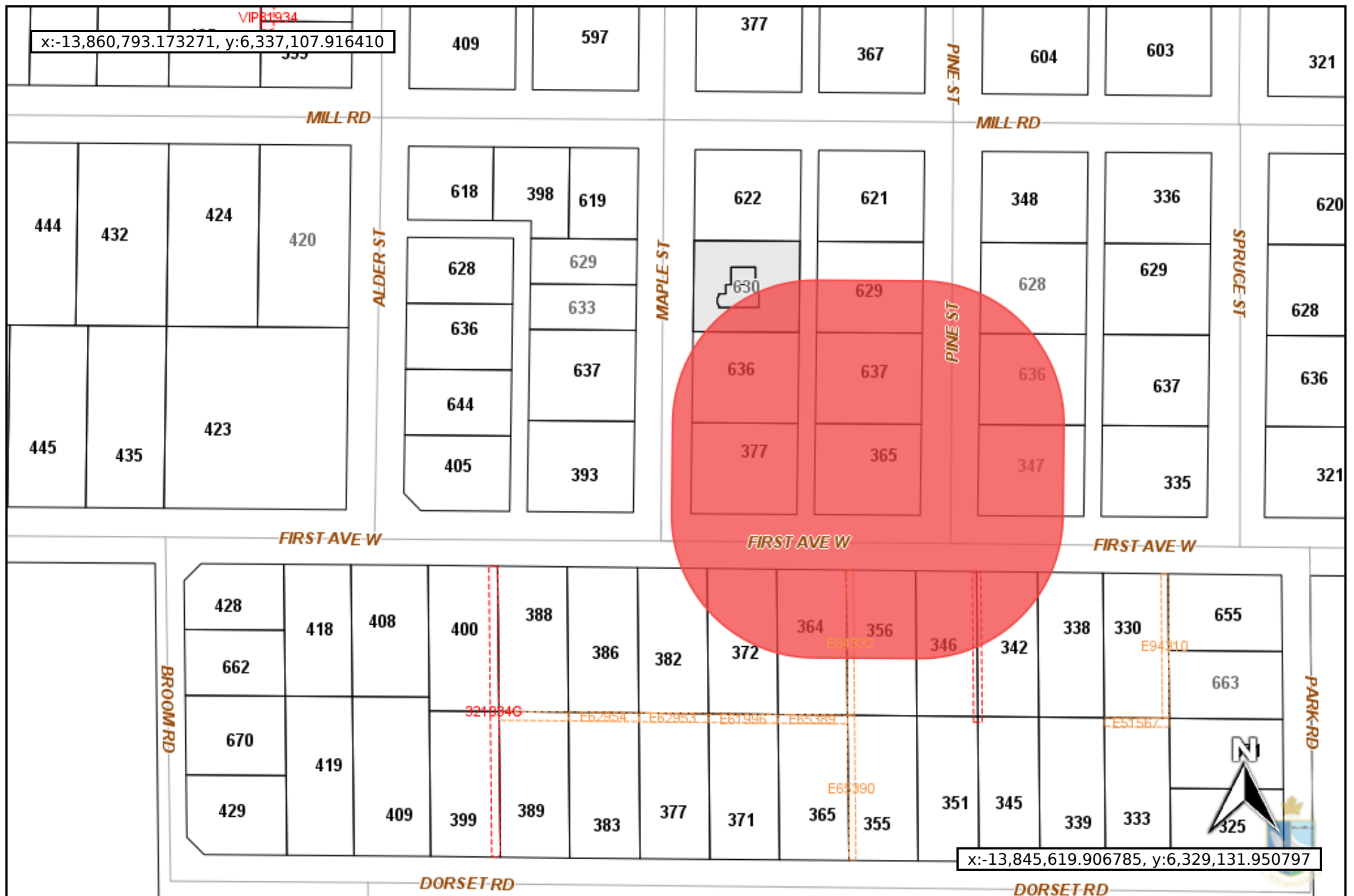
Attachments:

[memo.Plan.DP 365 First Ave.PLANS.pdf](#)
[BYLAW.580.135 - 365 First Avenue West \(R19\).docx](#)

/2023/07 19 Regular Council Meeting/memo.Plan.DP.365FirstAve.July192023.docx

ZONING CONTEXT MAP





50 m
200 ft

Jan/26/2023
Scale 1:2647.593371903

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May 4, 2022

Attn: Luke Sales, Director of Planning

Town of Qualicum Beach
660 Primrose Street
Qualicum Beach, B.C.
V9K 1S7

**Re: Zoning Amendment Application for 365 First Avenue West
Lot 8, Block 3, District Lots 54 and 55, Newcastle District, Plan 2005, PID 001-947-257**

On behalf of the property owners, I am making a Zoning Amendment application for 365 First Avenue West. Please find below a brief overview and design rationale for the proposed development.

Context & Land Use

The site is located at the northwest corner of First Avenue West and Pine Street. It is accessible by vehicle on three sides and it backs onto a developed laneway. The surrounding land use is single family residential, except to the east where there is a currently undeveloped parcel.

The site is located within walking distance of the village core, reducing vehicle dependence. This is a sustainable location for infill development.

The site is currently zoned Residential 14 (R14) and is located within the Town of Qualicum Beach 'Village Neighbourhood'. The OCP land use designation is Mixed Residential 1. This is a location where development, redevelopment, and densification are encouraged under the OCP.

Development Proposal

The development proposal is to rezone the property to Residential 19 (R19) and subdivide it into two parcels to allow for the construction of a duplex on the south half of the property, while retaining the existing single family home on the north half of the property. The duplex will subsequently be stratified.

Form and Character

Careful design work has been done to ensure that each unit in the new duplex provides a highly functional indoor living environment along with a comfortable, private, outdoor living space.

Both units in the duplex will be family-oriented with three bedrooms on the upper floor. This reduces the footprint, leaving larger yard spaces for the occupants to enjoy.

This project will increase the diversity of housing options in a way that is both complementary and compatible with the scale and character of the surrounding neighbourhood.

The project supports the Housing Needs Assessment and the top goal in the Town's 2019-2022 Strategic Plan, to "support a diversity of housing for all ages and incomes".

The landscape plan includes private patios and planted areas. Six trees will be planted to replace the three that need to be removed during construction

Parking

The west unit will have one off-street parking space in the attached garage. The east unit will have one off-street parking space in the attached garage and another in the driveway. Both units will benefit from additional lay by parking on the boulevard. Additionally, the existing house will retain two off-street parking spaces in its two driveways.

Civil Works

This infill project will connect to existing water and sewer located under First Avenue West and Pine Street.

A consulting civil engineer has been retained to provide a stormwater management plan and is confident we can achieve a satisfactory solution. At this early stage, we are looking at including either an infiltration pit or a rain garden with specifics to be coordinated with the Town.

Sustainable Features

A stacked building form that is inherently more sustainable and energy efficient than a single story form. The new duplex will be constructed to meet or exceed Step 2 of the British Columbia Step Code. Rough-ins will be provided for optional electric vehicle charge points and solar panels. The south-facing roof design includes dedicated areas for solar panels.

Enclosures

In support of this application, please find enclosed:

- Application Form
- \$4,000 Cheque for Application Fee
- Current Title Search
- Existing survey plan.
- Building and Landscape concept plans prepared by Skookum Design Services

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

Yours truly,



Niklas Andersson

January 27, 2023

Attn: Luke Sales, Director of Planning

Town of Qualicum Beach
660 Primrose Street
Qualicum Beach, B.C.
V9K 1S7

**Re: Rezoning Application for 365 First Avenue West
Lot 8, Block 3, District Lots 54 and 55, Newcastle District, Plan 2005, PID 001-947-257**

Our zoning amendment and development permit application for 365 First Avenue West is intended to facilitate the subdivision of Lot 8 into two parcels, with the existing house to be retained on proposed Lot A, and a new duplex to be built on proposed Lot B.

In response to feedback from our immediate neighbours received at the Public Information Meeting on November 3, 2022, and at the Public Hearing on January 18, 2023, we are writing to the Town to formally request a narrowing of the scope of our application.

Specifically we want to clarify to the public that there is no proposal to build a second duplex on proposed Lot A.

To that end, we are formally requesting that the text of Rezoning Bylaw No. 580.135 be modified to allow for a split zoning of Lot 8.

- The entire property would continue to change from Subdivision District D (700m²) to Subdivision District J (500m²).
- Proposed Lot A with the existing house on it would retain its R14 single family zoning.
- Proposed Lot B would continue to be changed from R14 to R19 to facilitate the construction of the proposed new duplex.

We trust the above changes clarify to all concerned that the scope of our proposal is to retain the existing house on proposed Lot A, and to construct a new duplex on proposed Lot B.

Yours truly,

A handwritten signature in black ink, appearing to read 'Isaac Morgan', with a stylized flourish at the end.

Isaac Morgan

TOPOGRAPHIC SITE PLAN OF LOT 8, BLOCK 3, DISTRICT LOTS 54 AND 55, NEWCASTLE DISTRICT, PLAN 2005.

SCALE 1:200

THE INTENDED PLOT SIZE IS 432mm IN WIDTH AND 280mm IN HEIGHT
(B SIZE) WHEN PLOTTED AT A SCALE OF 1:200.

NOTES:

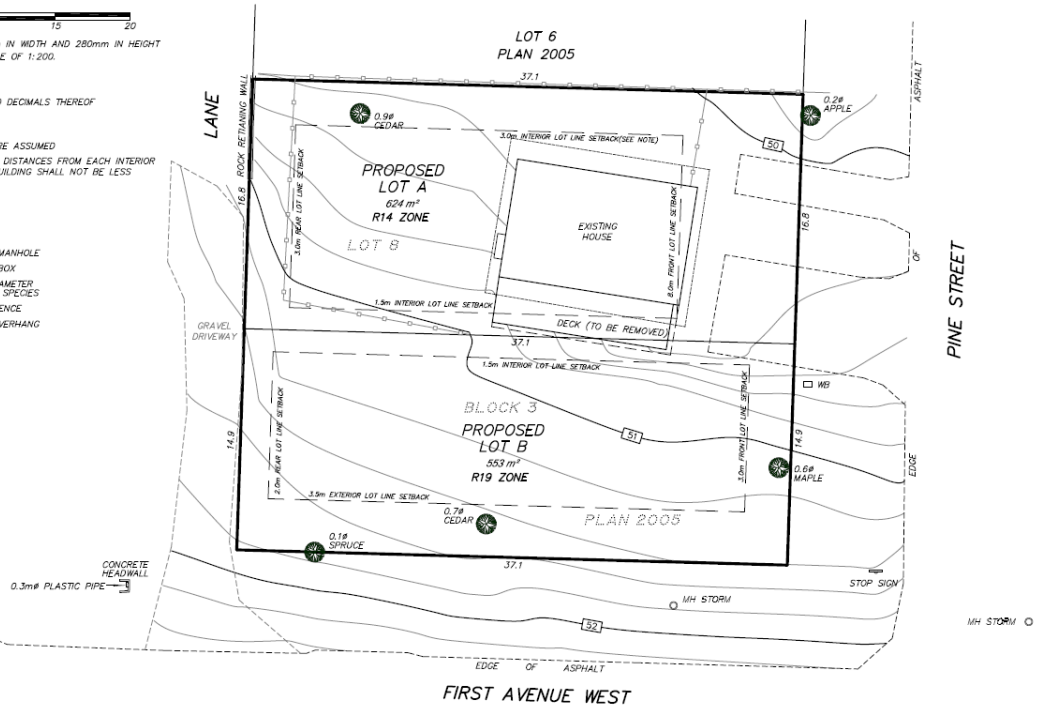
ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF
UNLESS OTHERWISE INDICATED.
CONTOUR INTERVAL IS 0.2 METRES.
ELEVATIONS ARE IN METRES AND ARE ASSUMED.
AGGREGATE TOTAL OF THE MINIMUM DISTANCES FROM EACH INTERIOR
SIDE LOT LINE TO THE PRINCIPAL BUILDING SHALL NOT BE LESS
THAN 4.5 METERS.

LEGEND:

MH STORM ○ DENOTES STORM MANHOLE
WB □ DENOTES WATER BOX
0.9# CEDAR ○ DENOTES TREE DIAMETER
(IN METRES) AND SPECIES
○ DENOTES WOOD FENCE
--- DENOTES ROOF OVERHANG



PRISM
LAND SURVEYING LTD.
223 FERN ROAD W.
QUALICUM BEACH, B.C. V9K 1S4
PHONE: 250-752-9121
FAX: 250-752-9241
FILE NUMBER: 21-264-S
DRAWING FILE: 21-264 T1.dwg
DATE: 2021-10-12





5 VIEW FROM LANE
12" = 1'-0"



4 VIEW FROM FIRST AVE. WEST
12" = 1'-0"



3 BIRDEYE PERSPECTIVE
12" = 1'-0"



LOCATION MAP



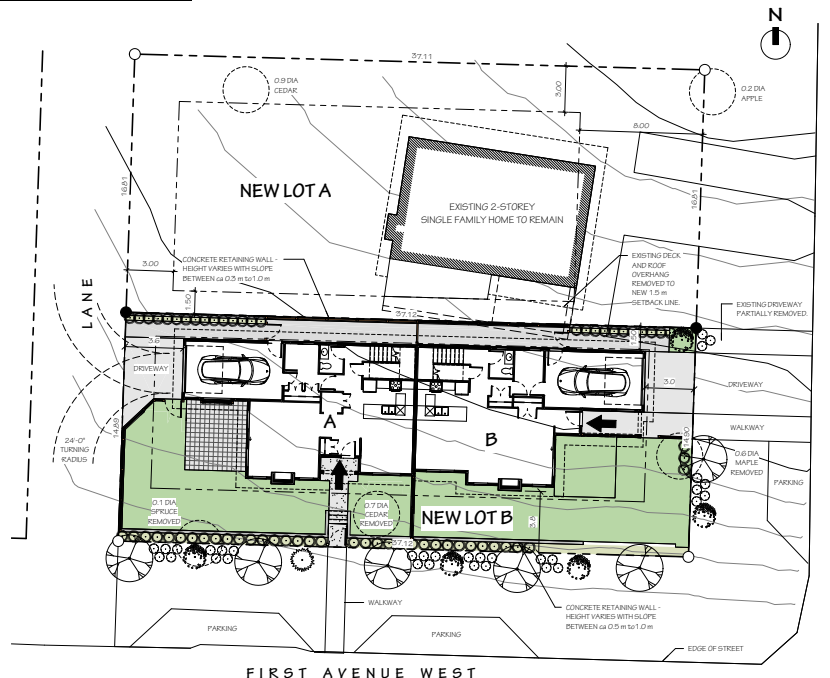
2 VIEW LOOKING NORTH-WEST AT FIRST AVENUE WEST / PINE ST
12" = 1'-0"

SUSTAINABILITY FEATURES

- DENSIFICATION, MAKING USE OF EXISTING LAND BASE.
- DUPLEX TYPE AND COMPACT TWO STOREY MASSING.
 - SITE FOOTPRINT REDUCED
 - BETTER FLOOR AREA TO EXTERIOR WALL RATIO, INCREASED EFFICIENCY.
- LARGE SOUTH FACING ROOFS - ADVANTAGEOUS TO SOLAR PANEL INSTALLATION.
- LOWER ROOF OVERHANGS AID IN SUMMER SHADING, REDUCED COOLING LOADS.
- COMMITMENT TO B.C. STEP CODE "STEP 2" OR BETTER, HIGHER THAN REQUIRED BUILDING ENERGY EFFICIENCY - REDUCED HEATING AND COOLING LOADS.
- PROVIDE FOR FOR ELECTRIC VEHICLE CHARGING AND PHOTOVOLTAIC SOLAR, DECREASED RELIANCE ON GRID-GENERATED POWER.

SITE & PLANNING SUMMARY

CIVIC ADDRESS: 3605 FIRST AVENUE WEST PID: 001-047-207 LEGAL DESCRIPTION: L.6 BK.3 DLS 54.8.55 NEWCASTLE DISTRICT PL 2005			
OFFICIAL COMMUNITY PLAN DESIGNATION: VILLAGE NEIGHBOURHOOD, MIXED RESIDENTIAL 1			
CURRENT ZONING: K-14 PROPOSED ZONING: K-19			
LOT SIZE: NEW LOT A - 623.8 m ² NEW LOT B - 552.8 m ²			
HEIGHT	K-19	PROPOSED	NOTES:
INTERIOR HEATED SPACE:	7.5 m	6.5 m	BUILDING DRAWN AT 5.6 m RIDGE
EDGE OF CHABLE ROOF:	9.0 m	9.0 m	HEIGHT FROM AVERAGE GRADE
PARCEL COVERAGE	50%	225.3 m ² (41%)	TO FACE OF EXTERIOR WALLS AND POSTS
SETBACKS:			
FRONT:	3.0 m	3.0 m	ROOF OVERHANG EAVE, CORNICE OR
REAR:	2.0 m	3.6 m	GUTTER MAY PROJECT UP TO A
SIDE - EXTERIOR:	3.5 m	3.6 m	MAXIMUM OF 0.6 M TO ANY
SIDE - INTERIOR:	1.5 m	1.5 m	REQUIRED SETBACK AREA.
SIDE - INTERIOR AT LANE:	2.0 m	N/A	
OFF-STREET PARKING:		2	SINGLE CAR GARAGES PROVIDED. BOULEVARD PARKING ADDED
UNIT A - GROSS FLOOR AREAS		UNIT B - GROSS FLOOR AREAS	
MAIN FLOOR:	84.3 m ² (908 SF)	MAIN FLOOR:	80.2 m ² (858 SF)
UPPER FLOOR:	87.9 m ² (946 SF)	UPPER FLOOR:	85.4 m ² (918 SF)
TOTAL:	172.1 m ² (1,855 SF)	TOTAL:	165.6 m ² (1,781 SF)
GARAGE:	25.4 m ² (273 SF)	GARAGE:	25.4 m ² (273 SF)



1 PROPOSED SITE PLAN
1:150

NOTES

SKOOKUM DESIGN SERVICES

Tel: (250) 702 3744
@: niklas@skookumdesigns.com
web: www.skookumdesigns.com

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ISSUES & REVISIONS

NO.	DESCRIPTION	DATE
1	ISSUES & REVISIONS	

NEW DUPLEX

ISAAC & JENNIFER MORGAN

3605 FIRST AVE. WEST, QUALICUM
BEACH V9K 2H6

TITLE

SITE PLAN & SUMMARY

PROJECT

2120

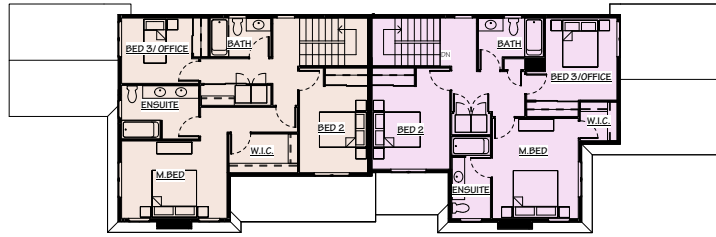
DATE

FEB. 17, 2023

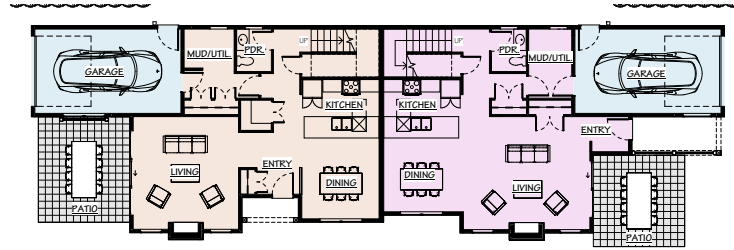
SCALE

As Indicated

A101



6 2ND FLOOR PLAN
1:100



5 MAIN FLOOR PLAN
1:100



2 NORTH ELEVATION
1:100



3 EAST [PINE ST.] ELEVATION
1:100



4 WEST [LANE] ELEVATION
1:100



1 SOUTH [FIRST AVE.] ELEVATION
1:100

NOTES

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ISSUES & REVISIONS

NO.	DESCRIPTION	DATE
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NEW DUPLEX

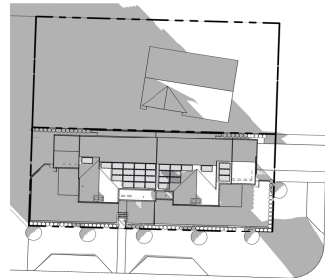
ISAAC & JENNIFER MORGAN
365 FIRST AVE. WEST, QUAAQUIM
BEACH V9K 2H6

TITLE CONCEPTUAL BUILDING ELEVATIONS & FLOOR PLANS

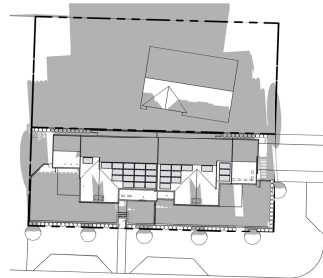
PROJECT
2120
DATE
OCT. 24, 2022
SCALE
1:100

A102

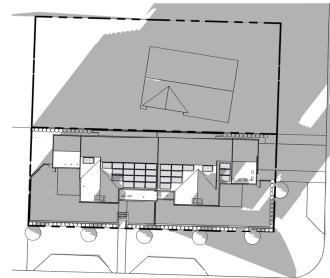
NOTE: SHADOW STUDIES ACCOUNT FOR BUILDINGS ON THE SUBJECT PROPERTY ONLY.
EXISTING TREES AND SURROUNDING BUILDINGS MAY CAST SHADOWS NOT INDICATED IN THESE STUDIES.



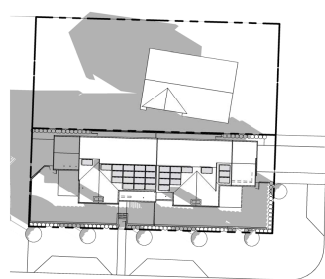
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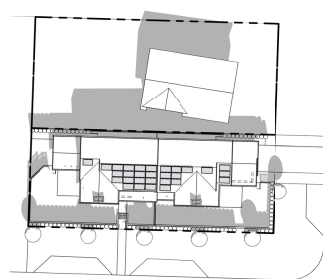
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1:350



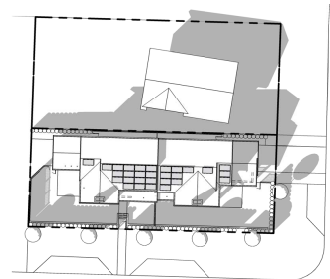
12 WINTER SOLSTICE 3:00 PM
1:350



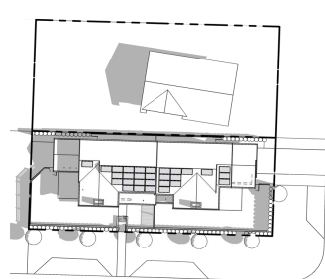
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1:350



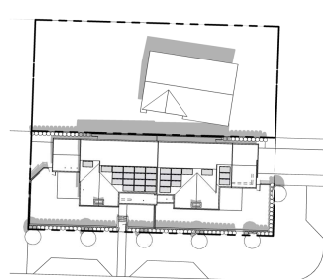
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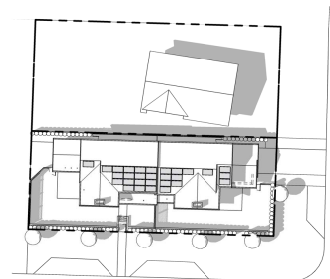
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1:350



4 SUMMER SOLSTICE 9:00 AM
1:350



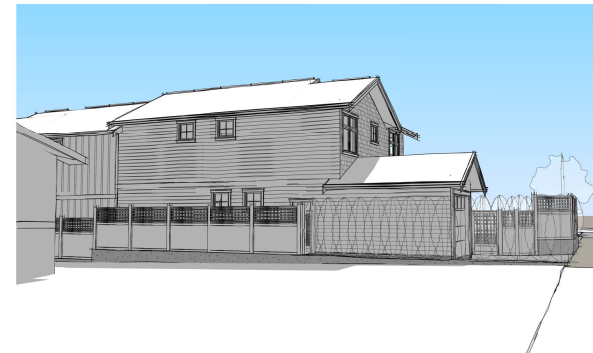
5 SUMMER SOLSTICE 12:00 PM
1:350



6 SUMMER SOLSTICE 3:00 PM
1:350



3 VIEW FROM LANE



2 VIEW FROM EXISTING HOME BACKYARD



1 VIEW FROM PINE ST.

NOTES

SKOOKUM DESIGN SERVICES

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ISSUES & REVISIONS

NO.	DESCRIPTION	DATE
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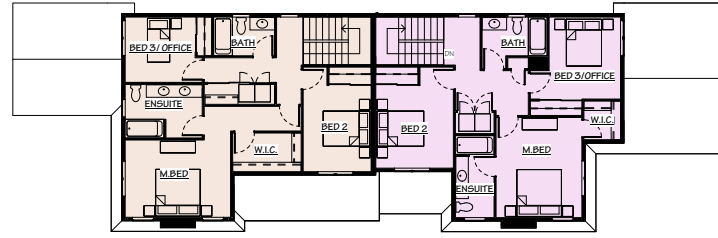
NEW DUPLEX

ISAAC & JENNIFER MORGAN
365 FIRST AVE. WEST, QUALICUM
BEACH V9K 2H6

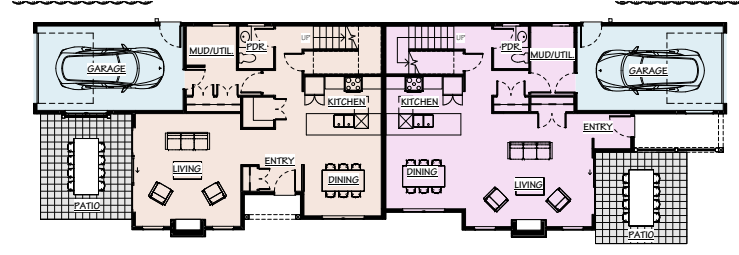
TITLE PERSPECTIVES AND SHADOW STUDIES

PROJECT
2120
DATE
OCT. 24, 2022
SCALE
1:350

A103



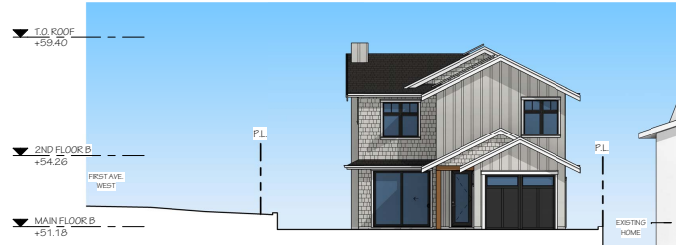
6 2ND FLOOR PLAN
1:100



5 MAIN FLOOR PLAN
1:100



2 NORTH ELEVATION
1:100



3 EAST [PINE ST.] ELEVATION
1:100



4 WEST [LANE] ELEVATION
1:100



1 SOUTH [FIRST AVE.] ELEVATION
1:100

EXTERIOR FINISHES



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OF THE ARCHITECT.

ISSUES & REVISIONS

NO.	DESCRIPTION	DATE
3	ADDED COLOURS	2022-07-08
2	REVISED PLY. W.C.	2022-10-05
1	NEW EXISTING NEIGHBOUR	2022-08-04

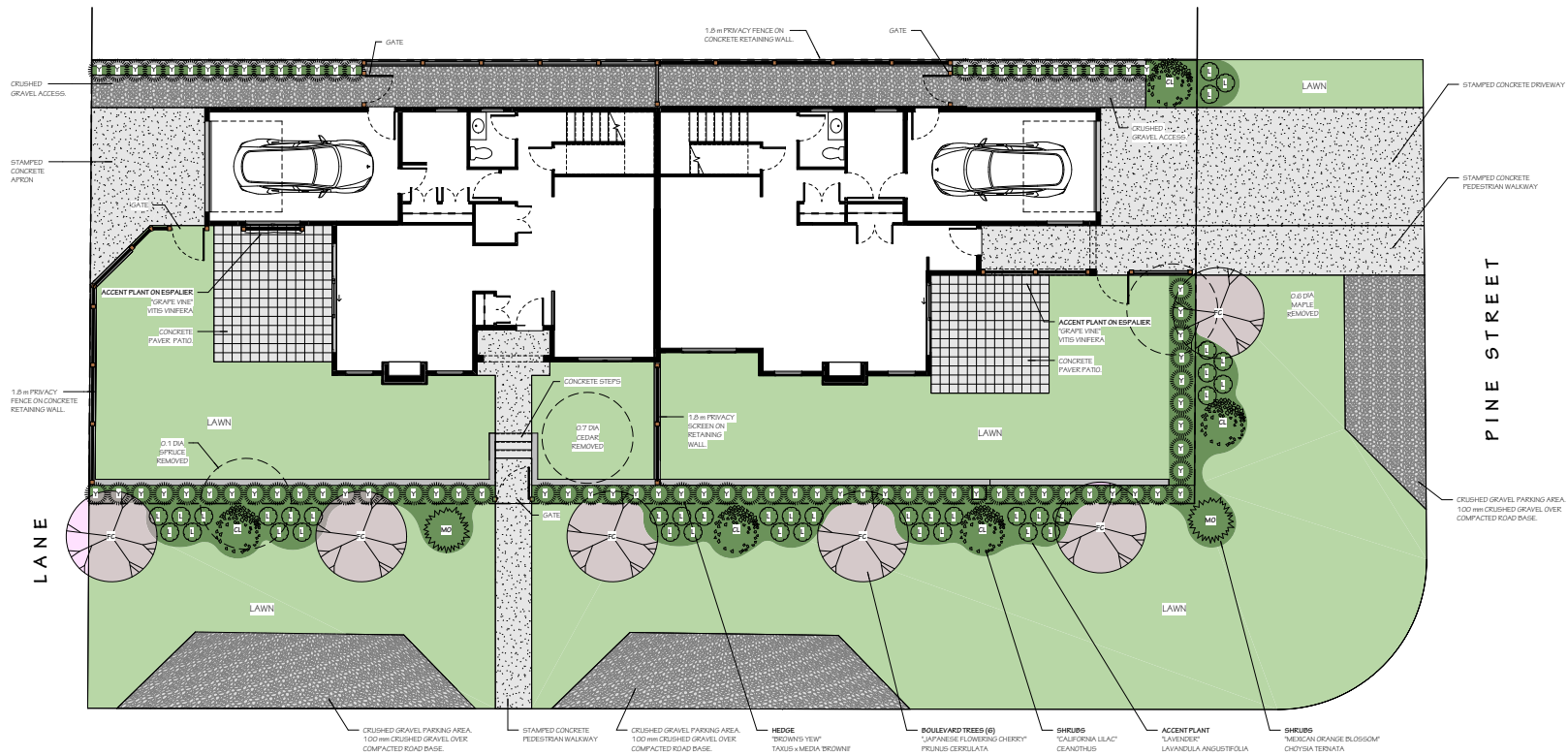
NEW DUPLEX

ISAAC & JENNIFER MORGAN
365 FIRST AVE. WEST, QUALICUM
BEACH V9K 2H6

TITLE
CONCEPTUAL
BUILDING
ELEVATIONS &
FLOOR PLANS

PROJECT
2120
DATE
JAN. 03, 2022
SCALE
As Indicated

A102



FIRST AVENUE WEST

1 LANDSCAPING



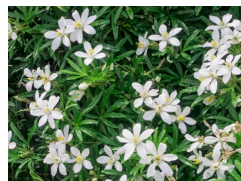
FLOWERING CHERRY



BROWN'S YEW HEDGE



CALIFORNIA LILAC



MEXICAN ORANGE BLOSSOM



LAVENDER

PLANTING SCHEDULE				
SYMBOL	LABEL NO.	SCIENTIFIC NAME	COMMON NAME	REMARKS
TREES	FC	6	PRUNUS CERRULATA	JAPANESE FLOWERING CHERRY
SHRUBS	Y	B2	TAXUS x MEDIA 'BROWNII'	BROWN'S YEW
				NON-TOXIC MALE VARIETY
	CL	5	CEANOTHUS	CALIFORNIA LILAC
	MO	2	CHOYSIA TERNATA	MEXICAN ORANGE BLOSSOM
ACCENT PLANTS				
	L	3B	LAVANDULA ANGUSTIFOLIA	LAVENDER

NOTES

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ISSUES & REVISIONS

NO. DESCRIPTION DATE

NEW DUPLEX

ISAAC & JENNIFER MORGAN
 365 FIRST AVE. WEST, QUALICUM
 BEACH V9K 2H6

TITLE LANDSCAPING

PROJECT

2120

DATE

OCT. 24, 2022

SCALE

As Indicated

L-1

Assignment

Assess the trees for a potential development and provide pre, during and post construction measures, if required.

Observations

On June 30, 2022, I assessed five trees located on the property at 365 First Avenue West in Qualicum Beach.

Tree 1 is a 3 cm diameter, 1-meter-tall Colorado blue spruce located at the front edge of the property, see Picture 1. This tree can be easily moved to another location on the property.



Picture 1

Tree 2, a western red cedar, at the front center of the property. Diameter is 65 cm, height of 17 meters. It is in good health, see Picture 2. Previously, it was topped resulting in multiple stems to grow, the red arrows in Picture 3 indicates five stems.



Picture 2



Picture 3

Tree 3 is a big leaf maple located on the front edge of the property. It has a tree house built in it. 71 cm in diameter and 9 meters tall. See Picture 4. It has been topped more than once with regrowth. Picture 5 shows the location of decay cavities in several stems.



Picture 4



Picture 5

Tree 4 is a apple tree (Picture 6) and Tree 5 a western red cedar, Picture 7. Both are located outside the development area and within the yard of the existing home.



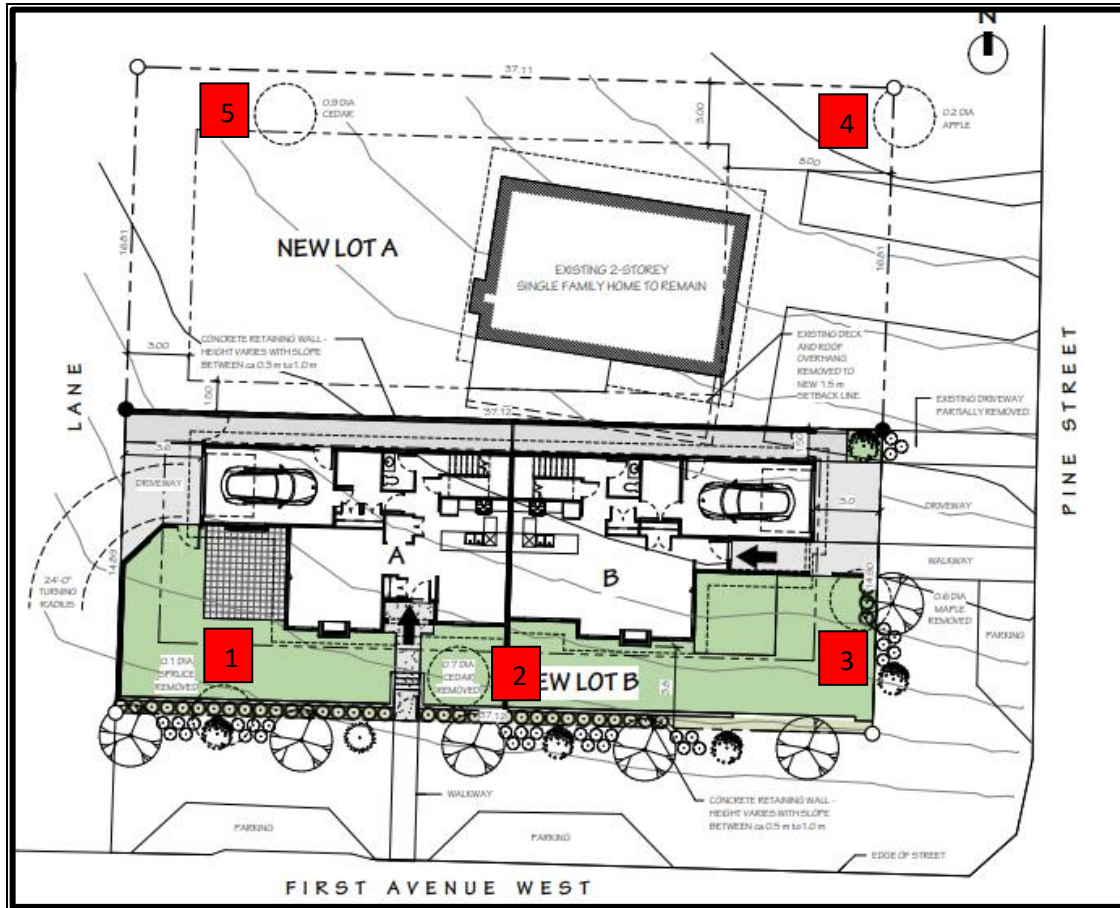
Picture 6



Picture 7

Discussion

The development site plan indicates trees #1, 2 and 3 will be impacted by the construction. Tree #1 can be moved. Trees #2 and 3 are within the footprint of the development. Tree #2 has a poor upper canopy structure due to the topping and not viable to retain. Tree #3, the maple has upper canopy decay in a number of the stems and not viable to retain.



Tree 4 should not be impacted by the construction. Tree 5, being a large western red cedar located in a low area of the yard is presently obtaining some groundwater due to natural drainage. I ask the development to ensure this natural drainage is not changed by the construction. Cedars do not tolerant changes to hydrology.

Next to the property are two large Douglas fir trees, both over 24 meters tall, see Picture 8. The lane is in the foreground of the photo. This lane is outside the construction zone and on the neighboring property however, bear in mind the structural roots of these Douglas fir trees are located under the dripline of the tree. If, there any reason excavation must occurs within the dripline of the tree, a certified arborist must be on site to confirm the impacts to the trees root zone.



Picture 8

Conclusion

Of the 5 trees located on the property, tree #1 can be moved, trees #2 and #3 are not viable for retention and should be removed. Trees #4 and #5, located near the existing house will be minimally impacted by the construction.

The landscape design indicates a 2:1 replacement for the trees and the installation of pollinator shrubs. This is an attractive and useful landscape design.

ARBORIST DISCLOSURE STATEMENT

Arborists are tree specialists who use their education, knowledge, training, and experience to examine trees, recommend measures to enhance the beauty and health of trees, and attempt to reduce the risk of living near trees. Clients may choose to accept or disregard the recommendations of the arborist or seek additional advice. Arborists cannot detect every condition that could possibly lead to the structural failure of a tree. Trees are living organisms that fail in ways we do not fully understand. Conditions are often hidden within trees and below ground. Arborists cannot guarantee that a tree will be healthy or safe under all circumstances, or for a specified period. Likewise, remedial treatments, like any medicine, cannot be guaranteed. Treatment, pruning, and removal of trees may involve considerations beyond the scope of the arborist's services such as property boundaries, property ownership, site lines, disputes between neighbors, landlord-tenant matters, etc. Arborists cannot take such issues into account unless complete and accurate information is given to the arborist. The person hiring the arborist accepts full responsibility for authorizing the recommended treatment or remedial measures. Trees can be managed, but they cannot be controlled. To live near a tree is to accept some degree of risk.

The only way to eliminate all risks is to eliminate all trees. I further certify that I am a member in good standing of the American Society of Consulting Arborists and the International Society of Arboriculture. I have been involved in the field of Arboriculture in a full- time capacity for a period of more than twenty years.

July 06, 2022

Attn: Luke Sales, Director of Planning

Town of Qualicum Beach
660 Primrose Street
Qualicum Beach, B.C.
V9K 1S7

**Re: Access rationale for 365 First Avenue West
Lot 8, Block 3, District Lots 54 and 55, Newcastle District, Plan 2005, PID 001-947-257**

The property in question is in a well-established part of west Qualicum Beach. The site is a corner property bounded by First Avenue West to the South and Pine Street on the East. There is a partially developed lane to the West, the lane is surfaced with gravel and used by neighbours to access off-street parking. The existing house, while addressed on First Ave. West is oriented and accessed from Pine St.

First Avenue West is identified in the Official Community Plan as a *Major Collector Road* connecting West Qualicum Beach to the Village core.

Our proposal continues the established patterns of site access with a side-by-side building layout.

Positive aspects to this proposal include:

- Driveways are accessed from Pine St. and the lane rather than directly from busier First Ave. West.
- A pleasant and continuously landscaped streetscape on the longest and most prominent frontage.
- Emphasis on a sunny, green, and usable outdoor space suitable for all ages.

See figures 1-6 below for a sample of preliminary access studies with short viability commentaries.

Yours truly,



Niklas Andersson

Fig 1. – Existing conditions. Accessed from Pine St and lane.

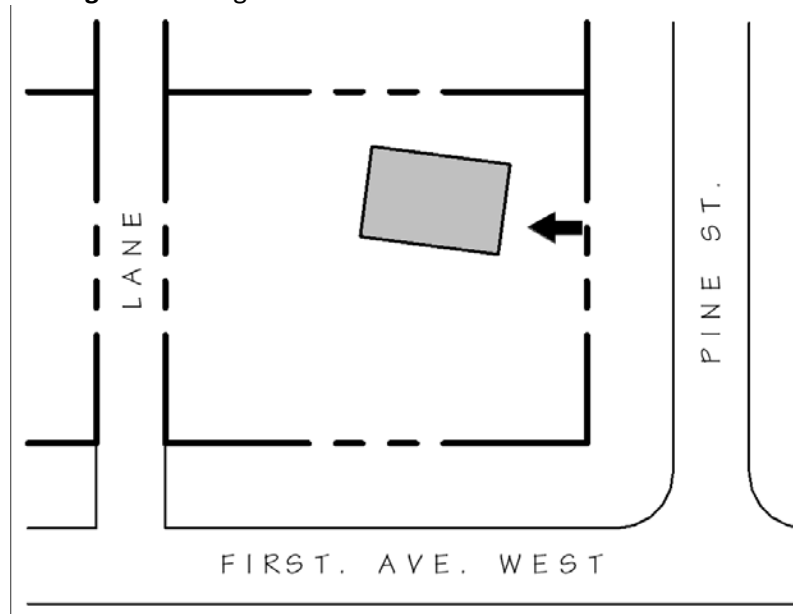


Fig 2. – Proposed site plan. See rationale above.

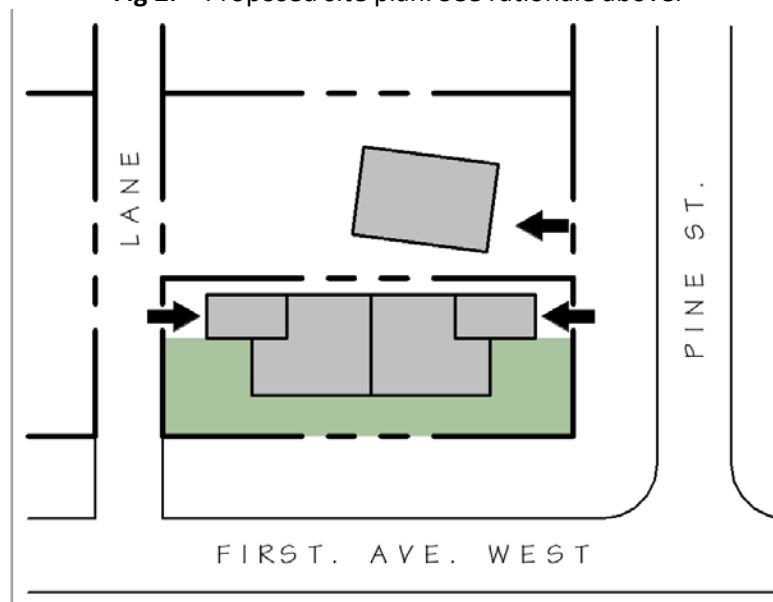


Fig 3. – Lane access only. Not considered viable due to floor plan and yard impact.
Similar issues with Pine St. access only.

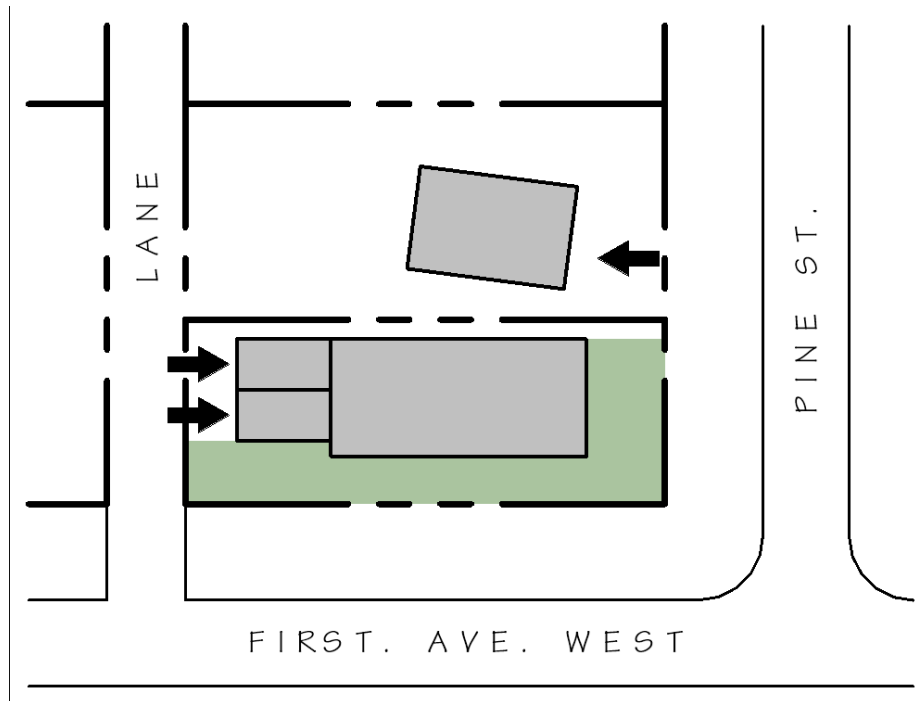


Fig 4. – Access from First Ave West. Not considered viable due to existing traffic patterns and yard impact.

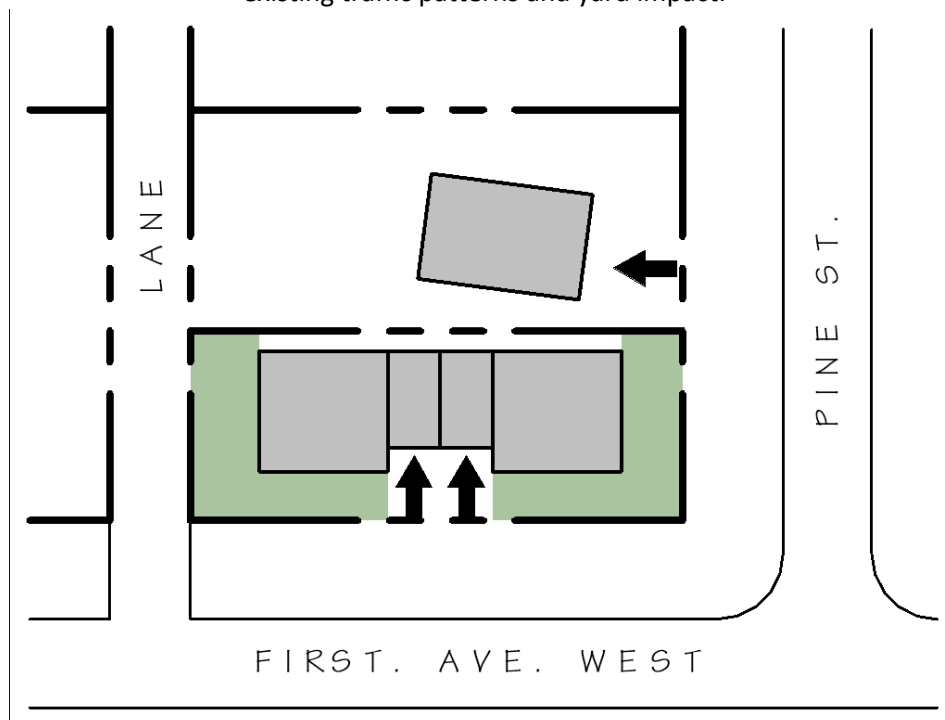


Fig. 5 – Access off First Ave. West and lane. Not considered viable due to traffic and impact to yard space and landscaping.

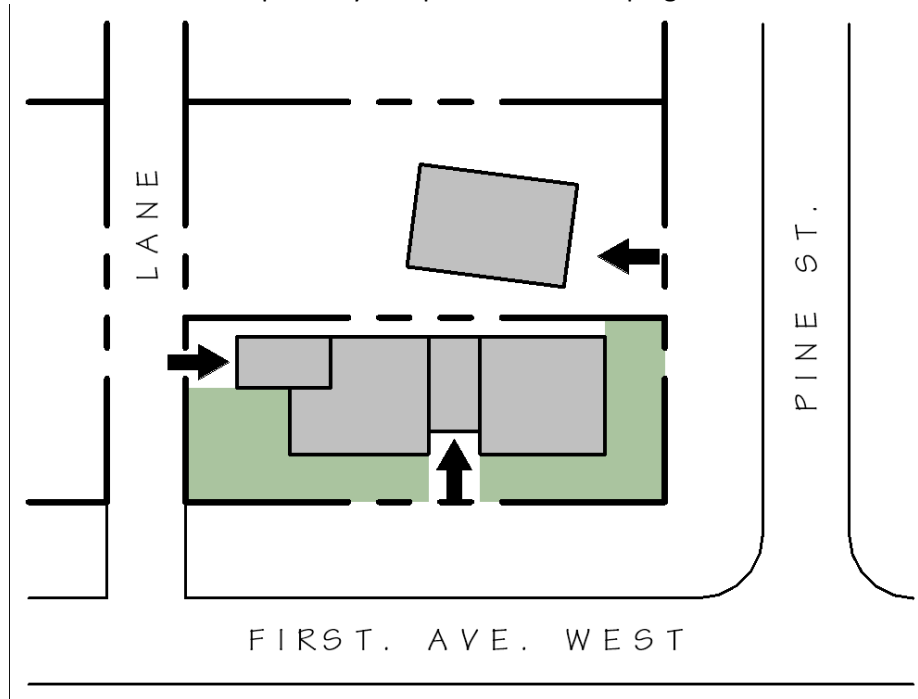
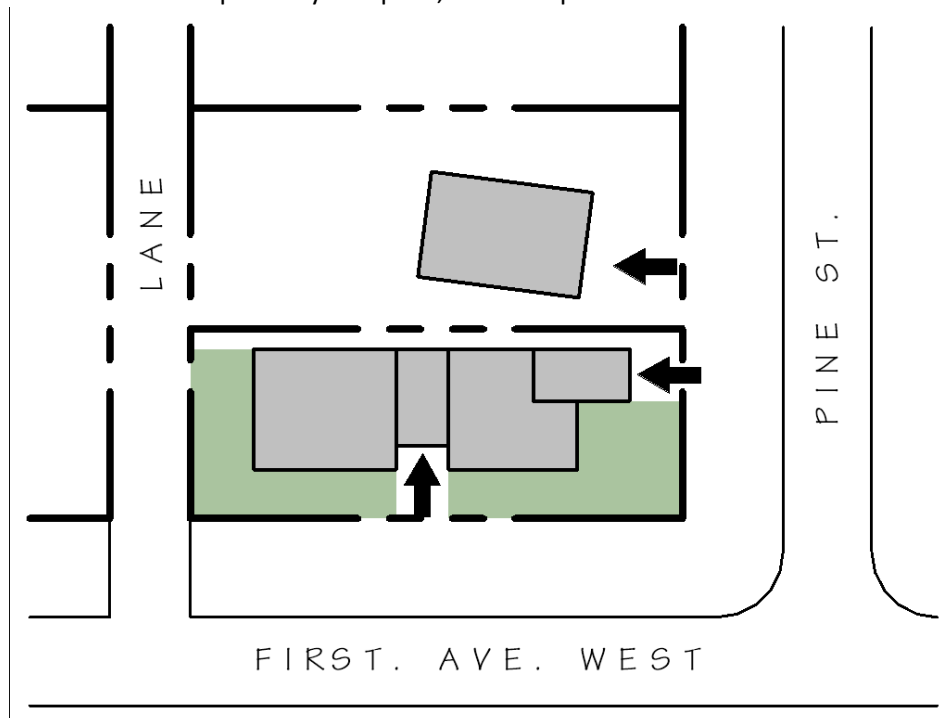


Fig. 6 – Access off First Ave. West and Pine St. Not considered viable due to traffic, impact to yard space, and suboptimal use of lane.



TOWN OF QUALICUM BEACH
BYLAW NO. 580.135

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

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

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

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

1. "Schedule 6A – Zoning Map" is hereby amended by changing the zoning designation of a portion of Lot 8, Block 3, District Lot 54 and 55, Newcastle District, Plan 2005 (365 First Avenue West) from Residential 14 Zone (R14) to Residential 12 Zone (R12) as outlined in heavy black line on Schedule 'A' which is attached to, and forms part of, this Bylaw.
2. "Schedule 7A – Subdivision District Map" is hereby amended by changing the designation Lot 8, Block 3, District Lot 54 and 55, Newcastle District, Plan 2005 (365 First Avenue West) from Subdivision District 'D' to Subdivision District 'J' as highlighted and outlined in a heavy black line on Schedule 'B' which is attached to, and forms part of, this Bylaw.
3. This bylaw may be cited as "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (365 First Avenue West) Bylaw No. 580.135, 2022."

INTRODUCED FOR FIRST READING this 8th day of June, 2022.

READ A SECOND TIME this 21st day of September, 2022.

Notice published pursuant to Section 466 of the *Local Government Act* on the day of, 2022 and the day of, 2022.

PUBLIC HEARING held this 18th day of January, 2023.

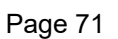
READ A THIRD TIME, as amended, this 22nd day of March, 2023.

ADOPTED this day of, 2023.

Teunis Westbroek, Mayor

Heather Svensen, Corporate Administrator

TOPOGRAPHIC SITE PLAN OF LOT 8, BLOCK 3, DISTRICT LOTS 54 AND 55, NEWCASTLE DISTRICT, PLAN 2005.



Schedule 'B' - BYLAW NO. 580.135

398	619	622	621	348				
629		630	629	628				
633		636	637	636				
637		377	365	347				
393								
FIRST AVE W								
388	386	382	372	364	356	346	342	338

Town of Qualicum Beach
MEMORANDUM

TO: Luke Sales, Director of Planning

FOR: Council Meeting, July 19, 2023

FROM: Rebecca Augustyn, Planner

SUBJECT: Zoning Amendment and Development Permit: 230 Second Avenue West

RECOMMENDATION

1. THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (230 Second Ave W) Bylaw No. 580.137, 2022" be adopted.
2. THAT Council authorizes issuance of a Development Permit for 230 Second Avenue West, subject to registration of a S. 219 Restrictive Covenant, as detailed in the July 19, 2023 Planning memo to Council.

PURPOSE

To consider a zoning amendment and Development Permit application for 230 Second Avenue West to permit a mixed-use building with ground-floor commercial, four short-term rental units and one accessory dwelling unit. Three of the four short-term rental units have a lock-off bedroom.

BACKGROUND

The Town has received a zoning amendment and Development Permit application for 230 Second Avenue West to permit a mixed-use development that consists of 191m² of ground floor commercial, four short-term rental units on the second floor, and one accessory dwelling unit on the top floor. Three of the four short-term rental units include the ability to lock off a bedroom for independent access. The subject property is currently zoned Commercial 1 (C1) and is designated "Commercial Residential" in the Official Community Plan (OCP). The C1 zone permits commercial uses, including office, personal service use, public assembly use, recreation facility, restaurant, retail store, and public parking lot, as well accessory dwelling units. The C1 zone does not currently permit short-term rental as a permitted use, and as such, a zoning amendment is required for this use to be permitted.

If the application is to proceed, staff are proposing the subject property be rezoned to a new commercial zone, Commercial Tourism 4 (CT4). This zone is like the Commercial 4 zone, but "accessory short-term rental" has been added as a permitted use and the maximum height has been increased from 10m to 11.5m. The C4 zone is a denser zone than the C1 zone and has "accessory hotel" as a permitted use. The C1 zone requires a site area of 185m² per unit whereas the C4 zone requires 100m² of site area per unit. A definition for "accessory short-term rental" is also part of this zoning amendment. The short-term rental units, as proposed, do not fit within any of the current definitions in the zoning bylaw and a new definition was required. The subject property is within the Uptown Commercial C1 Form and Character Development Permit Area and requires a Development Permit.

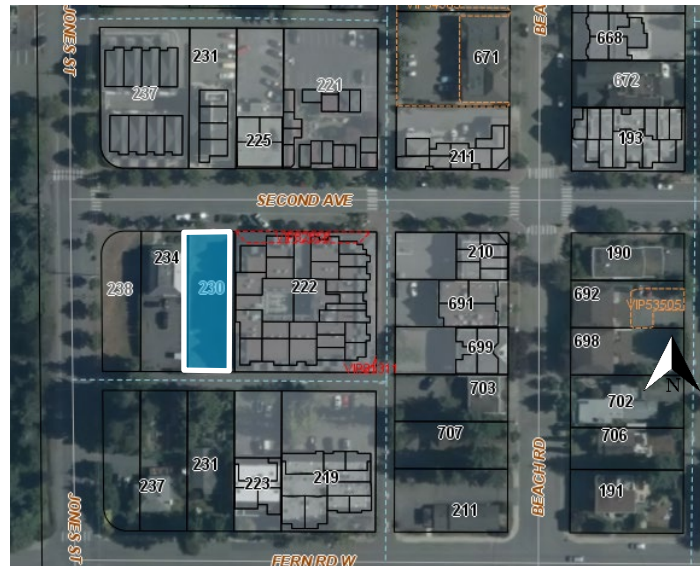


Figure 1: Subject Property

On December 7, 2022, the Development Permit for 230 Second Avenue West went before Council:

- THAT the Development Permit application for 230 Second Avenue West be referred to the Advisory Planning Commission for comment.
- THAT a public information meeting be held for the Development Permit application for 230 Second Avenue West after the application is considered by the Advisory Planning Commission and before the application is brought back to Council for further consideration.

At the time of the December 7, 2022, Council meeting, the applicant had applied for a Development Permit only. Subsequently, a zoning amendment application was made that would change the proposed accessory dwelling units to short-term rental units. The zoning amendment application was made to clarify some ambiguity around the intended tenure.

Both the zoning amendment and Development Permit went before the Advisory Planning Commission (APC) on January 25, 2023. The following motions were adopted:

- THAT the Advisory Planning Commission supports the zoning amendment application for 230 Second Avenue West, and FURTHER THAT the Advisory Planning Commission recommends THAT a site-specific zone be created in response to the application for 230 Second Avenue West on the provision that Commercial (C1) zone rules apply, with permitted uses to include 'hotel condominium'.
- THAT the Advisory Planning Commission supports the Development Permit for 230 Second Avenue West, subject to the following changes:
 - If short term rental is not pursued, that long term rental be implemented and that the size of the kitchen and configuration be reassessed.
 - Include light wells to bring light into the units.

A Public Information Meeting (PIM) was held on March 8, 2023. A variety of comments were received and include, but are not limited to, the following:

- Proposed building colour;
- Adding “accessory short-term rental” as a permitted use;
- Number of off-street parking spaces; and,
- Impact on adjacent building.

On March 22, 2023, Council adopted the following motion:

- THAT “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (230 Second Ave W) Bylaw No. 580.137, 2022” be introduced and read a first time.

On May 3, 2023, Council adopted the following motions:

- THAT “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (230 Second Ave W) Bylaw No. 580.137, 2022” be read a second time as amended.
- THAT Council hold a Public Hearing on May 24, 2023, at 10:00 am at the Qualicum Beach Town Hall, 660 Primrose Street, Qualicum Beach regarding “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (230 Second Ave W) Bylaw No. 580.137, 2022”.

A Public Hearing was held on May 24, 2023 and at that time Council deferred third reading:

- THAT Council defer consideration of third reading of “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (230 Second Ave W) Bylaw No. 580.137, 2022” to the June 14, 2023 Regular Council meeting.

On June 14, 2023, Council adopted the following motion:

- THAT consideration of third reading for the bylaw titled “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (230 Second Ave W) Bylaw No. 580.137, 2022” be deferred to the July 19, 2023 regular Council meeting.

On June 21, 2023, Council adopted the following motions:

- THAT “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (230 Second Ave W) Bylaw No. 580.137, 2022” be read a third time.
- THAT, prior to adoption of “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (230 Second Ave W) Bylaw No. 580.137, 2022”, a s. 219 Restrictive Covenant and/or other agreements be executed as required to ensure the third-floor residential dwelling cannot be rented for a term less than 28 days.
- THAT, prior to adoption of “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (230 Second Ave W) Bylaw No. 580.137, 2022”, a s. 219 Restrictive Covenant and/or other agreements be executed as required to ensure a business license will be required for the second-floor short-term vacation rentals, and the business license number must be displayed in advertising.
- THAT, prior to adoption of “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (230 Second Ave W) Bylaw No. 580.137, 2022”, a s. 219

Restrictive Covenant and/or other agreements be executed as required to ensure lock off bedrooms require one off-street parking stall per unit, or a payment of \$11,000 cash-in-lieu per parking stall if the off-street parking cannot be achieved.

- THAT, prior to adoption of “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (230 Second Ave W) Bylaw No. 580.137, 2022”, the development be required to include a ‘green roof’ or photovoltaic solar panels on the roof.

As of the time of writing, a covenant addressing the points raised by Council has been signed by the owner and submitted to the Land Title office. As of the time of writing, registration is not complete but is anticipated in the near future. If passed, motion #2 would require the covenant to be registered prior to issuance of the Development Permit and ensure the covenant is registered.

DISCUSSION

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

Zoning Comparison			
Zoning Provision	Existing	Proposed Zoning	Development Permit Proposal
Zoning	Commercial 1 (C1)	Commercial Tourism 4 (CT4)	Mixed-use Building
Density	54 units/ha	100 units/ha (six residential or short-term rental units)	73 units/ha (four short-term rental units and one residential unit)
Height	10.0m	11.5m	11.2m
Front Setback	1.0m	1.0m	1.0m
Interior side setback	0.0m where adjacent to commercial	0.0m where adjacent to commercial	1.0m
Rear Setback	2.0m	2.0m	5.7m
Parcel Coverage	75%	75%	67%
*Parking (off street)	Ground floor commercial: 1/40m ² Dwelling unit: 1 per unit Total of 11 parking spaces	11 parking spaces (parking relaxations available).	9 parking spaces (Parking reduce from 11 stalls to 9 by installing EV chargers)

Parking: The applicant is proposing on-site electric vehicle charging stations, which reduces the required number of off-street parking spaces to nine. The proposal includes nine off-street parking spaces. As part of the restrictive covenant, either one off-street parking space per unit will be provided or cash-in-lieu for each off-street parking space will be provided.

2018 Official Community Plan

The proposed development is within the Village Neighbourhood and is designated as Commercial Residential. As well, the subject property is within the C1 – Uptown Commercial Development Permit Area.

Development Permit Area C1 – Uptown Commercial: The subject property is in the “Development Permit Area C1 – Uptown Commercial”. DPA C1, as shown on Official Community Plan map ‘Schedule No. 2.3’. Developments within this area must conform to the design guidelines. Following is a review of the C1 Development Permit Area Guidelines.

1. Buildings shall avoid massive building components in favour of smaller clustered designs of human scale. Breaks in the street frontage to accommodate driveways and parking shall be avoided along the major shopping streets, where possible.
Staff Comment: The proposed development aligns with this provision of the OCP.
2. Courtyards and "boutique"-like clustering of commercial premises with associated street furniture scaled toward pedestrian traffic are desirable. Public spaces for community gathering should be integrated into designs wherever possible. Lighting should be adequate but should avoid the use of high-intensity fixtures in favour of more ornamental lighting at lower levels of illumination.
Staff Comment: There is no courtyard but given the size of the parcel and proximity to the community park and other amenities, staff find the lack of public space to be acceptable and ready for Council consideration.
3. Parking facilities shall be integrated with on-site landscaping. Smaller, clustered facilities are preferable to large, blacktopped areas.
Staff Comment: The parking area located at the rear of the property consists of a blacktopped area with minimal landscaping. However, most of the parking is covered by the second floor of the building.
4. Residential uses may be considered on the ground floor subject to the following conditions:
 - a) Ground-floor dwelling units must not have direct street frontage. *n/a*
 - b) Ground-floor dwelling units must be adaptable to future commercial uses. *n/a*

Section 2.2.1 Village Neighbourhood references tourist accommodation. The policies are as follows:

1. Zoning and subdivision regulations shall provide opportunities for bed and breakfast tourist accommodation as an accessory use to the Residential, Commercial and Cultural uses permitted within the “Village Neighbourhood” area as shown on map ‘Schedule 2.2’.
Staff Comment: While the proposal does not include a bed and breakfast, the proposed development will provide tourist accommodation in the form of “accessory short-term rental”. These units will also be accessory to the ground-floor commercial units.
2. The Town shall consider rezoning applications for a major tourist facility combining residential use with a destination resort hotel within the “Village Neighbourhood” area.
Staff Comment: The proposal provides tourist accommodation. At the time this policy was included in the OCP, tourist accommodation consisted of hotel/motel/resort units rather than short-term

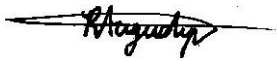
rental units such as AirBnB or VRBO. Based on how tourist accommodation has changed, staff find it reasonable for the proposed zoning amendment to be considered by Council.

SUMMARY

A zoning amendment and Development Permit application has been made for 230 Second Avenue West to permit a mixed-use development with ground floor commercial and four short-term rental units and one residential unit. Three of the four short-term rental units have lock-off suites. The zoning amendment requires the subject property to be rezoned from Commercial 1 (C1) to Commercial Tourism 4 (CT4), which is a new Commercial zone created to accommodate the proposed short-term rental units. Staff consider the application supportable and ready for Council's consideration and decision making.

ALTERNATIVES

1. **THAT** Council requests the following changes to the proposed development at 230 Second Avenue West: *[insert changes]*;
2. **THAT** Council denies the zoning amendment application for 230 Second Avenue West;
3. **THAT** Council provides alternative direction to staff.



R. Augustyn, MCIP, RPP
Planner
Report Writer



Luke Sales, MCIP, RPP
Director of Planning
Concurrence



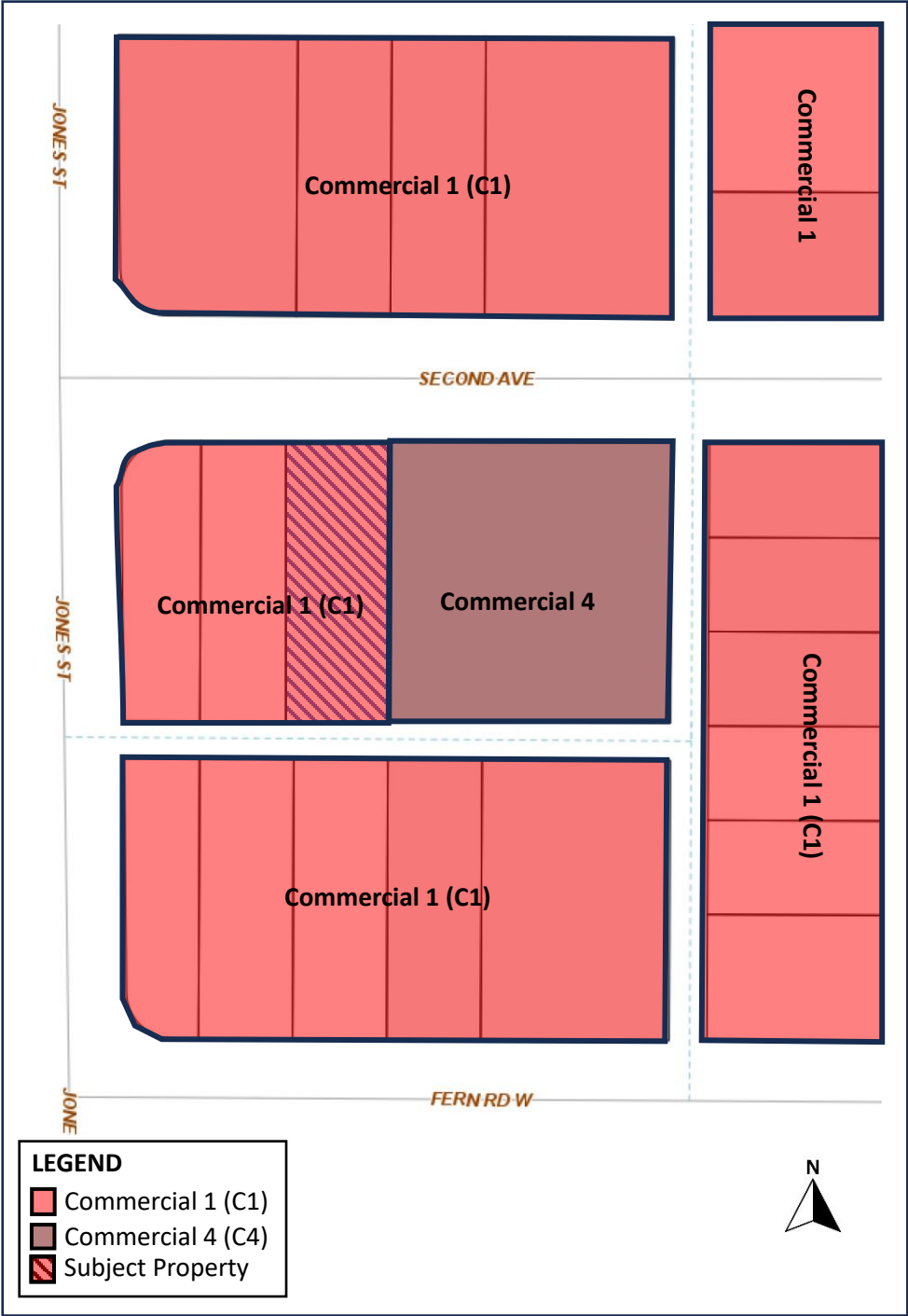
Lou Varela, MCIP, RPP
CAO
Concurrence

Attachments:

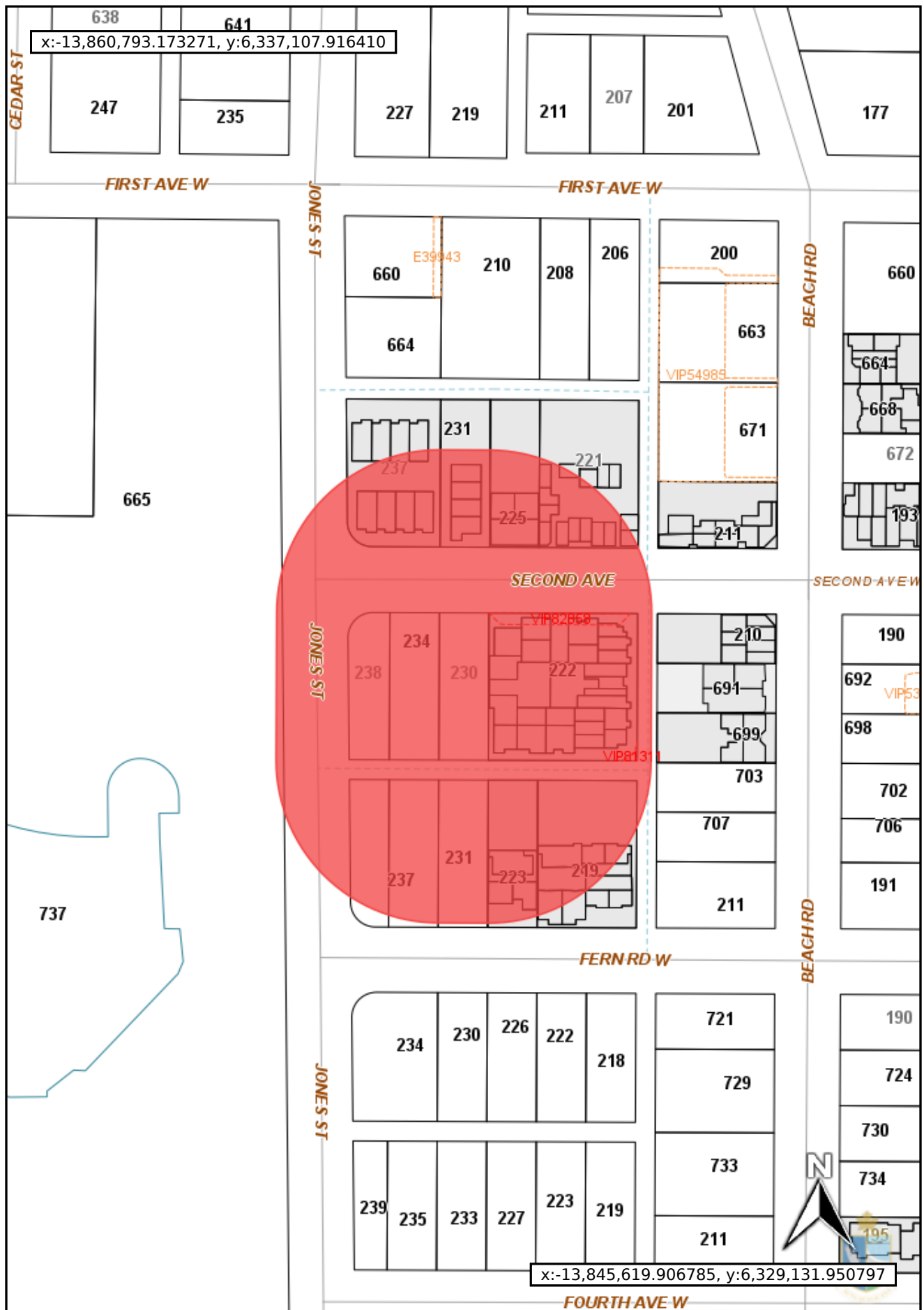
[memo.PLANS.DP.230SecondAveW.pdf](#)
[580.137 - 230 Second Avenue West \(CT1\).docx](#)

/2023/07 19 Regular Council Meeting/ memo.Plan.DP.230SecondAveW.docx

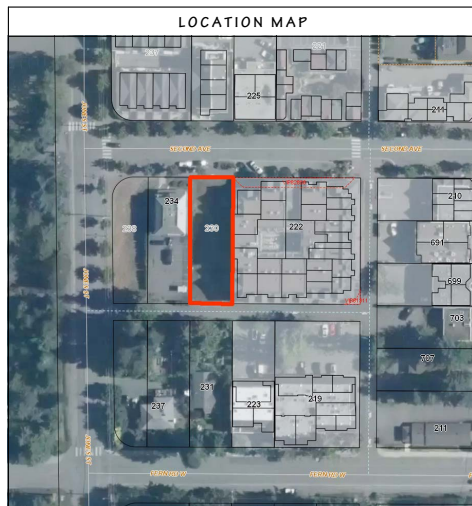
ZONING CONTEXT MAP



NOTIFICATION MAP



SITE & PLANNING SUMMARY			
CIVIC ADDRESS: 230 SECOND AVENUE W. QUALICUM BEACH PID: 026-6114-074			
LEGAL DESCRIPTION: L. 15 DK. 10 DL. 75 NEWCASTLE DISTRICT PL. 1884			
ZONING: COMMERCIAL 1 (C-1)			
LOT SIZE: 689.2 m ²			
CURRENT PRIMARY USE: VACANT			
PROPOSED PRIMARY USE: MIXED USE, MAIN LEVEL COMMERCIAL, SECOND AND THIRD LEVEL APARTMENTS.			
HEIGHT:	BYLAW	PROPOSED	
TOP OF PARAPET:	10.0 m	11.2 m	
TOP OF ELEVATOR:	"	11.5 m	
PARCEL COVERAGE:	75% (516.9 m ²)	67% (463.0 m ²)	
LANDSCAPED AREA:			
PLANTED AREAS:	30.5 m ²		
SEWALKS & PATIOS:	105.4 m ²		
TOTAL:	20% (137.9 m ²)	18.5% (126.9 m ²)	
SETBACKS:			
FRONT:	1.0 m	1.0/0.15 m	
REAR:	2.0 m	5.7 m	
INTERIOR SIDE:	0.0 m	1.0 m	
FLOOR AREAS:			
MAIN FLOOR:	260.1 m ²		
SECOND FLOOR:	440.0 m ²		
THIRD FLOOR:	305.6 m ²		
TOTAL FLOOR AREA:	1,005.7 m ²		
UNIT SUMMARY:			
MAIN FLOOR:			
COMMERCIAL UNIT "A":	52.2 m ²		
"B":	86.3 m ²		
"C - OFFICE":	17.5 m ²		
"D":	27.8 m ²		
SECOND FLOOR:			
APARTMENT UNIT "201":	87.7 m ²		
"202":	85.2 m ²		
"203":	110.9 m ²		
"204":	103.5 m ²		
THIRD FLOOR:			
APARTMENT UNIT "301":	356.6 m ²		
OFF-STREET PARKING:		BYLAW	PROPOSED
MAIN FLOOR NON-RESIDENTIAL (1,140 m ²):	4"	4"	4
DWELLING UNIT (1 PER UNIT):	5	5	5
TOTAL PARKING SPACES:	9	9	9
*ON-SITE EV CHARGERS PROVIDE A REDUCTION IN NUMBER OF REQUIRED PARKING SPACES.			



1 VIEW AT WEST SECOND AVE. - LOOKING SOUTH
NOT TO SCALE



2 VIEW AT WEST SECOND AVE. - LOOKING SOUTH-WEST
NOT TO SCALE



3 VIEW AT WEST SECOND AVE. - LOOKING SOUTH-EAST
NOT TO SCALE

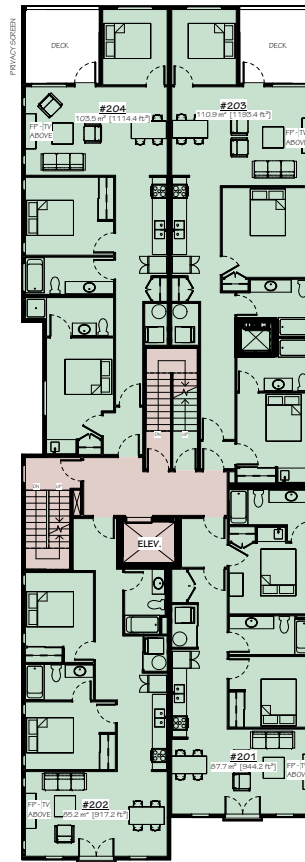
SUMMARY AND PERSPECTIVE

"THE AGORA"
230 WEST 2ND AVENUE, QUALICUM BEACH

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



1 MAIN FLOOR / SITE PLAN
1:100



2 2ND FLOOR PLAN
1:100



3 3RD FLOOR PLAN
1:100

FLOOR PLANS

"THE AGORA"
230 WEST 2ND AVENUE, QUALICUM BEACH



3 SOUTH - LANE
1:100



1 NORTH - W SECOND AVE.
1:100



4 EAST
1:100



2 WEST
1:100

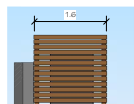
EXTERIOR FINISH LEGEND

1. FIBRECEMENT LAP SIDING - "TERRACOTTA"
2. FIBRECEMENT SHINGLES - "TERRACOTTA"
3. HORIZONTAL METAL CLADDING - "TERRACOTTA"
4. VERTICAL HIDDEN FASTENER METAL CLADDING - "TERRACOTTA"
5. TIMBER - SEMITRANSSPARENT NATURAL TONE
6. CORNICE - PAINTED "DARK BLACK/BROWN"
7. WOOD AND DOOR TRIM - PAINTED "DARK BLACK/BROWN"
8. COMMERCIAL ALUMINUM WINDOWS AND DOORS - "BLACK ANODIZED"
9. RESIDENTIAL WINDOWS AND DOORS - PREFINISHED VINYL "BLACK"
10. SIGNS - GOLD LETTERING ON BLACK BACKGROUND
11. POSTS AND LATTICE - SOLID WESTERN RED CEDAR - NATURAL STAIN
12. GOOSE-NECK LIGHT FIXTURES
13. TRANSPARENT COVER OVER WALKWAY
14. STONE
15. PRIVACY GLAZING
16. PRIVACY LATTICE SCREEN

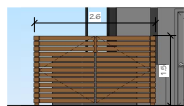
ELEVATIONS

"THE AGORA"
230 WEST 2ND AVENUE, QUALICUM BEACH

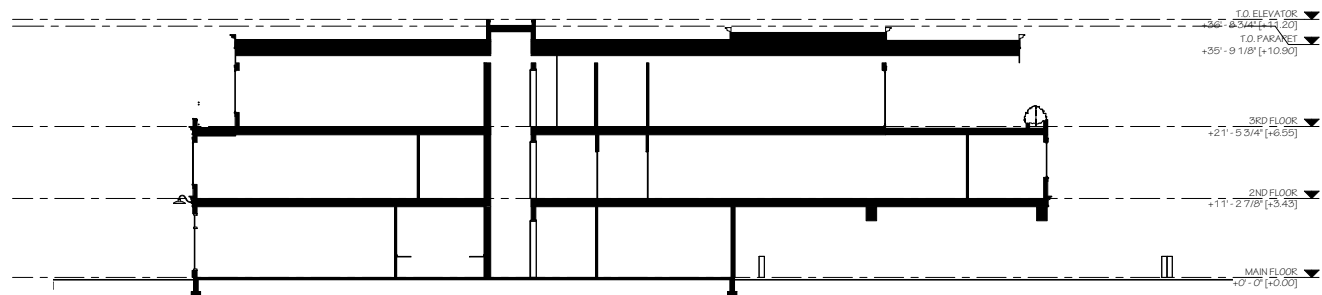
Carsten Jensen Architect
#107-663 BEACH ROAD
QUALICUM BEACH, BC, V9K 2H7
TELEPHONE: (250) 752 0292
carsten@carstensenjensenarchitect.com



GARBAGE ENCLOSURE TO BE
CONSTRUCTED WITH PRESSURE
TREATED NOM. 4X4 POST AND WESTERN
RED CEDAR NOM. 1X4 SLATS, SPACED 1"
HINGED GATE WITH POWDERCOATED
HARDWARE.



4 GARBAGE ENCLOSURE
1:50



3 SECTION - NORTH-SOUTH
1:100



1 BIRDSEYE VIEW - LOOKING SOUTH-EAST
NOT TO SCALE



2 BIRDSEYE VIEW - LOOKING NORTH-WEST
NOT TO SCALE

BIRDS-EYE VIEWS, SECTION, AND GARBAGE ENCLOSURE

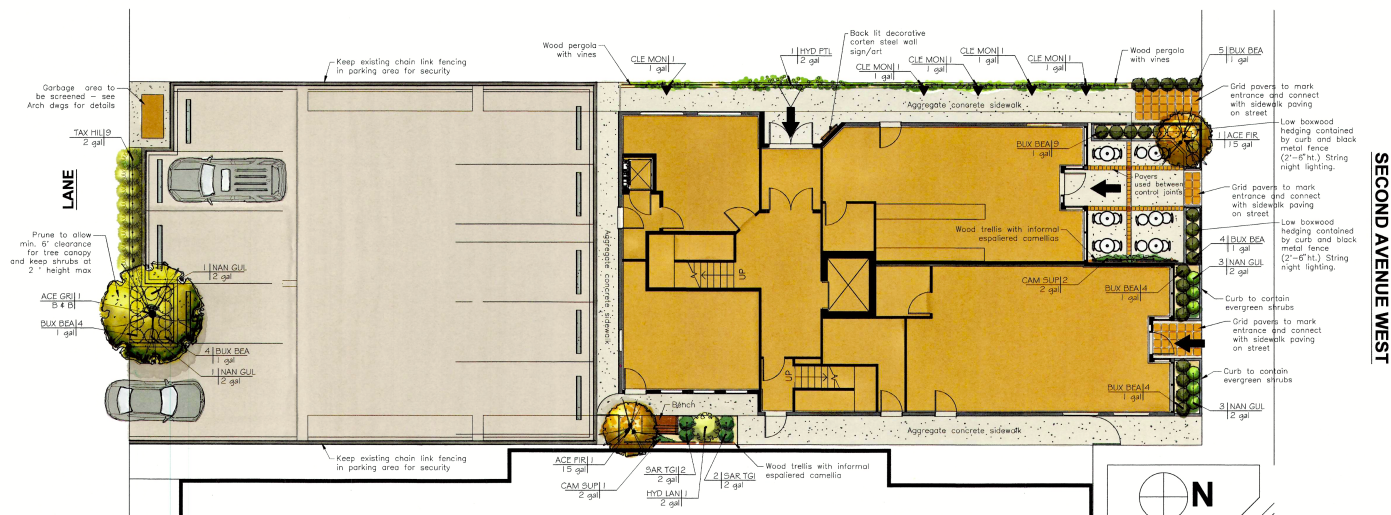
"THE AGORA"
230 WEST 2ND AVENUE, QUALICUM BEACH

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

PROJECT NO: 2204
DATE: FEB. 21, 2023
SCALE: As indicated

TREES	CODE	QTY	BOTANICAL / COMMON NAME	GHGT	CALL
	ACE BR1	1	Acer griseum / Paperbark Maple	B 4 B	5cm
	ACE FIR	2	Acer palmatum 'Fireglow' / 'Fireglow Japanese Maple		15 gal
SHRUBS	CODE	QTY	BOTANICAL / COMMON NAME	GHGT	FIELD#
	BUX BEA	4	Buxus microphylla japonica 'Green Beauty' / Green Beauty Japanese Boxwood		1 gal
	CAM SUP	3	Camellia japonica 'Kramer's Supreme' / Kramer's Supreme Camellia		2 gal
	CLE MON	5	Clematis montana 'Tresda' / Freda Anemone Clematis		1 gal
	HYD LAN	1	Hydrangea macrophylla 'Lanarth White' / Lanarth White Hydrangea		2 gal
	HYD PTL	1	Hydrangea petiolaris / Climbing Hydrangea		2 gal
	NAN GUL	3	Nandina domestica 'Gulf Stream' / Gulf Stream Heavenly Bamboo		2 gal
	SAR TSI	4	Sorbusca hookeriana humilis 'Sarsidi' / Fragrant Valley#2122 Trailing Sweetbox		2 gal
	TAX HIL	4	Taxus x media 'Hillii' / Hillii's Anglo-Japanese Yew		2 gal

1. Install minimum of 12" topsoil or amended organic soil on all new planting beds.
2. Tree pits to be excavated and amended to provide adequate growing area for each newly planted tree. Trees must have a minimum 12" (300mm) of topsoil or amended organic soil around all new plantings. Bottom of root ball should sit on firm ground that has been scarified for ease of new root growth. See tree planting detail on drawing for further guidelines.
3. All planting beds to be mulched with minimum 4" of very fine fir hemlock bark mulch.
4. All trees and shrubs are to conform to the Landscape Canada Guide Specifications for Nursery Stock. All trees 5 cm and larger should be planted and staked according to the Canadian Landscape Standard (CLS - Second Edition).
5. Irrigation system to be designed and installed in accordance with applicable plumbing, electrical and health codes, and by an irrigation contractor in good standing with the Irrigation Industry Association of BC (IIABC).
6. The landscape plan, schedule of materials, drawings for details of buildings layout, parking lot layout, paving, sidewalks, curbs, fences, gates, pergolas, and garbage/recycling enclosure.
7. Contractor is responsible for researching location of existing utilities (BC One Call) prior to any site excavation.
8. Contractor will be responsible for all work and materials throughout installation process and shall guarantee all work and materials for one year after completion of installation. Contractor shall obtain Civil Engineering insurance information to landscape contractor hired for regular care of landscape.
9. Any substitutions or changes to the plans must have written approval from landscape designer and Town of Qualicum.
10. To sign off, Landscape designer must be contacted for reviews 24 hours in advance as follows:
 - i. At start of landscape installation to review general scope of work with owner and landscape designer.
 - ii. At the end of completed landscape



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

LANDSCAPE SITE PLAN

[illegible]

TOWN OF QUALICUM BEACH
BYLAW NO. 580.137, 2022

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 2 – Interpretation" is hereby amended by inserting:
"accessory short-term rental unit means a unit that:
a) is located in the same building as a retail store, restaurant, office, or personal service use,
b) provides overnight accommodation in sleeping units which may include washroom facilities and cooking facilities to paying guests for a total of no more than 42 days in any 90-day period,
c) contains a total floor area occupied by all guest sleeping units of no more than 50% of the total floor area of the building,
d) is not located on the ground floor of the building, and,
e) provides separate sleeping units with separate entrances to a common interior hallway."
2. "Part 6 – Land Use Regulations" is hereby amended by adding Section 6.4.27.3 Commercial Tourism 4 Zone (CT4) as shown on Schedule 'A' which is attached to, and forms part of, this bylaw.
3. "Schedule 6A – Zoning Map" is hereby amended by changing the zoning designation of Lot 15, Block 10, District Lot 78, Newcastle District, Plan 1894, from Commercial 1 to Commercial Tourism 4 Zone (CT4) as shown outlined in heavy black line on Schedule 'B' which is attached to, and forms part of, this Bylaw.
4. This bylaw may be cited as "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (230 Second Avenue West) Bylaw No. 580.137, 2022."

INTRODUCED FOR FIRST READING this day 22nd of March, 2023.

READ A SECOND TIME, as amended, this 3rd day of May, 2023.

Notice published pursuant to Section 466 of the *Local Government Act* on the 10th day of May, 2023 and the 17th day of May, 2023.

PUBLIC HEARING held this day of, 2023.

READ A THIRD TIME this day of, 2023.

ADOPTED this day of, 2023.

Teunis Westbroek, Mayor

Heather Svensen, Corporate Administrator

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

TO: Luke Sales, Director of Planning **FOR:** Council Meeting, July 19, 2023

FROM: Rebecca Augustyn, Planner

SUBJECT: Housekeeping Bylaw

RECOMMENDATION

THAT the Bylaw entitled “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (Housekeeping) Bylaw No. 580.138, 2023” be introduced and read a first time.

BACKGROUND

A housekeeping bylaw provides an opportunity to correct minor errors or clarify minor issues in the zoning bylaw. A housekeeping bylaw is brought before Council periodically by staff when minor errors or minor issues have been identified.

DISCUSSION

The attached amendment bylaw includes minor amendments and corrections to the zoning bylaw (“housekeeping amendments”).

- a) The definition for **Short-term Vacation Rental** will be added to Part 2- Interpretation, Section 2.1 Definitions. Short-term Vacation Rental is defined as the following: temporary rental (less than 30 consecutive days) of a portion of, or the entire dwelling unit, secondary suite or room, but does not include Bed and Breakfast Accommodation, Hotel or Motel.

Staff Comment: This is an appropriate definition to have in place prior to a review of short-term vacation rental policy to ensure that the existing regulations are clearly defined.

- b) The definition for **Lock-off Unit** will be added to Part 2- Interpretation, Section 2.1 Definitions. Lock-off Unit is defined as the following: smaller dwelling unit or bedroom within a larger principal dwelling unit, which must have separate external access and shared internal access, and which can be locked off from the larger dwelling unit but does not include a Secondary Suite.

Staff Comment: There is currently no definition for lock-off unit in the bylaw. Having a definition would be appropriate given the interest in considering lock-off units.

- c) The maximum height will be amended for the Commercial 1 (C1) and Commercial 4 (C4) zones. The height will be increased from 10.0m to 11.5m.

Staff Comment: Requests to increase from the existing 10m height limitation in the commercial zones are common due to expectations for taller ceilings, as well as structural requirements. This change is intended to reduce requests for variances. Council is currently considering an application to permit a site-specific height increase as part of the zoning amendment.

- d) The definition for **Parcel Coverage** will be amended for clarity by adding “or supports” so that the definition will read “means the sum total horizontal area within the vertical projection of the outermost walls or supports of the building and structures on the parcel expressed as a percentage of the total parcel area, and includes covered structures attached to, and projecting from, the outermost wall, but specifically excluding Underground Parking Structures”.

Staff Comment: By adding the word supports, the definition will provide clarity that where there are supports but not outer walls, this will still count towards parcel coverage.

- e) Section 6.4 Regulations for Each Zone (b) is amended by adding Institutional 1 (P1). This is in relation to the Temporary Use Permits for the authorization of cannabis retail.

Staff Comment: Currently the former Harlech Road Fire Hall is zoned P1. It is appropriate to identify this zone as one where Temporary Use Permits can be authorized.

- f) Section 6.3 General Regulations, Subsection 14 Setbacks – Through Lot is amended by adding c) “Notwithstanding the regulations for setbacks within all zones of this bylaw, in the case of a through lot where one of the frontages contains a road right-of-way width less than 13.0m, the front lot line setback for the road right-of-way that has a width less than 13.0m is reduced to 3.0m.”

Staff Comment: This change would provide a reduced setback for through parcels with a frontage on a road width of less than 13.0m. Council recently approved a variance that reduced the front lot line setback of a through lot from 8.0m to 3.0m on the frontage with a road right-of-way width less than 13.0m.

- g) The definition of **Floor Area** in Part 2 – Interpretation, Section 2.1 Definitions will be amended by replacing “outermost” with “innermost”, so the definition reads as follows: “means the sum total of the gross horizontal area of each floor of a building as measured from the innermost perimeter of the building walls.”

Staff Comment: The current definition of floor area discourages energy efficient home construction by penalizing thick wall construction.

SUMMARY

The proposed housekeeping amendments correct minor errors and/or clarify minor issues in the zoning bylaw.

ALTERNATIVES

1. **THAT** Council directs staff to revise Bylaw No. 580.138, 2023 (Housekeeping)" as follows:
 - a) *[By removing clause a) short-term vacation rental definition]*
 - b) *[By removing clause b) lock-off unit definition]*
 - c) *[By removing clause c) maximum height for C1 and C4]*
 - d) *[By removing clause d) parcel coverage definition]*
 - e) *[By removing clause e) Institutional 1 (P1) as a permitted zone]*
 - f) *[By removing clause f) through lot setbacks]*
 - g) *[By removing clause g) floor area definition]*
2. **THAT** Council provides alternative direction to staff.



Rebecca Augustyn
Planner
Report Writer



Luke Sales, MCIP, RPP
Director of Planning
Concurrence



Lou Varela, MCIP, RPP
CAO
Concurrence

N:\0100-0699 ADMINISTRATION\0360 COMMITTEES AND COMMISSIONS\Council\2023\07 19 regular Council
agenda\memo.Housekeeping.ZoningAmendment.docx

Attachments:

[580.138 - Housekeeping.docx](#)

**TOWN OF QUALICUM BEACH
BYLAW NO. 580.138**

**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:

- (a) Part 2 – Interpretation, Section 2.1 Definitions is hereby amended by adding the following definition "Short-term Rental Vacation Rental means the temporary rental (less than 30 consecutive days) of a portion of or the entire dwelling unit, secondary suite or room, but does not include Bed and Breakfast Accommodation, Hotel or Motel."
- (b) Part 2 – Interpretation, Section 2.1 Definitions is hereby amended by adding the following definition "Lock-off Unit means a smaller dwelling unit or bedroom within a larger principal dwelling unit, which must have separate external access and shared internal access, and which can be locked off from the larger dwelling unit, but does not include a Secondary Suite."
- (c) Part 6 – Land Use Regulations, Section 6.4 Regulations for Each Zone, Subsection 6.4.21 Commercial 1 Zone (C1) and 6.4.24 Commercial 4 Zone (C4) is hereby amended by replacing the maximum height of 10.0m with 11.5m.
- (d) Part 2 – Interpretation, Section 2.1 Definitions is hereby amended by adding "or supports" to the definition of Parcel Coverage so the definition reads as follows "means the sum total horizontal area within the vertical projection of the outermost walls or supports of the building and structures on the parcel expressed as a percentage of the total parcel area, and includes covered structures attached to, and projecting from, the outermost wall, but specifically excluding Underground Parking Structures"
- (e) Part 6 – Land Use Regulations, Section 6.4 Regulations for each Zone (b) is hereby amended by adding Institutional 1 (P1) so (b) reads as follows "The following zones are designated as areas where "cannabis-related businesses" may be permitted as a Temporary Use in accordance with Section 492 of the *Local*

Government Act: Commercial 1 (C1) and Commercial 9 (C9) and Institutional 1 (P1)."

- (f) Part 6 – Land Use Regulations, Section 6.3 General Regulations, Subsection 14 Setbacks – Through Lot is hereby amended by adding "c) Notwithstanding the regulations for setbacks within all zones of this bylaw, in the case of a through lot where one of the frontages contains a road right-of-way width less than 13.0m, the front lot line setback for the road right-of-way that has a width less than 13.0m is reduced from 8.0m to 3.0m".
- (g) Part 2 – Interpretation, Section 2.1 Definitions is hereby amended by replacing "outermost" with "innermost" so the definition reads as follows: "means the sum total of the gross horizontal area of each floor of a building as measured from the innermost perimeter of the building walls".

This bylaw may be cited as "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (Housekeeping) Bylaw No. 580.138, 2023"

INTRODUCED FOR FIRST READING this day of, 2023.

READ A SECOND TIME this day of, 2023.

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

PUBLIC HEARING held on the day of, 2023.

READ A THIRD TIME this day of, 2023.

ADOPTED this day of, 2023.

Mayor, Teunis Westbroek

Corporate Administrator, Heather Svensen

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

To: Lou Varela, CAO

For: Regular Council Meeting July 19, 2023

From: Raj Hayre, Director of Finance

RE: Establishment of Reserves for Asset Management and Long-Term Financial Planning

RECOMMENDATION

1. THAT “Town of Qualicum Beach Asset Replacement Reserve Fund Bylaw No. 780, 2023” be introduced and read a first, second, and third time.
2. THAT “Town of Qualicum Beach New Asset Investment Reserve Fund Bylaw No. 781, 2023” be introduced and read a first, second, and third time.
3. THAT “Town of Qualicum Beach Water Infrastructure Reserve Fund Bylaw No. 782, 2023” be introduced and read a first, second, and third time.
4. THAT “Town of Qualicum Beach Sewer Infrastructure Reserve Fund Bylaw No. 783, 2023” be introduced and read a first, second, and third time.
5. THAT “Town of Qualicum Beach Growing Communities Reserve Fund Bylaw No. 784, 2023” be introduced and read a first, second, and third time.
6. THAT “Town of Qualicum Beach Curling Building Reserve Fund Bylaw No. 785, 2023” be introduced and read a first, second, and third time.

BACKGROUND

Prior to 2023, the Town’s system of budgeting and accounting for capital projects involved transfers in and out of the General Fund appropriated surplus. This practice does not support best practices for budgeting and reporting or for understanding long-term financial planning and sustainability for asset replacement needs and investment in new assets.

DISCUSSION

Section 188(1) of the *Community Charter* allows Council to establish a reserve fund for a specified purpose and specify that money be placed to the credit of the reserve fund.

Due to the restricted revenue sources and limited borrowing capacity of municipalities, a prevalent and effective method for financing substantial capital projects involves gradually allocating a portion of their revenue over several years to fund significant

infrastructure initiatives. This approach minimizes the use of financing, which allows municipalities to stay within debt limits and ultimately saves municipal taxpayers money by reducing interest costs. Funds set aside for such projects are known as reserves.

Reserve funds are a means to ensure aging infrastructure can be maintained to continue providing necessary levels of service. The use of reserves is an effective tool to support asset management and long-term financial planning. As the Town moves forward in its asset management journey to improve its ability to make long-term budgeting decisions with service levels and asset deterioration in mind, the use of reserves will reduce the risk of the Town having limited funds available to address sudden infrastructure failure. Over time as the reserve balances increase, this will also mitigate the risk of heavy borrowing and increases in taxes or significant reductions in service levels.

The 2023-2027 Financial Plan contemplates the establishment of the following statutory reserves:

- Asset Replacement Reserve
- New Asset Investment Reserve
- Water Infrastructure Reserve
- Sewer Infrastructure Reserve
- Growing Communities Reserve
- Qualicum Beach Curling Building Reserve

Asset Replacement Reserve – The purpose of this Reserve is to fund the replacement of assets at the end of their useful life. A portion of property tax revenue will be placed in this Reserve on an annual basis. Use of funds from this Reserve will require Council approval and will be restricted to the replacement or renewal of existing assets. Upon establishment of this Reserve, the following balances from existing reserves will be transferred to this Reserve:

Machinery and Equipment Reserve Fund	\$ 57,400
Buildings Reserve	56,000
<u>General Fund Accumulated Surplus</u>	<u>4,431,700</u>
Asset Replacement Reserve Establishment	
<u>Balance</u>	<u>\$ 4,545,100</u>

The statutory Machinery and Equipment Reserve Fund will no longer be used after its balance is transferred to the Asset Replacement Reserve; as such staff recommend that Reserve Bylaw No. 184, 1966 be repealed (**Attachment 1**). The establishment and transfer of monies to this Reserve is consistent with, and reflected in, the 2023-2027 Financial Plan. Asset Replacement Reserve Fund Bylaw No. 780, 2023 is attached to this report as **Attachment 2**.

New Asset Investment Reserve – This Reserve will be used to accumulate funds required for investment in new assets. A portion of property revenue will be placed in this Reserve on an annual basis. Use of funds from this Reserve will require Council approval. Upon establishment, \$1,617,300 will be transferred to the reserve from General Fund accumulated surplus. This is consistent with, and reflected in, the 2023–2027 approved Financial Plan. New Asset Investment Reserve Fund Bylaw No. 781 is attached to this report as **Attachment 3**.

Water Infrastructure Reserve – Water infrastructure is maintained with funds collected through water users’ fees. Current practice to the end of 2022 has been to place any unused funds collected through water user fees in the water fund accumulated surplus at the end of each year. Funds collected for infrastructure renewal and investment are thus inter-mingled with operating surplus or deficit funds. It is best practice to establish a statutory reserve for investment and renewal in water infrastructure. This will facilitate long-term financial planning for water infrastructure. Upon establishment of the Reserve, \$1,880,000 will be transferred from the water accumulated surplus to this Reserve. This is consistent with and reflected in the 2023-2027 approved Financial Plan. Water Infrastructure Reserve Fund Bylaw No. 782 is attached to this report as **Attachment 4**.

Sewer Infrastructure Reserve – Sewer infrastructure is maintained with funds collected through sewer users’ fees. Current practice to the end of 2022 has been to place any unused funds in the water fund accumulated surplus. Funds collected for infrastructure renewal and investment are thus inter-mingled with operating surplus or deficit funds. It is best practice to establish a statutory reserve for investment and renewal in water infrastructure. This will facilitate long-term financial planning for water infrastructure. Upon establishment of the Reserve, \$572,000 will be transferred from water accumulated surplus to this Reserve. This is consistent with, and reflected in, the 2023-2027 approved Financial Plan. Sewer Infrastructure Reserve Fund Bylaw No. 783 is attached to this report as **Attachment 5**.

Growing Communities Reserve – In March 2023 the Government of British Columbia announced one-time grant funding to local governments to address multiple funding and financing constraints to aid in the construction of infrastructure and amenities for B.C. communities. The Town was a recipient of a \$3,346,000 grant under the Growing Communities Fund. As a condition of this funding, the grant must be placed in a segregated reserve fund established by bylaw for the Capital and Planning purposes of the Growing Communities Fund. Grant conditions also require this fund to be separate from other existing reserve funds. Growing Communities Reserve Fund Bylaw No. 784 is attached to this report as **Attachment 6**.

Qualicum Beach Curling Building Reserve – The Town’s lease with the Qualicum and District Curling Club (QDCC) commits the Town and the QDCC to jointly reserve monies for future replacement of the Ice Plant. On June 30, 2022 the QDCC provided their share of the reserved monies to date, \$51,250, and the Town matched these funds into a reserve account. The agreement between the Town and the QDCC stipulates that both the Town and the QDCC will contribute \$3,750 annually for the Ice Plant Replacement in approximately 20 years. When the QDCC paid their funds to the Town it was with the understanding that a reserve fund would be established by bylaw to guarantee that these funds would only be used towards the future ice plant replacement. Qualicum Beach Curling Building Reserve Fund Bylaw No. 785 is attached to this report as **Attachment 7**.

FINANCIAL IMPLICATIONS

The reserves proposed in this report are an effective tool to support asset management planning as they allow funds to be set aside to manage assets throughout their lifecycle. No financial outlay is required to establish these reserves.

ALTERNATIVES

1. As directed by Council.



Raj Hayre, CPA
Director of Finance
Report Writer



Lou Varela
Chief Administrative Officer
Concurrence

Attachments:

1. Town of Qualicum Beach Machinery and Equipment Reserve Fund Bylaw No. 184, 1966
2. Town of Qualicum Beach Asset Replacement Reserve Fund Bylaw No. 780, 2023
3. Town of Qualicum Beach New Asset Investment Reserve Fund Bylaw No. 781, 2023
4. Town of Qualicum Beach Water Infrastructure Reserve Fund Bylaw No. 782, 2023
5. Town of Qualicum Beach Sewer Infrastructure Reserve Fund Bylaw No. 783, 2023
6. Town of Qualicum Beach Growing Communities Reserve Fund Bylaw No. 784, 2023
7. Town of Qualicum Beach Curling Building Reserve Fund Bylaw No. 785, 2023

THE CORPORATION OF THE VILLAGE OF QUALICUM BEACH

BY-LAW NO. 184

A By-Law to authorize the setting aside of moneys in a reserve fund to provide for the purchase of machinery and equipment, pursuant to the provisions of Section 302 of the Municipal Act, being Chapter 255 of the Revised Statutes of British Columbia, 1960.

The Council of The Corporation of the Village of Qualicum Beach, in open meeting assembled, enacts as follows:-

1. The annual budget estimates shall include due provision for charging usage rates for Municipal machinery and equipment. Such usage rates shall be determined annually and shall include the total estimated cost of operation of each item for which usage rates are to be charged. All maintenance and repair costs shall be a charge against the amount accruing out of such usage rates.
2. The total amount of moneys accruing out of the charging of usage rates, less maintenance and repair costs, shall be placed annually in a reserve fund in a chartered bank and until the moneys so deposited are required for purchase of items of machinery or equipment may be invested in the manner provided by the Municipal Act.
3. The moneys so set aside, and any interest earned thereon, shall be expended solely for the purpose of purchasing machinery and equipment.
4. All expenditures from the reserve fund shall be by resolution of the Council of The Corporation of the Village of Qualicum Beach.
5. This by-law may be cited for all purposes as "Machinery and Equipment Reserve Fund By-law, 1966".

READ A FIRST TIME this 7th day of February, 1966.

READ A SECOND TIME this 7th day of February, 1966.

READ A THIRD TIME this 7th day of February, 1966.

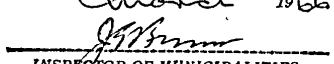
RECONSIDERED AND FINALLY ADOPTED this 21 day of February, 1966.


Chairman


Clerk

I hereby certify the above to be a true and correct copy of "Machinery and Equipment Fund By-law, 1966."


Clerk

A true copy of By-law No. 184
registered in the office of the Inspector
of Municipalities this 22 day of
March 1966

INSPECTOR OF MUNICIPALITIES

TOWN OF QUALICUM BEACH
BYLAW NO. 780

A BYLAW TO ESTABLISH A RESERVE FUND FOR THE REPLACEMENT OF ASSETS

WHEREAS Section 188 of the *Community Charter* states that a Council may, by bylaw, establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund;

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

1. There is established a reserve fund to be known as the “Asset Replacement Reserve Fund” for the specified purpose of paying for or repaying debt for the replacement of general fund assets.
2. The Asset Replacement Reserve Fund shall be made up of:
 - (a) A one-time transfer of to balance of the Machinery and Equipment Reserve upon the establishment of the Asset Replacement Reserve Fund.
 - (b) A one-time transfer of the balance of the Buildings Reserve upon the establishment of the Asset Replacement Reserve Fund.
 - (c) A one-time transfer from the General Fund Accumulated Surplus of \$4,545,100.
 - (d) A portion of the Town’s annual property tax levy or asset levy designated as the Asset Replacement Reserve Fund contribution.
 - (e) Interest earned at the prevailing rate on the average annual balance in the fund, and
 - (f) Any other funds designated by Council as contributions to the fund.
3. Use of the Fund – The fund may be used to:
 - (a) Pay for the replacement, maintenance, refurbishment or modification of existing assets.
 - (b) Repay debt and interest on such debt incurred in order to finance the replacement cost of existing assets.
4. Funding of Services
 - (a) Annual expenditures projected to be financed from the Fund shall form part of the annual Financial Plan of the Town, and no expenditures shall be made from the fund that have not previously been included in the Annual Financial Plan as adopted or amended.
 - (b) Monies from the fund may be expended by Council resolution.

5. Definitions:

“Annual Financial Plan” means in each calendar year, the Financial Plan as adopted by, or amended by Council of the Town under the Community Charter;

“Annual Property Tax Levy” the annual property value tax as per the Annual Financial Plan.

“Asset Levy” means that portion of the annual property value tax that may be designated by Council in The Annual Financial Plan as the Town Asset Levy;

“Fund” means the reserve fund for the replacement of assets;

“General Fund Assets” means assets and projects related to the Town’s functions for transportation, protective services, administration, storm drainage, facilities, parks amenities and major technology for the purpose of acquiring, developing, expanding, upgrading, refurbishing or replacing existing assets.

“Prevailing Rate” means in any given year, the average annual rate of interest earned on invested funds;

“Town” means the Town of Qualicum Beach.

6. “Town of Qualicum Beach Machinery and Equipment Reserve Fund Bylaw No. 184, 1966”, and all amendments thereto, are hereby repealed.
7. This Bylaw may be cited as “Town of Qualicum Beach Asset Replacement Reserve Fund Bylaw, No. 780, 2023”.

READ A FIRST TIME

READ A SECOND TIME

READ A THIRD TIME

RECONSIDERED AND FINALLY ADOPTED

Mayor

Corporate Administrator

TOWN OF QUALICUM BEACH
BYLAW NO. 781

A BYLAW TO ESTABLISH A RESERVE FUND FOR INVESTEMENT IN NEW ASSETS

WHEREAS Section 188 of the *Community Charter* states that a Council may, by bylaw, establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund;

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

1. There is established a reserve fund to be known as the “Asset Investment Reserve Fund” for the specified purpose of paying for or repaying debt arising from the acquisition of new assets.
2. The Asset Investment Reserve Fund shall be made up of:
 - (a) A one-time transfer from the General Fund Accumulated Surplus of \$1,617,300.
 - (b) A portion of the Town’s annual property tax levy or asset levy designated as the Investment in New Assets Reserve Fund contribution.
 - (c) Interest earned at the prevailing rate on the average annual balance in the fund, and
 - (d) Any other funds designated by Council as contributions to the fund.
3. Use of the Fund – The fund may be used to:
 - (a) Pay for the acquisition or investment in new assets.
 - (b) Repay debt and interest on such debt incurred in order to finance the cost of acquiring new assets.
4. Funding of Services
 - (a) Annual expenditures projected to be financed from the Fund shall form part of the annual Financial Plan of the Town, and no expenditures shall be made from the fund that have not previously been included in the Annual Financial Plan as adopted or amended.
 - (b) Monies from the fund may be expended by Council resolution.
5. Definitions:

“Annual Financial Plan” means in each calendar year, the Financial Plan as adopted by, or amended by Council of the Town under the Community Charter;

“Annual Property Tax Levy” the annual property value tax as per the Annual Financial Plan.

“Asset Levy” means that portion of the annual property value tax that may be designated by Council in The Annual Financial Plan as the Town Asset Levy;

“Fund” means the reserve fund for investment in new assets;

“General Fund Assets” means assets and projects related to the Town’s functions for transportation, protective services, administration, storm drainage, facilities, parks amenities and major technology for the purpose of acquiring, developing, expanding, upgrading, refurbishing or replacing existing assets.

“New Asset” means an asset that is not replacement of an existing asset;

“Prevailing Rate” means in any given year, the average annual rate of interest earned on invested funds;

“Town” means the Town of Qualicum Beach.

6. This Bylaw may be cited as “Town of Qualicum Beach Asset Investment Reserve Fund Bylaw, No. 781, 2023”.

READ A FIRST TIME

READ A SECOND TIME

READ A THIRD TIME

RECONSIDERED AND FINALLY ADOPTED

Mayor

Corporate Administrator

TOWN OF QUALICUM BEACH
BYLAW NO. 782

A BYLAW TO ESTABLISH A RESERVE FUND FOR WATER INFRASTRUCTURE ASSETS

WHEREAS Section 188 of the *Community Charter* states that a Council may, by bylaw, establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund;

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

1. There is established a reserve fund to be known as the “Water Infrastructure Reserve Fund” for the specified purpose of paying for or repaying debt arising from the acquisition of water infrastructure assets.
2. The Water Infrastructure Reserve Fund shall be made up of:
 - (a) A one-time transfer from the Water Fund Accumulated Surplus of \$1,880,000.
 - (b) A portion of water fund user fees designated as the Water Infrastructure Reserve Fund contribution.
 - (c) Interest earned at the prevailing rate on the average annual balance in the fund, and
 - (d) Any other funds designated by Council as contributions to the fund.
3. Use of the Fund – The fund may be used to:
 - (a) Pay for the acquisition or investment in water infrastructure assets.
 - (b) Repay debt and interest on such debt incurred in order to finance the cost of acquiring assets.
4. Funding of Services
 - (a) Annual expenditures projected to be financed from the Fund shall form part of the annual Financial Plan of the Town, and no expenditures shall be made from the fund that have not previously been included in the Annual Financial Plan as adopted or amended.
 - (b) Monies from the fund may be expended by Council resolution.
5. Definitions:

“Annual Financial Plan” means in each calendar year, the Financial Plan as adopted by, or amended by Council of the Town under the Community Charter;

“Annual Property Tax Levy” the annual property value tax as per the Annual Financial Plan.

“Asset Levy” means that portion of the annual property value tax that may be designated by Council in The Annual Financial Plan as the Town Asset Levy;

“Fund” means the reserve fund for acquisition of water infrastructure assets;

“Water Infrastructure Assets” means assets and projects related to the Town’s functions for obtaining, storing and distributing water.

“Prevailing Rate” means in any given year, the average annual rate of interest earned on invested funds;

“Town” means the Town of Qualicum Beach.

6. This Bylaw may be cited as “Town of Qualicum Beach Water Infrastructure Reserve Fund Bylaw, No. 782, 2023”.

READ A FIRST TIME

READ A SECOND TIME

READ A THIRD TIME

RECONSIDERED AND FINALLY ADOPTED

Mayor

Corporate Administrator

TOWN OF QUALICUM BEACH
BYLAW NO. 783

**A BYLAW TO ESTABLISH A RESERVE FUND FOR SANITARY SEWER
INFRASTRUCTURE ASSETS**

WHEREAS Section 188 of the *Community Charter* states that a Council may, by bylaw, establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund;

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

1. There is established a reserve fund to be known as the “Sanitary Sewer Infrastructure Reserve Fund” for the specified purpose of paying for or repaying debt arising from the acquisition of sanitary sewer infrastructure assets.
2. The Sanitary Sewer Infrastructure Reserve Fund shall be made up of:
 - (a) A one-time transfer from the Sanitary Sewer Fund Accumulated Surplus of \$1,880,000.
 - (b) A portion of sanitary sewer fund user fees designated as the Sanitary Sewer Infrastructure Reserve Fund contribution.
 - (c) Interest earned at the prevailing rate on the average annual balance in the fund, and
 - (d) Any other funds designated by Council as contributions to the fund.
3. Use of the Fund – The fund may be used to:
 - (a) Pay for the acquisition or investment in sanitary sewer infrastructure assets.
 - (b) Repay debt and interest on such debt incurred in order to finance the cost of acquiring assets.
4. Funding of Services
 - (a) Annual expenditures projected to be financed from the Fund shall form part of the annual Financial Plan of the Town, and no expenditures shall be made from the fund that have not previously been included in the Annual Financial Plan as adopted or amended.
 - (b) Monies from the fund may be expended by Council resolution.
5. Definitions:

“Annual Financial Plan” means in each calendar year, the Financial Plan as adopted by, or amended by Council of the Town under the Community Charter;

“Fund” means the reserve fund for acquisition of sanitary sewer infrastructure assets;

“Sanitary Sewer Infrastructure Assets” means assets and projects related to the Town’s functions for providing sanitary sewer service.

“Prevailing Rate” means in any given year, the average annual rate of interest earned on invested funds;

“Town” means the Town of Qualicum Beach.

6. This bylaw may be cited as “Town of Qualicum Beach Sanitary Sewer Infrastructure Reserve Fund Bylaw, No. 783, 2023”

READ A FIRST TIME

READ A SECOND TIME

READ A THIRD TIME

RECONSIDERED AND FINALLY ADOPTED

Mayor

Corporate Administrator

TOWN OF QUALICUM BEACH
BYLAW NO. 784

**A BYLAW TO ESTABLISH A RESERVE FUND TO AID IN CONSTRUCTION OF
INFRASTRUCTURE AND AMENITIES**

WHEREAS Section 188 of the *Community Charter* states that a Council may, by bylaw, establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund;

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

1. There is established a reserve fund to be known as the “Growing Communities Reserve Fund” for the specified purpose of paying for investments in community infrastructure and amenities.
2. The Growing Communities Reserve Fund shall be made up of:
 - (a) A one-time transfer of proceeds of which the Town is a recipient of \$3,346,000.
 - (b) Interest earned at the prevailing rate on the average annual balance in the fund, and
 - (c) Any other funds designated by Council as contributions to the fund.
3. Use of the Fund – The fund may be used to:
 - (a) For one-off costs to build required infrastructure and amenities including:
 - I. Public drinking water supply, treatment facilities and water distribution;
 - II. Local portion of affordable/attainable housing developments;
 - III. Childcare facilities;
 - IV. Municipal capital projects that service, directly or indirectly, neighbouring First Nation communities;
 - V. Wastewater conveyance and treatment facilities;
 - VI. Storm water management;
 - VII. Solid waste management infrastructure;
 - VIII. Public safety/emergency management equipment and facilities not funded by senior level government;
 - IX. Local road improvements and upgrades;
 - X. Sidewalks, curbing and lighting;
 - XI. Active transportation amenities not funded by senior level government;
 - XII. Improvements that facilitate transit service;
 - XIII. Natural Hazard mitigation;
 - XIV. Park addition/maintenance/upgrades including washrooms/meeting space and other amenities;
 - XV. Recreation related amenities; and
 - XVI. Costs of feasibility studies; other early-stage development work; costs of designing, tendering and acquiring land (where it is wholly required for eligible infrastructure projects); constructing eligible infrastructure projects; and in limited situations, non-capital administrative costs where these are necessary, for example adding staff capacity related to development or to establish complementary financing for Town owned infrastructure or amenities.

4. Funding of Services

(a) Annual expenditures projected to be financed from the Fund shall form part of the annual Financial Plan of the Town, and no expenditures shall be made from the fund that have not previously been included in the Annual Financial Plan as adopted or amended.

(b) Monies from the fund may be expended by Council resolution.

5. Definitions:

“Annual Financial Plan” means in each calendar year, the Financial Plan as adopted by, or amended by Council of the Town under the Community Charter;

“Fund” means the Growing Communities Reserve Fund;

“Prevailing Rate” means in any given year, the average annual rate of interest earned on invested funds;

“Town” means the Town of Qualicum Beach.

6. This Bylaw may be cited as “Town of Qualicum Beach Growing Communities Reserve Fund Bylaw, No. 784, 2023”.

READ A FIRST TIME

READ A SECOND TIME

READ A THIRD TIME

RECONSIDERED AND FINALLY ADOPTED

Mayor

Corporate Administrator

TOWN OF QUALICUM BEACH
BYLAW NO. 785

**A BYLAW TO ESTABLISH A RESERVE FUND FOR MAINTENANCE AND IMPROVEMENTS
TO THE QULAICUM BEACH CURLING BUILDING OR EQUIPMENT**

WHEREAS Section 188 of the *Community Charter* states that a Council may, by bylaw, establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund;

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

1. There is established a reserve fund to be known as the “Qualicum Beach Curling Building Reserve Fund” for the specified purpose of maintaining and improving the curling club building or equipment.
2. The Qualicum Beach Curling Building Reserve Fund shall be made up of:
 - (a) A one-time transfer of from the General Fund Accumulated Surplus of \$102,500.
 - (b) Interest earned at the prevailing rate on the average annual balance in the fund, and
 - (c) Any other funds designated by Council as contributions to the fund.
3. Use of the Fund – The fund may be used to:
 - (a) Extend the useful life, upgrade, or replace machinery and equipment associated with curling activities.
4. Funding of Services
 - (a) Annual expenditures projected to be financed from the Fund shall form part of the annual Financial Plan of the Town, and no expenditures shall be made from the fund that have not previously been included in the Annual Financial Plan as adopted or amended.
 - (b) Monies from the fund may be expended by Council resolution.
 - (c) Before any money is used from the Qualicum Beach Curling Building Reserve Fund, the Town will seek input from the Qualicum District Curling Club Board of Directors.
5. Definitions:

“Annual Financial Plan” means in each calendar year, the Financial Plan as adopted by, or amended by Council of the Town under the Community Charter;

“Fund” means the Qualicum Beach Curling Building Reserve Fund;

“Prevailing Rate” means in any given year, the average annual rate of interest earned on invested funds;

“Town” means the Town of Qualicum Beach.

6. This Bylaw may be cited as "Town of Qualicum Beach Curling Building Reserve Fund Bylaw, No. 785, 2023".

READ A FIRST TIME

READ A SECOND TIME

READ A THIRD TIME

RECONSIDERED AND FINALLY ADOPTED

Mayor

Corporate Administrator

Committee & Liaison Report
Mayor Westbroek – General Government
Regular Council Meeting, July 19, 2023

- June 15, 2023: Met with Ben Leggett from the Kwalikum Senior Secondary School ROAMS program, discussing recent initiatives of the ROAMS students, including litter pickup campaigns throughout town, fundraising for the North Island Wildlife Recovery Centre, and visiting Arrowview Elementary School to raise awareness of climate issues.
- June 17, 2023: Attended the Saahtlam Park unveiling and celebration of the 100th anniversary of Elizabeth Little's birth.
- June 22, 2023: Chaired the Oceanside Services Committee meeting, discussing the Ballenas Track project, noting that the Town has contributed a total of \$150,888 to the project.
- June 23, 2023: Participated in the 'Walk of Tears' with Chief Recalma of Qualicum First Nation, Councillor Skipsey, and Councillor Vander Valk.
- June 28, 2023: Met with a resident on Memorial Avenue, discussing infrastructure impacts from tree roots.
- June 28, 2023: Select Committee on Public Safety meeting was not held due to a lack of quorum.
- June 28, 2023: Attended the Society of Organized Services Legacy Concert at the Berwick Parksville Retirement Community.
- June 29, 2023: Attended the District 69 Swimming Pool Service Select Committee meeting, discussing adding Electoral Area E (Nanoose Bay) as a participating area, KSS Commencement, butterfly release for the Oceanside Hospice Society, and consultation for the Qualicum Beach skateboard park project.
- July 1, 2023: Spoke at the Canada Day celebration and attended the parade and festivities at the Royal Canadian Legion Branch 76.
- July 4, 2023: Attended the groundbreaking ceremony for the Residences at Qualicum Station affordable housing development, expressing gratitude to the dedicated individuals behind its realization.
- July 5 and 6, 2023: Regional District of Nanaimo strategic planning sessions.
- July 7, 2023: Attended the unveiling of a new art piece at the Qualicum Beach Airport. Titled "Sharing the Catch", the bronze eagle statue was graciously donated by Walter Ilenseer.

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

To: Lou Varela, CAO

For: Regular Council Meeting July 19, 2023

From: Raj Hayre, Director of Finance

RE: **Second Quarter Update 2023: Operating Budget, Council & Operating Initiatives, Capital Program**

RECOMMENDATION

THAT the report titled “Second Quarter Update 2023, Operating Budget, Council & Operating Initiatives, Capital Programs” dated July 19, 2023, be received.

BACKGROUND

Council Initiatives were identified early in 2023 through a public strategic planning session and were subsequently confirmed by Council through adoption of the 2023-2027 Financial Plan. The 2023 Financial Plan also included the operating budget and Capital Program for the Town of Qualicum Beach.

This update is part of the reporting process to relay progress on Council Initiatives and the operating and capital programs to support transparency and accountability.

DISCUSSION

The Town’s work includes taking on capital projects (building and maintaining Town assets, operating facilities, delivering services) and advancing one-time projects comprised of both Council and Operating Initiatives.

Attachment 1 provides an overview of progress on Council and Operating Initiatives included in the Financial Plan. Most projects are in progress or anticipated to be complete by the fourth quarter of 2023 (Q4). For those Initiatives that are not completed by year end, the remaining budget will be carried forward to 2024.

Attachment 2 provides an overview of progress on the 2023 Capital Program. The Town's Capital Program is categorized into the Transportation, Facilities, Airport, Equipment, Drainage, Parks and Trails, and Water and Sewer programs. Most capital projects are in progress. Start-up of some capital projects is delayed due to pending grant funding confirmation and/or unavailability of consultants and contractors. Early approval of the budget ensures best availability and better pricing for consultants and contractors and allows for easier scheduling to complete capital projects on time. The 2023 Financial Plan was approved on May 10, 2023.

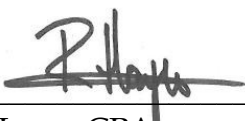
Attachment 3 provides an overview of the progress on the Operating Budget. The 2023 operating revenues and expenditures by department are trending on budget and are anticipated to be within the 2023 budget provisions at year end. The Town received grant funding of \$3,346,000 in 2023 from the Provincial Government for capital and planning purposes. This one-time funding is included in Government Grants and Contributions revenue, and reflected in the Transfer to Reserves (general fund) expenditure line item.

FINANCIAL IMPLICATIONS

There are no financial implications.

ALTERNATIVES

Council may request additional information.



Raj Hayre, CPA
Director of Finance
Report Writer



Lou Varela
Chief Administrative Officer
Concurrence

Attachments:

1. Council and Operating Initiatives – Second Quarter Update
2. Capital Programs – Second Quarter Update
3. Operating Budget – Second Quarter Update

COUNCIL AND OPERATIONAL INITIATIVES SECOND QUARTER UPDATE



Not Started  In Progress  Complete 

INITIATIVE BY FOCUS AREA	DETAILED DESCRIPTION	Target Completion	Status	% Complete	2023 Budget	2023 Spent	Q2 ACTIVITY and 2023 NEXT STEPS
GOOD GOVERNANCE							

COUNCIL INITIATIVES - GOOD GOVERNANCE

Planner Position (Planner 1)	A three year term planner position to address capacity to advance Council's Strategic Initiatives for the 2023 to 2027 planning period.	2027		<25%	\$ 100,000	\$ -	Candidate hired with effective start date of July 10, 2023.
Town Website Redesign	Update the Town's website by creating a new framework and design for a clear, easy to navigate website with concise content.	2024		<25%	50,000	-	RFP being drafted.
Airport Structure Review	Third party research report on topics including but not limited to, authority for decision making and policy development; airport functionality; potential revenue opportunities; noise abatement procedure and complaint process.	Q4		<25%	20,000	-	Consultant has been retained. Process for stakeholder, Council and public engagement is as follows: July - Stakeholder Engagement: Consultation and interviews with key stakeholders, including Airport users, leaseholders, aviation organizations, regional partners, regulatory bodies, and more. September - Situation Briefing: Council will be presented with a Situation Briefing at an open Council meeting. Fall - Public Engagement: A public engagement program will invite the public to discuss the Situation Briefing and to present their opinions on opportunities and challenges associated with the Airport (dates to be determined). Winter - Final Report: All the information collected will be provided to Council as a Final Report for consideration.
Collaboration - Qualicum First Nation and Saa'men	Placeholder for discretionary Council decision making regarding opportunities for collaboration with Qualicum First Nation and Saa'men.	TBD		-	15,000	-	5 possible street names have been proposed to Chief Recalma and the Pentl'ach language team for consideration of bi-lingual signage (Spruce, Pine, Maple, Alder and Arbutus). If advanced, Council may choose to fund this initiative from this source.
Work with Third Party Consultant to Review Committee/Commission Terms of Reference	Review of the terms of reference and/or establishing bylaws; mandate; alignment with best practices and current legislation; recommendations for orientation and training; and identifying what is working well and what could be improved upon with recommendations for next steps.	2024		-	15,000	-	Not started (pending consultant recruitment). Anticipated to extend into 2024. Additional budget may be required depending on scope.
Development Tracker	To develop a robust system for sharing information on development applications, zoning amendments, development permits, building permits and business licenses.	2024		<25%	5,000	-	Working with Development Services on final deliverables..

COUNCIL AND OPERATIONAL INITIATIVES SECOND QUARTER UPDATE



Not Started  In Progress  Complete 

INITIATIVE BY FOCUS AREA	DETAILED DESCRIPTION	Target Completion	Status	% Complete	2023 Budget	2023 Spent	Q2 ACTIVITY and 2023 NEXT STEPS
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OPERATIONAL INITIATIVES GOOD GOVERNANCE

Development Review Tool Kit	To create a practical tool kit to improve development approval processes.	Q4		75-90%	142,800	8,403	Public report anticipated Fall 2023. Grant funded initiative.
Airport Runway Tree Management	Tree Management is required to maintain night flights on Runway 29.	2026		<25%	130,000	-	Precision Approach Pathway Indicator (light system) has been adjusted to alter runway threshold (no immediate threshold penetration). This allows Council to defer tree management to a later year.
Records Management and E-Sign	Part of ongoing effort to enhance operations and move towards a more streamlined and efficient digital workplace by transition to Microsoft 365. 2023 Project scope includes security compliance, e-sign workflow functionality and training.	2026		-	40,000	-	Learning from successes and challenges encountered by other municipalities that have transitioned to electronic records management before proceeding to implementation.
Business Continuity Plan	Development of a Business Continuity Plan to establish protocols for the continuation of essential services in the event of a disaster.	Q4		50-75%	20,000	11,108	Consultant work underway.
GIS Upgrade and Development	The ArcGIS system supports mapping and tracking functionality of Town infrastructure and assets. This initiative addresses a software upgrade and automation, transformation and integration between systems.	Q3		<25%	10,000	2,350	Vendor selection in process.
Public Inquiries Ticketing System	Develop and implement a centralized public inquiry management system for the Town. The system will include internal and public facing dashboards for tracking inquiry status.	Q4		<25%	10,000	-	Prototype to be complete by end of September.
Cyber Security (Password Manager, DNS Filter Enterprise)	Enhance information technology security to minimize risks of unauthorized access to Town data by implementing DNS Filter Enterprise on all Town Devices and deployment of password manager.	2024		-	13,000	-	Project start delayed due to prioritization of IT tasks in consideration of existing capacity.
SCADA (virtual upgrade)	The Town's water system is controlled using a Supervisory Control and Data Acquisition (SCADA) computerized control system. The software will be transitioned from a local personal computer at Town Hall to a virtual environment to mitigate interruptions due to power failure or other catastrophic event.	Q3		<25%	2,000	-	Discussions with vendor and managed IT Services provider in progress.

COUNCIL AND OPERATIONAL INITIATIVES SECOND QUARTER UPDATE



Not Started  In Progress  Complete 

INITIATIVE BY FOCUS AREA	DETAILED DESCRIPTION	Target Completion	Status	% Complete	2023 Budget	2023 Spent	Q2 ACTIVITY and 2023 NEXT STEPS
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OPERATIONAL INITIATIVES GOOD GOVERNANCE

Accessibility Committee	Establishment of an Accessibility Committee to support development of accessibility plans to identify, remove and prevent barriers for individuals seeking access to services.	Q2		100%	2,000	-	On track to meet provincial targets.
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COUNCIL AND OPERATIONAL INITIATIVES SECOND QUARTER UPDATE



Not Started  In Progress  Complete 

INITIATIVE BY FOCUS AREA	DETAILED DESCRIPTION	Target Completion	Status	% Complete	2023 Budget	2023 Spent	Q2 ACTIVITY and 2023 NEXT STEPS
COMMUNITY HEALTH AND WELLBEING							

COUNCIL INITIATIVES - COMMUNITY HEALTH AND WELLBEING

Childcare Consultant	Engagement of a consultant to manage the final stages of project leading up to the opening of the new childcare facility.	Q2		100%	65,000	65,000	Grant funding distributed to user group for startup implementation. The "Into the Wood Early Learning Child Care Studio" will officially open on July 15.
OCP - Quality of Life Survey	The Official Community Plan (OCP) was first adopted in 1978 and the 2018 OCP was the 8th major update. A Quality of Life Survey will be conducted to support the OCP review to monitor and report on resident satisfaction with municipal services, shifting trends and provide feedback on key issues to assist with the OCP review.	2024		<25%	30,000	-	Consultant RFP process underway. OCP Committee to be appointed in September to support development of the Quality of Life Survey.
Employer of Choice	Placeholder for staff development to optimize employee and department performance.	2024		-	20,000	-	No spending as of Q2. Anticipated the provision will carry forward to 2024. The focus in 2023 has been on recruitment, operational health and safety, and joint labour management.
Community Volunteerism	Council discretionary decision making.	TBD		-	10,000	-	
Healthcare - Property Space	The Town has leased a property for possibility of attracting physicians to the community.	2024		<25%	47,500	14,970	Town has active lease and seeking healthcare tenants.
Healthcare Advocacy	This item was identified separately in the 2023 budget process with a \$7,500 budget provision. Is part of the Healthcare Property Space initiative - budget combined with this initiative.	-	-	-	-	-	
Skateboard Park Design (budgeted in capital)	See Capital Budget Reporting for details	-	-	-	-	-	
Sahtlam Site Planning (budgeted in capital)	See Capital Budget Reporting for details	-	-	-	-	-	
Organizational Service Review	To support CAO led initiatives based on Council approved budget , including strategic planning and remuneration and benefits review and other organizational improvements.	2024		<25%	60,000	9,795	Ongoing external support for departments to optimize efficiencies, post 2023 leadership hires, and to align resources with service levels. A remuneration and benefits review will also be conducted for market comparison and equity.

COUNCIL AND OPERATIONAL INITIATIVES SECOND QUARTER UPDATE



Not Started  In Progress  Complete 

INITIATIVE BY FOCUS AREA	DETAILED DESCRIPTION	Target Completion	Status	% Complete	2023 Budget	2023 Spent	Q2 ACTIVITY and 2023 NEXT STEPS
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COUNCIL INITIATIVES - COMMUNITY HEALTH AND WELLBEING

Oceanside Community Action Team (Flow through Grant)	Flow through grant from the Canadian Mental Health Association distributed to the Oceanside Community Action Team to support mental health and substance use.	2024		<25%	50,000	24,571	Partner organization presenting to Council July 2023. Subsequent to the 2023 Financial Plan approval, Island Health also committed to \$50k flow through funding - for total flow through funding of \$100k to the Oceanside Community Action Team. Budget to be amended to reflect Island Health commitment.
Strengthening Communities (Flow through Grant)	Flow through grant from Province of BC to Forward House and SOS which aims to support unsheltered homeless populations.	2024		<25%	29,500	22,499	Grant proceeds are forwarded to partner organization upon receipt and subject to terms and conditions.
Hazard Specific Guidelines	Development of a template guideline for one of the hazards identified in the regional Hazard Risk Vulnerability Assessment. The template will be used to develop future guidelines that address other hazards.	Q2		100%	20,000	-	Final consultant report received. Working with Emergency Management Operations partner to identify follow up actions. The Hazard Specific Guidelines document is now a resource being used by Regional Emergency Department Co-ordinators.

COUNCIL AND OPERATIONAL INITIATIVES SECOND QUARTER UPDATE



Not Started  In Progress  Complete 

INITIATIVE BY FOCUS AREA	DETAILED DESCRIPTION	Target Completion	Status	% Complete	2023 Budget	2023 Spent	Q2 ACTIVITY and 2023 NEXT STEPS
CLIMATE ACTION							

COUNCIL INITIATIVES - CLIMATE ACTION

Tree Canopy Update	Data collection, aerial photography and mapping of the Town's tree canopy.	2024		-	10,000	-	Anticipated partnership opportunities for cost effective project delivery being explored.
Asset Management - Natural Asset Consolidation	Identify and recognize natural assets such as aquifers, forests, streams and wetlands in the Town's financial planning and asset management programs.	2024		-	10,000	-	Council provided direction for Well Fields to be included as a first step in recognition of the benefits of natural assets.
Corporate and Community Emissions Report	Third party report to measure the Town's corporate and community wide emissions.	2024		-	\$ 5,000	\$	- Looking for opportunities for cost effective project delivery.
Tree Protection Bylaw	Preparation and adoption of a comprehensive Tree Protection Bylaw to protect the Town's tree canopy and mitigate impacts of climate change.	Q2		100%	1,000	-	Tree Protection Bylaw adopted - April 2023.

COUNCIL AND OPERATIONAL INITIATIVES SECOND QUARTER UPDATE



Not Started  In Progress  Complete 

INITIATIVE BY FOCUS AREA	DETAILED DESCRIPTION	Target Completion	Status	% Complete	2023 Budget	2023 Spent	Q2 ACTIVITY and 2023 NEXT STEPS
PROGRESSIVE INFRASTRUCTURE							

COUNCIL INITIATIVES - PROGRESSIVE INFRASTRUCTURE

BC Hydro Leased Light Replacement	Change selected existing LED Streetlights, based on complaint, to lights with lower wattage and colour temperature.	2024		<25%	100,000	-	BC Hydro has been advised on Council's direction to change 102 existing LED streetlights to 39 watt 3,000 colour temperature (39W 3,000K) lights, and the pole numbers identifying the associated streetlight locations have been provided to BC Hydro by Town staff. A second intake for light complaints closes at the end of August.
Asset Replacement Financing Strategy	A long-term Asset Replacement Strategy to identify the annual funding investment required to replace assets within the risk profile and level of service that the community desires, and a strategy to reach that desired funding level gradually over a reasonable time period using a thirty year planning period.	Q4		<25%	\$ 30,000	\$ -	UBCM Grant for partial funding approved in Q2. Next steps are consultant engagement and commencement of work.
Age Friendly Transportation Plan	Collection of data and compilation of areas of concern that arise from correspondence received from the public as well as observations made by Council, Staff and stakeholders.	Q4		25-50%	\$ 20,000	\$ 4,288	Transportation consultant working on the review and the Hwy 19A Safety Study. Data collection ongoing. Presentation to Committee of the Whole in Q4.

OPERATIONAL INITIATIVES - PROGRESSIVE INFRASTRUCTURE

Facility Review - Data Update	Address inconsistencies with respect to building construction dates in a 2021 Facilities report provided by consultant hired by the Town.	Q4		-	5,000	-	Follow up with consultant in Q3.
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COUNCIL AND OPERATIONAL INITIATIVES
SECOND QUARTER UPDATE



Not Started  In Progress  Complete 

INITIATIVE BY FOCUS AREA	DETAILED DESCRIPTION	Target Completion	Status	% Complete	2023 Budget	2023 Spent	Q2 ACTIVITY and 2023 NEXT STEPS
ECONOMIC PROSPERITY							

COUNCIL INITIATIVES - ECONOMIC PROSPERITY

<i>Uptown Mobility Study (Phase 1) (budgeted in capital)</i>	<i>See Capital Budget Reporting for details</i>	-	-	-	-	-	Uptown Mobility Study Combined with Bus Garage Site Planning. See Capital Budget reporting for details.
<i>Bus Garage Site Planning (budgeted in capital)</i>	<i>See Capital Budget Reporting for details</i>	-	-	-	-	-	
Tourism and Small Business Promotion	Placeholder for discretionary Council decision making	TBD		-	10,000	-	

CAPITAL PROJECTS MID-YEAR STATUS REPORT



Not Started



In Progress



Complete



INITIATIVE	Target Completion	Status	% Complete		2023 Budget	2023 Spent	Remaining Budget
TRANSPORTATION CAPITAL					2,750,000	1,725,805	1,024,195
AGE FRIENDLY TRANSPORTATION PLAN IMPROVEMENTS	Q4		<25%	Electronic Speed Reader Board ordered with partial grant funding from ICBC; Multi-modal pathway installed; Pilot project for installation of crosswalks from parking areas on Hwy 19 to the beach side of the Highway are in progress; safety study with partial grant funding underway.			
SEACREST ROAD	2024		<25%	Engineering designs under development for grant application and capital works.			
BAY STREET	Q4		<25%	Sub-surface geotechnical investigation indicates complex solution required to address slope stabilization and risk to utilities damage. Next steps are Engineering designs.			
PAVING MANAGEMENT CONTINGENCY PLAN	2024		-	Paving and resurfacing of roads postponed to 2024 pending recommendations of road safety study.			
MEMORIAL AVE ROUND ABOUT REMAINING WORKS	2024		<25%	Remaining works on Roundabout - stainless steel railings, Roundabout centre island art installation. Interim rock treatment anticipated to be complete by Q4 2023 and art work in 2024.			
WATERFRONT DITCH INFILL	2024		>90%	Ditch infill to improve parking completed. Remaining works include parking prohibition barriers, signage, crosswalks and servicing kiosk.			
EAST VILLAGE PHASE 2	Q3		>90%	Minor amount of surface works remain to be completed on west end of 2nd Avenue East.			

CAPITAL PROJECTS MID-YEAR STATUS REPORT



Not Started



In Progress



Complete



INITIATIVE	Target Completion	Status	% Complete		2023 Budget	2023 Spent	Remaining Budget
FACILITIES CAPITAL					309,000	129,005	179,995
OPERATIONAL WORKPLACE MODERNIZATION (PUBLIC WORKS AND PARKS)	2024		-	No progress as of Q2.			
CURLING CLUB IMPROVEMENTS	Q4		-	Work anticipated to occur in Q3.			
PUBLIC WORKS RENOVATION	Q3		50-75%	Interim measure, prior to Workplace Modernization Project, to address inadequate working conditions including lighting, office space and lunch room.			
MECHANICAL SHOP CHIMNEY REPLACEMENT	Q3		<25%	Purchase order issued - installation pending arrival on site.			
HRV REPLACEMENT (PHYSIO)	Q2		100%	Response to HVAC failure above Municipal Hall parkade - replacement complete.			
CHILDCARE FACILITY	Q2		100%	The "Into the Woods Early Learning Childhood Studio" completed in Q2. Official opening July 15, 2023. Minor deficiencies may need to be addressed in Q3 or Q4.			
BUS GARAGE SITE PLANNING & UPTOWN MOBILITY STUDY	2024		<25%	RFP to be presented to Council at the July 19 Council meeting for consideration and approval.			

CAPITAL PROJECTS MID-YEAR STATUS REPORT



Not Started



In Progress



Complete



INITIATIVE	Target Completion	Status	% Complete	2023 Budget	2023 Spent	Remaining Budget
AIRPORT CAPITAL				575,000	493,942	81,058
AIRPORT FUEL SYSTEM	Q2		100%	Airport Fuel System Project Complete.		
JET A TANK AND PUMP POS QT POD	Q2		100%	Project completed in conjunction with Airport Fuel System Project.		
AIRPORT LIGHTING REHABILITATION	2024		>90%	Lighting rehabilitation complete. Threshold lighting move pending. Fully grant funded.		
AIRPORT PAVING	Q2		100%	Complete.		

CAPITAL PROJECTS MID-YEAR STATUS REPORT



Not Started



In Progress



Complete



INITIATIVE	Target Completion	Status	% Complete	2023 Budget	2023 Spent	Remaining Budget
EQUIPMENT				2,973,500	260,472	2,713,028
CIVIC CENTRE EMERGENCY GENERATOR	Q2		100%	Fully Operational.		
2013 HYDRO EXCAVATOR REPLCMT (VACTOR)	2024		25-50%	Unit ordered. Anticipated delivery in 2024.		
PHOTCOPIER	Q2		100%	Replacement of main copier - copy room.		
DIGITAL FIRE TRAINING SYSTEM	Q3		>90%	System on site. Training and Installation to occur in Q3.		
LADDER 58 FIRE TRUCK	Q4		25-50%	The Chassis is complete with body and aerial ladder in production. Anticipated delivery in December 2023 - possibility of delay.		
TURNOUT GEAR WASHING MACHINE	Q2		100%	Self contained breathing apparatus (SCBA) Washer is installed and in use.		

CAPITAL PROJECTS MID-YEAR STATUS REPORT



Not Started



In Progress



Complete



INITIATIVE	Target Completion	Status	% Complete	2023 Budget	2023 Spent	Remaining Budget
DRAINAGE				340,000	-	340,000
GRANDON CRK CULVERT REPAIR	Q4	▲	-	Engineering assessment requested to determine if stairs can be relied on, internally repaired, upgraded or if replacement is required. Assessment will determine 2024 budget consequences.		
BEACH CREEK/E.CRESC. CULVERT RPLCMT	2024	▲	-	Awaiting confirmation of grant funding before proceeding with Engineering design.		
MIRALOMA DRIVE	Q4	▲	-	Public Works Crews to do work in Q3.		
MISC IMPROVEMENTS CONTINGENCY	2024	▲	-	Contingency anticipated to carry forward to 2024.		

CAPITAL PROJECTS MID-YEAR STATUS REPORT



Not Started



In Progress



Complete



INITIATIVE	Target Completion	Status	% Complete	2023 Budget	2023 Spent	Remaining Budget
PARKS AND TRAILS				2,090,000	125,942	1,964,058
GRANDON CREEK STAIRS	Q2		100%	End of life wooden stairs replaced with new aluminum stairs.		
BEACH PATH VIEWING PLATFORM	2024		<25%	Pile cleaning, reinforcing and driving nearing completion and must be completed within Fisheries window that ends September 15. Railings and other architectural details to be completed outside the window.		
SAAHTLAM PARK DESIGN	Q4		25-50%	Recommendation for consultant selection - July 19 Council meeting.		
SKATE PARK CONCEPT DESIGN	Q4		<25%	First workshop held on June 29, 2023. Community survey is active and selecting input from stakeholders. Report with consultant's initial findings to be presented to Council in Q3.		

CAPITAL PROJECTS MID-YEAR STATUS REPORT



Not Started



In Progress



Complete



INITIATIVE	Target Completion	Status	% Complete		2023 Budget	2023 Spent	Remaining Budget
WATER AND SEWER CAPITAL					700,000	18,156	681,844
BERWICK 5 WELL HEAD	Q4		<25%	Working on source approval with Island Health.			
WATER SYSTEM HARDWARE CONTROL	Q4		<25%	Parts ordered. Installation pending arrival.			
HYDRANT INSTALLATION AND UPGRADE	2024		-	Deferred to 2024 due to labour capacity constraints.			
BERWICK NO.1 PUMP REPLACEMENT	Q4		25-50%	Pump and motor on site. Coordination of drop pipe supply and pump install in progress.			
WATER UNALLOCATED (ASSET MANAGEMENT PRIORITY)	n/a	n/a	n/a	Contingency for unanticipated infrastructure replacement.			
SEWER UNALLOCATED (ASSET MANAGEMENT PRIORITY)	n/a	n/a	n/a	Contingency for unanticipated infrastructure replacement.			

**OPERATING RESULTS
SECOND QUARTER UPDATE**



GENERAL FUND REVENUE AND EXPENSE	2023 Budget	2023 Actual	Remaining Budget	% Remaining	Comments
Revenue					
Property Taxes	\$11,953,000	\$11,939,420	\$13,580	0%	Property Tax Due Date was July 4, 2023.
Penalties and Interest	407,000	543,346	(136,346)	-34%	Investment revenue favourable due to increases in interest rates.
Grants In Lieu of Taxes	178,000	181,481	(3,481)	-2%	Grants in Lieu of Taxes, collected as of the July 4, 2023 due date.
Sales of Service and Other Revenues	516,400	326,792	189,608	37%	Building Permits, Business Licenses, Cemetery Services; revenue recorded as it is received.
Rental and Leases	843,500	545,228	298,272	35%	Combination of annual and monthly lease payments. Annual payments are made at the beginning of the year.
Airport Fuel Sales	780,000	313,690	466,310	60%	Higher activity usually in summer months.
Solid Waste Revenue	740,000	253,259	486,741	66%	Garbage and Recycling revenue to April 30, next billing October 2023.
Government Grants and Contributions	5,591,600	4,238,000	1,353,600	24%	Growing Communities, Gas Tax Fund, Small Communities Protection realized: Outstanding: RDN fire protection and parks, Project Grants to be recognized at year end.
Total Revenue	\$21,009,500	\$18,341,216	\$2,668,284		
Expenses					
Council and Office of the CAO	\$647,500	\$308,118	\$339,382	52%	Conference and training expenditures returning to pre-pandemic levels as anticipated. Spending is on budget.
Corporate Services & Community Development	2,422,900	1,123,314	1,299,586	54%	Anticipated to be on budget. Community events that were cancelled due to COVID (2020-2022) are being re-established.
Finance & Information Technology	1,438,000	754,972	683,028	47%	Asset Retirement Obligation project to begin in Q3.
Police	1,544,000	772,000	772,000	50%	RCMP contract for 8 full time officers. New civilian disclosure clerk cost shared with City of Parksville.
Fire Rescue	1,169,100	565,861	603,239	52%	Anticipated training and operations for Q1 & Q2 have occurred and remained on budget.
Planning, Development & Emergency Planning	750,100	331,967	418,133	56%	Strong development activity continued from 2021. Tree Bylaw administration added to service level.
Operations			-		
Transportation Services	2,697,500	1,092,088	1,605,412	60%	Under budget due to project timing; road maintenance and painting occur during the summer months.
Airport	1,006,900	561,636	445,264	44%	Slightly over budget due to safety repairs being required on the runway. Anticipated to be on budget at year end.
Parks	1,513,200	614,072	899,128	59%	Under budget due to staffing shortages. Existing staff are challenged to maintain service levels. Temporary staff may be required.
Buildings	780,500	348,236	432,264	55%	Under budget due to constrained capacity from Facilities Coordinator vacancy. Service levels attempting to be maintained by existing staff.
Solid Waste and Recycling	933,700	445,322	488,378	52%	Regional waste costs paid to Regional District of Nanaimo and Solid Waste removal trending on budget.
Projects and Initiatives	1,087,800	162,984	924,816	85%	Strategic Council and Operating Initiatives - Under separate report.
Debt Servicing	700,000	396,705	303,295	43%	Debt for Firehall (debt retires 2025) and Rescue Pumper Truck (debt retires 2027).
Transfer to Reserves (general fund)	6,022,300	6,022,300	-	0%	Transfers to Asset Management Reserves, Growing Communities Fund Reserve, Operating Initiatives Reserve.
Recovery from Utilities (general fund)	(1,704,000)	(852,000)	(852,000)		Administration, Labour and Equipment recovery from the Water and Sanitary Sewer Fund.
Total Operating Expenses	\$21,009,500	\$12,647,575	\$8,361,925		
Year to Date Budget , Surplus, Variance	\$0	\$5,693,641	\$5,693,641		

**OPERATING RESULTS
SECOND QUARTER UPDATE**



WATER REVENUE AND EXPENSE	2023 Budget	2023 Actual	Remaining Budget	% Remaining	Comments
Revenue					
Water User Fees	\$1,725,000	\$405,915	\$1,319,085	76%	Water user fee revenue to April 30. Next billing is October 2023.
Water Parcel Tax	1,026,000	1,027,840	(1,840)	0%	Water parcel tax collected during property tax collection.
Water Other Revenue	10,000	10,205	(205)	-2%	Water connections - varies annually based on applications received.
Transfers In	335,000	167,500	167,500	50%	Transfer in from Water Infrastructure Reserve.
Total Revenue	\$3,096,000	\$1,611,460	\$1,484,540		
Expenses					
Water Operating	\$920,600	\$393,874	\$526,726	57%	Water system maintenance plan is on budget.
Transfer to Reserves (water fund)	929,900	464,950	464,950	50%	Transfer to Water Infrastructure Reserve.
Transfer to general fund (operating)	995,500	497,750	497,750	50%	Labour, Administration and Equipment cost transfer to Operating General Fund.
Transfer to general fund (for capital)	250,000	250,000	-	0%	For General Fund Assets shared with Water Fund.
Total Operating Expenses	\$3,096,000	\$1,606,574	\$1,489,426		
Year to Date Budget , Surplus, Variance	\$0	\$4,886	\$4,886		

SEWER REVENUE AND EXPENSE	2023 Budget	2023 Actual	Remaining Budget	% Remaining	Comments
Revenue					
Sewer User Fees	740,000	253,271	\$486,729	66%	Sewer user fee revenue to April 30. Next billing is October 2023.
Sewer Parcel Tax	237,000	237,700	(700)	0%	Sewer parcel tax collected during property tax collection.
Sewer Other Revenue	10,000	6,750	3,250	33%	Sewer connections - varies annually based on applications received.
Transfers In	275,000	137,500	137,500	50%	Transfer from Sewer Infrastructure Reserve Reserve.
Total Revenue	\$1,262,000	\$635,221	\$626,779		
Expenses					
Sewer Operating	109,000	42,455	66,545	61%	Sewer system maintenance plan is on budget
Transfer to Reserves (sewer fund)	169,500	84,750	84,750	50%	Transfer to Sewer Infrastructure Reserve.
Transfer to general fund (operating)	708,500	354,250	354,250	50%	Labour, Administration and Equipment cost transfer to Operating General Fund.
Transfer to general fund (for capital)	275,000	275,000	-	0%	For General Fund Assets shared with Sewer Fund.
Total Operating Expenses	\$1,262,000	\$756,455	\$505,545		
Year to Date Budget , Surplus, Variance	\$0	(\$121,234)	(\$121,234)		

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

To: Lou Varela, CAO

For: Regular Council Meeting July 19, 2023

From: Raj Hayre, Director of Finance

RE: Appointment of External Auditor

RECOMMENDATION

THAT KPMG LLP be appointed as the external auditors for the Town of Qualicum Beach for the fiscal years ending December 31, 2023 to December 31, 2027.

DISCUSSION

Pursuant to the *Community Charter*, Council is required to appoint an auditor to conduct the annual financial statement audit.

In September 2022, McGorman MacLean (previous auditors for the Town) advised they would no longer be able to provide audit services due to staffing constraints. Subsequently a request for proposals for external audit services was prepared and posted on BC Bid. No bids were received. CPA Audit Firms across Canada are facing increased challenges in recruiting staff and are experiencing capacity constraints and as result are not bidding on new engagements. Increasingly, smaller auditing firms are becoming reluctant to take on new clients and withdrawing from existing assurance engagements. This is mainly due to the risks associated with increased requirements arising from new reporting and compliance standards, as well as staff capacity constraints. As a result of having received no bids, staff reached out to KPMG to secure a short-term contract fee proposal for the 2022 audit. In December 2022, Council appointed KPMG as the external auditors for the fiscal year ending December 31, 2022.

Staff recommend extending the audit engagement with KPMG LLP for fiscal years ending December 31, 2023 to December 31, 2027 for the following reasons:

- Continuity is important in audits, and KPMG will be in a strong position to effectively audit and provide an opinion on the Town's financial affairs for the 2023 and subsequent fiscal years.
- A new accounting standard, Asset Retirement Obligations (ARO) comes into effect for the 2023 fiscal year. A large effort is required by both staff and the

Town's auditors to implement the standard adequately. Communication between the Town and its auditors during the implementation of the ARO standard will significantly improve the implementation process. Additionally, KPMG employs ARO experts that have presented at many local government training sessions and are therefore positioned to be able to provide valuable advice during the implementation of the new ARO standards.

- Choosing a new audit firm would result in increased risk of the new auditors not being able to provide an opinion on the 2023 audited statements with respect to ARO legislation. It would also lead to considerably increased staff effort to provide information for the audit.
- KPMG has professional expertise and in-depth knowledge of financial reporting requirements of local governments in BC. KPMG's municipal government practice is significantly larger than that of any other accounting firm in BC.
- The proposed fees for a longer-term engagement as illustrated in the fees table in ATTACHMENT 1 to this memo, fairly reflect the competitive nature of today's market and are anticipated to increase by less than inflation for engagement terms longer than one-year.

FINANICAL IMPLICATIONS

The proposal from KPMG LLP is \$36,915 to provide financial statement audit services for the year ended December 31, 2023, based on a muti-year engagement. This is 3% higher than the previous contract of \$35,845 and is a reasonable price for the services given the market for local government audit services. The average increases over the remaining term of the contract reflect anticipated inflation rates.

ALTERNATIVES

1. Appoint KPMG LLP as the external auditors for the Town of Qualicum Beach for the fiscal years ending December 31, 2023 to December 31, 2025.
2. Appoint KMPG LLP as the external auditors for the Town of Qualicum Beach for the fiscal year ending December 31, 2023.
3. A request for proposals for external audit services for the period December 31, 2023 to December 31, 2027 be posted on BC Bid.



Raj Hayre, CPA
Director of Finance
Report Writer



Lou Varela
Chief Administrative Officer
Concurrence



KPMG LLP
177 Victoria Street, Suite 400
Prince George BC V2L 5R8
Canada
Telephone (250) 563-7151
Fax (250) 563-5693

Private & Confidential

Raj Hayre
Director of Finance
Town of Qualicum Beach
201 – 660 Primrose St.
Qualicum Beach, BC V9K 1S7

June 12, 2023

Dear Mr. Hayre,

Re: Financial Audit Services

We are delighted to submit our fee quote to continue to serve as external auditors for the Town of Qualicum Beach (hereinafter referred to as “the Town”) for potentially a period of 3 to 5 years, commencing with the fiscal year ending on December 31, 2023.

We have a diverse client base across BC and are confident that we can continue to meet your needs. Our team to serve the Town is a team of highly skilled and experienced professionals with deep experience in performing financial statement audits in the local government, education, not-for-profit (NPO) and public sectors located in our Prince George office. We have extensive experience working with municipalities. We commit to bring technical authority, informed responses, timely and forthright communication.

We strive to keep fees at the lowest possible level consistent with high professional standards. Our value translates into providing high quality service, bringing experience directly related to municipalities and assigning the best people for the engagement. Our quote for a 3 to 5-year term is as follows:

Town of Qualicum Beach	Audit Fees*
Year 1: 2023 fiscal year	\$34,500
Year 2: 2024 fiscal year	\$35,500
Year 3: 2025 fiscal year	\$36,500
Year 4: 2026 fiscal year	\$37,500
Year 5: 2027 fiscal year	\$38,500

*Please note that in addition to these fees there is a 7% information and technology charge, and the fees are based on a virtual audit with no travel.



If for any reason the Town does not want to enter into a term contract with KPMG then the audit fees for one year only for the December 31, 2023 year end would be \$40,000 plus a 7% information and technology charge for a virtual audit.

For an on-site audit, travel costs will be charged as incurred and is estimated here to be roughly an additional \$6,000 for 5 days on-site including travel, accommodations and meals for an audit team of 2 people based on our research of current costs.

Our objective is maintaining a long-term, mutually beneficial relationship with you. We commit to continuing to conduct this engagement with a focus on maximizing efficiency without compromising audit quality in order to provide excellent value for fees.

- **We are committed to your success** – our fees have been discounted from our standard rates to demonstrate our commitment to a long-term, mutually beneficial relationship with the Town.
- **We understand your operations** – our experience with this sector, and our familiarity with the financial reporting and operational risks facing your organization enables us to focus on areas where risks and concerns are greatest. Our fees reflect this efficiency.
- **We will attend finance committee and council meetings** each year to present our audit findings to Mayor and Council.
- **Value-added services** – KPMG offers comprehensive professional services beyond audit.

Our service goal is to be considered a value-added advisor to your team. It is important that you call us when you need help. We welcome phone calls requesting incidental advice or information, and we will not bill you for this convenience. Unless we agree that the issue is other than incidental, the meter is not running and we will let you know before we start it. We will also pick up the phone and bring our ideas to you on a proactive basis to foster regular communication.

Our fees are billed as the audit progresses. Our proposed fees assume that we will receive the appropriate assistance in a timely and efficient manner and that no new or unexpected accounting or audit matters arise during our work. We feel confident that our team and commitment to providing outstanding service represents excellent value to the Town.

If KPMG is selected to continue as your auditors we will work hard to continue to deliver a quality audit. If you have any questions, or require additional information, we would be pleased to discuss this with you further at your convenience.

Thank you for the opportunity to present our fees to you. **We are passionate about continuing to work with you!**

Yours truly,

Micaela Roque, CPA, CA
Audit Engagement Partner
(250) 614-4070 | mroque@kpmg.ca

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

To: Lou Varela, CAO

For: Regular Council Meeting July 19, 2023

From: Raj Hayre, Director of Finance

RE: Asset Retirement Obligations Policy

RECOMMENDATION

THAT Town of Qualicum Beach Asset Retirement Obligations Policy No. 3000-21 be approved.

DISCUSSION

The Town of Qualicum Beach is subject to the reporting requirements of the Public Sector Accounting Board (PSAB) standards. PSAB PS 3280, Asset Retirement Obligations standard, was established to guide public sector entities on how to account for and report legal obligations associated with the retirement of tangible capital assets. As per PS 3280, the Town must identify, evaluate, and disclose asset retirement obligations (AROs) related to tangible capital assets (TCAs). The first fiscal year this is required, is the year ending December 31, 2023.

Scoping, examining, and estimating the value of assets subject to PS 3280 will require expertise and skills from a cross functional team. As such, an interdisciplinary Team comprised of the CAO or designate, Interim Director of Operations, Director of Capital Projects, Superintendent of Operations, Director of Finance, and Manger of Finance has been established for this purpose.

An ARO must be recognized if the following four criteria exist for an asset:

- there is a legal obligation to remediate;
- a past event giving rise to the obligation has occurred;
- remediation will result in the transfer of future economic benefits; and
- a reasonable estimate of the retirement obligation amount can be made.

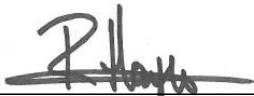
The Team is in the process of brainstorming a list of potential assets that the new standard will apply to, including assets anticipated to require remediation for asbestos, lead paint, etc.; retired land fill monitoring and/or remediation; and legal obligations for site restoration included in any purchase or lease agreements.

FINANCIAL IMPLICATIONS

The majority of the work required in preparation for this standard will be done in-house and will not result in additional cost. Some third-party expertise may be required in estimating remediation costs. It is anticipated that any third-party service costs required will be incurred within the approved 2023-2027 Financial Plan.

ALTERNATIVES

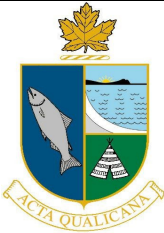
1. Council requests staff to amend the Policy, for consideration at a subsequent Council meeting.
2. Council does not approve the Policy. This would impact the documentation standards required for this standard and be reflected in the 2023 external audit findings.



Raj Hayre, CPA
Director of Finance
Report Writer



Lou Varela
Chief Administrative Officer
Concurrence

	Town of Qualicum Beach	Policy Manual
	Subject: Administration - General - Asset Retirement Obligation Policy	
	Policy Number: 3000-21	

Purpose

The objective of this Policy is to stipulate the accounting treatment for Asset Retirement Obligations (ARO) so that users of the financial reports can discern information about these assets, and their end-of-life obligations. The principal issues in accounting for AROs are the recognition and measurement of these obligations.

Definitions

Accretion Expense

is the increase in the carrying amount of a liability for Asset Retirement Obligations due to the passage of time.

Asset Retirement Activities

include all activities related to an Asset Retirement Obligation. These may include, but are not limited to:

1. Decommissioning or dismantling of a tangible capital asset that was acquired, constructed, developed, or leased;
2. Remediation of contamination of a tangible capital asset created by its normal use;
3. Post-retirement activities such as monitoring; and,
4. Constructing other tangible capital assets to perform post-retirement activities.

Asset Retirement Obligation (ARO)

is the estimated amount required to retire a tangible capital asset.

Retirement of a Tangible Capital Asset

is the permanent removal of a tangible capital asset from service. This term encompasses sale, abandonment, or disposal in some other manner but excludes temporary inactivity of use.

Tangible Capital Asset

Assets having physical substance that:

1. Are used on a continuing basis in the Town's operations;
2. Have useful lives extending beyond one year; and,
3. Are not held for re-sale in the ordinary course of operations

Policy

The Town of Qualicum Beach shall account for and report on Asset Retirement Obligations in compliance with the Public Sector Accounting Board (PSAB) Handbook, PS 3280.

Approved: DD-Mmm-YY
Amended: DD-Mmm-YY
Approved by: Council

1. Recognition

A liability should be recognized when, as at the financial reporting date:

1. there is a legal obligation to incur retirement costs in relations to a tangible capital asset;
2. the past transaction or event giving rise to the liability has occurred;
3. it is expected that future economic benefits will be given up; and,
4. a reasonable estimate of the amount can be made.

A liability for an Asset Retirement Obligation cannot be recognized unless all the criteria above are satisfied.

The estimate of the liability would be based on requirements in existing agreements, contracts, legislation or legally enforceable obligations, and technology expected to be used in Asset Retirement Obligations.

The estimate of a liability should include costs directly attributable to asset retirement activities. Costs would include post-retirement operation, maintenance and monitoring that are an integral part of the retirement of the tangible capital asset.

Directly attributable costs would include, but are not limited to payroll and benefits, equipment and facilities, materials, legal and other professional fees, and overhead costs directly attributable to the asset activity.

Upon initial recognition of a liability for an Asset Retirement Obligation, the Town will recognize an asset retirement cost by increasing the carrying amount of the related tangible capital asset (or component thereof) by the same amount as the liability. Where the obligation relates to an asset which is no longer in service and is not providing economic benefit, or to an item not recorded by the Town as an asset, the obligation is expensed upon recognition.

The capitalization thresholds applicable to the different asset categories will also be applied to the Asset Retirement Obligations to be recognized within each of those asset categories.

Approved: DD-Mmm-YY Amended: DD-Mmm-YY Approved by: Council

2. Subsequent Measurement

The asset retirement costs will be allocated to accretion expense in a rational and systemic manner (straight-line method) over the useful life of the tangible capital asset or a component of the asset.

On an annual basis, the existing Asset Retirement Obligations will be assessed for any changes in expected cost, term to retirement, or any other changes that may impact the estimated obligation. In addition, any new obligations identified will also be assessed.

3. Presentation and Disclosure

The liability for Asset Retirement Obligations will be disclosed in the Town's annual financial statements.

Procedure

This Policy applies to all departments, branches, boards and agencies falling within the reporting entity of the Town of Qualicum Beach that possess Asset Retirement Obligations including:

1. Assets with legal title held by the Town of Qualicum Beach;
2. Assets controlled by the Town of Qualicum Beach; and,
3. Assets that have not been capitalized or recorded as a tangible capital asset for financial statement purposes.

Existing laws and regulations require public sector entities to take specific actions to retire certain tangible capital assets at the end of their useful lives. This includes activities such as removal of asbestos and retirement of landfills. Other obligations to retire tangible capital assets may arise from contracts or court judgements, or lease arrangements.

The legal obligation, including obligations created by promises made without formal consideration, associated with retirement of tangible capital assets controlled by the Town, which came into force after January 1, 2022, will be recognized as a liability in the books of the Town in accordance with PS 3280.

Asset Retirement Obligations result from acquisition, construction, development, or normal use of the asset. These obligations are predictable, likely to occur and

Approved: DD-Mmm-YY Amended: DD-Mmm-YY Approved by: Council

unavoidable. Asset Retirement Obligations are separate and distinct from contaminated site liabilities. The liability for contaminated sites normally results from unexpected contamination exceeding environmental standards. Asset Retirement Obligations are not necessarily associated with contamination.

Responsibility

1. Municipal Departments

Departments are required to:

1. Communicate with the Finance department on retirement obligations, and any changes in asset condition or retirement timelines;
2. Assist in the preparation of cost estimates for Asset Retirement Obligations; and,
3. Inform the Finance Department of any legal or contractual obligations at inception of any such obligation.

2. Finance

Finance is responsible for the development of and adherence to policies for the accounting and reporting of Asset Retirement Obligations in accordance with the Public Sector Accounting Board PS 3280. This includes responsibility for:

1. Reporting Asset Retirement Obligations in the financial statements of the Town and other statutory financial documents;
2. Monitoring the application of this Policy;
3. Managing processes for Asset accounting; and,
4. Investigating issues and working with asset owners to resolve issues.

References

Public Sector Accounting Board, Public Sector Handbook, PS 3280
Asset Retirement Obligations.

Distribution

Council and all Municipal Departments of the Town of Qualicum Beach

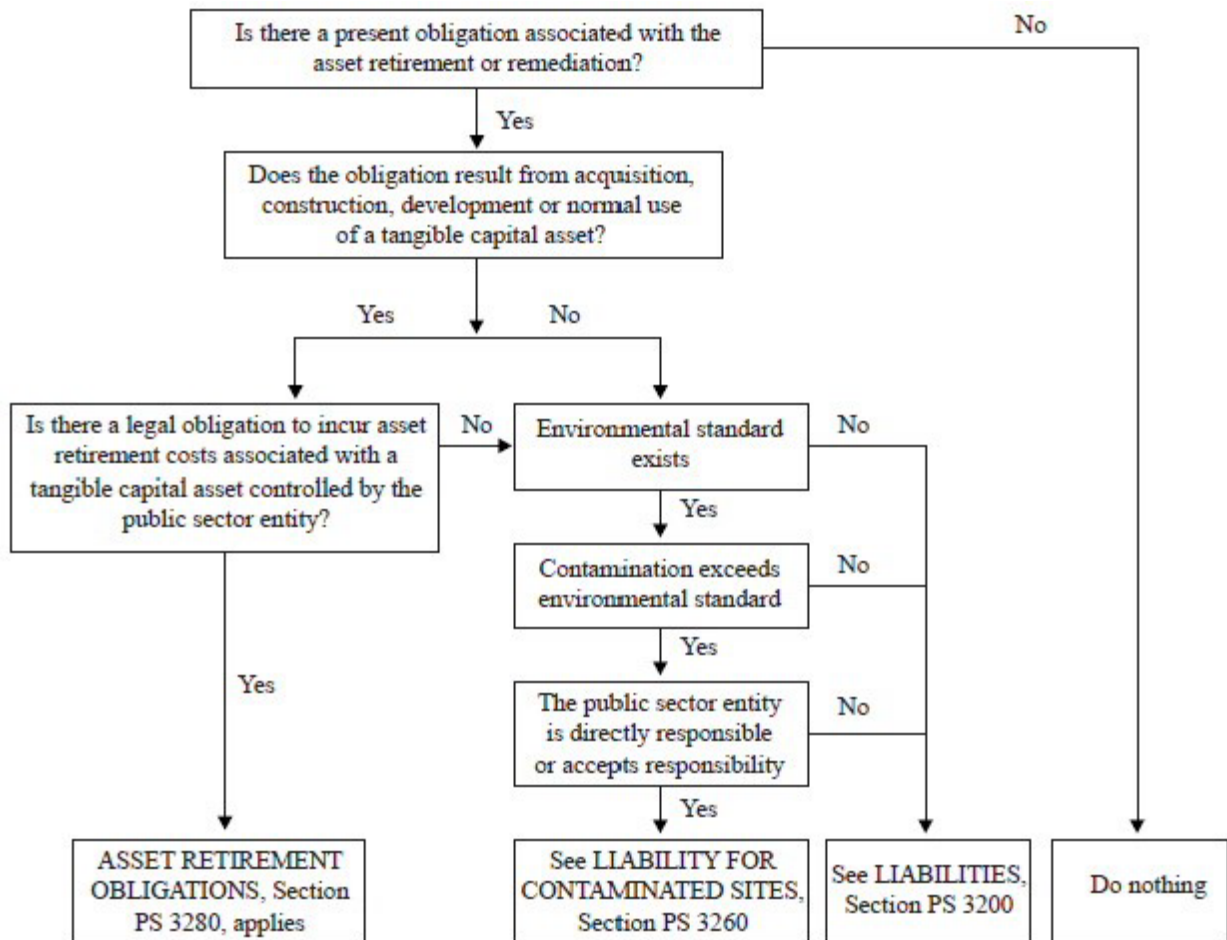
Attachment

Appendix A – Decision tree – Scope of applicability

Approved: DD-Mmm-YY
Amended: DD-Mmm-YY
Approved by: Council

Appendix A

Decision tree – Scope of applicability



Approved: DD-Mmm-YY
Amended: DD-Mmm-YY
Approved by: Council

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

TO: Lou Varela, CAO

FOR: Regular Council Meeting July 19, 2023

FROM: Peter Cornell, Fire Chief
Luke Sales, Director of Planning

SUBJECT: Wildfire Risk Mitigation Update

PURPOSE

The purpose of this report is to inform Council of current and future initiatives intended to reduce the severity of wildfires. By reducing this potential severity, wildfires can be better managed and the potential impact on the community mitigated.

BACKGROUND

The Town of Qualicum Beach had a Community Wildfire Protection Plan (CWPP) completed in 2007. The Plan highlighted the large variation in the interface hazard risk for the Town based on each of its unique areas. A low hazard rating was assigned to commercial and residential areas, with District Lot 10 (Town River Well fields) receiving an extreme hazard rating. In 2019 a Regional Hazard Risk and Vulnerability Analysis (HRVA) was completed; the analysis listed Wildfires and Urban Interface Fires as the greatest risk to the Regional District of Nanaimo.

Since 2020 there have been 27 fires in forested and landscaped areas that the Qualicum Beach Fire Department has responded to within the Town's boundaries. Most of these fires were started by improperly discarded smoking materials and residents using weed-burning appliances.

DISCUSSION

With the last CWPP completed over 15 years ago, one of Council's Strategic initiatives for 2024 was to update the Plan and have it include fuel management plans for key forested areas. Funding for the new wildfire and fuel management plans will come from a Community Resiliency Investment Program Grant, which was applied for earlier this year. The new Community Wildfire Resiliency Plan (CWRP), formerly the CWPP, using updated FireSmart principles and practices along with climate change information, will provide recommendations on what the Town can do to mitigate the risk and better respond to Wildland and Interface fires. The Community Park and Heritage Forest have been identified as areas of wildfire concern by residents and user groups. To ensure that staff and volunteer time, along with funding, is allocated to best mitigate the wildfire risk in these areas, a fuel management plan will be completed in 2024 to guide future FireSmart activities.

The Qualicum Beach Fire Department has increased its wildfire training, community outreach, and started planning for an additional wildfire suppression unit included in the capital budget. This year, wildfire training has included: Local FireSmart Representative, Local Fire Smart Representative Conference, Taskforce/Strike Team Leader and Wildfire Structural protection.

These training courses better equip staff to provide FireSmart assessments for residents and provide the required training for firefighters if an Urban Interface fire threatens Qualicum Beach.

The recent Cameron Bluffs Wildfire has shown that climate change is increasing the severity of wildfires on Vancouver Island. The CWRP may identify training, staffing, equipment and fuel management that will reduce the potential severity of wildfires in Qualicum Beach. Fuel management and mitigation are not about removing trees or preventing fires; they are plans to modify surface fuels and tree canopies, which assist in keeping a wildfire on the ground where crews can extinguish it in a timely manner.

Climate Adaptation and Emergency Preparedness

The Town of Qualicum Beach has an Emergency Planning program that operates through the Emergency Management Oceanside (EMO) partnership with the City of Parksville. EMO focuses on preparation for the protection of, and assistance for, citizens and infrastructure during the time of emergency or disaster. From rising seas to increased drought and heightened storm intensity, the Town of Qualicum Beach faces increasing hazards that are exacerbated by a changing climate. These challenges heighten risk and vulnerability to extreme events that would trigger the activation of Emergency Operation protocols. As such, climate action and emergency preparedness are increasingly linked.

Mitigating wildland urban interface fire risk at the community scale is a key objective in the 2020 Climate Change Adaptation Plan (updated in January 2023). The actions associated with this objective include:

- “Maintain buffer area and continue work expanding and improving fire protection. Consider inclusion of vulnerable infrastructure within this area.
- Manage vegetation, landscaping, and general maintenance around buildings following FireSmart principles and guidelines for both private and public property.
- Communication to the public of wildfire evacuation protocol and procedures (e.g., evacuation route signage).”

The emergency program will play a key role in the development of an updated Wildfire Plan, as well as the implementation of measures such as FireSmart outreach and policy development.

ALTERNATIVES

1. THAT Council provides alternative direction for staff.



Peter Cornell, ECFO
Fire Chief
Report Writer



Luke Sales, MCIP, RPP
Director of Planning
Concurrence



Lou Varela, MCIP, RPP
CAO
Concurrence

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

TO: Luke Sales, Director of Planning **FOR:** Council Meeting, July 19, 2023

FROM: Rebecca Augustyn, Planner

SUBJECT: Bus Garage / Mobility Study - Request for Proposals Award

RECOMMENDATION

THAT Council authorizes staff to award the Bus Garage Property Conceptual Design and Mobility Study Requests for Proposals (RFP) to PWL Partnership Landscape Architects Inc., at a total cost of \$64,740.

PURPOSE

Staff are seeking Council authorization to award a contract for the “Bus Garage” Property Conceptual Design and Mobility Study as described in the July 19, 2023 memo to Council.

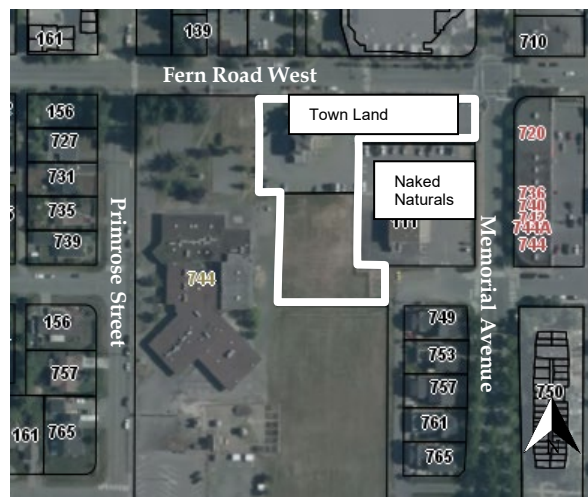
BACKGROUND

The land located at the corner of Fern Road and Memorial Avenue, commonly known as the “Bus Garage” property, has been a topic of discussion since the Town purchased it from the School District in 2012. Approximately 0.4 hectares (1 acre) of land was subsequently sold to Naked Naturals Whole Foods Ltd. (Naked Naturals) for the purpose of a grocery store and residential rental use. However, the Town retains ownership of 0.63 hectares of land that requires further exploration to determine its future use and site plan.

Although preliminary design work was done in 2022, the project did not proceed to the stage of public consultation. Below is a timeline of decisions regarding this property:

- In 2011 the Town of Qualicum Beach purchased the “Bus Garage” property from School District 69. The land was purchased for the purpose of strategic community development, and a number of future uses were identified in the 2011 Official Community Plan (OCP).
- In 2011 and 2017 the Town solicited proposals from third parties to develop the lands in accordance with the community’s vision.
- In September 2019, the Town of Qualicum Beach and Vancouver Island University’s Master of Community Planning program undertook a process to develop a vision for how the Qualicum Commons and “Bus Garage” lands could be better utilized for community benefit. The final report was published in April 2020.
- In January 2021, the Town of Qualicum Beach signed an agreement with Naked Naturals to sell one acre of land for the purpose of a new grocery store, residential units, and onsite parking on the former “Bus Garage” property. The specific land area was not specified at that time to allow an opportunity for consultation.
- On January 20, 2021 Council adopted a motion to establish a “Bus Garage” working group to explore the potential land sale area and make recommendations to Council. The working group made the following recommendations, which were endorsed by Council on March 24, 2020:
 - The area should function as a whole (synergy) with surrounding uses, with natural flow between Naked Naturals, parking, public and private outdoor areas.

- Maximize view of Mt. Arrowsmith from key public spaces.
- Support a rational traffic flow from Memorial Avenue and Fern Road.
- Residential unit parking is required. Parking for Naked Naturals needs flexibility based on overall site plan that comes out of Working Group. Should be determined by Naked Naturals and Town Council at time of zoning amendment application.
- Prioritize safe and pleasant pedestrian connectivity through and around store, outdoor public square, outdoor areas and parking.
- Creates opportunities for Naked Naturals landscaping, outdoor space, and Memorial Avenue street presence.
- There should be a multi-purpose public gathering square at the corner of Fern Road and Memorial Avenue, in accordance with the covenant.
- Quality of residential neighbourhood will include 8 - 12 upper floor units provided with own shared entrance, and parking.
- Preserve and protect the environmental aspects of the site – e.g. solar gain, views, etc.
- This is the gateway to the Town centre and the architecture should be designed accordingly.
- Enable practical and safe movement for tractor trailers, vehicles, and pedestrians.
- At the December 8, 2021, Council meeting, Council directed staff to present a public consultation plan to develop design options for the Town-owned land surrounding Naked Naturals. As per Council direction, staff presented a consultation overview to Council on January 12, 2022. The zoning amendment bylaw was subsequently adopted, and it was determined that the Development Permit will be considered after there is further clarity on the land use of the adjacent Town-owned land.
- On May 18, 2022, Urban Design Consultant Cal Srigley presented a character study and preliminary design options for the Town-owned “Bus Garage” site.



On March 1, 2023, Council provided early budget approval for two projects that will advance the design of the “Bus Garage” property:

- Uptown Mobility Study Phase 1 (\$10,000)
- “Bus Garage” Site Planning - Phase 1 (\$30,000)

On March 22, 2023, Council adopted the following motions:

- THAT Council authorizes staff to issue a “Request for Proposals” for the “Bus Garage Planning – Phase 1”, including the Uptown Mobility Study Phase 1 as part of the project scope, as detailed in the March 22, 2023 Planning memo to Council;
- AND FURTHER THAT the Uptown Mobility Study Phase 1 be expanded to include an exploration of how Second Avenue W could be reconfigured to reduce parking pressure on the “Bus Garage” and enhance the vitality of the uptown area;
- AND FURTHER THAT the 2023 budget for the Uptown Mobility Study Phase 1 be increased from \$10,000 to \$30,000.

Although the two projects initially budgeted separately, they were combined into a single Request for Proposals with a budget amount of \$60,000.

DISCUSSION

“Bus Garage” Site Planning – Phase 1

At the January 12, 2022, Council considered a public consultation plan to develop design options for the Town-owned land surrounding the proposed Naked Naturals development. The Zoning Amendment Bylaw for the Naked Naturals proposal was subsequently adopted, and it was determined that the Development Permit would be considered after there was further clarity on the land use of the adjacent Town-owned land. A public consultation plan was presented to Council on May 18, 2022 and Council adopted the following motion:

- THAT Council directs staff to proceed with public consultation for the remaining Town owned “Bus Garage” land, as described in the May 18, 2022 Planning memo to Council.

The first phase of “Bus Garage” site planning would determine the parking configuration, (location, entrances and exits), pedestrian routes and overall site plan. A second phase, “Public Spaces and Amenities” would follow in future years to develop a detailed design for the proposed public square and other amenities on the site.

Uptown Mobility Study Phase 1

On March 16, 2022, Council adopted a motion initializing a comprehensive mobility study for the uptown based on a cost estimate at the time.

The concept in 2022 was to undertake the mobility study for the entire Uptown area. This includes an analysis of parking, intersections, and corridors around the “Bus Garage” property, encompassing pedestrian, vehicular, cycling, and other modes of active transportation.

The first phase, currently proposed, will focus on key intersections and corridors that interact with the “Bus Garage” Property, including but not limited to:

- Memorial Avenue @ Fern Road
- Memorial Avenue @ Fourth Avenue West
- Memorial Avenue @ Fifth Avenue West
- Fern Road – entrances and exits locations adjacent to the Old School House
- Laneway behind homes on Memorial Avenue
- Considering Second Avenue as a one way

Comparison of Request for Proposals (RFP) Submissions

The Town received three proposals in response to the RFP. The proposals were evaluated by Town staff from multiple departments according to the criteria in the RFP:

- Experience of Company/Team
- Proposed methodology and principles
- Completeness of Proposal
- Innovative Strategies for Public Engagement
- Schedule
- Cost
- References

Evaluative Criteria	MODUS Planning, Design & Engagement, Inc.	PWL Partnership Landscape Architects Inc	Hapa Collaborative
Experience of Company/Team		5	5
Proposed methodology and principles		5	4
Completeness of Proposal		5	5
Innovative Strategies for Public Engagement		5	4
Schedule		5	4
Cost	\$88,778 + \$9,680 for extra engagement	\$59,815.00 + \$4,925 extra engagement	\$63,568 + multiple extra services
References		4	4
Total Score	n/a: eliminated due to cost	25	22

All three proposals were high quality proposals from excellent proponents. The cost of the MODUS proposal was significantly higher without a clear distinction in value, so that proposal was eliminated. Between PWL Partnerships and Hapa Collaborative, staff recommend PWL Partnership due to the strong emphasis on public engagement, as well as a more complete range of deliverables at each phase of the project.

Staff recommend that the Town proceed with the option for extra public engagement, at an additional cost of \$4,925. This would add a “Pop Up Ideas Fair, including Youth Engagement Booth- Focus: Idea Generation, Mobility Needs and Opportunities and Concerns”.

If PWL is the chosen proponent, the majority of public engagement occurs in September-November, with a final report delivered in January, 2024. Public engagement would include stakeholder meetings, large-format public meetings at key stages, pop-up engagement, surveys and a Council presentation.

IAP2 Spectrum of Public Engagement

The International Association for Public Participation (IAP2) Spectrum of Engagement is a tool that describes the various levels of engagement that organizations can use to involve the public in decision-making processes. The level of public engagement for this project will be “Involve”, which is the third level on a five-tier scale. The Town will work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

Financial Implications

The Town’s 5-year Financial Plan includes \$30,000 for completion of the Bus Garage Planning, and \$30,000 for the Mobility Study (increased from \$10,000 on March 22, 2023 to include the potential reconfiguration of Second Avenue). Although the design component proposal for this project of \$64,740 is marginally over the 2023 budget provision, the overall project cost is anticipated to be within the budget provision over the life of this project.

SUMMARY

The Town is seeking to advance a design for the “Bus Garage” area, as well as a supporting Mobility Study. Staff are seeking Council authorization to award the project to PWL Partnerships in the amount of \$64,740.

ALTERNATIVES

1. THAT Council authorizes staff to award the Bus Garage and Mobility Study RFP to Hapa Collaborative at a total cost of \$63,568.
2. THAT Council authorizes staff to award the Bus Garage and Mobility Study RFP to MODUS Planning Design and Engagement at a total cost of \$88,778.
3. THAT Council authorizes staff to award the Bus Garage and Mobility Study RFP to PWL without the additional public engagement option.
4. THAT Council provides alternative direction for staff.



R. Augustyn, MCIP, RPP
Planner
Report Writer



Luke Sales, MCIP, RPP
Director of Planning
Concurrence



Lou Varela, MCIP, RPP
CAO
Concurrence

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

TO: Luke Sales, Director of Planning **FOR:** Council Meeting, July 19, 2023

FROM: Rebecca Augustyn, Planner

SUBJECT: Saahtlam Park Detailed Park Plan - Request for Proposals

RECOMMENDATION

THAT Council authorizes staff to award the Saahtlam Park Detailed Design Project to Lanarc Consultants at a total cost of \$23,545.

PURPOSE

Staff are seeking Council authorization to proceed with Lanarc Consultants to prepare a Detailed Park Plan for Saahtlam Park, as described in the July 19, 2023 memo to Council.

BACKGROUND

In 2018, the Town of Qualicum Beach purchased the historic St. Andrew's Lodge Property on the Qualicum Beach waterfront. The property is now approximately 9,800m² (2.4 acres), has over 70m of waterfront and is in a key location at Buller Road and Highway 19A. The waterfront land is currently comprised of 11 lots, but the property boundaries can be adjusted as required.

Beginning in June 2019, the Town undertook a comprehensive public consultation and visioning process led by Lanarc Consultants. The Town adopted the "Former St. Andrew's Waterfront Park" Conceptual Plan on February 5th, 2020. The complete 62-page Conceptual Plan can be found on the Town's website:

https://www.qualicumbeach.com/_standrews

DISCUSSION

The Town is now building on the results of the 2020 Conceptual Plan by advancing a Detailed Park Plan. Whereas a conceptual park plan is a preliminary plan that provides a general overview of the proposed park design and layout, highlighting key features and amenities, a Detailed Park Plan will provide a more comprehensive and detailed roadmap for the park project, with specific information about the site, facilities, amenities, landscaping, and programming.

Comparison of Request for Proposals (RFP) Submissions

The Town received two proposals in response to the RFP.

- Hapa Collaborative (\$21,446)
- Lanarc Consultants (\$23,545)

The proposals were evaluated by Town staff according to the following criteria:

- Experience of Company/Team
- Proposed methodology and principles
- Completeness of Proposal
- Schedule

- Cost
- References

Although the cost for Hapa Collaborative is slightly less than Lanarc Consultants, Lanarc was rated higher in other aspects of the proposal evaluation, such as relevant experience and workplan. In particular, Lanarc has extensive experience on similar-sized parks and public spaces on Vancouver Island, including the Town's 2020 Conceptual Plan for Saahtlam Park, Seaside Nature Park, and the Memorial Avenue Waterfront Roundabout and walkway.

The Lanarc proposal would primarily see public engagement in August and September. Engagement would include pop-up engagement at community events and public places, as well as focused stakeholder engagement. Staff will work with the consultant to finalize engagement details, and will inform Council and the public when details are available.

IAP2 Spectrum of Public Engagement

The International Association for Public Participation (IAP2) Spectrum of Engagement is a tool that describes the various levels of engagement that organizations can use to involve the public in decision-making processes. The level of public engagement for this project will be "Consult", which is the second level on a five-tier scale. The Town and consultant will seek feedback and input from the public to help inform the decision-making process.

Financial Implications

The Town's 5-year Financial Plan includes a \$20,000 budget provision in 2023 for completion of the Detailed Park Plan. An additional project budget provision of \$350,000 is included in 2024 and 2025 for completion of this project. Although the design component proposal for this project of \$23,585 is marginally over the 2023 budget provision, the overall project cost over the life of the project is anticipated to be within the budget provision.

SUMMARY

The Town is seeking to advance the 2020 "Former St. Andrews Waterfront Park Conceptual Plan" by advancing a Detailed Park Plan. Staff are seeking Council authorization award the design process to Lanarc Consultants.

ALTERNATIVES

1. THAT Council authorizes staff to award the Saahtlam Park Detailed Design Project to Hapa Collaborative at a total cost of \$23,545.
2. THAT Council provides alternative direction for staff.



R. Augustyn, MCIP, RPP
Planner
Report Writer



Luke Sales, MCIP, RPP
Director of Planning
Concurrence



Lou Varela, MCIP, RPP
CAO
Concurrence

Location Map



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

TO: Luke Sales, Director of Planning **FOR:** Council Meeting, July 19, 2023

FROM: Rebecca Augustyn, Planner

SUBJECT: Development Variance Permit: 441 Memorial Avenue

RECOMMENDATION

THAT Council directs staff to issue a Development Variance Permit for 441 Memorial Avenue as described in the July 19, 2023 Planning memo to Council.

PURPOSE

To consider issuance of a Development Variance Permit for the property located at 441 Memorial Avenue that would vary the minimum parcel width in a residential zone from 23.0m to 22.9m to facilitate the subdivision of the parcel into two parcels.

BACKGROUND

A Development Variance Permit has been requested for 441 Memorial Avenue. The property is zoned Residential 1 (R1). The property is bordered by Memorial Avenue and is approximately 2,320m² and has a width of 45.8m.

The owner is planning to subdivide the parcel into two parcels. Under *Town of Qualicum Beach Land Use and Subdivision Bylaw, No. 580, 1999, Part 7: Subdivision Regulations, Section 7.6: Parcel Shape*, a parcel in a residential zone is required to have a minimum width of 23.0m. The 23.0m width requirement per parcel means the parcel being subdivided is required to have a minimum width of 46.0m. The width of the subject property is 45.8m, which results in the two proposed parcels having a maximum width of 22.9m. The proposed parcel width of 22.9m is 0.1m (4 inches) less than the minimum requirement of 23.0m per parcel.



Figure 1: Subject Property

DISCUSSION

The owner of 441 Memorial Avenue has applied to vary the minimum residential parcel width to facilitate the subdivision of the parcel into two parcels. The proposal is to vary the minimum parcel width as shown below:

	Current Zoning Residential 1 (R1)	Proposed	Variance
Minimum Parcel Width	23.0m	22.9m	0.1m per parcel

The proposal is to vary the minimum residential parcel width from 23.0m to 22.9m, which requires a 0.1m variance per parcel. The proposed subdivision is to subdivide the existing parcel into two parcels. Each parcel is approximately 1,300m², which exceeds the 700m² minimum parcel size outlined in Subdivision District "D". Staff find it reasonable to consider a variance for the subject property.

Staff mailed the required notifications on July 6, 2023. At the time of writing, two letters of opposition were submitted to the Town in response to this application.

SUMMARY

A Development Variance Permit application has been received for 441 Memorial Avenue. The proposed variance for 441 Memorial Avenue would vary the minimum residential parcel width from 23.0m to 22.9m to facilitate subdivision of the subject property into two parcels. Staff consider the application to be supportable and ready for Council consideration and decision making.

ALTERNATIVES

1. Refuse the Development Variance Permit for 441 Memorial Avenue; or
2. Approve the Development Permit for 441 Memorial Avenue with the following conditions *[insert conditions]*.



R. Augustyn, MCIP, RPP
Planner
Report Writer



Luke Sales, MCIP, RPP
Director of Planning
Concurrence



Lou Varela, MCIP, RPP
CAO
Concurrence

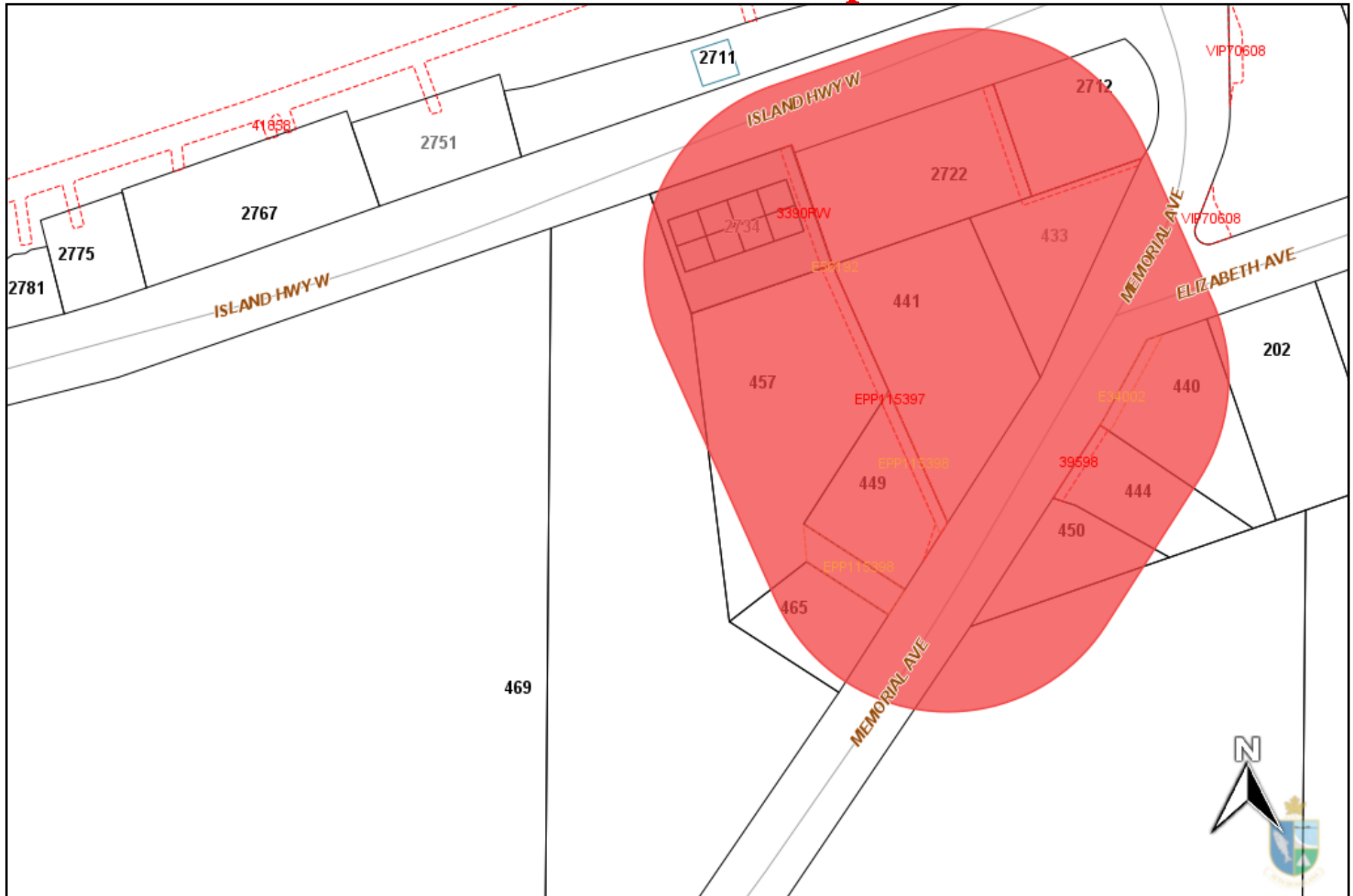
Attachments

[memo.Plan.DVP%20441MemorialAve.docx](#)

Notification Map

Application attachment

Notification Map



40 m
100 ft

Jul/10/2023
Scale 1:2012.132246764

The materials available at this web site are for informational purposes only and do not constitute a legal document.

Application Attachment

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----- DENOTES ROOF OVERHANG

DATE: 2023/04/06

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

TO: Lou Varela, CAO **FOR:** Council Meeting, July 19, 2023

FROM: Luke Sales, Director of Planning

SUBJECT: Grant Application Resolutions

RECOMMENDATION

THAT Council authorizes the submission of a grant application to the BC Destination Development Fund to fund the Beach Creek Viewing Platform and Walkway Project, as detailed in the July 19, 2023 Planning memo to Council.

THAT Council authorizes the submission of a grant application to the Infrastructure Planning Grant Program to fund the Town of Qualicum Beach Water System Model, as detailed in the July 19, 2023 Planning memo to Council.

PURPOSE

To consider grant opportunities that require Council resolutions to support applications that are already in-stream.

BACKGROUND

There are several pending grant applications that require resolutions in support of applications that were already submitted due to timing constraints.

BC Destination Development Fund

The BC Destination Development Fund provides \$30 million in one-time grants to support the development and rejuvenation of tourism infrastructure, assets and experiences.

Deadline: July 17, 2023 – application in-stream

- **Timeline:** Projects must be completed by March 31, 2025
- **Cost-sharing:** 100% funding up to a maximum of \$1,000,000.
- **Total project cost:** \$529,938.00.
- **Source of Town portion of funding:** General Reserves
- **Proposed application:** Beach Creek Viewing Platform and Walkway Project

Beach Creek Viewing Platform and Walkway is the final component of the Memorial Avenue upgrades project. If approved, this project would fund the landscaping, restoration, furniture, and other place-making improvements that had to be eliminated from the first construction contract.

Infrastructure Planning Grant Program

Grants of up to \$10,000 are available to assist local governments in developing well-planned community infrastructure that will improve public health and safety, encourage resilient communities, and protect the natural environment while strengthening local and regional economies.

Deadline: July 12, 2023 – application in-stream

- **Timeline:** The Program provides no specific completion date.
- **Cost-sharing:** 100% of the first \$5,000 and 50% of the next \$10,000. Maximum grant of \$10,000.
- **Total Project Cost:** \$42,000 with the Town funding \$32,000
- **Source of Town portion of funding:** Water Infrastructure Reserve
- **Proposed applications.** Town of Qualicum Beach Water System Model

Update the working model of the Town water system, identifying fire flows, demands, potential losses and efficiencies for the long-term sustainability of water service delivery.

SUMMARY

Staff applied for two grant opportunities that require Council resolution. In the case of these two grants, the timeline did not allow for Council authorization prior to the actual submission date. Both represent opportunities to advance existing Town priorities.

ALTERNATIVES

1. THAT Council provides alternative direction to staff.



Luke Sales, MCIP, RPP
Director of Planning
Report Writer



Rob Weir, P. Eng
Director of Engineering
Concurrence



Lou Varela, MCIP, RPP
CAO
Concurrence

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

TO: Lou Varela, Chief Administration Officer **FOR:** Council Meeting - July 19, 2023

FROM: Oliver Watson, Superintendent of Public Works

SUBJECT: Pickleball lines at tennis courts – Council request for cost estimate

RECOMMENDATION

THAT Council receives the cost estimate and timeline for potential installation of the pickleball lines on the Qualicum Beach Tennis Court #2.

AND FURTHER THAT COUNCIL provides direction to staff for next steps regarding the pickleball at the Qualicum Beach Tennis Court #2.

PURPOSE

Staff were requested by Council to provide a cost estimate and timeline for potential installation of pickleball lines on Qualicum Beach Tennis Court # 2. This memo is provided in response to that request.

BACKGROUND

One of the three Qualicum Beach tennis courts already includes pickleball lines which creates a single pickleball court. Council has requested staff to provide a cost estimate and timeline to consider adding pickleball lines to a second court, specifically Tennis Court #2.

DISCUSSION

Victoria Playco is an Island company that installs pickleball lines on tennis courts and uses the appropriate non-slip materials to do so. Victoria Playco was consulted to discuss options, prices and timelines to potentially add new pickleball lines to Qualicum Beach Tennis Court #2.

There are typically two styles of pickleball lines that get overlayed onto tennis courts including:

- Painting lines to add a single pickleball court using the existing tennis court net. This is the style that is currently present on Tennis Court #3.
- Painting a pickleball court on either side of the tennis court net thereby ending up with two pickleball courts on one tennis court. This option, however, requires the use of portable nets and increases the chances of balls entering the adjacent courts.

Should Council choose to advance this initiative, staff recommend using the existing tennis court net and installing one new pickleball court on Tennis Court #2 for safety and convenience reasons. Victoria Playco has provided the Town with cost estimates and have indicated that their estimated timeline to paint lines once approved is 2 to 3 weeks.

Financial Implications

The estimate to prepare and paint lines to create a single pickleball court on Tennis Court #2 is \$1,900. In the event that Council elects to proceed with two individual pickleball courts on Tennis Court #2, the cost would increase to \$2,250.

Pickleball lines – price and availability.
July 19, 2023, Memo to Council

Recommendation

Staff recommends that if Council elects to proceed with painting pickleball lines on Tennis Court #2, that a single pickleball court be added at a cost of \$1,900.

ALTERNATIVES

1. THAT Council directs staff to proceed with authorizing Victoria Playco with preparing and painting two pickleball courts on Tennis Court #2
2. THAT Council directs staff not to proceed with the painting of any new pickleball lines.
3. THAT Council provides alternative direction for staff.

Robert-Lee Dickinson

For

Oliver Watson,
Superintendent of Public Works
Report Writer

Robert-Lee Dickinson

Rob Dickinson
Director of Infrastructure Service
Concurrence



Lou Varela, MCIP, RPP
CAO
Concurrence

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

TO: Lou Varela, CAO

FOR: Council meeting, July 19, 2023

FROM: Oliver Watson, Superintendent of Public Works

SUBJECT: Mobi-Mat removal

RECOMMENDATION

THAT Council approves discontinuing the deployment of the mobility accessible mat (Mobi-mat) west of the Shore Restaurant.

PURPOSE

To update Council on the challenges associated with the deployment of the Mobi-mat pilot project and to seek direction on next steps.

BACKGROUND

In March 2021, a member of the public submitted a request to the Town asking for improved mobility access to the hard packed sand along the Qualicum Beach waterfront. After consulting with the Department of Fisheries, a pilot project was initiated and staff researched mobility accessible mat options. The outcome was the purchase of an 82' long Mobi-mat for \$12,000. In July 2021, Town staff installed the Mobi-mat on a bed of sand over the old boat ramp west of the Shore Restaurant and anchored it down on each end, with the intention of leaving it out for the summer months only.

DISCUSSION

Maintenance issues related to the Mobi-mat began immediately. During every high tide, the beach gravel would shift causing beach gravel, seaweed, debris and sometimes logs to accumulate on top of the Mobi-mat, requiring Town staff to clear it almost daily. On other occasions, waves would cause the gravel under the Mobi-mat to shift causing the Mobi-mat to be uneven, making it challenging to walk or roll on. These challenges persisted through the summer of 2021 and the Mobi-mat was removed for the season in September 2021.

To ensure the pilot project was given every opportunity to succeed, the Mobi-mat was re-deployed in May 2022 for the summer and just like the previous summer, the same problems of accumulating sand, moving beach gravels, and deposits of debris and logs persisted. Weeks after being placed in 2022 the Mobi-mat separated at one of the joints and Town staff pieced it back together. With the joint weakened, the Mobi-mat separated numerous more times throughout the summer, each time requiring Town staff to repair.

In other areas of Vancouver Island, Mobi-mats have been successfully deployed requiring minimal maintenance. The difference between those locations and the Qualicum Beach waterfront is that they were placed in sheltered bays where they are not exposed to direct wave action. The exposure of the Qualicum Beach waterfront makes the beach gravel vulnerable to shift by the perpetual wave action during high tides. The waves can cause the beach gravel along the Qualicum Beach waterfront to rise or lower by several feet at times. This daily fluctuation causes both the excessive gravel to

Mobi-Mat Memo to Council

accumulate on top of the Mobi-mat, as well as displacing the gravel that it sits on. Unfortunately, there are no sheltered bays along Qualicum Beach where the deployment of a Mobi-mat would function as intended.

To put the Mobi-mat maintenance into perspective, it is estimated that staff spent an average of 30 minutes per day, 5 days per week throughout the summer clearing sand and debris off the surface of the Mobi-mat, at an estimated seasonal cost of \$3,800. Furthermore, while some days were lighter in maintenance, others required a backhoe to remove beach gravel and logs. (See attached photos of the Mobi-mat in various states of disrepair). While crews spent a significant amount of time maintaining the Mobi-mat, other duties prevented staff from being onsite when the tide went out to ensure that it was usable.

Staff recommended that Council consider ceasing deployment of the Mobi-mat due to the uncontrollable tidal effects that exist along the Qualicum Beach waterfront.

ALTERNATIVES

1. THAT Council instruct staff to repair and continue to deploy the existing Mobi-mat at a estimated on-going repair cost of \$500, and a seasonal maintenance cost of \$4,000 per year, until such time as the Mobi-mat can no longer be repaired.
2. THAT Council authorizes staff to purchase a new Mobi-mat at an estimated cost of \$12,000 and an estimated seasonal maintenance cost of \$4,000 per year.
3. THAT Council provides alternative directions to staff to address mobility access to the hard packed sand along the Qualicum Beach waterfront.

Robert-Lee Dickinson

For _____
Oliver Watson,
Superintendent of Public Works
Report Writer

Robert-Lee Dickinson

Rob Dickinson
Director of Infrastructure Service
Concurrence



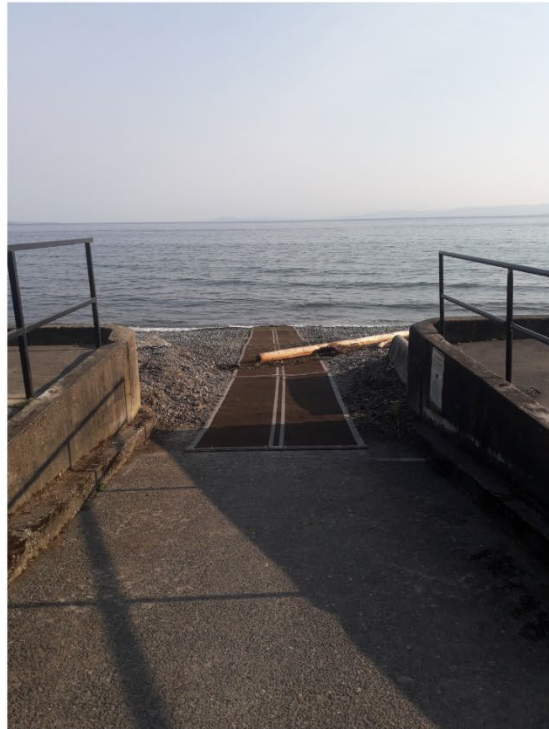
Lou Varela, MCIP, RPP
CAO
Concurrence

MOBI-MAT PHOTOS

Initial deployment



Log on mat



Torn mat and covered in gravels



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

TO: Lou Varela, Chief Administration Officer **FOR:** Council Meeting, July 19, 2023

FROM: Oliver Watson, Superintendent of Public Works

SUBJECT: 4 Poles Restoration on the Qualicum Beach Waterfront

RECOMMENDATION

THAT Council directs staff to proceed with restoring the fourth pole at the “4 poles” landmark site along the Qualicum Beach waterfront.

PURPOSE

Public Works staff brought forward a request to replace the missing fourth pole of the landmark site known as “4 poles”; this memo is intended to receive Council permission to proceed.

BACKGROUND

The designated swimming area on the east side of the beach bathroom is locally known as “4 poles” due to the area being delineated by 4 lengths of driftwood standing up on end in the hard packed sand. The center of the “4 pole’s “area is where Town staff anchor a swimming raft for the summer season. Approximately 5 years ago, one of the four poles disappeared and since then, the area has only been delineated by 3 lengths of driftwood. Staff would like to proceed with replacing the missing pole, as many locals consider it iconic to the waterfront.

DISCUSSION

The first step in determining whether the Town could proceed with replacing the missing fourth pole was to have MIABC (Municipal Insurance Association of BC) review the request. The outcome was that while there is always a risk, given the 3 remaining poles have been standing for numerous years, the risk of pole failure causing injury is considered low.

With MIABC indicating that the pole replacement was low risk, staff turned to the Department of Fisheries and Oceans (DFO) to request a permit to restore the missing fourth pole with a length of driftwood. The Town has now received approval from DFO to proceed if staff follow several precautions, including having the job completed by September 1, 2023, which can be achieved.

In terms of cost, the plan is to locate a solid piece of driftwood near the “4 poles” location and use Town owned equipment to install it at an estimated cost of \$1,200.

Financial Implications

The cost estimate to locate a piece of solid driftwood, dig a hole, stand it up vertically and backfill around it is \$1,200. The work can be performed by Town resources within an 8 hour day.

Recommendation

Staff recommends that Council authorizes staff to proceed with restoring the fourth pole at the “4 poles” landmark site at a cost of \$1,200.

ALTERNATIVES

1. THAT Council directs staff to delineate the swimming area in another fashion;
2. THAT Council directs staff not to proceed with restoring the fourth pole; or
3. THAT Council provides alternative direction for staff.

Robert-Lee Dickinson

For _____
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