

Agenda for the 10:00 am Wednesday, June 14, 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)

1-9 1. ADOPTION OF THE AGENDA

THAT Council adopts the June 14, 2023, regular Council meeting agenda.

2. ADOPTION OF THE CONSENT AGENDA

10 (1) **Correspondence Log** – June 14, 2023 – For Information

11-12 (2) **Monthly Fire Department Report** – May 2023 – For Information

13 (3) **Monthly Building Permit Report** – May 2023 – For Information

14 (4) **Monthly Bylaw Report** – May 2023 – For Information

3. APPROVAL OF THE MINUTES

THAT Council approves the minutes of the following meetings:

15-18 (1) March 1, 2023 Committee of the Whole meeting

19-25 (2) March 15, 2023 Committee of the Whole meeting

26-27 (3) March 23, 2023 Committee of the Whole meeting

28-30 (4) March 29, 2023 Special Council meeting

31-41 (5) May 3, 2023 Regular Council meeting

42-43 (6) May 10, 2023 Special Council meeting

44 (7) May 11, 2023 Special Council meeting

4. BUSINESS ARISING FROM THE MINUTES

(1) **May 24, 2023 Regular Council Meeting - Notice of Motion** (Councillor Harrison)

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WHEREAS all participating First Nations have withdrawn their support for the Island Corridor Foundation;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

Staff Comment:

Note: At the time of agenda publication staff have not received confirmation of either First Nation withdrawal, or continued support, for

the Island Corridor Foundation. Staff support approaching the Ministry with concerns and possible solutions to intersections with inactive railway crossings located within the Town of Qualicum Beach. The Town is working with the Regional District of Nanaimo to advance a project for a rail corridor study that is currently underway.

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

Motion deferred from the May 24, 2023 Regular Council Meeting:

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.

5. DELEGATIONS

45

(1) **Regional District of Nanaimo Liquid Waste Management Plan Amendment**

Sean De Pol, Senior Manager for Wastewater Services

Purpose: To present the Regional District of Nanaimo's plan to amend its Liquid Waste Management Plan (LWMP)

(2) **Pickleball Lines on the Qualicum Beach Tennis Courts**

Greg Bach and Ada Sarsiat, Arrowsmith Tennis Club

Purpose: For Information

6. CORRESPONDENCE

46-51

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

Staff Recommendation:

THAT the Council of the Town of Qualicum Beach consents on behalf of the electors to the adoption of "Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.79, 2023";

AND FURTHER THAT the Regional District of Nanaimo be notified accordingly.

52-56

(2) **Pollinator Pathways and Climate Change – Arrowsmith Naturalists – letter received April 9, 2023**

Staff Comment:

A memo for informational purposes will be provided at a future Council meeting.

- 57 (3) **Outdoor Roaming Cats** – letter received April 24, 2023

Staff Comment:

If Council chooses to address this matter beyond public education, staff recommend the following motion:

THAT Council instructs staff to refer consideration of outdoor roaming cats to the 2024 Strategic Planning and Budget processes.

- 58 (4) **St. Mark's Initiative – Climate Action Strategy** – letter received May 19, 2023 (Councillor Skipsey Notice of Motion)

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.

Staff Comment:

Staff concur with referral to the Select Committee on Environment with explanation to the Committee that the community and corporate emission report is budgeted for 2024 and this significant piece of work may extend into 2025.

7. BYLAWS

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

59-72 **Staff Recommendation:**

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.

8. COMMITTEE & LIAISON REPORTS

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

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

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

(a) **Notice of Motion**

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).

Staff Comment:

- Staff do not recommend changing the speed limit in advance of the Highway 19A Safety Study scheduled for summer 2023.

However should Council choose to reduce the speed limit along the subject stretch of Highway 19A it is recommended that the speed limit change be a pilot project for one-year, with assessment, rather than a seasonal ongoing change to avoid public confusion and challenges with enforcement.

- It should be noted that additional or alternative suggestions for traffic calming may result from the Highway 19A Safety Study scheduled for Summer 2023.
- Staff will advise of associated budget implications prior to implementation of a reduced speed limit if the associated expenses cannot be accommodated within existing budget.

RCMP Comments:

- The RCMP noted vehicle tickets in an area with a speed limit that changes multiple times during the year will be difficult to uphold if disputed.
- There are no serious injury reports associated with motor vehicle accidents in the area; the majority are parking related and do not involve speed.
- RCMP conducting enforcement for speed in the area would also have to enforce about violations for crossings outside of a crosswalk as it is a violation to enter a roadway outside of a marked crosswalk when it impedes traffic.

Consultants Comments:

- In the absence of any other measures, it is unlikely that lowering the speed limit will reduce speeds on the Highway. Conversely, it may result in other problems as motorists driving the new speed limit might frustrate others who then pass them at high speeds and drive recklessly. It might also result in additional complaints about speeding, and more requests for police enforcement which may be a challenge for RCMP to respond to.
- It is the third-party engineer's opinion to develop a comprehensive plan to improve safety on the Highway for all road users, including measures to discourage speeding. The Highway 19A Safety Study will identify a number of improvements that will work together to help reduce speeding, while avoiding creating new problems.

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

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

9. STAFF REPORTS

(1) Corporate Administration

73-161

(a) 2022 Annual Municipal Report

Staff Recommendation:

THAT Council approve the Town's 2022 Annual Report as presented at the June 14, 2023 regular Council meeting.

162-172

(b) 2020-2022 Motions Indices Review

Staff Recommendation:

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.
- 22-077 - THAT Council request staff to put the encroachment policy review on hold until all identified property owners affected by Policy 3008-12 have been notified of the policy and invited to provide input; AND FURTHER THAT the policy be revisited once feedback has been received.
- 22-224 - 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.

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

Staff Recommendation:

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.

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

Staff Recommendation:

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.

(2) **Financial Administration**

173-214

(a) **2022 Financial Information Report**

Staff Recommendation:

THAT the Town of Qualicum Beach 2022 Financial Information Report be received and approved.

(3) **Planning**

215-218

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

Staff Recommendation:

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.

(4) Engineering & Operations

- 219-222
- (a) **Age-Friendly Transportation Plan Update – For Information**
 - (b) **Waterfront Expansion Phase 1 Ditch Infill Parking – Parking Prohibition**

Staff Recommendation:

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.

- 223
- (c) **BC Hydro Lease Lights Update**

- (d) **Urban Tree Planting Presentation**

- 224-225
- (e) **Saahtlam Park Archaeological Impact Assessment**

Staff Recommendation:

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

10. Review of Comments from the Public

Comments for this regular Council meeting must be received no later than 12:00 pm two days following the meeting (June 16, 2023). Submissions must be regarding business discussed by Council at the meeting, be 300 words or fewer, and any submissions relating to closed public hearing topics, or unrelated to Council business discussed at the meeting, will not be distributed to Council. Submissions that meet these guidelines will be distributed to all Council, posted on the Town’s website, and a brief summary of the comments will be included in the meeting minutes. Comments must include a full name and address in order to be submitted for the record.

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

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

11. ADJOURNMENT

THAT Council adjourns the meeting.

NEXT SCHEDULED

REGULAR COUNCIL MEETING: Wednesday, July 19, 2023 at 10:00 am

THE TOWN OF
QUALICUM BEACH



COUNCIL CORRESPONDENCE LOG

June 14, 2023

DATE REC'D	TOPIC	ACTION
June 5	UBCM Child Care Resolution	Rec'd for Information
June 5	Traffic safety concerns – Mill Rd	Referred to staff
June 5	Dense housing & lack of green space	Rec'd for Information
June 2	Public Hearing – 172 Fern Rd W	Rec'd for Information
June 1	SOS – Community Housing Forum Agenda	Rec'd for Information
June 1	Federal funding for RCMP	Rec'd for Information
June 1	Crosswalk request – Elizabeth & Memorial Ave's	Refer to Age Friendly Transportation Plan
June 1	SPARC BC – Local Community Accessibility	Rec'd for Information
June 1	Saahtlam Park – Summer Arts & Music Festival Invitation	Rec'd for Information
May 31	Provincial e-bike rebate program	Rec'd for Information
May 31	Chester Rd traffic	Rec'd for Information
May 31	Qualicum Beach airport	Rec'd for Information
May 31	Property taxes	Rec'd for Information
May 29	Suggestion for waterfront art installation	Rec'd for Information
May 29	Select Committee on Public Safety	Referred to Staff
May 29	Concerns about asbestos in drinking water	Rec'd for Information
May 29	Pickleball lines at tennis courts	Rec'd for Information
May 29	City of Nanaimo proposed step code pathway	Rec'd for Information
May 26	Rails-to-Trails feasibility study	Rec'd for Information
May 26	Memorial Benches	Rec'd for Information
May 25	Local food production	Rec'd for Information
May 23	Memorial Ave roundabout mural	Rec'd for Information
May 23	Bee-friendly front yards	Rec'd for Information
May 23	Memorial Ave roundabout	Rec'd for Information
May 23	Development Variance Application – 307 Crescent Rd W	Rec'd for Information
May 23	Public Hearing – 230 Second Ave W	Rec'd for Information
Various	St Mark's Church initiative – climate action strategic planning	Rec'd for Information
May 19	Gas-powered leaf blowers	Rec'd for Information
May 19	UBCM draft resolution – supporting biodiversity	Rec'd for Information
May 19	District of Coldstream – Homes for People Action Plan	Rec'd for Information
May 18	Climate change mitigation	Rec'd for Information
May 18	Development variance application – 307 Crescent Rd W	Rec'd for Information
May 18	Chester Rd – traffic safety	Refer to Age Friendly Transportation Plan
May 18	UBCM Resolution – volunteer firefighters & search & rescue	Rec'd for Information



**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 June 14, 2023

FROM: Peter Cornell, Fire Chief

SUBJECT: Monthly Fire Rescue Department Report for May 2023

PURPOSE

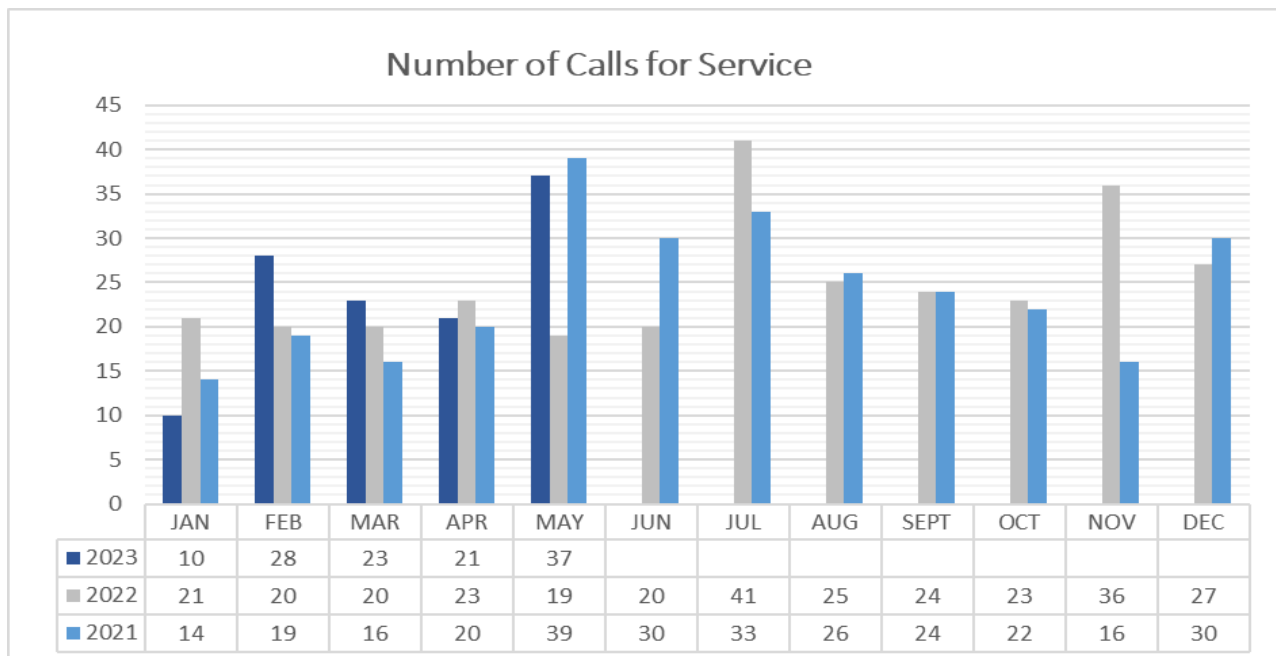
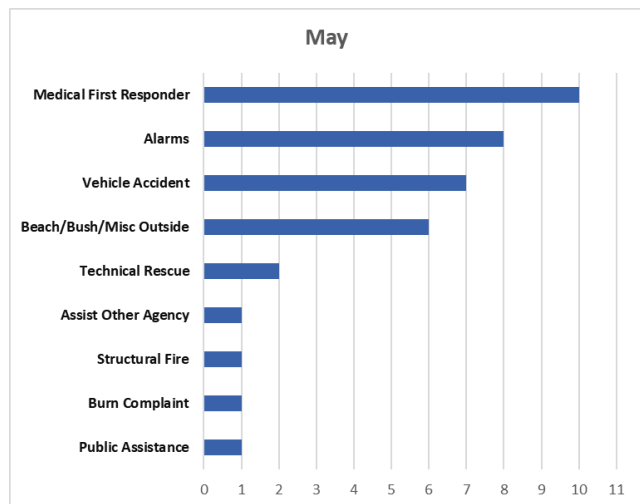
To provide Council with an update regarding Fire Rescue Department activities.

CALLS FOR SERVICE

Summary for May 2023:

Calls for Service in May = **37**
 Duty Officer Only: 8 Automatic Aid: 1 out; **0** in
 Mutual Aid: **0** out; **0** in

- Incident Hours: 16 hours, 12 minutes
- Average # of Personnel responding: 9.24
(Full Time: 2.14 | On-Call: 7.10)
- Incident Staff Hours: 126 hours, 42 minutes
- Average Response Time All: 6:96 minutes
- Average Muster Time E52: 6:56 minutes
- Average Response Time E52: 10:22 minutes



TRAINING

2023	<i>Sessions</i>	<i>Subjects</i>	<i>Session Hours</i>	<i>Instructor Hours</i>	<i>Staff Hours</i>
<i>Weekly:</i>	13	11	26	32	180
<i>Additional:</i>	7	9	27	25	141
Month Total:	20	20	53	57	321
Annual Total:	105	103	379	322	2439

Training highlights:

- Training subjects covered in May included search & rescue, mayday, first responder, tender shuttle, ladder drills and traffic control.
- Members attended the Wildfire Resiliency Training Summit and the British Columbia Training Officers Conference.

FIRE PREVENTION

15 Inspections; 159 YTD | 1 Public Education Events | 2 Development Plan Review | 0 New Pre-Incident Plans | 0 Pre-Incident Plan Updates | 3 Public Outreach | 0 Garden Refuse Fire Permits

Career Staff Members: 4
Paid On-call Members: 24 (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	12		
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																Totals
Permit #	Roll #	Civic	Street	Scope of Work	Contractor	# of Units SFD	# of Units Sec/Gar Suites	# of Units Multi	Additions and/or Renos	SFD (new)	Multi (new)	Commercial	Institutional	Industrial	Recreational	
MAY																
5983	10085.025	338/340	Whitmee Rd	Move (cottage)	Nickel Bros											
5994	212.001	545	Rye Rd	Renovation	Island Oasis Homes				\$375,000							
5995	660.124	731	Canyon Cres Rd	Accessory	(self)				\$50,000							
						0	0	0	\$425,000	\$0	\$0	\$0	\$0	\$0	\$0	\$425,000
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

MONTHLY BYLAW REPORT - May 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	9	17		4				
Other Parks									
Community Park Trails	1		15		2				
Dollymount Trail			10						
Heritage Forest Trails	1		14		4				3 off leash, one failed to "pick up"
Museum Area Trails	1	3	6						
Other Trails									
Homeless Patrols	6	10	10						
Town Centre Patrols	12	22	25			14		2	cutting vegetation - turned out to be broom/drinking alcohol in Town Square
Residential Areas		27	25			3	7		
Main Beach Patrols		22	12			10			no parking area along main waterfront/
Other Beach Patrols			5				1		off premise bus. Sign
TOTALS	23	93	139		10	27	8	2	

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	5				4	4	stray cat/ spca / injured cat x2/
Burning Outdoor							
Business Licence	1					1	
Homeless Issues	2		2		2	2	garbage removed from Leigh House/ sleeping bag/
Illegal Dumping							
Noise	10				10	10	low freq.noise /barking /rooster/construction x2/music/power equip.
Parks / Trails / Beaches							
Sign	3		7		3	3	off premise business sign/ sign request for Brant overnight campers/
Traffic	7	11	12	13	69	14	Brant viewing/ MTI x2/ hwy 19A NP zone/68 Rd. closure notices/idling
Tree Removal	7				6	6	stripping bark in Comm. Park trails/
Unsightly Premises	10	4	1		12	12	broom x 2 / grass & weeds at GC x 3/ power lines/
Vandalism	2				2	2	Leigh House damaged/
Zoning / Building	7				6	6	fence height x 3/ air b & b/ ALR issue x 2/
Other	10				10	10	capturing wild birds/ deleterious substance in fish bearing /water x3
TOTALS	64	15	22	13	124	70	neigh.issues/ BEO inquiry/dead seal/boulevard/campgrounds/

Minutes of the 2:00 pm Wednesday, March 1, 2023, Town of Qualicum Beach Committee of the Whole Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

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

ALSO PRESENT: Staff: Lou Varela, CAO
Heather Svensen, Corporate Administrator
Luke Sales, Director of Planning
Weslie Gould, Deputy Corporate Administrator

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

ADOPTION OF THE AGENDA

Council adopted, by unanimous consent the March 1, 2023 Committee of the Whole meeting agenda.

CARRIED UNANIMOUSLY

DELEGATIONS

(1) Qualicum Beach Memorial Golf Course

Qualicum Beach Memorial Golf Course Board members introduced themselves and expressed appreciation for Councillor Skipsey's work as a liaison with the Board.

The Board provided an overview of the club programs and the issues that are currently ongoing, including difficulties with staffing, the need to find a new restaurant contractor, succession planning for the board, and clubhouse repair costs. There are two upcoming tournaments, the amateur senior ladies' tournament and the men's amateur tournament.

The Board's Director of Finance reviewed the financial report, noting that last year's revenue was \$1.1 million, projecting similar revenue for the current fiscal year. The new workshop and compound were completed last year.

Council thanked the representatives from Qualicum Beach Memorial Golf Course for their presentation.

(2) **Qualicum & District Curling Club**

The Qualicum and District Curling Club presented their annual capital plan for the curling facility, including details of the capital projects planned for 2023 and the next five years, including minor renovations to the washrooms, painting the outside walls of the curling center, repairing the outside back deck steps, and installing permanent sound barriers in the lounge.

For the next four years, the following projects are planned: replace the flooring in the lounge; replace the roof; accessibility improvements for the upstairs lounge; and replacement of the outside deck.

Council thanked the Qualicum and District Curling Club for their presentation.

(3) **Parksville Qualicum Beach Tourism Association**

The Parksville Qualicum Beach Tourism Association presented their four main goals: increasing visitor volume, increasing visitor expenditure, increasing length of stay, and increasing overall economic impact. They are funded by the municipalities of Parksville and Qualicum Beach, as well as the Regional District of Nanaimo and Destination BC, which is the provincial tourism marketing agency.

The Association's jurisdiction covers Area E to Area H in the Regional District, including Parksville and Qualicum Beach. Their funding comes mainly from the local hotel room tax, the Municipal Regional District Tax (MRDT), which is collected by all fixed-roof accommodations, including short-term rentals and bed and breakfasts. They also receive grants from Destination British Columbia, Google, and other sources.

The Association has been working on a tourism master plan, the Destination Development Strategy, utilizing a third-party company, Destination Think, for baseline research, destination assessment, and ongoing engagement with residents, stakeholders, and visitors. The goal is to create a vision and strategic goals for the next 10 years, along with a five-year implementation plan. This plan will feed directly into the Municipal Regional District Tax renewal, which must be done this year. They are also creating an ongoing community engagement and monitoring plan. The strategy is expected to be finished by June.

Council thanked the Parksville Qualicum Beach Tourism Association for their presentation.

(4) **Qualicum Beach Historical and Museum Society**

The Qualicum Beach Historical and Museum Society discussed highlights of the previous fiscal year, current activities, and future plans. Despite COVID-19's impact on their operations over the last few years, the Museum has returned to normal admissions and has seen an increase in participation in programs and events. The focus for the current year is to improve accessibility, and they have received a \$20,000 grant from the BC Arts Council.

The Society expressed appreciation for their collaborative and productive relationship with the Town, noting that the Town's support with grounds and buildings has helped them maintain an excellent standard that many visitors comment on positively. Having reliable funding, solid governance, and permanent staff, as well as a sound strategic plan has helped the Museum secure funds from other sources for both operational and project costs.

Council thanked the Qualicum Beach Historical and Museum Society for their presentation.

(5) **The Old School House Arts Centre**

The Executive Director of The Old School House Art Center (TOSH) provided an update on the center's programs, including the resident artist program, exhibitions, education program, music program, rentable spaces, community art space, the new digital creation hub, and several upcoming projects, including a research project from the SFU data lab and projects through Creative Coast.

The Executive Director requested that their lease agreement be renewed for a five-year term, and discussed several repairs that are needed for the building. The Executive Director proposed that a paragraph be added to the lease to specify maintenance responsibilities and requested that the retail gift shop be formally added to the lease as well.

Council thanked The Old School House for their presentation.

(6) **Qualicum Beach Chamber of Commerce**

The Qualicum Beach Chamber of Commerce introduced Mike Garland, the new Executive Director for the Chamber, noting that today was his first day in the role. The Chamber presented their work plan and discussed the need to replace the Visitor Center, commenting that they are looking for a representative of the Town to participate in the planning committee.

The Chamber of Commerce discussed the results of a survey they conducted with the Planning students at Vancouver Island University. The survey focused on the concerns of local businesses and found that housing was a major issue affecting staffing. The lack of affordable housing and access to transportation were also major concerns for the community.

Council thanked the Qualicum Beach Chamber of Commerce for their presentation.

ADJOURNMENT

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

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 3:26 pm

Certified Correct:

Heather Svensen
Corporate Administrator

Teunis Westbroek
Mayor

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Councillor Scott Harrison
Councillor Anne Skipsey
Councillor Petronella Vander Valk
Councillor Jean Young

ALSO PRESENT: Staff: Lou Varela, CAO
Heather Svensen, Corporate Administrator
Raj Hayre, Director of Finance
Luke Sales, Director of Planning
Peter Cornell, Fire Chief
Genelle Conn, Manager of Finance
Weslie Gould, Deputy Corporate Administrator

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

ADOPTION OF THE AGENDA

Council adopted, by unanimous consent, the March 15, 2023 Committee of the Whole meeting agenda, as amended by reordering the budget presentations as follows:

- Finance;
- Chief Administrative Officer;
- Corporate Administration;
- RCMP;
- Fire/Rescue Services.

CARRIED UNANIMOUSLY

STAFF REPORTS

(1) Chief Administrative Officer

(a) Draft 2023 Financial Plan – For Information

The Chief Administrative Officer introduced Paul Murray, Principal Consultant for Brentwood Advisory Group, who assisted with drafting the 2023 Financial Plan.

Mr. Murray provided an overview of the new budget process, which features in depth presentations from each department and increased public consultation, with a goal of achieving the Government Finance Officers Association (GFOA) budget award in subsequent years. The draft budget proposes a tax increase to the typical Qualicum Beach household of \$114, or 5.6% compared to 2022.

Budget Presentation: Chief Administrative Officer

The Chief Administrative Officer (CAO) provided an overview of the service plans for Council and the office of the CAO:

- 2022 Highlights and Accomplishments
- Challenges
- Plans for 2023
- Projects and Initiatives for 2024 to 2027
- Strategic planning process and budget implications
- Plans for 2023, projects and initiatives
- Role of the CAO as Council's one employee
- Highlights and accomplishments from 2022
- Challenges, including attraction and retention of staffing, change management, the need for increased psychological safety, conflicting policy direction from Council, and lack of meaningful metrics
- Key projects and initiatives for 2024 - 2027
- Budget summary, which shows an increase of \$42,500 increase or 7% in 2023

Budget Presentation: Corporate Services

The Corporate Administrator provided an overview of the budget for Corporate Services, including:

- Roles and responsibilities within the department
- The current staffing complement of seven (7)
- Highlights from 2022 and key plans for 2023
- Longer term, the implementation of an Electronic Records Management System in 2024 to 2027.
- Department budget of just over \$1.4 million, with a forecasted increase of 21% which is primarily driven by the offset by budget reductions elsewhere in the plan, the increase of one new position, the consolidation of the Human Resources costs in one budget area, and increased legal fees.
- Projects identified during Strategic Planning, including continuation of the Service Review work; collaboration with Qualicum First Nation and Saa'men First Nation; a review of the Terms of Reference for the Town's Committees and Commissions; and continued work on being an Employer of Choice and increased focus on community volunteerism.

Budget Presentation: Financial Services, Fiscal Services, and Information Technology

The Director of Finance provided an overview of the budget for Financial Services, including:

- Roles and responsibilities of the Financial Services team
- 2022 highlights and accomplishments
- Key plans for 2023, including preparation of new standards for reporting and updating and bringing forward the Town's Purchasing and Procurement Policy and Reserves and Surplus Policy
- Long-term plans, including connecting the annual budget and process levels with greater transparency, developing long-term financial plan for asset management, improvement of purchasing and procurement approaches, and preparation of a long-term capital plan
- Budget summary

The Director of Finance provided a brief overview of the budget for Fiscal Services.

The Director of Finance provided an overview of the budget for the Information Technology team, including:

- Roles and responsibilities of the Information Technology team
- 2022 highlights and accomplishments
- key plans for 2023, including updating the municipal website, migration and development of asset and service maintenance applications, deployment of processes to address security threats, migration of SCADA to a virtual machine to reduce the risk of hardware failure, and increase in security by using multi-factor identification
- Budget summary

In response to comments from Council, the Director of Finance noted that IT costs that were budgeted across various service areas, such as operations or transportation, are now being captured in the IT services area. Paul Murray advised that some costs that have previously been spread throughout the organization are being brought back and consolidated and that services are not being reduced in one area in order to accommodate another.

Budget Presentation: Police Services

Staff Sgt. Travis De Coene, Oceanside RCMP, provided an overview of the structure, roles, and responsibilities of the RCMP, accomplishments and challenges in 2022, key plans for 2023, budget summary, and long-term initiatives.

Budget Presentation: Fire/Rescue Services

Fire Chief Cornell provided an overview of the structure, roles, and responsibilities of the Fire Department, 2022 highlights and accomplishments, challenges, key plans for 2023, budget summary, and long-term initiatives.

PUBLIC INPUT OPPORTUNITY

(1) Public Input on the Draft 2023 Financial Plan

L. Valliquette, Oceanside Football Club representative, requested the addition of a multiuse, all-season turf athletics field, and field house with changing rooms.

RECESS TO RECONVENE

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole recess the meeting to reconvene on Thursday, March 16, 2023 at 10:00 am in the Council Chamber at Town Hall, 660 Primrose Street, Qualicum Beach, BC.

CARRIED UNANIMOUSLY

MEETING RECESSED: 11:26 am

MEETING RECONVENED: 10:00 am on Thursday, March 16, 2023

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
Raj Hayre, Director of Finance
Bob Weir, Director of Engineering and Operations
Luke Sales, Director of Planning
Genelle Conn, Manager of Finance
Weslie Gould, Deputy Corporate Administrator

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

It was noted that today's budget presentations would include Planning and Community Development, Emergency Services, and Municipal Operations.

STAFF REPORTS

(1) Chief Administrative Officer

(a) **Draft 2023 Financial Plan** – For Information (Continuation from March 15, 2023)

Budget Presentation: Planning and Community Development & Emergency Services

The Director of Planning provided an overview of the budget for Planning and Community Development, including:

- Highlights from 2022:
 - Completion of the Urban Forest Master Plan, Age-friendly Wayfinding Project, and Phase 1 public realm improvements for East Village
 - Development of the 'Into the Woods' childcare facility
 - Advancement of the 56-unit affordable housing development (Residences at Qualicum Station)
 - Building permit values for 2022 totaled nearly \$45 million
- Key plans for 2023 include:
 - Bus Garage site planning
 - Operations Modernization site planning
 - Development approvals process review (ongoing grant project)
 - Estate Properties tree bylaw expansion
 - Hazard Specific Guidelines (Emergency Services)
 - Review of Emergency Program function and resources
- Budget implications for the year, including a new Planner position and filling the vacant Emergency Program Coordinator position
- Overview of Emergency Management Oceanside's structure, shared between the Town of Qualicum Beach and the City of Parksville

The Chair invited any members of the public in the gallery to speak.

Joyce Gallinger, Qualicum Beach, asked about priorities in the Waterfront Management Plan. The Director of Planning responded that the Waterfront Management Plan identified a number of priorities, with the top priority being the naturalization of the foreshore and additional community amenities, including the waterfront walkway.

Jay Smith, Qualicum Beach, questioned if Council considered climate change during the strategic plan review process, and requested an update on several topics relating to tree protection. The Director of Planning noted that a draft Tree Protection Bylaw will be considered by Council at the next regular meeting.

Pat Jacobson, Qualicum Beach, questioned if the tree canopy analysis will include an assessment of land cover for impermeable surfaces, and how the Urban Forest Master Plan will be resourced in the budget. The Director of Planning responded that the tree canopy analysis will utilize airphotos which are not specifically intended for impermeable surface area calculations, and that the development and implementation of a Tree Bylaw would require significant resources to administer and develop.

Charna Macfie, Qualicum Beach, questioned how the priorities in the Urban Forest Master Plan will be implemented and resourced, and commented on the importance of trees.

Budget Presentation: Municipal Operations

The Director of Finance provided an overview of the budget for Municipal Operations, including:

- Highlights from 2022:
 - Addition of fully electric utility vehicle
 - Sandblasted 27 concrete bullnoses and installed hazard marker signs to increase safety and reduce annual painting requirements
 - Upgraded 32 painted accessible parking symbols and 7 painted crosswalks to a more durable product
- Key plans for 2023 include:
 - Replace the Vactor Truck
 - Reduce more painted road markings and convert to a more durable material
 - Clear brush from outside perimeter of airport fence for emergency access, safety and maintenance purposes
 - Increase sightline trimming

The Chair invited any members of the public in the gallery to speak.

A resident asked a question about line painting, specifically relating to the supply chain issue and shortage of paint.

Jay Smith, Qualicum Beach, commented on the public consultation plan for Saahtlam Park and the potential implications of any archaeological material found during development.

Lance Nater, Qualicum Beach, expressed concern about taxpayers funding a new skate park and questioned if the interested parties could fundraise to cover the costs.

Laurie Sieber, Qualicum Beach, questioned if the budget for the LED streetlight conversion project will cover the cost of replacement of the lights.

Mayor Westbroek noted that the next Committee of the Whole meeting to discuss the budget will be held on Thursday, March 23, 2023 at 10:30 am in the Council Chamber in Town Hall, 660 Primrose Street, Qualicum Beach, BC.

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the meeting be adjourned.

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 12:09 pm

Certified Correct:

Heather Svensen
Corporate Administrator

Teunis Westbroek
Mayor

Minutes of the 10:30 am Thursday, March 23, 2023, Town of Qualicum Beach Committee of the Whole Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

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

ALSO PRESENT: Staff: Lou Varela, CAO
Heather Svensen, Corporate Administrator
Raj Hayre, Director of Finance
Bob Weir, Director of Engineering and Operations
Luke Sales, Director of Planning
Peter Cornell, Fire Chief
Weslie Gould, Deputy Corporate Administrator

The Mayor called the meeting to order at 10:30 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 March 23, 2023 Committee of the Whole meeting agenda.

CARRIED UNANIMOUSLY

STAFF REPORTS

(1) Chief Administrative Officer

(a) Draft 2023 Financial Plan – For Information

Raj Hayre, Director of Finance, provided an overview of the budget process to date, noting that the addition of a full-time employee to implement the Tree Protection Bylaw will require an increase to the property tax rate over and above the anticipated 5.6% rate as described in the Financial Plan.

Asset Management

The Director of Finance noted that the current level of funding to reserves for asset replacement is generally considered to be insufficient to replace current infrastructure on a sustainable basis over the long term.

Significant work will continue in 2023 and 2024 to refine data on replacement costs as part of the continuous program of asset management. The next step will be the development of a long-term asset replacement strategy and financing plan. Over the next five years, the Town plans to invest \$32 million in asset replacements and improvements.

PUBLIC INPUT OPPORTUNITY

(1) Public Input on the Draft 2023 Financial Plan

The Chair invited any members of the public who wished to comment to speak.

- Charna Macfie, Qualicum Beach, spoke regarding maintenance costs.
- Doug Mackay-Dunn, Qualicum Beach, requested that the slope stability on Bay Street be prioritized in the plan.
- Sandi Reed, Qualicum Beach, questioned if the \$3.3 million grant from the Growing Communities Fund could be used for developing or upgrading recreational facilities.
- Pat Jacobson, Qualicum Beach, commented on the sale of land to meet financial commitments.
- Bruce Fleming-Smith, Qualicum Beach, questioned what the Growing Communities grant funds can be used towards.
- John Wood, Qualicum Beach, commented on storm drainage on Eaglecrest Drive.
- Joyce Gallinger, Qualicum Beach, commented on the Bay Street slope stability issues.
- Pat Jacobson commented on the culvert for Grandon Creek at Hoylake Road.
- Peter Drummond, Qualicum Beach, commented on the culvert for Grandon Creek at Hoylake Road.
- Bruce Fleming-Smith questioned if Bay Street could be repurposed for pedestrian use only, and if public engagement is planned for the operations facility modernization project.
- Len Flint, Qualicum Beach, noted that the Nature Trust of BC is seeking donations to purchase land on the Little Qualicum River watershed for preservation, and requested that the Town consider promoting the initiative on its website, as well as providing a donation.
- Peter Drummond requested to partner with the Town for the purpose of applying for grants to develop a 4-court pickleball facility, potentially by the Community Hall or in the Community Park.

ADJOURNMENT

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

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 11:52 am

Certified Correct:

Heather Svensen
Corporate Administrator

Teunis Westbroek
Mayor

Minutes of the 10:00 am Wednesday, March 29, 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
Bob Weir, Director of Engineering and Operations
Luke Sales, Director of Planning
Raj Hayre, Director of Finance
Bernadette Ritter, Administrative Assistant
Paul Murray, Brentwood Advisory, Consultant

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 March 29, 2023 Special Council meeting agenda, as amended by removing the delegation from Jay Smith and by adding a resolution to go into a Closed meeting of Council prior to adjournment of the meeting.

CARRIED UNANIMOUSLY

RESOLVE INTO COMMITTEE OF THE WHOLE

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council resolve into Committee of the Whole.

CARRIED UNANIMOUSLY

2023 FINANCIAL PLAN & BUDGET RECAP

(1) 2023 Financial Plan & Additional Staffing Related to Adoption of the Qualicum Beach Tree Protection Bylaw No. 725, 2023

The Director of Finance provided an overview of the budget process to date and next steps for adopting the 2023 Financial Plan and Tax Rates Bylaw.

Discussion ensued on the draft 2023 Financial Plan, with the following topics discussed:

- Vehicle purchases, including a new Vactor Truck for the Operations Department and Ladder 58 for the Fire Department.
- Electrifying the municipal fleet of vehicles, specifically relating to reducing greenhouse gas (GHG) emissions.

- Opportunities in the plan to mitigate climate change, discussing the recently adopted Tree Protection Bylaw, active transportation and the uptown mobility study, improvements to pedestrian and cycling modes of transportation on the waterfront, and low-impact design choices, such as using light colours on buildings to keep them cooler in the summer.

The Chair invited the public to provide comments on the draft 2023 Financial Plan.

- John Wood, Qualicum Beach, commented on the replacement of asbestos pipes, densification to promote active transportation, updating the Age-Friendly Transportation Plan, and strategic housing initiatives to meet climate goals.
- Marlys Diamond, Qualicum Beach, commented on wildfire mitigation.
- Jan Taggart, Qualicum Beach, on behalf of the Qualicum Beach Multi-Use Cinema Society, requesting that a portion of funding from the Growing Communities grant be used for community consultation, and that a working group be struck to advance this initiative.
- Graham Riches, Qualicum Beach, commented on the need for a food action plan and a food security task force, noting that the food action plan is slated for 2026 in the Financial Plan, expressing concern in the delay on this project.
- Susan Lloyd, Qualicum Beach, commented on the priorities in the Age-Friendly Transportation Plan, requesting an update on what projects have or have not been completed, and commented on various capital projects anticipated for the Eaglecrest neighbourhood.

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole recommends to Council THAT Council directs staff to amend the 2023 Financial Plan to include a 6-month budget provision for a 1.0 Full Time Equivalent (FTE) for administering the Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023, in 2023, with the position being fully funded in 2024.

CARRIED UNANIMOUSLY

RISE FROM COMMITTEE OF THE WHOLE

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole rise and report.

CARRIED UNANIMOUSLY

COMMITTEE OF THE WHOLE RECOMMENDATIONS

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council directs staff to amend the 2023 Financial Plan to include a 6-month budget provision for a 1.0 Full Time Equivalent (FTE) for administering the Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023, in 2023, with the position being fully funded in 2024.

CARRIED UNANIMOUSLY

MOTION TO CLOSE

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT, pursuant to Section 127 of the *Community Charter*, Council agrees to waive the special meeting notice requirement for the purpose of going into a Closed meeting of Council; AND FURTHER THAT the meeting be closed to the public for the purposes of considering:

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

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC at 11:23 am

MEETING REOPENED TO THE PUBLIC at 12:32 pm

ADJOURNMENT

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

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 12:32 pm

Certified Correct:

Heather Svensen
Corporate Administrator

Teunis Westbroek
Mayor

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
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

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 3, 2023 Regular Council meeting agenda as amended to replace the Finance memo titled 'Grant Application – Town of Qualicum Beach Asset Replacement Plan'.

CARRIED UNANIMOUSLY

ADOPTION OF THE CONSENT AGENDA

Councillor Skipsey requested that the following items of correspondence be added to the next regular council meeting for consideration:

- Correspondence received April 24, 2023 regarding outdoor cat monitoring;
- Correspondence received April 11, 2023 regarding pollinator pathways.

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

- (1) **Correspondence Log** – May 3, 2023 – For Information

CARRIED UNANIMOUSLY

RECOGNITION

- (1) **Coronation of His Majesty King Charles III** – May 6, 2023 – Verbal Update from Mayor Westbroek

Mayor Westbroek noted that the Royal Canadian Legion Branch 76 will be hosting an event to commemorate the coronation of His Majesty King Charles III. The event will be held at the Legion on Saturday, May 6 starting at 2:00 pm.

APPROVAL OF THE MINUTES

Council approved, by unanimous consent, the April 12, 2023 regular council meeting minutes and the April 19, 2023 special council meeting minutes.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

(1) **Recommendation from the March 29, 2023 Select Committee on Environment and Sustainability Meeting**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Select Committee on Environment and Sustainability undertake a half day facilitated workshop to prioritize climate change actions, and the workshop be resourced for a cost of up to \$1,000.

CARRIED UNANIMOUSLY

(2) **Recommendation from the April 17, 2023 Select Committee on Beach Day Celebration Meeting**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Mike Garland be appointed to the Select Committee on Beach Day Celebration as the Chamber of Commerce Representative.

CARRIED UNANIMOUSLY

(3) **BC Hydro Streetlight Conversion – April 19, 2023 Special Council Meeting**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council instructs staff to notify BC Hydro on the replacement of lights numbered 508, 511, 514, 515, and 516, as identified on Figure 18 attached to the April 19, 2023 memo to Council.

CARRIED

Opposed: Councillor Harrison

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

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the topic of regulating light trespass be referred to the next strategic planning session in the fall for further discussion and consideration.

CARRIED UNANIMOUSLY

DELEGATIONS

(1) **Career Centre**

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT, as per the Council Procedure Bylaw, the Career Centre delegation be permitted an additional 7 minutes to present for a total of 12 minutes.

CARRIED UNANIMOUSLY

Cheryl Dill, Executive Director, and Lorrie Mohl, Employment Services Coordinator, provided an overview of the purpose, services and expertise provided by the Career Centre, an initiative of the Central Vancouver Island Job Opportunities Building Society.

- Services provided to job seekers include job readiness preparations, employment consulting and plans, training support, self-employment support, and wage subsidy.
- Employers are supported through free job postings with recruitment coaching, an annual hiring fair, educational workshops, employment-related advice, an employer newsletter and "Pulse Check" poll, and a wage subsidy program.
- As of March 2023, the unemployment rate is 4.5% for British Columbia and 3.6% for Vancouver Island.
- Local employment opportunities (gaps) include healthcare occupations (all levels), Class 1 and 3 Drivers, Early Childhood Educators, Community/Mental Health Support Workers, Bookkeepers, and Personal/Residential Care and Maintenance.
- Training is available for identified skill gaps in areas such as Early Childhood Education, Forestry/Natural Resource Worker, Mental Health Support Worker, Dental Receptionist, Adaptive Trail Building, and Website Design.

CORRESPONDENCE

- (1) **Reducing Community Cancer Risks from Radon** – March 22, 2023

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 second time as amended.

CARRIED

Opposed: Councillor Skipsey; Councillor Vander Valk

In Favour: Mayor Westbroek; Councillor Harrison; Councillor Young

Councillor Harrison MOVED and Councillor Young SECONDED, 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".

CARRIED

Opposed: Councillor Skipsey; Councillor Vander Valk

In Favour: Mayor Westbroek; Councillor Harrison; Councillor Young

Discussion ensued, with the following comments and concerns noted:

- Parking requirements, and the number of required charging stations;
- Implementation of Step Code 3;
- Building height and whether a height variance is necessary;
- Concerns about regulating short-term rentals, fire inspections, and taxation.

(2) **Alternative Municipal Tax Collection Scheme Bylaw**

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT “Town of Qualicum Beach Alternative Municipal Tax Collection Scheme Bylaw No. 587, 2001, Amendment Bylaw No. 587.04, 2023” be read a second time.

CARRIED UNANIMOUSLY

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT “Town of Qualicum Beach Alternative Municipal Tax Collection Scheme Bylaw No. 587, 2001, Amendment Bylaw No. 587.04, 2023” be read a third time.

CARRIED UNANIMOUSLY

(3) **Town of Qualicum Beach Five-Year Financial Plan (2023-2027) Bylaw No. 778, 2023**

Councillor Vander Valk MOVED and Councillor Harrison SECONDED, THAT the “Town of Qualicum Beach Five Year Financial Plan (2023-2027) Bylaw No. 778, 2023” be read a second time.

CARRIED UNANIMOUSLY

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the “Town of Qualicum Beach Five Year Financial Plan (2023-2027) Bylaw No. 778, 2023” be read a third time.

CARRIED UNANIMOUSLY

(4) **2023 Property Tax Rates Bylaw**

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT “Town of Qualicum Beach Tax Rates (2023) Bylaw No. 779, 2023” be read a second time.

CARRIED UNANIMOUSLY

Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT “Town of Qualicum Beach Tax Rates (2023) Bylaw No. 779, 2023” be read a third time.

CARRIED UNANIMOUSLY

COMMITTEE & LIAISON REPORTS

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

Mayor Westbroek commented on the following:

- Noting that May 5 marks ‘Red Dress Day’ to honour the memory of the murdered and missing Indigenous women and girls.

- Attending the Association of Vancouver Island and Coastal Communities (AVICC) convention in April, noting that the Town's resolution in support of Broom Busters was passed unanimously.
- The Regional District of Nanaimo recently re-established a Select Committee to consider adding Electoral Area E as a participating area, review options and models for the District 69 Swimming Pool Service, as well as an additional aquatic facility in Oceanside.

Notice of Motion – Food Security

Mayor Westbroek MOVED and Councillor Vander Valk SECONDED, THAT staff be directed to refer the following matters of Food Security, including but not necessarily limited to:

- The role of local government and the community to safeguard and enhance local food security.
- Impacts of climate change, post-pandemic adjustments, war, poverty, inflation, food prices, and disrupted food supply chains on food security.
- Growing, processing, and eating food as the largest contributor to greenhouse gas emissions of any human activity.
- The importance of addressing food security sooner than later.
- The “Five A’s of Food Security”: Availability, Access, Adequacy, Acceptability and Agency.

to the Food Action Plan strategic initiative, scheduled for 2026.

AND FURTHER THAT the Terms of Reference for the Select Committee on Environment & Sustainability be amended to include Food Security.

Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT the motion on the floor regarding Food Security be deferred to the next regular council meeting to allow the Select Committee on Environment and Sustainability time to review the proposed motion.

CARRIED UNANIMOUSLY

(2) Public Safety (Councillor Scott Harrison)

Councillor Harrison commented on the following:

- Housing affordability, lack of rental stock, and the impact on our most vulnerable residents, noting the steep increase in fentanyl overdose rates in seniors.
- Attending the Day of Mourning event; 181 B.C. workers lost their lives to workplace injuries and illness in 2022. Discussing resources available, including the ‘Tailgate Toolkit’ to increase access to harm reduction services and ideas for those in the construction industry.
- Impacts to local businesses from the inability to find workers due to the housing crisis.

Notice of Motion – Nanaimo Rent Bank

Councillor Harrison MOVED and Councillor Skipsey SECONDED,
WHEREAS 52.2% 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 Connective Support Society, who operate the Nanaimo Rent Bank, \$10,000 as part of the 2023 budget.

Council, by unanimous consent, agreed to recess the meeting for five minutes.

MEETING RECESSED at 11:35 am

MEETING RESUMED at 11:40 am

Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT the motion on the floor regarding funding for the Nanaimo Rent Bank be deferred to an upcoming meeting of Council.

CARRIED

Opposed: Councillor Harrison

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

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

Councillor Skipsey commented on the following:

- April 13, attended the Youth Climate Action Symposium hosted by MP Gord Johns.
- Attended the AVICC convention with Mayor Westbroek, noting that the Town's motion regarding Scotch Broom will be advanced to the annual UBCM convention.
- April 17, attended the Qualicum Beach Memorial Golf Course board meeting.
- April 17, attended the Select Committee on Beach Day Celebration meeting.
- May 2, gave a tour of the Council Chamber to grade 2 students from Qualicum Beach Elementary School.
- April 19, attended the RDN Solid Waste Committee meeting, noting that pop-up recycling events will be hosted at the industrial park in Parksville starting May 20 and twice monthly from June to September.
- Celebrated Earth Day on April 22 with Councillor Vander Valk by picking up garbage along Highway 19A.
- Attended the April 24 Public Open House with Mayor Westbroek.
- April 29, St. Stephens Church hosted a film viewing in honour of Earth Month.

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT staff be directed to post information on the dates, times, and locations of any pop-up recycling events taking place in Oceanside on the Town's website and social media platforms.

CARRIED UNANIMOUSLY

Notice of Motion – Wildfire Risk Reduction Program (Ministry of Forests and BC Wildfire Service)

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, WHEREAS the Ministry of Forests and the BC Wildlife Service have provided notice of a new Wildfire Risk Reduction program to mitigate fire hazards in the 1.94-hectare project area surrounding the Eagle Park Care Facility and the BC Ambulance Station; WHEREAS the Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023 is not applicable to project area, as provincial and federal lands are exempted from this municipal bylaw; WHEREAS a fuel management plan has been developed by a Registered Professional Forester (RPF) team for the project area; THEREFORE, BE IT RESOLVED, THAT Council sends a letter to the Ministry of Forests and the BC Wildfire Service, copied to MLA Adam Walker, formally requesting a discussion regarding the fuel management plan with the RPF team and provincial representatives, in conjunction with a Council walkthrough of the forest around Eagle Park Care Facility and the BC Ambulance Station where fire hazard mitigation work is to take place.
CARRIED UNANIMOUSLY

Notice of Motion – Evening Committee of the Whole Meetings

Councillor Skipsey MOVED and Mayor Westbroek SECONDED, THAT a number of upcoming Committee of the Whole meetings of significant interest to the community, including the review of the Age Friendly Transportation Plan, be scheduled in the evening to provide enhanced opportunity for community engagement.
CARRIED UNANIMOUSLY

(4) Community Development (Councillor Petronella Vander Valk)

Councillor Vander Valk commented on the following:

- April 17, update from the St. Andrews Lodge Historical and Cultural Society board meeting; the board expects the heritage building review by the end of May, and they have applied for several grants.
- April 20, attended a tour of Town facilities to meet staff and better understand their work.
- April 26, attended a meeting of the Parksville Qualicum Beach Tourism Association where short-term rentals affecting long-term rentals for employees was discussed.
- April 28, attended a meeting of the Chamber of Commerce.
- May 2, helped with a tour for grade two students in the town hall.

(5) Arts & Culture (Councillor Jean Young)

Councillor Young commented on the following:

- National Volunteer Week was from April 16 to 22, noting several volunteer committees and organizations in the community:
 - An appreciation luncheon was held for the Society of Organized Services

- The Old School House, run by volunteers, is celebrating 35 years of community-supported artistic expression
- Oceanside Hospice, noting that Tim Horton's has chosen Oceanside Hospice as their charity of choice for this year's smile cookie campaign
- The KSS Fine Arts Society hosted their annual Premier performance
- Broom Busters, spearheading efforts to take care of fire hazards
- ELCCO (Early Learning Child Care Council for Oceanside)
- Qualicum Beach Rotary held a cleanup on Earth Day in collaboration with the Town of Qualicum Beach

Notice of Motion – Tree Protection Bylaw Committee of the Whole Meeting

Councillor Young MOVED and Mayor Westbroek SECONDED, THAT Council defers the Notice of Motion from Councillor Young regarding scheduling a Committee of the Whole meeting to discuss 'Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023' until fall 2023.

CARRIED UNANIMOUSLY

STAFF REPORTS

(1) Corporate Administration

(a) 2023 Special Event Approvals

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the following special event applications be approved in principle, subject to event organizers working with Town staff to ensure Town requirements are met:

- Movie Night, Friday, June 16, 2023 (Qualicum Beach Collective), including road closure of Berwick Avenue and Second Avenue E
- Kwalikum Senior Secondary Grad Parade, Saturday, June 24, 2023 (KSS Grad Parent Committee), including road closures necessary to facilitate the parade
- Art & Fashion Event in Glassford Square, Saturday, June 24, 2023
- Uptown Street Market, Thursday evenings in July and August (Qualicum Beach Uptown Street Market Society), including road closure of Second Avenue West from Memorial Avenue to Primrose Street to facilitate the market
- Grand Prix d'Art, Friday afternoons in July and August, 2023 (The Old School House Arts Centre)
- Twilight Concert Series, July 8, August 5, August 19, September 9, 2023 (St. Andrews Lodge Historical & Cultural Society)
- St. Mark's Community Fair, Saturday, July 22, 2023 (Anglican Church of St. Mark)
- Cross on the Commons, Sunday, October 1, 2023 (Arrowsmith Cycling Club)
- Moonlight Madness, Thursday, November 23, 2023 (Qualicum Beach Chamber of Commerce)

CARRIED UNANIMOUSLY

(2) **Financial Administration**

(a) **Asset Management Grant Application**

Councillor Harrison MOVED and Councillor Young SECONDED, THAT the Town of Qualicum Beach supports staff applying for \$12,500 in grant funding from the UBCM Asset Management Planning Program to be used for development of an Asset Replacement Financing Strategy;
AND FURTHER THAT the Town of Qualicum Beach supports a willingness to provide overall grant management.
CARRIED UNANIMOUSLY

(3) **Fire/Rescue Services**

(a) **UBCM Community Resiliency Investment Program – 2023 FireSmart Community Funding & Support Program**

Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council authorizes the submission of an application to the Union of BC Municipalities (UBCM) Community Resiliency Investment Program for a total of \$68,980;
AND FURTHER THAT the funding be used to complete a Community Wildfire Resiliency Plan (CWRP), fuel management prescriptions and FireSmart education.
CARRIED UNANIMOUSLY

(4) **Planning**

(a) **Saahtlam Park Detailed Park Plan – Request for Proposals**

Councillor Vander Valk MOVED and Councillor Harrison SECONDED, THAT Council authorizes staff to select a consultant to undertake a detailed plan for Saahtlam Park, utilizing the Request for Proposals process described in the May 3, 2023 Planning memo to Council.
CARRIED UNANIMOUSLY

Councillor Vander Valk MOVED and Mayor Westbroek SECONDED, THAT Council directs staff to require the inclusion of one universal accessible washroom in the St. Andrews Lodge building and one universal accessible washroom outside the St. Andrews Lodge building as one of the assumptions in the development of a detailed park plan for Saahtlam Park.

CARRIED

Opposed: Councillor Harrison

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

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

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT Council directs staff to fulfill statutory notification requirements for Council consideration of issuance of a Development Variance Permit for 307 Crescent Road West at a future meeting of Council.

CARRIED UNANIMOUSLY

(c) **Skate Park Feasibility Study Tender Award – Verbal Update**

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council authorizes staff to proceed with the April 3, 2023 proposal from New Line Skateparks entitled “Skateboard Park Feasibility Study”, in the amount of \$15,500 + GST.

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 (May 5, 2023). Submissions were distributed to all Council, and a brief summary of the comments are as follows:

- Tim Pritchard, Qualicum Beach, regarding the zoning amendment and development permit application for 230 Second Avenue West.

MOTION TO CLOSE

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

- a. 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;
- b. discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*];
- c. the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 12:37 pm

MEETING REOPENED TO THE PUBLIC: 9:57 am on Wednesday, May 10, 2023 in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC. In attendance: Mayor Westbroek; Councillor Harrison; Councillor Skipsey; Councillor Vander Valk; Councillor Young. Also in attendance: L. Varela, Chief Administrative Officer; H. Svensen, Corporate Administrator; L. Sales, Director of Planning

ADJOURNMENT

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

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 9:57 am

Certified Correct:

Heather Svensen
Corporate Administrator

Teunis Westbroek
Mayor

DRAFT

Minutes of the 10:00 am Wednesday, May 10, 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
Bob Weir, Director of Engineering and Operations
Luke Sales, Director of Planning
Genelle Conn, Manager of Finance
Weslie Gould, Deputy Corporate Administrator

The Mayor called the meeting to order at 10:03 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 10, 2023 Special Council meeting agenda.
CARRIED UNANIMOUSLY

DELEGATIONS

(1) KPMG LLP (Town Auditors)

Daniel Healey of KPMG LLP appeared before Council to present the Town's 2022 audited financial statements.

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT the 2022 audited financial statements for the Town of Qualicum from KPMG LLP be accepted.
CARRIED UNANIMOUSLY

BYLAWS

(1) Town of Qualicum Beach Five-Year Financial Plan (2023-2027) Bylaw No. 778, 2023

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the "Town of Qualicum Beach Five Year Financial Plan (2023-2027) Bylaw No. 778, 2023" be adopted.
CARRIED UNANIMOUSLY

(2) 2023 Property Tax Rates Bylaw

Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT "Town of Qualicum Beach Tax Rates (2023) Bylaw No. 779, 2023" be adopted.
CARRIED UNANIMOUSLY

(3) **Alternative Municipal Tax Collection Scheme Bylaw**

Councillor Vander Valk MOVED and Councillor Young SECONDED, THAT “Town of Qualicum Beach Alternative Municipal Tax Collection Scheme Bylaw No. 587, 2001, Amendment Bylaw No. 587.04, 2023” be adopted.

CARRIED UNANIMOUSLY

ADJOURNMENT

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

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 10:19 am

Certified Correct:

Heather Svensen
Corporate Administrator

Teunis Westbroek
Mayor

Minutes of the 11:00 am Thursday, May 11, 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 11:00 am acknowledging that the meeting is being held on the traditional lands of the Coast Salish people.

ADOPTION OF THE AGENDA

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT Council adopts the May 11, 2023 Special Council meeting agenda.

CARRIED UNANIMOUSLY

MOTION TO CLOSE

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the meeting be closed to the public for the purposes of considering 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: 11:00 am

MEETING REOPENED TO THE PUBLIC: 12:45 pm

ADJOURNMENT

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

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 12:45 pm

Certified Correct:

Heather Svensen
Corporate Administrator

Teunis Westbroek
Mayor

April 25, 2023

Residents Invited to Provide Input on Regional Liquid Waste Management Plan

The Regional District of Nanaimo (RDN) is revising its Liquid Waste Management Plan (LWMP) and invites residents to take part in the next phase of the project. Residents can learn about the LWMP amendment at virtual and in-person information sessions and open houses, attend SepticSmart workshops and participate in a survey in May and June.

The LWMP is the RDN's long-range plan to manage the region's wastewater. It allows the RDN to apply community-driven solutions to wastewater management goals. The purpose of the LWMP amendment is to:

- Continue protecting human health and the environment through the latest best practices
- Build on LWMP successes and set new action items to reflect current priorities
- Update Nanoose Bay Capital Plan projects
- Propose a new timeline for secondary treatment at the Nanoose Bay Pollution Control Centre
- Outline revised cost estimates and the borrowing needed to implement LWMP projects

The LWMP amendment organizes the new action items into six focus areas: wastewater infrastructure, biosolids management, water protection, education and outreach, administrative tasks and financial planning. These action items will be part of the information presented at the following events:

LWMP Information Sessions (virtual)

May 4: LWMP general information session
May 16: Nanoose Bay Pollution Control Centre
May 18: Greater Nanaimo Pollution Control Centre and Duke Point Pollution Control Centre
May 31: French Creek Pollution Control Centre

LWMP Information Sessions (in person)

May 8: Nanoose Bay Pollution Control Centre (event is at Nanoose Place, Nanoose)
May 23: French Creek Pollution Control Centre (event is at St. Columba Church Hall, Parksville)

SepticSmart Workshops (in person)

June 6: Parksville Community & Conference Centre, Parksville
June 8: Gabriola Island Agricultural Hall, Gabriola
June 20: Jonanco Hobby Shop, Nanaimo
June 22: Nanoose Library Hall, Nanoose

LWMP Open Houses (in person)

May 6: Greater Nanaimo Pollution Control Centre, Nanaimo
June 3: French Creek Pollution Control Centre, Parksville

Virtual information session links and in-person event details are on the [project webpage](#).

For more information on the LWMP, to register for upcoming events, submit questions and sign up to receive updates, visit getinvolved.rdn.ca/lwmp-amendment.

-30-

For more information, please contact:

Rebecca Taylor, Communications Coordinator
Regional District of Nanaimo
250-390-6502
rtaylor@rdn.bc.ca

**Get Involved RDN!**

May 23, 2023

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

Attention: Heather Svensen, Corporate Administrator

Dear Ms. Svensen:

Re: Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.79, 2023

The Board, at its regular meeting held May 23, 2023, introduced and read three times the above noted amendment bylaw (copy attached). This bylaw proposes to extend the boundaries of the benefitting area of the service area to include the lands shown outlined in black on Schedule 'A' of this bylaw and legally described as:

- Lot 1, District Lot 49, Nanoose District, Plan 47170;
- Lot A, District Lot 49, Nanoose District, Plan 23146;
- Lot A, District Lot 81, Nanoose District, Plan 46987; and
- Lot 2, District Lot 74, Nanoose District, Plan 23613

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

That the Council of the Town of Qualicum Beach consents on behalf of the electors to the adoption of "Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.79, 2023" and further, that the Regional District of Nanaimo be notified accordingly.

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

Sincerely,



Sky Snelgrove
Assistant Manager, Legislative Services
T: 250-390-4111 | Email: ssnelgrove@rdn.bc.ca

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 889.79

A BYLAW TO AMEND THE BOUNDARIES OF THE
NORTHERN COMMUNITY SEWER SERVICE

WHEREAS the Regional District of Nanaimo established the Northern Community Sewer Service pursuant to Bylaw No. 889, cited as "Regional District of Nanaimo Northern Community Sewer Local Service Conversion Bylaw No. 889, 1993";

AND WHEREAS the Board of the Regional District of Nanaimo has been petitioned by the property owners to extend the boundaries of the benefitting area of the service area to include the lands shown outlined in black on Schedule 'A' of this bylaw and legally described as:

- Lot 1, District Lot 49, Nanoose District, Plan 47170;
- Lot A, District Lot 49, Nanoose District, Plan 23146;
- Lot A, District Lot 81, Nanoose District, Plan 46987; and
- Lot 2, District Lot 74, Nanoose District, Plan 23613

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

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

1. Amendment

"Regional District of Nanaimo Northern Community Sewer Local Service Conversion Bylaw No. 889, 1993" is amended as follows:

- a) By amending Schedule 'A' to include the properties shown outlined on Schedule 'A' attached to and forming part of this bylaw.

2. Citation

This bylaw may be cited for all purposes as "Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.79, 2023".

Introduced and read three times this 23rd day of May, 2023.

Adopted this day of , 2023.

COPY
CERTIFIED CORRECT AT
THIRD READING


Deputy Corporate Officer

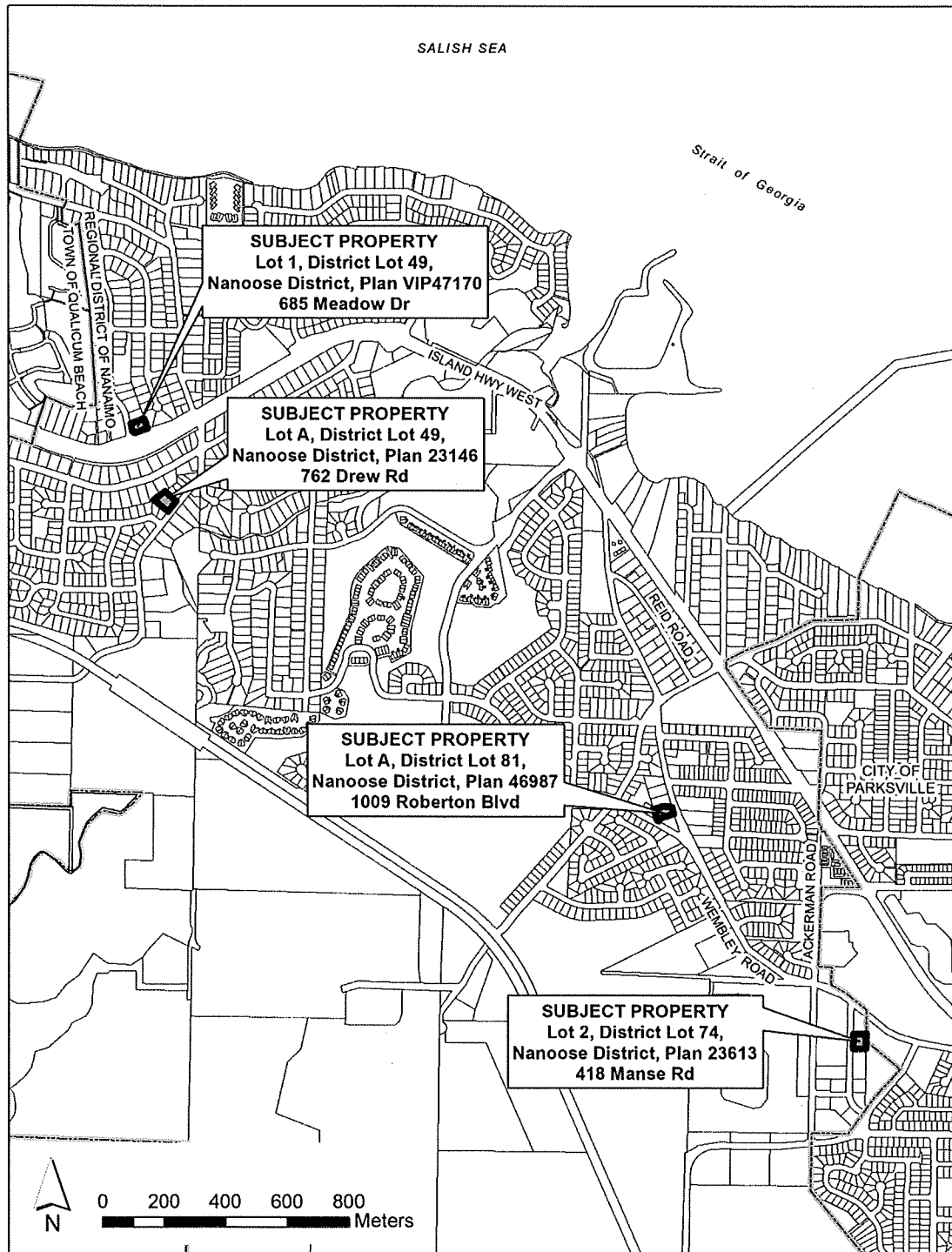
CHAIR

CORPORATE OFFICER

Schedule 'A' to accompany "Regional District of
Nanaimo Northern Community Sewer Local Service
Amendment Bylaw No. 889.79, 2023"

Chair

Corporate Officer





BYLAWS NO. 813.58 AND 889.79 – INCLUSION OF FOUR PROPERTIES INTO THE FRENCH CREEK AND NORTHERN COMMUNITY SEWER SERVICE AREAS

RECOMMENDATIONS

1. That “French Creek Sewerage Facilities Local Service Amendment Bylaw No. 813.58, 2023” be introduced and read three times, and that, after having been read three times, be forwarded to the Electoral Area G Director for consent.
2. That “Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.79, 2023” be introduced and read three times, and that, after having been read three times, be forwarded to the Electoral Area E and G Directors and the participating municipalities for consent.

BACKGROUND

Petitions have been received from four (4) property owners to amend the boundaries of the French Creek and Northern Community Sewer Service Areas (685 Meadow Drive, 1009 Robertson Blvd, 418 Manse Road, and 762 Drew Road). These property owners wish to discontinue use of their aging septic systems and connect to the adjacent community sewer system.

The subject properties are located to the northwest and southwest of Wembley Mall, near Parksville, B.C. (see Location Plan in Figure 1, next page). These half-acre properties are comprised of older homes that have been discharging domestic sewage to on-site septic tanks and disposal fields for over 40 years. With some repairs, the septic disposal systems may continue to function well for a few more years, however, the provision of community sewer service is supported in *Regional Growth Strategy Bylaw No. 1309 (2003)*, and the *Electoral Area G Official Community Plan (OCP) Bylaw No. 1540 (2008)*. All four properties are potentially subdividable into smaller lots once connected to the community sewer system.

The subject properties are all located near the confluence of French and Morningstar Creeks as well as the French Creek estuary. In keeping with the intent of the OCP objectives, connecting these four properties to sewer would:

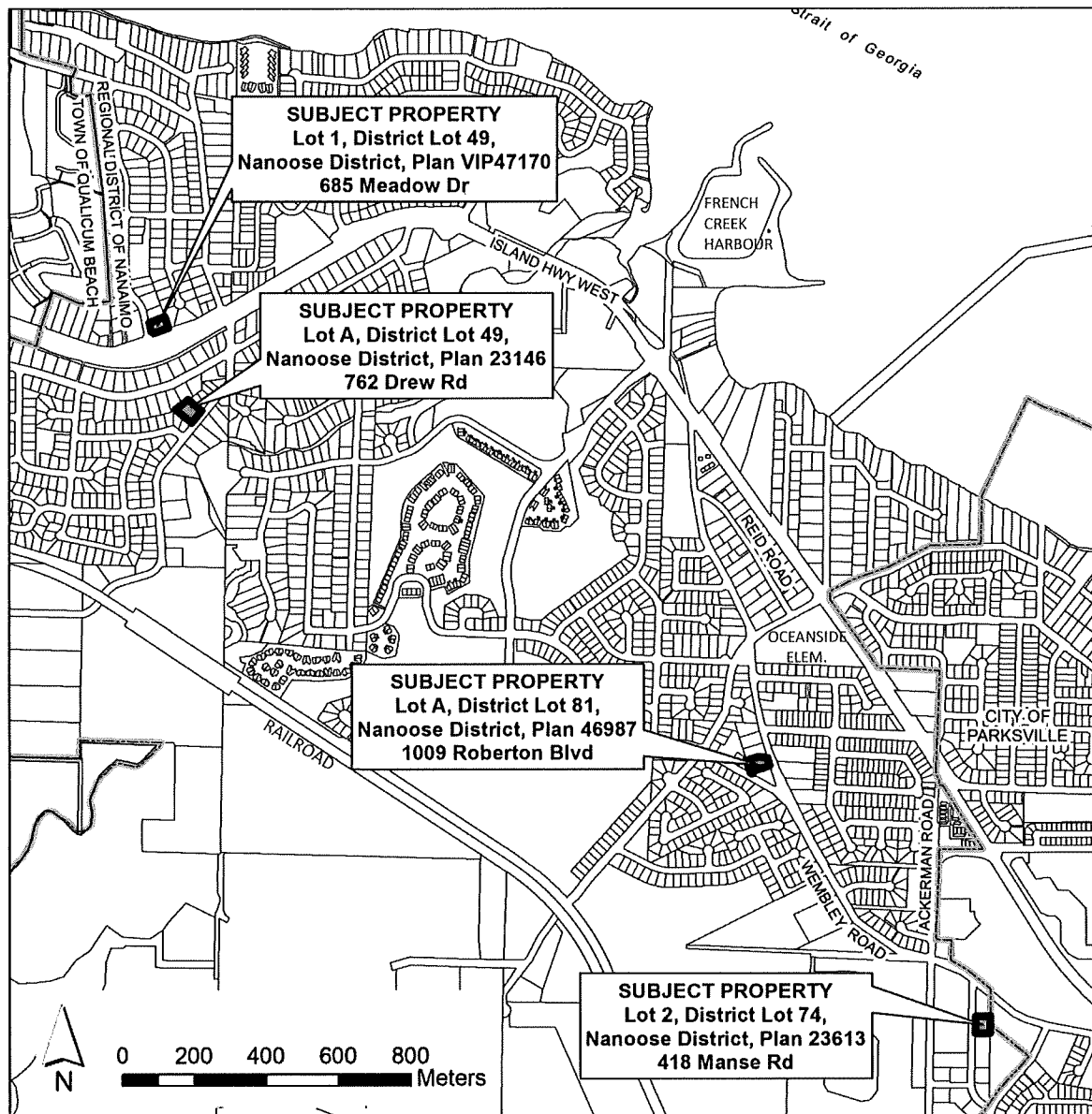
- Ensure that development occurs in a way that respects the natural environment;
- Require the design and installation of efficient community sewer servicing systems; and
- Encourage development that is compatible with adjoining neighbourhoods.

The subject properties are all located immediately adjacent to the French Creek and Northern Community Sewer Service Area boundaries thereby making a connection to the community sewer system straightforward.

Two bylaws require amendment in order to include these four properties into the sewer service areas: 1) *French Creek Sewerage Facilities Local Service Establishment Bylaw No. 813, 1990* for the sewer collection service area,

and 2) *Regional District of Nanaimo Northern Community Sewer Local Service Conversion Bylaw No. 889, 1993* for the sewage treatment plant. These boundary amendment bylaws are attached to this report for Board consideration.

Figure 1 – Location Plan



FINANCIAL IMPLICATIONS

Capital Charges of \$3,770 (per lot) are payable when each property is being brought into the community sewer service area pursuant to *Northern Community Sewer Local Service Area Capital Charge Bylaw No. 1331, 2003*, and *French Creek Sewer Local Service Area Capital Charge Bylaw No. 1330, 2003*. Three of the owners have paid the required Capital Charges as contributions towards the capital value of the existing sewer system. The fourth property owner is undergoing financial hardship and has requested to defer payment of some of the Capital Charges. In this regard, the fourth property owner has paid one Capital Charge, and has registered a *Local Government Act*

Section 219 covenant on his land title stating that the additional Capital Charges owing will be payable at the time the property is subdivided (in the future). In this regard, the RDN will eventually collect all the Capital Charges owing.

All costs associated with constructing a connection to the community sewer would be at each property owners' expense.

There are two positive financial implications to the RDN and the existing customers of the sewer service area. First, the Capital Cost Charges paid will be added to reserve funds in the service area, lessening the financial impact of future asset renewal projects on taxpayers. Second, the annual cost recovery for sewer service is done through parcel taxes and user fees, so when the number of properties in the sewer service areas increases, the yearly tax requisition that pays for the operation of the sewer system would be shared among a greater number of properties.

If the sewer service bylaw amendments are not adopted as proposed, the Capital Charges would be refunded to the property owners, and the properties would remain on septic tanks and septic disposal fields. The properties could not be subdivided into smaller lots without a connection to the community sewer system.

STRATEGIC PLAN ALIGNMENT

Including these four properties in the French Creek and Northern Community Sewer Service Areas aligns with one of the Board's Key Strategic Areas: Environmental Stewardship - Protect and enhance the natural environment, including land, water, and air quality for future generations. It also meets one of the Board's governing principles to **Be Responsive** by responding to the needs of the Region, and prioritizing projects that advance residents' well-being.

REVIEWED BY:

- M. Walters, Manager, Water Services
- T. Moore, Chief Financial Officer, Finance
- J. Hill, Manager, Legislative Services
- E. Tian, General Manager, RCU
- T. Osborne, Acting Chief Administrative Officer

ATTACHMENTS

1. French Creek Sewerage Facilities Local Service Amendment Bylaw No. 813.58
2. Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.79

From: <<REDACTED>>
To: [Teunis Westbroek](#); [Scott Harrison](#); [Anne Skipsey](#); [Petronella Vander Valk](#); [Jean Young](#)
Cc: lvalera@qualicumbeach.com; [Luke Sales](#); [QB Town](#)
Subject: Pollinator pathways and Climate Change
Date: Sunday, April 9, 2023 12:03:34 PM
Attachments: [Pollinator pathways in action.Notes for <<redacted>>..pdf](#)

To: Council and Staff of the Town of Qualicum:

April 05, 2023
Mayor Teunis Westbroek
Councillor Scott Harrison
Councillor Anne Skipsey
Councillor Petronella Vander Valk
Councillor Jean Young
Cc: Lou Varela
Luke Sales
QB Town

The Arrowsmith Naturalists respectfully ask you to consider the encouragement and creation of pollinator pathways within Qualicum Beach.

As you are no doubt aware, one of the dire effects of climate change and the loss of biodiversity has been a precipitous decline in the numbers of many species of beneficial insects, particularly pollinating insects. These creatures are suffering from habitat loss, chemical pesticides, disease and the use of chemicals which render many commercially-raised plant species toxic to pollinators. Pollinating insects - bees, butterflies, etc. - are, as you know, essential to the production of food crops and the sustainability of those crops.

Across the world, many communities have recognized the danger which a compromised pollinating insect population poses. During the term of the previous Council, Rosemary Taylor outlined to Council both the need for and some of the low-cost methods which would help to address the threat to pollinators. Among other measures, she pointed out that, throughout our Town, there exist many patches of Town-owned land which would provide vital habitat to pollinators. Also, neighbourhoods could be invited to band together to set aside small portions of their property for plants beneficial to pollinators. Even the postponement of mowing of grassy areas - both public and private - during the Spring months would provide valuable pollinator habitat. Through residents' associations, garden clubs and the Town's newsletter and social media, volunteers could be invited to coordinate and plan pollinator insect pathways or refuges....all at little cost to the Town. What a valuable way to augment our association with Communities In Bloom.

Unfortunately, these suggestions were not acted upon. However, the present Council seems eager to explore and mitigate the effects of climate change and the loss of biodiversity. Perhaps a project like pollinator pathways is a low-cost way of increasing climate-change awareness in the community of Qualicum Beach, while also bringing

our community together through a network of keen volunteers. The Arrowsmith Naturalists are more than willing to assist in any way we can.

I am attaching a document detailing the widespread adoption of pollinator pathways across North America and Europe, along with a note from Rosemary Taylor.

Thank you for your consideration. An acknowledgement of this letter would be appreciated.

Respectfully,
<<redacted>>
Arrowsmith Naturalists

Rosemary notes: - Council can “inform the community what pollinator pathways are all about, and how it needs residents who wish to be involved to form groups with their neighbours to take on a small strip of land to plant and maintain pollinator plants. In many places councils not only actively encourage this, but provide incentives in the way of helping with seeds, maybe even a few plants from council gardening department nurseries, while for the most part neighbours and keen gardeners collect seeds, share plants, involving little or no cost to participants except a few hours committed to creating and maintaining their patch”.

Places around the world promoting Butterflyways (Suzuki Foundation's name) and pollinator pathways

In the U.S.

Pollinator Week is celebrated from June 19-25, 2023 (www.pollinator.org)

Dozens of States have passed legislation to promote the health of pollinators

Bee & Butterfly habitat.org (<https://www.beeandbutterflyfund.org/>) provide free or discounted seed to private, public & corporate projects in the States:

12 States in the midwest are part of this programme

Project Apis (<https://www.projectapism.org/seeds-for-bees.html>) Seeds for Bees designs specialized seed mixes for honeybees and wild bees. Used for cover crops in orchard monocultures to increase diversity and food for bees.

The idea of 'rewilding' degraded habitats to encourage the return of wildlife in general, and bees and pollinators in particular, is spreading around the world. This happens not only in rural areas, but also in some of the world's biggest urban centres. Detroit is a stellar example of urban rewilding.

In Canada

Montreal is re-thinking traditional lawns & gardens to include reducing grass and introducing native plants.

In The Zone gardens (<https://inthezonegardens.ca/>) (Ontario only) gives tips to transform gardens into habitat for native wildlife.

Many local councils across Canada not only encourage residents to plant native plants throughout urban areas to create pollinator pathways, but actively encourage them in whatever way possible, including education, participation, and providing incentives.

North Saanich has installed a plant pollinator garden at Victoria Airport

The Marina parking lot in Comox has lovely small pollinator gardens in the parking area.

A free wildflower seed exchange encourages gardeners in Ottawa to plant native seeds before winter. Individuals then collect seeds from these plants and return them to the seed exchange so they can be passed on to others

*******There are Butterflyways (a.k.a. pollinator pathways) initiated by the David Suzuki Foundation all across Canada. I'm trying to find some near here, but I know there are plenty on the Lower Mainland, and then right throughout the country. Qualicum needs to catch up.**

Europe/UK

Three large German cities designated vacant lots, parks, lawns & urban waterways as nature parks. Native wildflowers have sprung up, attracting birds, butterflies, bees and hedgehogs.

The UK is doing a great deal with rewilding and increasing pollinator habitat, **particularly on disused golf courses**. Bus stop shelters in the UK and Europe have green roofs with pollinator plants. They are also found in the Netherlands, Denmark, Sweden, France, Belgium, with enquiries from Australia and Canada. Utrecht has 300 'bee bus stops'.

Many places in the UK are encouraging creating meadows and mowing grass less frequently to encourage the growth of wild flowers not seen for many years, which have never had a chance to grow and bloom

Kings College, Cambridge - growing flower meadows & sharing mowings with other communities so they can spread the seeds in their neighbourhoods.

Note: Creating spaces for pollinators everywhere does not necessarily mean providing organized 'pollinator pathways'. It can also be bringing back hedgerows in farming areas, having a few pot plants on the deck, encouraging green roofs (see green bus stops above), spaces small and large, organized by the community or individuals, not mowing grass until the spring flowers are over, using edges of golf courses and other recreational areas like parks, etc. One important aspect is to include pollinator plants in monocultures such as apple and almond orchards etc. Every little bit helps - a 'death by a thousand cuts' in reverse. Help by a thousand small actions.

I'm hoping that QB council will:

Agree to the use of town land along roadsides, lane ways, encroachments, road ends, roundabouts, railway greenspace etc. where residents can create and maintain pollinator pathways;

hold an education campaign through meetings, social media, the press etc. to educate residents about pollinator pathways, encourage groups to get together to create and maintain a small bed of native and other plants, and support the A.Nats Bee project by raising awareness throughout the whole of Oceanside to get people to participate;

Benefits:

Eventually as a possible self-guided tour throughout the area when flowers are blooming

Enhancing the ambience of the area generally

Support an annual village-wide one-day Bee Festival

Pollinator pathways are a community project and should not involve much in the way of costs to the town. All work of creating and maintaining such pathways is purely a voluntary activity by residents who enjoy sharing in a community project for the benefit of both residents and the insect population.

Local authorities have the power to instigate and help start such projects with support and ongoing interest in creating a pleasant environment for everyone.

Without the willing participation of the local authorities, this project can go no further. QB needs to get in line with the rest of Canada and countries overseas, to join a growing movement to reverse the rapid decline of pollinators and other insects, which is detrimental to all, and a growing threat to food security

One very good resource for creating pollinator pathways in a community is a 2-part programme on Knowledge Network “Jimmy’s Big Bee Rescue” which shows exactly how an activist with clout introduced the concept of pollinator pathways to the town of Peterborough in England, and got the community and authorities to willingly participate.

If only QB council would work with activists and advocates here, we COULD/SHOULD be able to do the same thing.

Drawn up by Rosemary Taylor, working with a very small Bee Team of Arrowsmith Naturalist members.

All information has been drawn from articles in the media, the internet, and a programme on Knowledge Network on how to promote Pollinator Pathways in a community. See also The Butterflyway Diaries Episodes on You Tube. Anecdotal information has also contributed to the knowledge gathered here.

I have a file containing over 60 articles supporting the above statements.

March, 2023

From: <<REDACTED>>
Sent: Monday, April 24, 2023 2:06 PM
To: QB Town; Lou Varela; Heather Svensen
Subject: outside cats

Hi: We have had a number of houses change hands in the last year. This has brought 3 new cats to our property. We have talked with the owners, who seem disinclined to monitor the outside roaming of their cats. One set of cats uses the garden to the left of our front door as their favorite latrine. Another gamely climbs our backyard fence into our intense gardening area. We have a dog. Not only is our dog not allowed to roam freely, off leash, but we are also obligated to clean up behind our dog. WE feel this is right and follow these guidelines. This is now accepted practice throughout our community by both dog owners and non dog owners. I am including an article from the Times Colonist regarding the requirement to monitor any pet be it dog, cat, gerbil, snake, bird.

- <https://www.timescolonist.com/local-news/bright-cat-collars-help-protect-birds-study-finds-6895538>
- Of particular note is the following quote from this article
 - any pet — and that goes from cats and dogs to gerbils and snakes — can't trespass on private property without permission and can't be in a public place unless under direct supervision,

I think we are gradually coming to terms that there are new categories for fairness, justice, equity in our community. Areas that we now realized have not been equitable for a long time, if ever. Cats on the roam are one of those categories.

Of great note to us is the lack of birds this year. During the winter we fed many birds, but now the usual morning chirping is missing. We are no longer feeding them, as that does not seem to be the suggested practice of wildlife experts.

- "in total cats are estimated to kill between 100 million and 350 million birds annually in Canada"

https://www.researchgate.net/publication/277498372_Estimated_Number_of_Birds_Killed_by_House_Cats_Felis_catus_in_Canada#:~:text=In%20total%2C%20cats%20are%20estimated,be%20killed%20by%20feral%20cats.

Thanks for reading and reflecting on how to make our environment more equitable for wildlife stalked by birds, and for residents. I imagine cats roaming along our beach impact the protection of Brant birds during their time on our shoreline.

<<REDACTED>>

Date Received

MAY 19 2023

File No.

6430-20

☐ Acknowledgement

☐ Response Letter

Dear Mayor and Council,

In order to honour Earth Day, I am joining with the St. Mark's Anglican Church initiative to urge the town of Qualicum Beach to continue and increase your efforts to protect our wonderful natural environment, and planet Earth itself. For me, climate action is a top strategic priority.

I appreciate that you have made climate action one of your main focusses in Strategic Planning for the next four years. And we I am encouraged that you have included mitigation of climate change (that is, reduction of greenhouse gas emissions from fossil fuels), added to the earlier focus of adaptation to climate change.

I would ask that action take place to:

- o update emissions reporting for Qualicum Beach. This means Council would do regular inventories of the sectors of our town and town government to see how many tonnes of CO2 we are producing and track progress on our goal of reduction. Then we could take steps to reduce those emissions.

The staff at Council had at one point identified transportation and construction as major sectors for fossil fuel emission, so those two areas might be a place to start.

- o Develop a plan to achieve net zero emissions by 2030. The Intergovernmental Panel on Climate Change reported in March that we need immediate and drastic action to avert irrevocable damage.

We are a small town, but we can, like many towns and cities in Canada and throughout North America, make a difference. With Qualicum Beach's record of caring for and protecting our environment, I have faith that you will move on the priority of climate action.

Sincerely,

Name:

Address:

Date Received

MAY 19 2023

File No.

☒ Acknowledgement

☐ Response Letter

Signature

Council

Action Required By

2023 58

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

TO: Luke Sales, Director of Planning

FOR: Council Meeting, June 14, 2023

FROM: Rebecca Augustyn, Planner

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

RECOMMENDATION

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.

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.

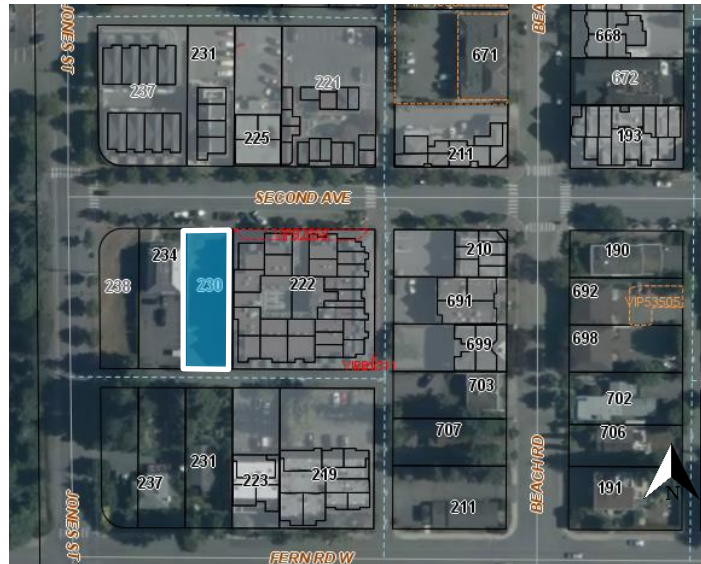


Figure 1: Subject Property

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.

DISCUSSION

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

Zoning Provision	Zoning Comparison		
	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)
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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.

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.

- 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.
- 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 acceptable.
- 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.
- Residential uses may be considered on the ground floor subject to the following conditions:
 - Ground-floor dwelling units must not have direct street frontage. *n/a*
 - 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



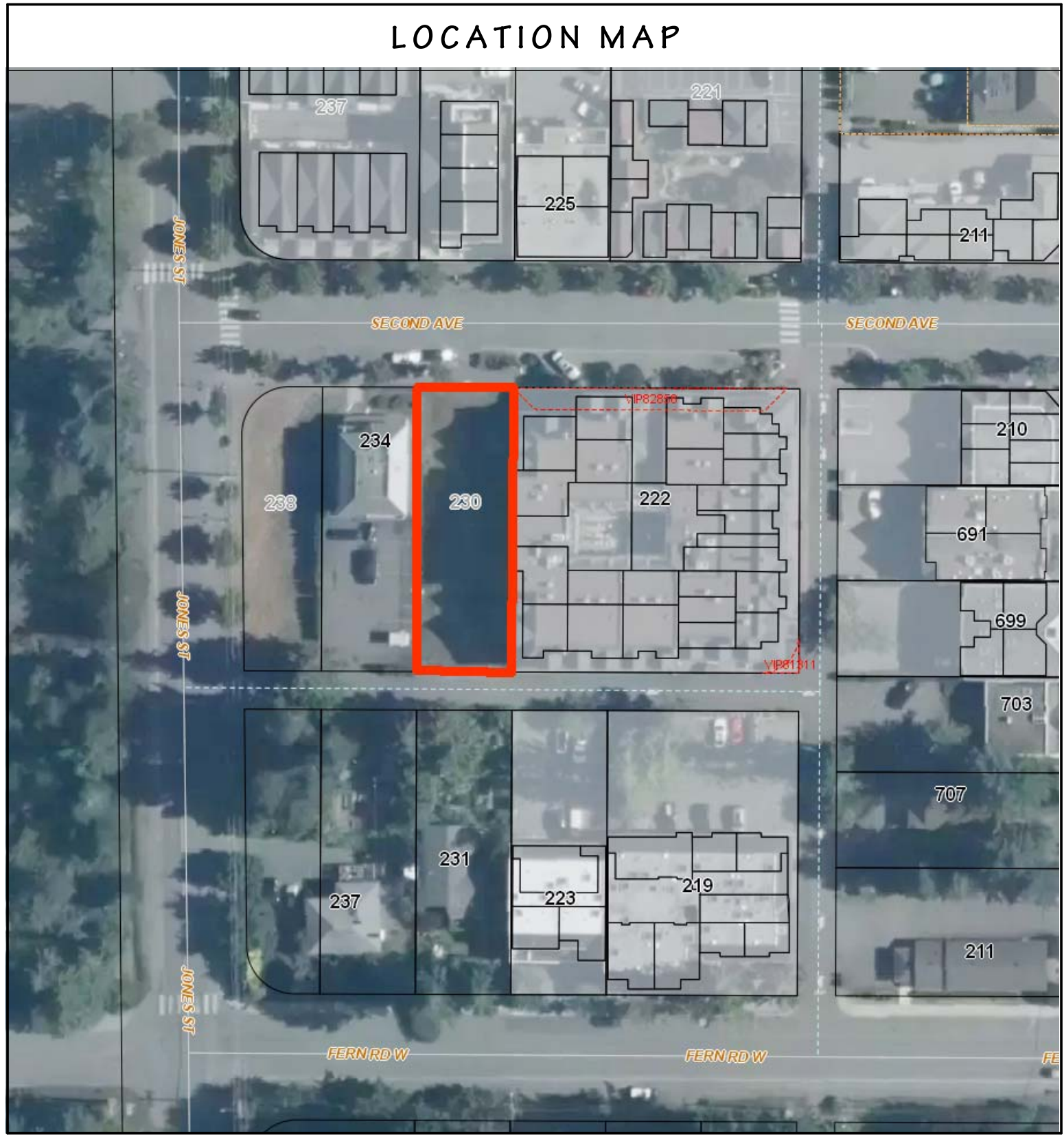
Lou Varela, MCIP, RPP
CAO
Concurrence

Attachments:

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

/2023/06 14 Regular Council Meeting/ memo.Plan.DP.230SecondAveW.docx

SITE & PLANNING SUMMARY			
CIVIC ADDRESS: 230 SECOND AVENUE W., QUALICUM BEACH FID: 006-614-574 LEGAL DESCRIPTION: L 15 BK 10 DL 78 NEWCASTLE DISTRICT PL1894 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	
	SIDEWALKS & PATIOS:	105.4 m ²	
	TOTAL:	20% [137.8 m ²]	19.5% [135.9 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:	385.6 m ²	
	<u>TOTAL FLOOR AREA:</u>	<u>1,085.7 m²</u>	
UNIT SUMMARY:			
	<u>MAIN FLOOR:</u>		
	COMMERCIAL UNIT "A"	52.2 m ²	
	" " "B"	86.5 m ²	
	" " "C - OFFICE"	17.5 m ²	
	" " "D"	27.8 m ²	
	<u>SECOND FLOOR:</u>		
	APARTMENT UNIT "201"	87.7 m ²	
	" " "202"	85.2 m ²	
	" " "203"	110.9 m ²	
	" " "204"	103.5 m ²	
	<u>THIRD FLOOR:</u>		
	APARTMENT UNIT "301"	356.6 m ²	
OFF-STREET PARKING:			
	MAIN FLOOR NON-RESIDENTIAL (1/40 m ²):	BYLAW	PROPOSED
	DWELLING UNIT (1 PER UNIT):	4*	4
	TOTAL PARKING SPACES:	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

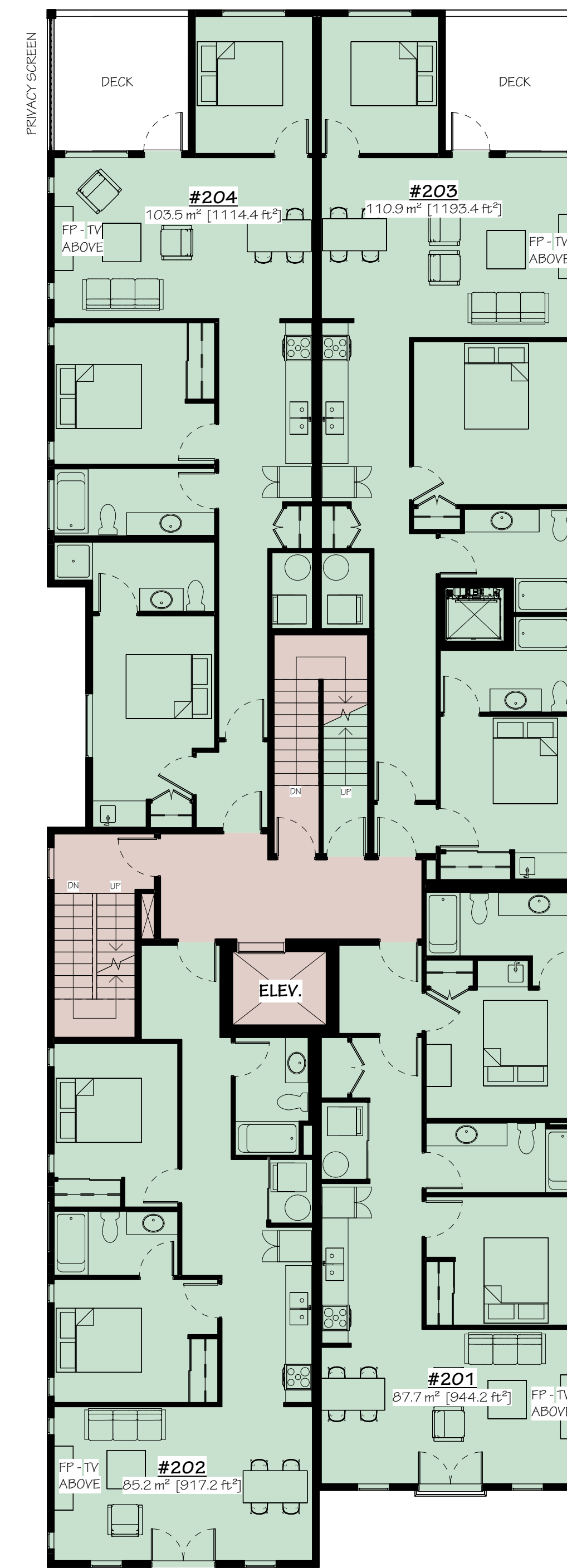
SUMMARY AND PERSPECTIVE

"THE AGORA"

230 WEST 2ND AVENUE, QUALICUM BEACH



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



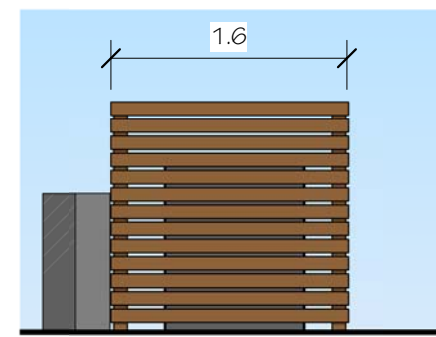
2 WEST
1:100

EXTERIOR FINISH LEGEND

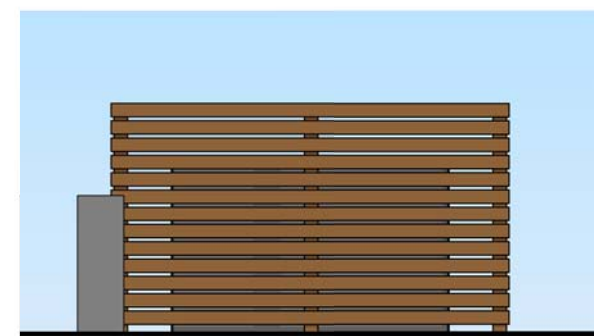
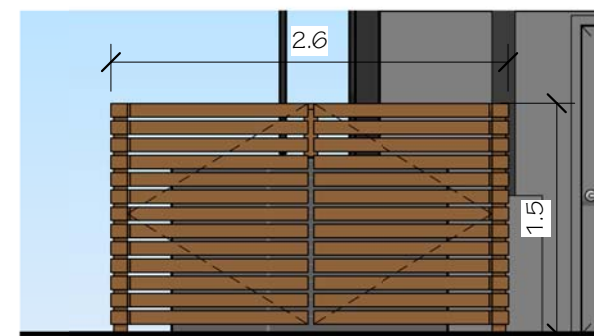
- | | |
|--|--|
| 1. FIBERCEMENT LAP SIDING - "TERRACOTTA" | 9. RESIDENTIAL WINDOWS AND DOORS - PREFINISHED VINYL "BLACK". |
| 2. FIBERCEMENT SHINGLES - "TERRACOTTA" | 10. SIGNS - GOLD LETTERING ON BLACK BACKGROUND. |
| 3. HORIZONTAL METAL CLADDING - "TERRACOTTA" | 11. POSTS AND LATTICE - SOLID WESTERN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

ELEVATIONS

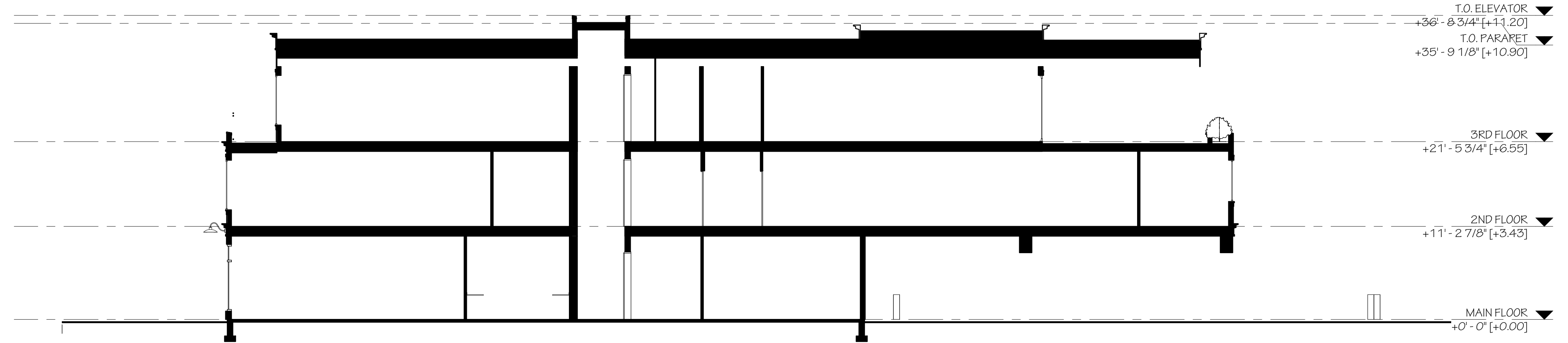
"THE AGORA"
230 WEST 2ND AVENUE, QUALICUM BEACH



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

Mariel Swann
andscape Design
Tel (250) 871-7110
#204 2202-Lambert Drive
Courtenay, BC V9N 1Z8
mail marielswann@shaw.ca

DRAWN BY: MKS/NA

CHECKED BY: MKS

Carsten Jensen Architect

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

LANDSCAPE SITE PLAN

"THE AGORA"
230 WEST 2nd AVENUE, QUALICUM BEACH, BC

[illegible]

PROJECT NO.: 09222022
DATE: 08/24/22

L1

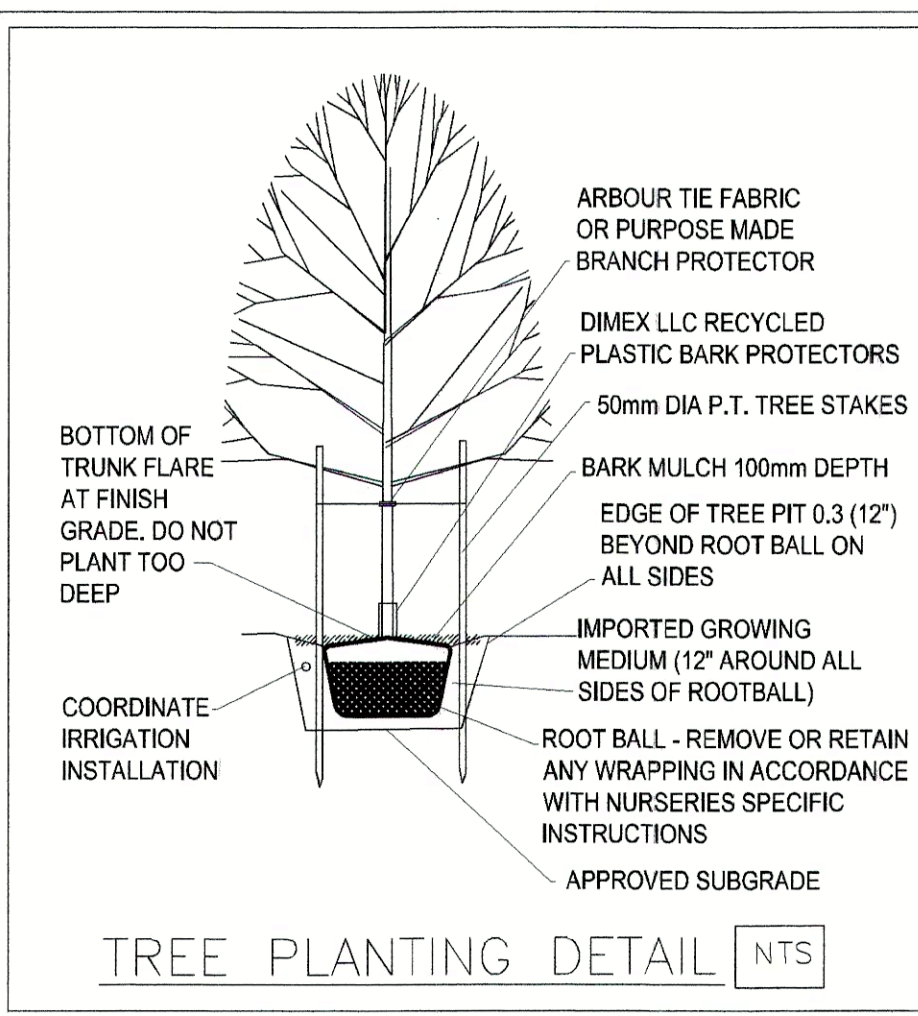
SCALE: $1/8" = 1'-0"$

PLANT SCHEDULE

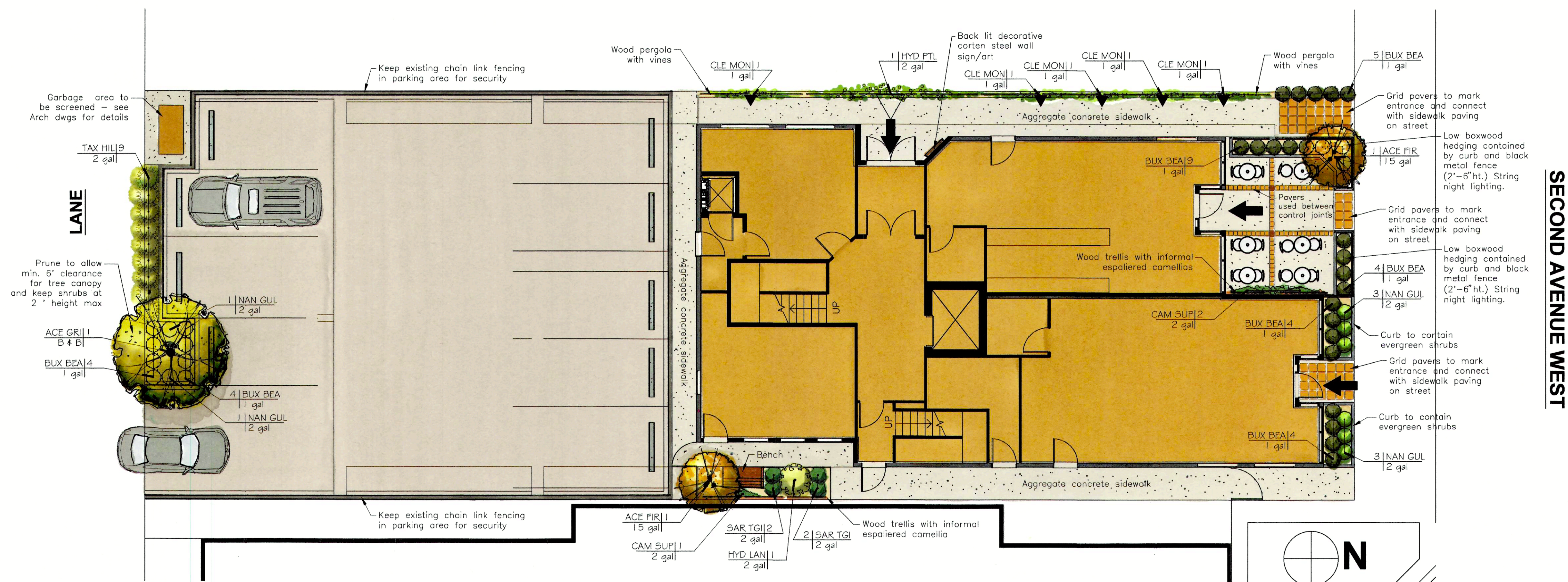
<u>TREES</u>	<u>CODE</u>	<u>QTY</u>	<u>BOTANICAL / COMMON NAME</u>	<u>CONT</u>	<u>CAL</u>
	ACE GRI	1	Acer griseum / Paperbark Maple	B & B	5cm
	ACE FIR	2	Acer palmatum 'Fireglow' / Fireglow Japanese Maple	15 gal	
<u>SHRUBS</u>	<u>CODE</u>	<u>QTY</u>	<u>BOTANICAL / COMMON NAME</u>	<u>SIZE</u>	<u>FIELD2</u>
	BUX BEA	34	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 'Freda' / 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	8	Nandina domestica 'Gulf Stream' / Gulf Stream Heavenly Bamboo	2 gal	
	SAR TSI	4	Sarcococca hookeriana humilis 'Sarsidi' / Fragrant Valley+2122 Trailing Sweetbox	2 gal	
	TAX HIL	4	Taxus x media 'Hillii' / Hill's Anglo-Japanese Yew	2 gal	

GENERAL NOTES:

1. Install minimum of 12" topsoil or amended organic soil in 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 sides of root ball. 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 unless otherwise noted.
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. See Survey Plan, Architect's/Civil Engineer's drawings for details of building layout, parking lot layout, paving, sidewalks, curbs, fencing, 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 should relay all maintenance information to landscape contractor hired for regular care of landscaping.
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 contractor
 - ii. At time of completed landscape



ALL MEASUREMENTS TO
BE CONFIRMED ON SITE



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.

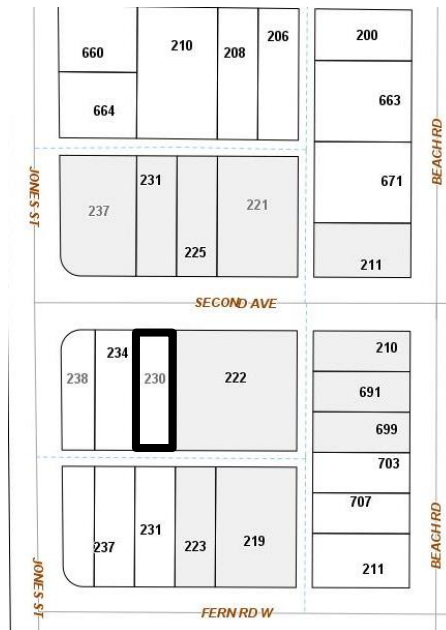
Teunis Westbroek, Mayor

Heather Svensen, Corporate Administrator

Schedule 'A' – Bylaw No. 580.137

Section 6.4.27.3		(580.137)
Commercial Tourist 4		CT4
Permitted Uses and Minimum Site Area		
Permitted Use		Required Site Area
a) Office		n/a
b) Personal Service Use		n/a
c) Public Assembly Use		n/a
d) Recreation Facility		n/a
e) Restaurant		n/a
f) Retail Store		n/a
g) Accessory Dwelling Units – each unit		100m ²
h) Accessory Hotel – each unit		100m ²
i) Short-term Rental		100m ²
 i. Density Bonus For Amenity		
For density bonuses, please refer to Section 6.3 (19) "Density Bonuses".		
Maximum Number and Size of Buildings and Structures		
Height		11.5 m
Parcel coverage		75%
Landscape Requirements		
20% of the lot must be landscaped.		
Minimum Setback Requirements		
Front lot line		1.0 m
Interior side lot lines		1.5 m
Interior side lot line adjacent to a lane		1.5 m
Exterior side lot line		1.0 m
Rear lot line		2.0 m
Except:		
a) where the adjoining parcel is zoned commercial or industrial then the setback from the common interior side lot line may be reduced to zero;		
b) where any part of a parcel contains a watercourse then the regulations in Section 3 of this Part shall apply		
c) that any roof overhang, eave, cornice or gutter may project up to a maximum of 1.0m into any required setback area.		

Schedule 'B' - Bylaw No. 580.127





2022

ANNUAL REPORT

TOWN OF QUALICUM BEACH

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MESSAGE FROM COUNCIL

It is with great pleasure and pride that, on behalf of Council, I present to you the annual report for the year 2022, outlining the remarkable progress and accomplishments of our Town.

Throughout the year, the Town's dedicated efforts centered around establishing a solid foundation for the Town's growth and prosperity. We diligently crafted a comprehensive 5 Year Financial Plan, bylaws, policies, and strategies that reflect the distinct character of Qualicum Beach. In partnership with our capable staff, we strived to ensure the efficient and high-level provision of services that our residents and businesses have come to expect.

I am delighted to highlight some of the positive outcomes resulting from our decision-making in 2022:

- Integrated diverse housing types in multiple developments (duplexes, condominiums, town homes, rental housing, and affordable rental units).
- Constructed the "Into the Woods" childcare facility. The Town contributed approximately \$420,000 in direct capital funding, provided the land, and provided in-kind staff resources. The Province committed over \$2,000,000 in grant funding, including start-up costs.
- Adopted a Local Area Service Bylaw, a Loan Authorization Bylaw, and issued a tender award for infrastructure construction in the East Village.
- Extended the lease with the St. Andrew's Lodge Historical and Cultural Society to 2026.
- Advanced foundational pieces of a communications strategy, with work continuing in 2023.
- Advanced the Waterfront Master Plan, a multi-decade project.
- Contributed financially to the Oceanside Track project.
- Partnered with the Chamber of Commerce for a mobile satellite visitor information kiosk to promote Qualicum Beach at local and regional events.
- Responded to numerous grant opportunities.
- Recruited a new Chief Administrative Officer.
- Approved the first phase of the Pheasant Golf Course Resort Development.

These accomplishments are a testament to the dedication, collaboration, and vision of our Council, administration, and community partners. Together, we are shaping Qualicum Beach into a thriving, inclusive, and sustainable community.

Mayor Teunis Westbrook



MESSAGE FROM THE CHIEF ADMINISTRATIVE OFFICER

On behalf of the Town of Qualicum Beach, I would like to thank you for reading the 2022 Annual Report. This Report serves as a vital means of communication, highlighting the Town's accomplishments from the previous year while providing insights into plans for the current year. The Annual Report also underscores the strong connection between strategic goals and operational outcomes.

Having joined the Town of Qualicum Beach in May of 2022, I was immediately struck by the extraordinary dedication exhibited by staff. It is with great pride that I witness their commitment to finding creative and resilient solutions to challenges, all while ensuring the consistent delivery of excellent services to the community. Throughout 2022, notable progress was made in enhancing communication channels, optimizing practices and processes, adopting new technology, bolstering recruitment efforts, and more. I wholeheartedly express my gratitude to Town staff for their diligent work and professional expertise.

One of the most significant milestones of the past year was the inauguration of a newly elected Council. Following a comprehensive orientation program, and building upon the groundwork laid in the final months of 2022, Council was quick to embark on high-quality public Strategic Planning and Budget processes that prescribed an ambitious program for 2023. I am immensely appreciative of the thoughtful and respectful governance provided by the Mayor and Council.

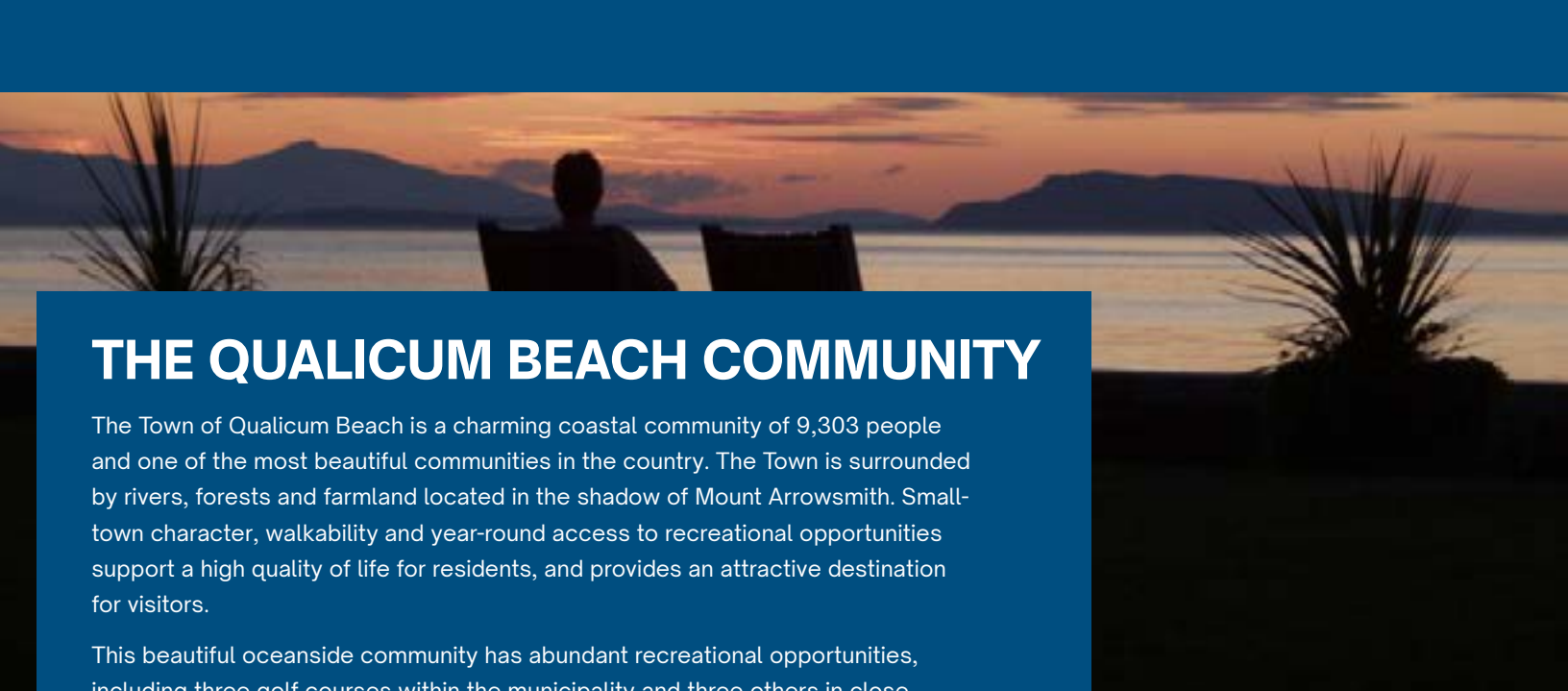
As we reflect upon the achievements of the past year and continue to devote our efforts to the projects and initiatives chosen by Council, I am filled with optimism for the future of our organization and our community. This is a staff group and a Council that is committed to ensuring our municipal places of business are safe and respectful forums which support good governance, promote community engagement, encourage top performance, and allow for divergent opinions to be heard on important community matters.

Lastly, I want to recognize the many volunteers who give their valuable time for the betterment of Qualicum Beach. Their contributions of knowledge and tireless effort enrich the fabric of this beautiful community.

It is an honour to serve the Mayor and Council, staff, and the community as Chief Administrative Officer for the Town of Qualicum Beach.

Lou Varela

Chief Administrative Officer



THE QUALICUM BEACH COMMUNITY

The Town of Qualicum Beach is a charming coastal community of 9,303 people and one of the most beautiful communities in the country. The Town is surrounded by rivers, forests and farmland located in the shadow of Mount Arrowsmith. Small-town character, walkability and year-round access to recreational opportunities support a high quality of life for residents, and provides an attractive destination for visitors.

This beautiful oceanside community has abundant recreational opportunities, including three golf courses within the municipality and three others in close proximity. Opportunities for fishing, hiking and biking are also plentiful. The community features over seven kilometres of curving, postcard perfect beaches. The Town centre is vibrant, and an exciting revitalization of the adjacent East Village area is underway. Qualicum Beach is known for its connection to nature, as well as its celebration of arts and culture.

INDUSTRY

Qualicum Beach has a mix of tourism, manufacturing and service industries. The service sector (which includes retail, wholesale, finance, insurance, real estate, business services, accommodations, and other services) remains the largest employer in the region, accounting for 67% of overall employment. The trade sector, which includes both retail and wholesale trade, accounted for 20.5% of overall employment and reflects a growing trend in retail.

EMPLOYMENT

Employment is forecasted to increase and the service sector is expected to show the strongest growth. However, employment in the agricultural and primary sector is anticipated to decline slightly. Manufacturing is expected to experience modest growth, increasing at approximately half the rate of the service sector. Construction will see positive employment growth along with business services. Given the aging population of Qualicum Beach, health and social services, along with other services, will likely see significant increases in employment opportunities. It is expected that employment in these two sub-sectors will almost double over the next 25 years.

POPULATION

The largest population of Qualicum Beach is the age group between 65 and 69 years old, and the least populated age group is between 25 and 29 years old. 41.7% of the population are in the working age group between 15 to 64 years old, while 14.88% make up the younger population which will be a part of the labour force in less than two decades.



PHOTO CREDIT: VANCOUVER ISLAND UNIVERSITY

TRADITIONAL ACKNOWLEDGEMENT

We would like to recognize that we are standing/working/meeting on the traditional unceded territory of the Qualicum First Nation, and also wish to acknowledge the broader territory of the Coast Salish Peoples.





ORGANIZATIONAL PROFILE

THE MUNICIPAL COUNCIL

Under the *Community Charter* and *Local Government Act*, municipalities and regional districts have broad authority to provide services that their respective municipal councils or regional district boards consider necessary or desirable. Services may be varied both in size and type, examples of which include water and wastewater management, garbage disposal, recreational facilities and economic development.

Governance in the Town of Qualicum Beach is provided by a Mayor and Council. Currently, a Mayor and four Councillors are elected for four-year terms. New Council members elected in 2022 were sworn in on November 7, 2022:

Mayor Teunis Westbroek

Councillor Jean Young

Councillor Petronella Vander Valk

Councillor Scott Harrison

Councillor Anne Skipsey

The main functions of a municipal council are to look after the current and future economic, social and environmental wellbeing of its community. Council’s primary duties are to create administrative policy, adopt bylaws on matters delegated to local government through the *Local Government Act* and other provincial statutes to protect the public, and to collect taxes for those purposes. Council also acquires, manages, and disposes of the Town’s assets. Council’s vision sets a course of action, and charts goals that are accomplished by municipal staff under the direction of the Chief Administrative Officer (CAO).

Council is committed to collaborative governance and sound management through the provision of high-quality facilities and services that provide opportunities for continuous improvement to the quality of life for people of all ages in the community. In pursuing the Town’s goals, Council is guided by the principles of understanding and respecting different perspectives, acting with respect and integrity, defining plans and evaluating successes, making informed decisions, and supporting decision-making through processes and partnerships.

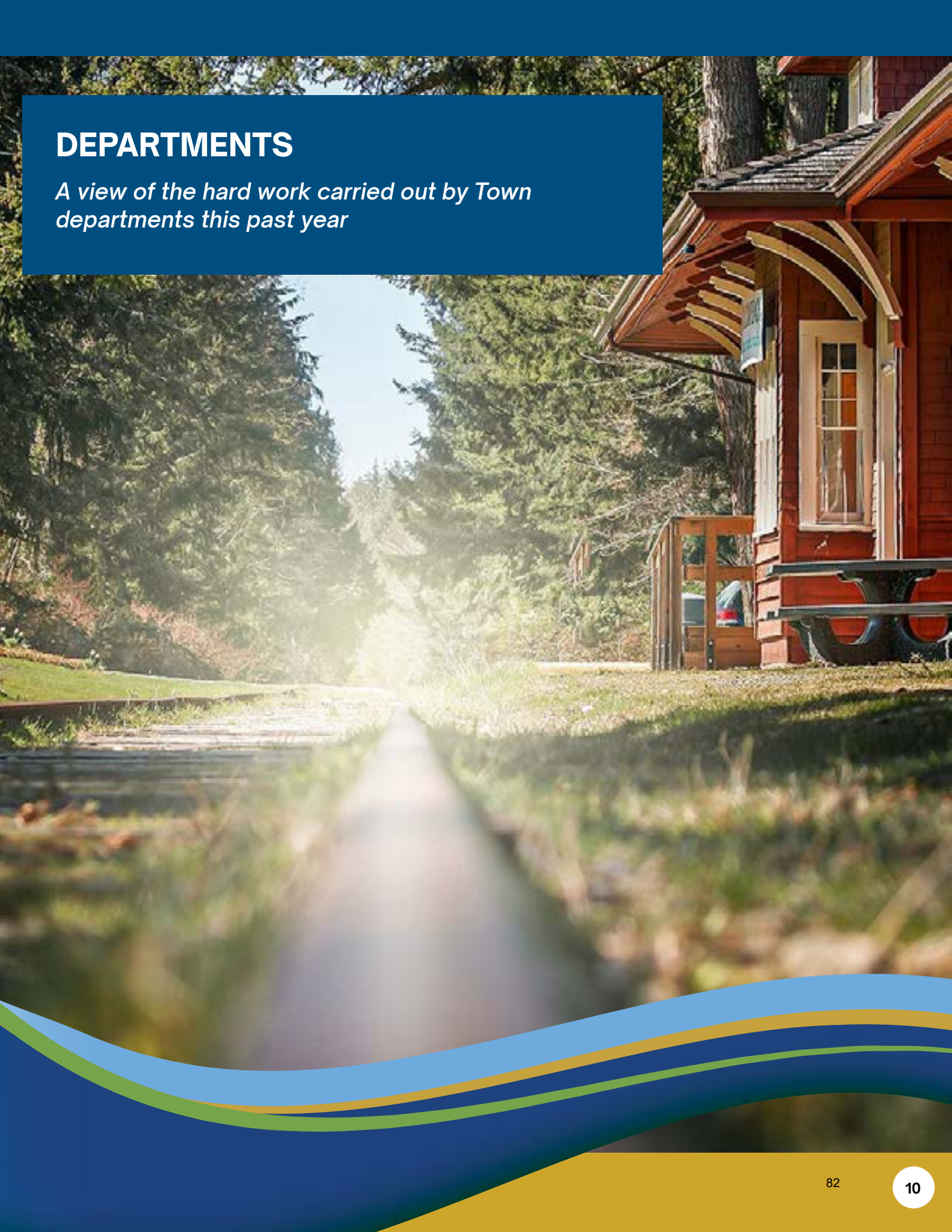
THE EMPLOYEE TEAM

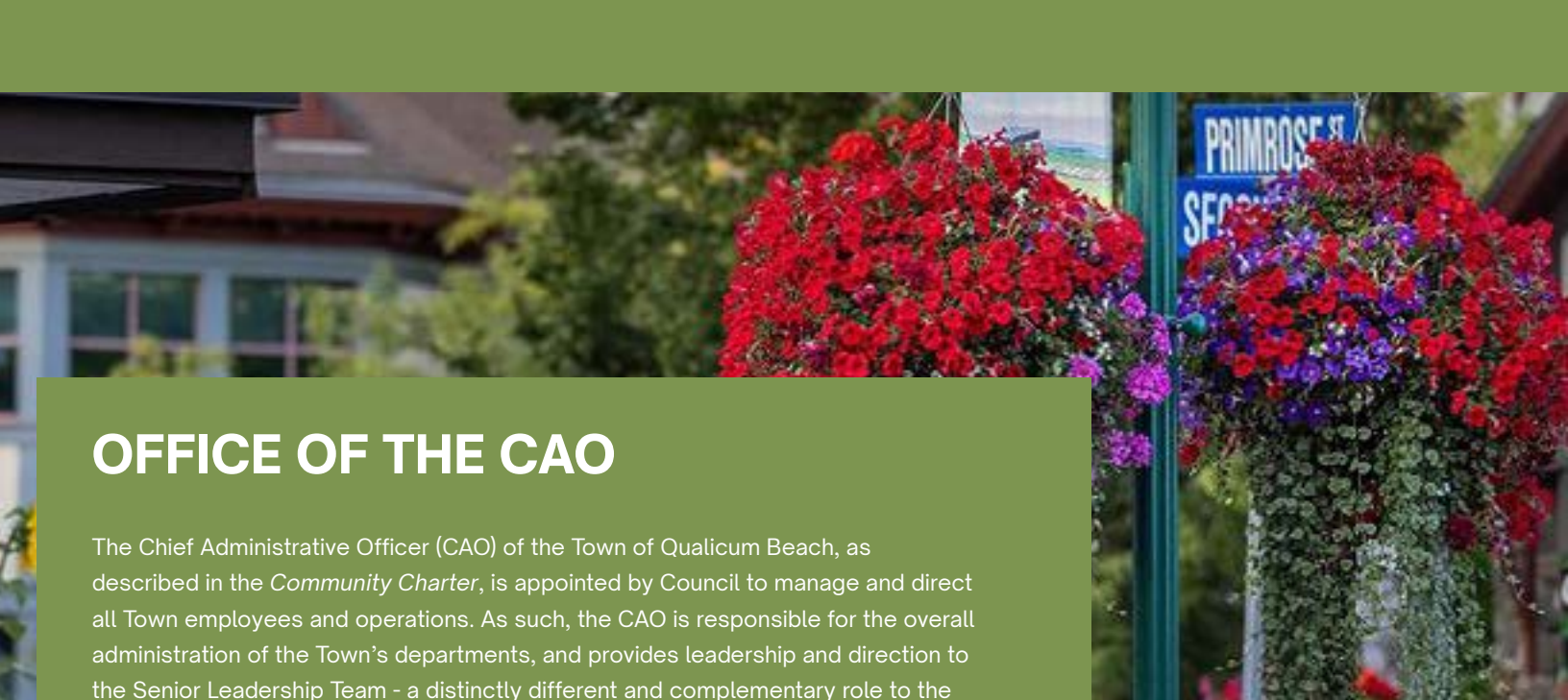
The Chief Administrative Officer (CAO) leads a small team of dedicated employees responsible for providing recommendations and policy advice to Council and coordinating the day-to-day operations of the municipality.



DEPARTMENTS

A view of the hard work carried out by Town departments this past year





OFFICE OF THE CAO

The Chief Administrative Officer (CAO) of the Town of Qualicum Beach, as described in the *Community Charter*, is appointed by Council to manage and direct all Town employees and operations. As such, the CAO is responsible for the overall administration of the Town's departments, and provides leadership and direction to the Senior Leadership Team - a distinctly different and complementary role to the governance realm of Elected Officials.

The current CAO was hired in May 2022. The CAO reports to Council and works collaboratively with them to develop policies, programs and strategies to address the unique needs of the community. The CAO is responsible for providing advice on governance as well as on the municipality's authority and responsibility under the *Community Charter*, *Local Government Act*, *Freedom of Information and Protection of Privacy Act* (FOIPPA), and *Municipal Finance Authority Act*.

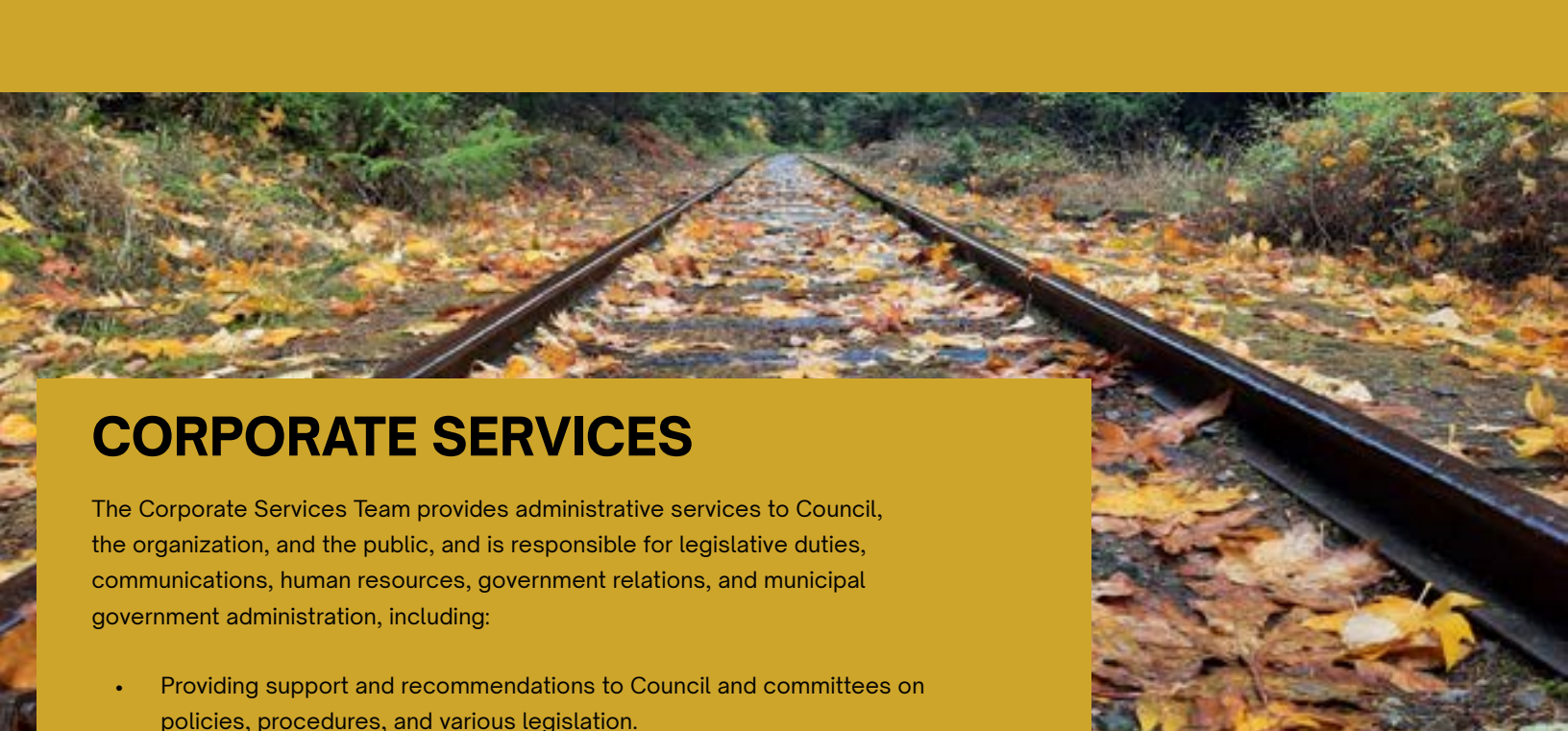
The department consists of the CAO and an Executive Assistant who is shared with the Mayor's Office and Council. Additional support is provided by the Director of Corporate Services, who also serves as the Deputy CAO.

KEY POLICIES AND PLANS

- Official Community Plan
- Council Procedure Bylaw
- Council's Standards of Conduct
- Anti-Bullying and Harassment Policy

2022 OFFICE OF THE CAO HIGHLIGHTS AND ACCOMPLISHMENTS

- Identified challenges, opportunities, resources and barriers at the operational, cultural and governance levels.
- Developed Frequently Asked Questions (FAQs) on issues of importance and interest, and increased responsiveness to email queries.
- Embarked on establishing service level definitions.
- Formalized Correspondence Log practice (process optimization).
- Completed Respectful Workplace Training for exempt and unionized employees.
- Onboarded the newly elected Council.
- Commenced an ongoing Council orientation program.



CORPORATE SERVICES

The Corporate Services Team provides administrative services to Council, the organization, and the public, and is responsible for legislative duties, communications, human resources, government relations, and municipal government administration, including:

- Providing support and recommendations to Council and committees on policies, procedures, and various legislation.
- Processing official correspondence to and from Council.
- Managing corporate records and maintaining the legislation records (including bylaws, agendas, and minutes).
- Researching and developing corporate bylaws and policies.
- Managing *Freedom of Information and Protection of Privacy Act* requests.
- Overseeing risk management claims, property negotiations, and land registrations.
- Processing federal and provincial grant applications.
- Maintaining the Town's website.
- Coordinating cemetery services.
- Managing and overseeing municipal special events.
- Conducting municipal elections and by-elections.
- Providing shared administrative support to all departments.

COMMUNICATIONS AND PUBLIC ENGAGEMENT

The Corporate Services team utilizes communication and community engagement expertise from internal staff and contracted resources who work closely with departments on government relations, media relations, social media, website, emergency communication, branding, graphic design, and communications strategic planning.

Engagement includes outreach to community partners, the Qualicum First Nation, and provincial and federal government partners, in order to address intergovernmental, regional, and inter-municipal priorities and issues.

HUMAN RESOURCES

Human Resources provides strategic advice and expertise on a full range of services and programs. Focus is given to attracting, retaining, and motivating a qualified, diverse, and inclusive workforce. This includes: workforce health and safety; recruitment and workforce planning; disability and leave management; employee training and development; benefits; compensation; employee administration; and labour relations.

PROPERTY RESOURCES

Property Resources include: Civic Centre and Community Hall management and bookings; management of claims; risk assessments; third party liability claims; land purchases and sales; land registrations; long-term leases; and short-term leases and licenses.

SPECIAL EVENTS

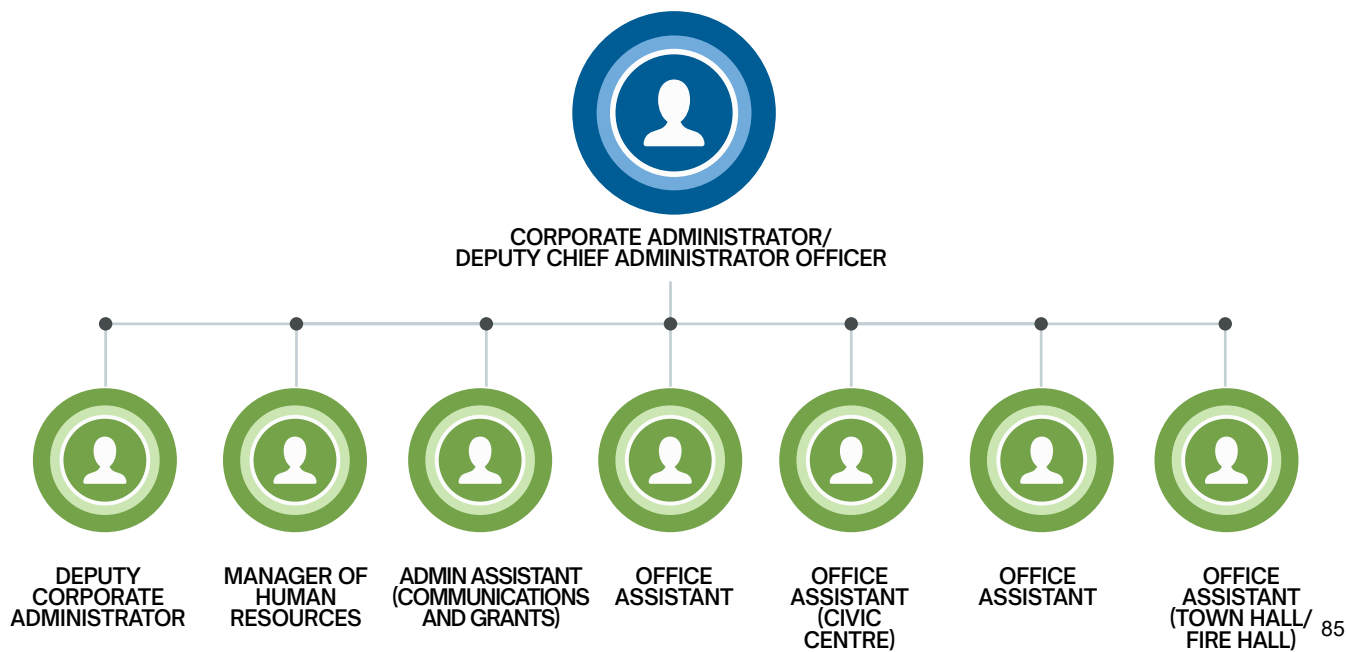
Special event programming helps create a sense of community identity, belonging, pride, and spirit. It showcases Qualicum Beach to residents and visitors as a great place to visit, live, work, and play. Some of the annual special events planned in Qualicum Beach include Beach Day, Family Day, Youth Appreciation Lunch, Ocean Mile Swim, Moonlight Madness, Volunteer Appreciation, Communities in Bloom, and Remembrance Day. Many community partners and event organizers are also supported by the Town to hold special events.

KEY POLICIES AND PLANS

- Local Government Act
- Community Charter
- Freedom of Information and Protection of Privacy Act
- Council Procedure Bylaw

DEPARTMENT STAFF AND STRUCTURE

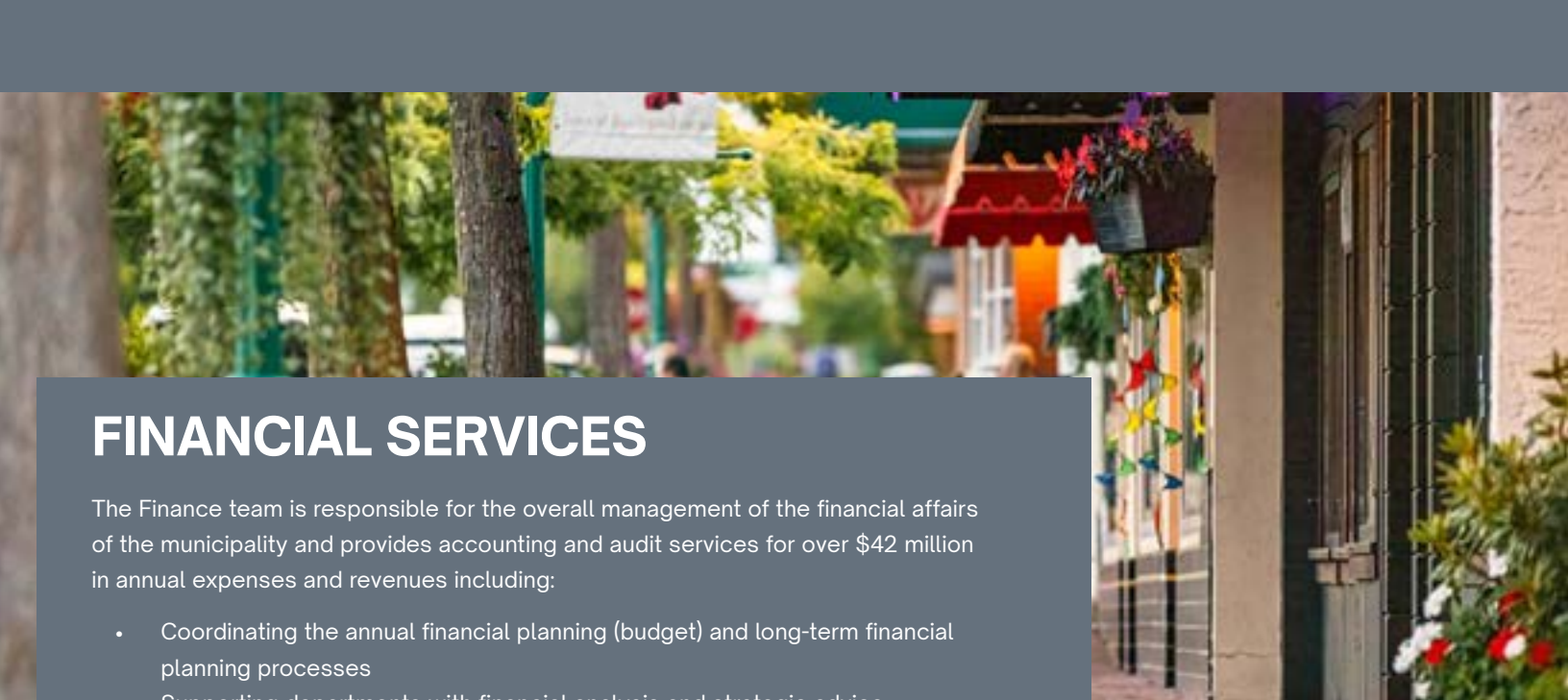
The Department is led by the Corporate Administrator/Deputy CAO and is comprised of a Deputy Corporate Administrator, Manager of Human Resources, Administrative Assistant (Communications and Grants), and four full-time Office Assistants. Administrative support is provided on a shared basis to all departments.



- Adopted the Council Standards of Conduct Policy
- Conducted the 2022 General Local Election
- Completed communications audit
- Significantly increased social media presence and general communications strategies

174 DIRECT MESSAGES TO 1848 EMAIL SUBSCRIBERS	5,485 FACEBOOK MEMBERS WITH 10,363 PAGE VISITS	8 SPECIAL COUNCIL MEETINGS
95 FREEDOM OF INFORMATION REQUESTS	463 MOTIONS MADE IN REGULAR COUNCIL MEETINGS	44 COMMITTEE & COMMISSION MEETINGS OF COUNCIL
56 MEDIA PUBLICATIONS PREPARED	4620 ITEMS OF CORRESPONDENCE RECEIVED	34 REGULAR COUNCIL MEETINGS
30+ LEASES MAINTAINED	400+ AGREEMENTS MAINTAINED	7 IN CAMERA COUNCIL MEETINGS
		5 COMMITTEE OF THE WHOLE MEETINGS
		7 PUBLIC HEARINGS





FINANCIAL SERVICES

The Finance team is responsible for the overall management of the financial affairs of the municipality and provides accounting and audit services for over \$42 million in annual expenses and revenues including:

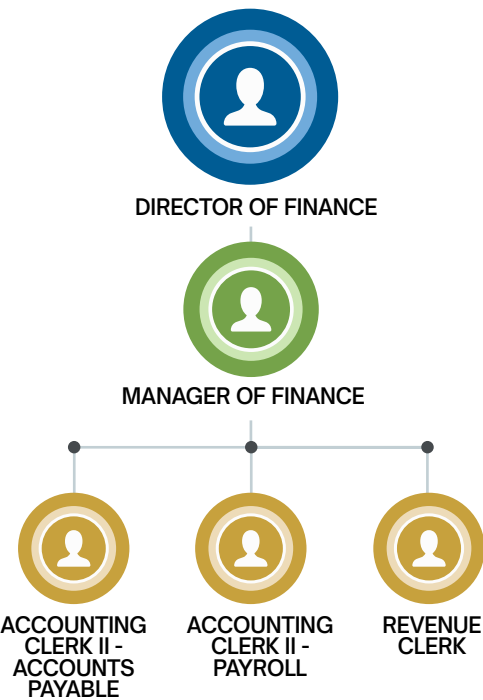
- Coordinating the annual financial planning (budget) and long-term financial planning processes
- Supporting departments with financial analysis and strategic advice
- Processing accounts payable for over 4,000 invoices annually
- Processing bi-weekly payroll for 60-70 staff members and 25-30 Paid-on-Call Firefighters
- Maintaining benefits records for over 55 staff
- Purchasing and procurement
- Administering Permissive Tax Exemptions
- Investment management
- Developing financial policy
- Preparing financial statements which are audited by an independent auditing firm
- Adherence to existing and new standards for financial reporting
- Processing of revenue including property taxes, utility billing, dog tags and business licenses
- Producing 5,100 tax notices annually
- Producing over 9,500 utility bills twice annually, mailed out to residents in May and October
- Managing pre-authorized property tax installments
- Invoicing miscellaneous accounts receivable

KEY POLICIES AND PLANS

- Purchasing Policy
- Social Procurement
- Tangible Capital Asset Policy and Municipal Asset Management Policy
- Asset Management Strategy
- Disposal of Municipal Assets

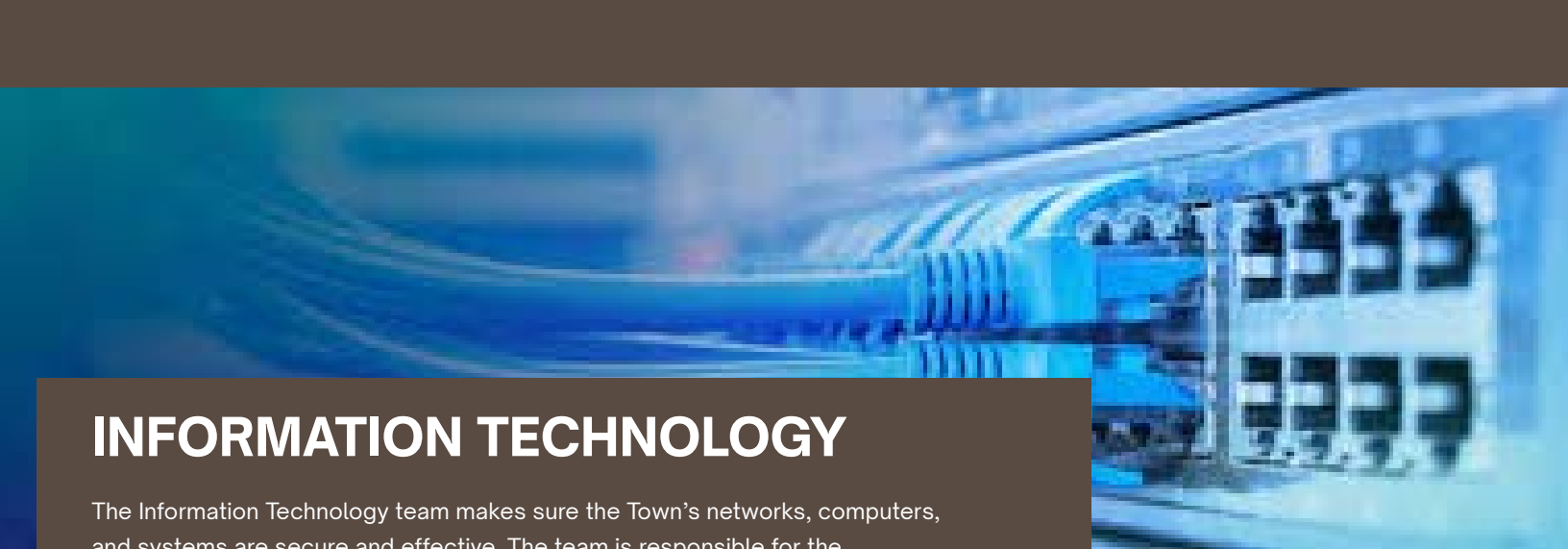
DEPARTMENT STAFF AND STRUCTURE

The Department is led by the Director of Finance and is comprised of a Manager of Finance, Accounts Payable Clerk, Payroll Clerk and Revenue Clerk.



2022 AT A GLANCE

 COMPLETED Tax rate bylaw	 MOVED To electronic tax certificates	 COMPLETED Permissive tax exemption bylaws
 ISSUED Request for proposal (RFP) for audit services	 INCORPORATED Asset management concepts into budget discussions for 2023	 SOLD 698 dog tags & 667 business licences



INFORMATION TECHNOLOGY

The Information Technology team makes sure the Town's networks, computers, and systems are secure and effective. The team is responsible for the management, planning and development of core technology, data, web/mobile applications and automations.

The department is led by a Manager of IT and GIS, and is comprised of an Information Systems Analyst and a Technology Support Tech. An external local IT Management Service Provider is contracted to optimize cybersecurity, disaster recovery, servers, network, and 50-60% of IT help-desk related tasks

SERVICES ARE PROVIDED IN SIX AREAS:

1. **Cybersecurity** – Key infrastructure architecture is protected and continuously monitored 24/7 by multi-layer hardware, software and a security operations centre. Staff are regularly trained to identify and mitigate threats through cybersecurity awareness and cyber-attack simulations.
2. **IT Infrastructure** – Modern infrastructure architecture and network services are deployed to ensure high performance resiliency and reliability.
3. **Enterprise Information Systems** – Configuration and integration support is provided for enterprise applications such as MAIS, ActiveNet, FirePro, Microsoft 365, DOT, SCADA, and ArcGIS Enterprise.
4. **Data Maintenance** – Business needs are regularly assessed, and new structures designed to ensure data accuracy and consistency of municipal asset management, cadastral and other datasets.
5. **Business Development** - Web and mobile applications are developed and supported. Processes are optimized and automated and data is regularly analyzed and developed into dashboards, maps, and reports.
6. **Digital Engagement/Communication** – Technology to provide online engagement and communication.

KEY POLICIES AND PLANS

- Video Surveillance of Town-owned buildings (CCTV)
- Acceptable Use for Information Technology Systems
- Wireless Communication Devices

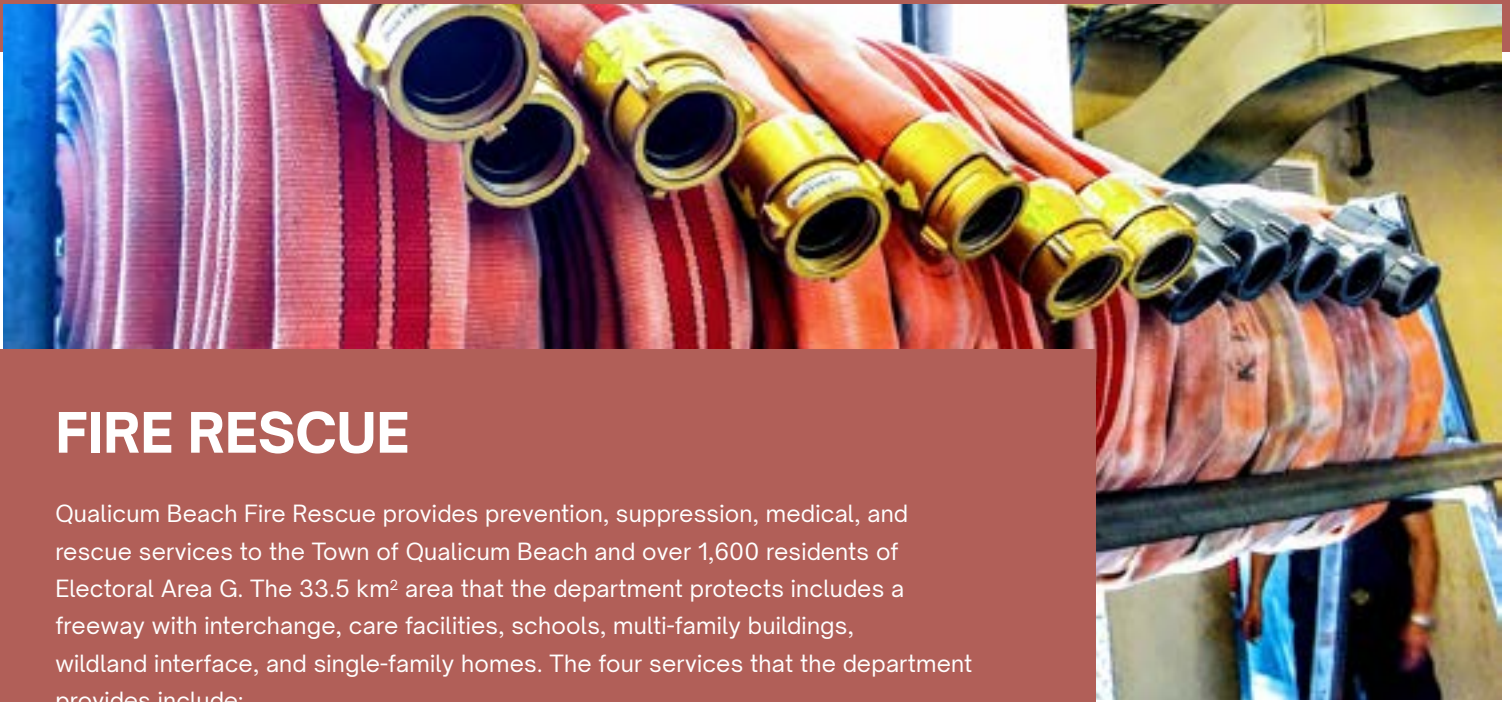
2022 HIGHLIGHTS AND ACCOMPLISHMENTS

- Upgraded to managed internet service for more stable/supported internet
- Replaced all end-of-life network equipment to ensure network infrastructure is “evergreen”
- Relocated server infrastructure to a secure, cooled location to increase security and performance
- Relocated server backup equipment to improve security
- Installed satellite internet service for deployment during emergencies at the Fire Hall
- Upgraded facility bookings from end-of-life software to a cloud facility booking system
- Implemented a SharePoint online portal to improve internal communications
- Implemented a cybersecurity training platform and 98% of staff completed initial training
- Began deploying Multi-Factor Authentication (MFA) to significantly improve cybersecurity
- Began implementing a help desk dashboard to measure IT/GIS performance and challenges
- Replaced five CCTVs with cloud-based, high resolution, wide-angle CCTVs
- Replaced legacy asset management software with mobile and web applications
- Updated tree, bench, sidewalk, storm drain/sanitary sewer maintenance-hole, and catch basin datasets
- Built internal test dashboards for bench, cemetery, generator monthly testing, hydrant services, and backflow prevention



GEOGRAPHIC INFORMATION SYSTEMS (GIS)

- BC ONE CALL automation and property service card digitalization
- Update address data to comply with Next Generation 911 (NG911) standard
- Open Data portal implementation
- Continued GIS and asset management decision making integration
- Bi-annual Ortho and Oblique imagery projects with the City of Parksville



FIRE RESCUE

Qualicum Beach Fire Rescue provides prevention, suppression, medical, and rescue services to the Town of Qualicum Beach and over 1,600 residents of Electoral Area G. The 33.5 km² area that the department protects includes a freeway with interchange, care facilities, schools, multi-family buildings, wildland interface, and single-family homes. The four services that the department provides include:

FIRE PREVENTION

Fire Prevention includes public education, fire inspection, development permit and building plan review, public events, community outreach, fire investigation, and pre-fire planning.

FIRE SUPPRESSION

The department responds to a wide range of fire suppression incidents which include structure, vehicle, brush, and wildland fires.

Each year there are large or complex incidents that require more resources than an individual fire department can provide. Qualicum Beach is a member of an automatic and mutual-aid agreement which provides additional apparatus and firefighters to any incident in District 69 if needed. The automatic aid agreement made acquiring a District 69 Superior Tender Shuttle rating possible, which includes significant insurance savings for many property owners.

MEDICAL CARE

The “First Responder” program is part of the pre-hospital medical care system in the Province of British Columbia. The department responds to those calls of a serious nature in which critical lifesaving intervention is required or if requested from a BC Emergency Health Services (BCEHS) Ambulance crew on scene.

RESCUE SERVICES

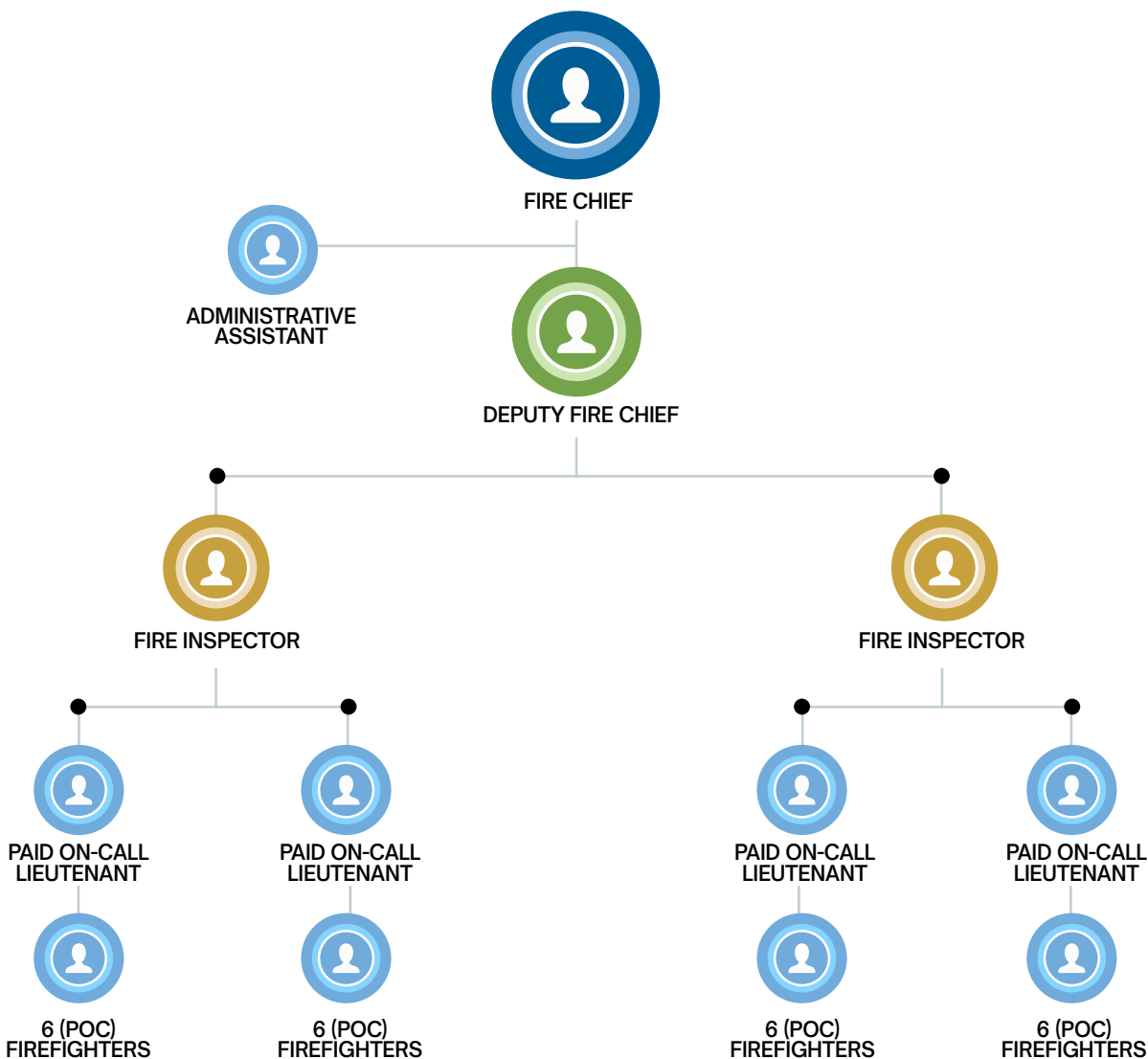
Rescue Services account for the greatest number of calls and include; vehicle rescue; confined space rescue; structural collapse; rope rescue; hazardous materials incidents; weather events; hydro and natural gas emergencies; and general public assistance.

KEY POLICIES AND PLANS

- WorkSafe BC Regulation Part 31
- British Columbia Structure Firefighter Minimum Training Standards
- *Fire Services Act*

DEPARTMENT STAFF AND STRUCTURE

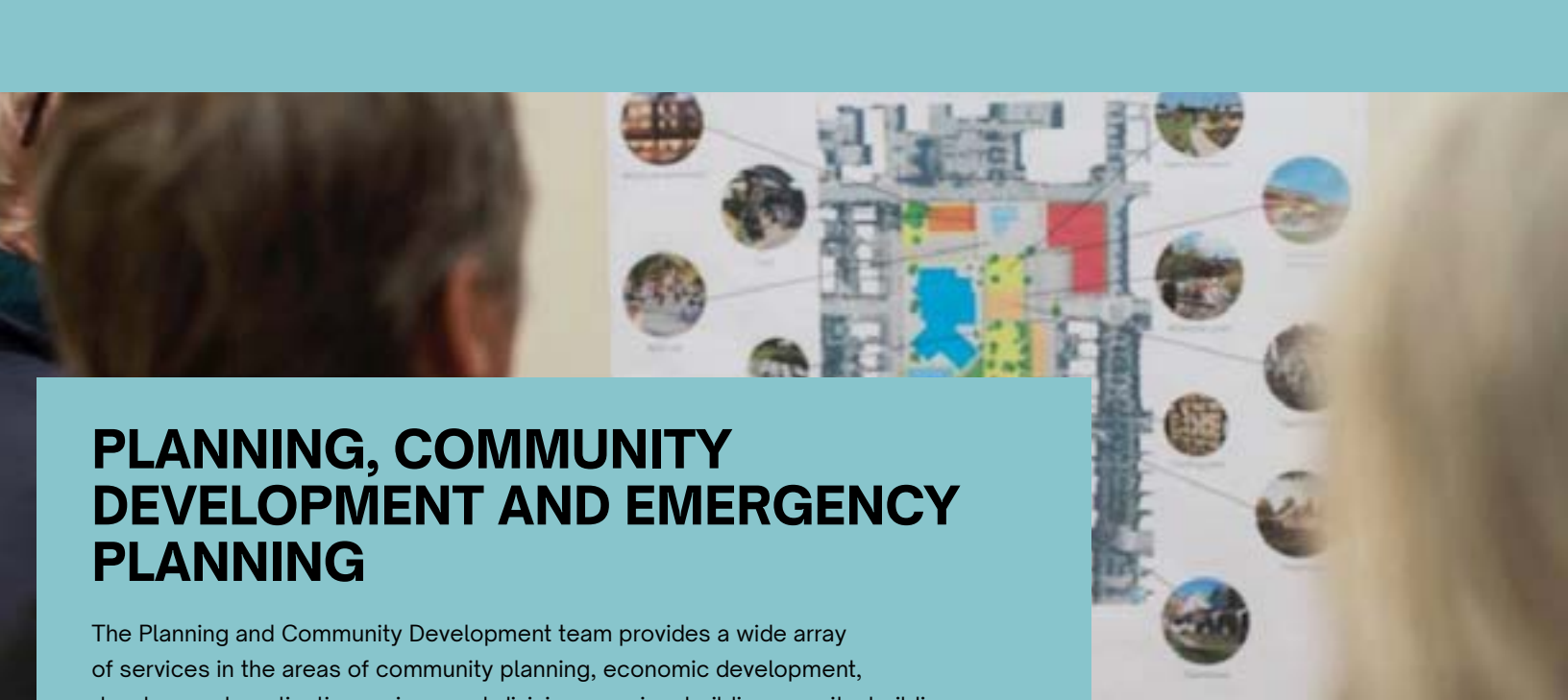
The department consists of a Fire Chief, Deputy Fire Chief, two Paid-on-Call Captains/Fire Inspectors, a part-time Administrative Assistant, and between 25 and 30 Paid-on-Call Firefighters. The department is staffed seven days a week from 8:00 am to 4:00 pm with a minimum of one member supplemented by the Paid-on-Call Captain/Fire Inspector, a Duty Officer, and a Duty Chief as necessary.



2022 HIGHLIGHTS AND ACCOMPLISHMENTS

- Updates to the Elementary School Public Education Program
- Recruited 14 new Paid-on-Call Firefighters
- Hired a second Fire Inspector
- Developed a new Fire Department website
- Increased community outreach and recruitment with regular attendance at weekly markets and public events
- Improved the department's social media presence
- Completed final inspection and placed a new firetruck in service





PLANNING, COMMUNITY DEVELOPMENT AND EMERGENCY PLANNING

The Planning and Community Development team provides a wide array of services in the areas of community planning, economic development, development application reviews, subdivisions, zoning, building permits, building inspections, and emergency planning. In addition to managing building permits and development approvals, the Planning team advises Council on sustainability initiatives, growth management, economic development and bylaw development. The Planning team also administers sign permits, municipal addressing, and other complementary services.

Advancing sustainability initiatives and preserving a high quality of life for the Town's residents are core goals of the Planning and Community Development team. The team is tasked with planning for the future, preparing for the unknown, and working with Town bylaws to protect community health, safety and the environment.

Planning advises Council on the future of the community and how to develop plans, bylaws and policies that change to advance long-term sustainability goals.

The Building Inspection Department works with builders to ensure that buildings are constructed in accordance with the BC Building Code and best practices.

Bylaw Compliance works with the community to achieve compliance with municipal bylaws, prioritizing health, safety and environmental protection. The goal is to obtain voluntary compliance with municipal bylaws and policies to support a safe and livable environment for all Town residents.

Emergency Planning helps the Town, residents and businesses plan and prepare for known and unknown hazards through the partnership with Emergency Management Oceanside.

KEY POLICIES AND PLANS

- Official Community Plan / Sustainability Plan
- Waterfront Master Plan
- Community Climate Change Adaptation Plan
- Urban Forest Master Plan
- Zoning Bylaw, Sign Bylaw, Building Bylaw
- Pesticide Use, Noxious Weeds and Grasses Bylaws
- Traffic Bylaw
- Development Cost Charges Bylaw
- Business Licensing and Regulation, Mobile Vending, Sidewalk Café and Regulation Bylaws, Municipal Ticketing Information, Noise Control, Unsightly Premises, Public Nuisances and Disturbances on a Highway or Public Place
- Animal Control Bylaw
- Emergency Program Bylaw
- Smoking Regulation Bylaw
- Youth and Young Families Retention and Attraction Strategy

DEPARTMENT STAFF AND STRUCTURE

The Department is comprised of a Director of Planning and Community Development with support from a Planner, a Bylaw Officer, one Building Official and an Emergency Program Coordinator. One FTE of Planning staff is being added as per Council direction March 1, 2023



PLANNING SERVICES

Key Activity Levels	2022 Actual
Employees	2
OCP Amendment Process Completed	1
Zoning Amendment Process Completed	4
Development Permit	3
Development Variance Permit	4
Subdivision Approvals	5
Temporary Use Permits	2
Board of Variance Decision	4
Council Memos (Open)	60
Council Open Motions Completed	80

BUILDING SERVICES

Building activity decreased in the first half of 2022 but finished the year above historic averages. Early in 2022 a “Building Official in Training” program began, and one Public Works employee is now qualified to continue most building inspections when the primary Building Official is not available.

Key Activity Levels		2022 Actual
Employees		1
Residential Permits	New SFD Units	23
	Suite or Garden Suites	11
	Multi Residential Units	56
	Net New Units	90
	Renovation/Addition \$\$	4,904,000
	SFD Value	15,488,000
	Multi Residential \$\$	18,000,000
Commercial	Dollars	1,832,000
Institutional	Dollars	3,500,000
Industrial	Dollars	475,000
Recreational	Dollars	-
Total Construction	Dollars	44,199,000
Total Permit Revenue	Dollars	178,346

BYLAW COMPLIANCE

Spring and summer were especially busy for Bylaw Compliance in 2022, doing beach patrols to educate the public on leash regulation as well as working on homeless issues. Fortunately, an operations employee was able to support the single Bylaw Officer during this busy time, as well as provide Bylaw Compliance service outside of regular business hours. A persistent challenge in 2022 was the monitoring and cleanup of sites used by individuals experiencing homelessness. Individuals living in vehicles significantly increased in 2022, which resulted in more complaints and need for monitoring.

Key Activity Levels	2022 Actual
Requests for Service (Complaints)	599
Courtesy Notices Issues	57
MTI Infraction Tickets	81
Patrols	1,936

CLIMATE ACTION

The Community Climate Change Adaptation Plan outlines objectives for community action:

1. Integrate climate change thinking into future planning
2. Improve public health, safety and preparedness for climate-related events
3. Effectively manage and support a healthy urban forest
4. Continue long-term planning for sea level rise in alignment with the Waterfront Master Plan
5. Improve coordinated watershed management and planning, and increase water conservation practices and policies
6. Promote and expand use of Low Impact Development (LID) and Nature-based Solutions (NBS) for building
7. Continue to manage invasive species throughout the community
8. Proactively mitigate wild and urban interface fire risk

2022 HIGHLIGHTS AND ACCOMPLISHMENTS

- Adopted Backyard Chicken Bylaw
- Completed the Urban Forest Master Plan
- Completed the Age-Friendly Wayfinding Project
- Development of “Into the Woods” childcare facility
- Processed the 56-unit affordable housing development building permit
- Completed East Village – Phase 1 Public Realm Improvements
- Approved East Village – Phase 2 Public Realm Improvements and Local Area Service
- Processed several large development applications
- Secured grant for waterfront parking and active transportation improvements
- Multiple high-value grant applications submitted, and grant secured for emergency generator at Civic Centre
- Completed land sales to replenish reserve funding spent on Saahtlam Park (Former St. Andrews Waterfront Park)
- Advanced Community Climate Change Adaptation Plan
- Collaborated with Vancouver Island University and other municipalities for the ongoing Development Application Review Project

EMERGENCY PROGRAM

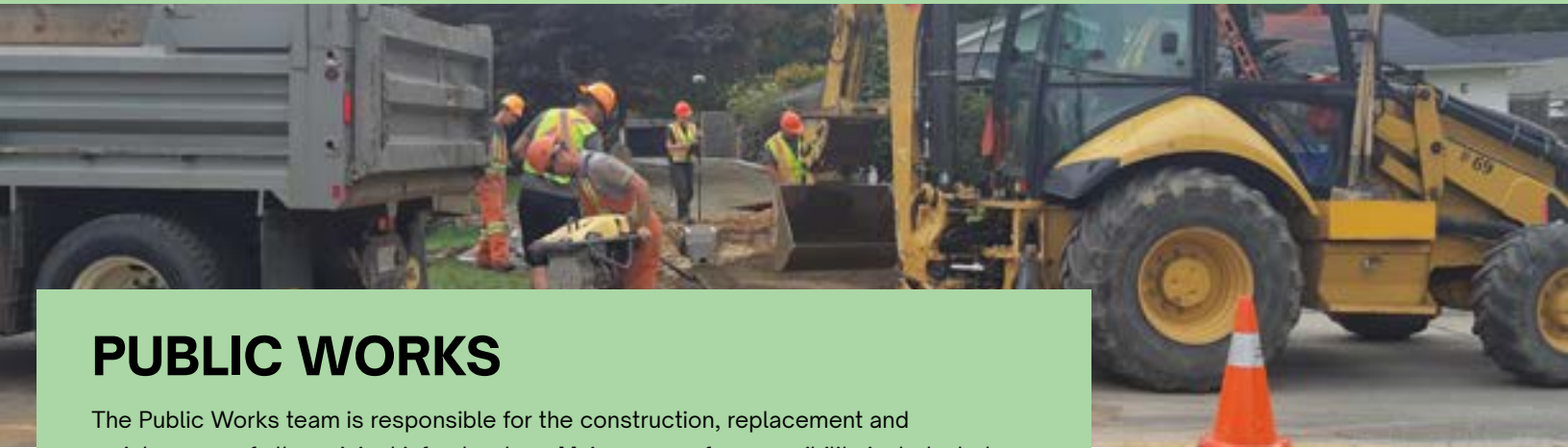
The Town of Qualicum Beach has an extensive Emergency Planning program through the Emergency Management Oceanside (EMO) partnership with the City of Parksville. EMO focuses on preparation for the protection of, and assistance for, citizens and infrastructure during the time of emergency or disaster. Town staff (Administration and Planning) are currently backfilling emergency planning functions due to a vacancy in the Emergency Program Coordinator position.

In 2022, the Town delivered a record number of emergency information packages in collaboration with the Chartwell Residents' Association. Emergency Support Services (ESS) and Emergency Communication Team (ECT) has continued without interruption thanks to the ESS/ECT Volunteer Coordinator and a strong contingent of volunteers. In 2022 staff also supported the City of Parksville in the hiring of a new Emergency Program Coordinator.



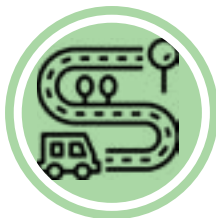
2022 HIGHLIGHTS AND ACCOMPLISHMENTS





PUBLIC WORKS

The Public Works team is responsible for the construction, replacement and maintenance of all municipal infrastructure. Major areas of responsibility include, but are not limited to, water services, sanitary and storm services, roadway maintenance, sidewalks, street lights, maintenance of Town vehicles, and airport operations.



Transportation

The transportation system includes: 113 km of paved roads; 1 km of gravel surface roads; 9 km of sidewalks; over 3,700 signs; 581 municipal streetlights; and 554 BC Hydro streetlights.



Drainage

The drainage system includes: 49.1 km of storm mains; 9.5 km of culverts; 1,600 catch basins; 915 maintenance-holes; 6.9 km of catch basin and service laterals; and 40 km of open ditches.



Facilities

The Town's facilities are comprised of 60 structures that support the critical functions of local government, municipal operations services and public safety. These facilities include: the Municipal Hall; Fire Hall; Civic Centre; Airport Terminal Building; Public Works Buildings and Yard; The Old School House (TOSH) Arts Centre; Parks Buildings and Yard; and many more.



Sewer

System infrastructure serves approximately 3,900 customers and includes: 83 km of sanitary mains; 0.4 km of sanitary force main; one lift station; and 1,284 maintenance-holes.

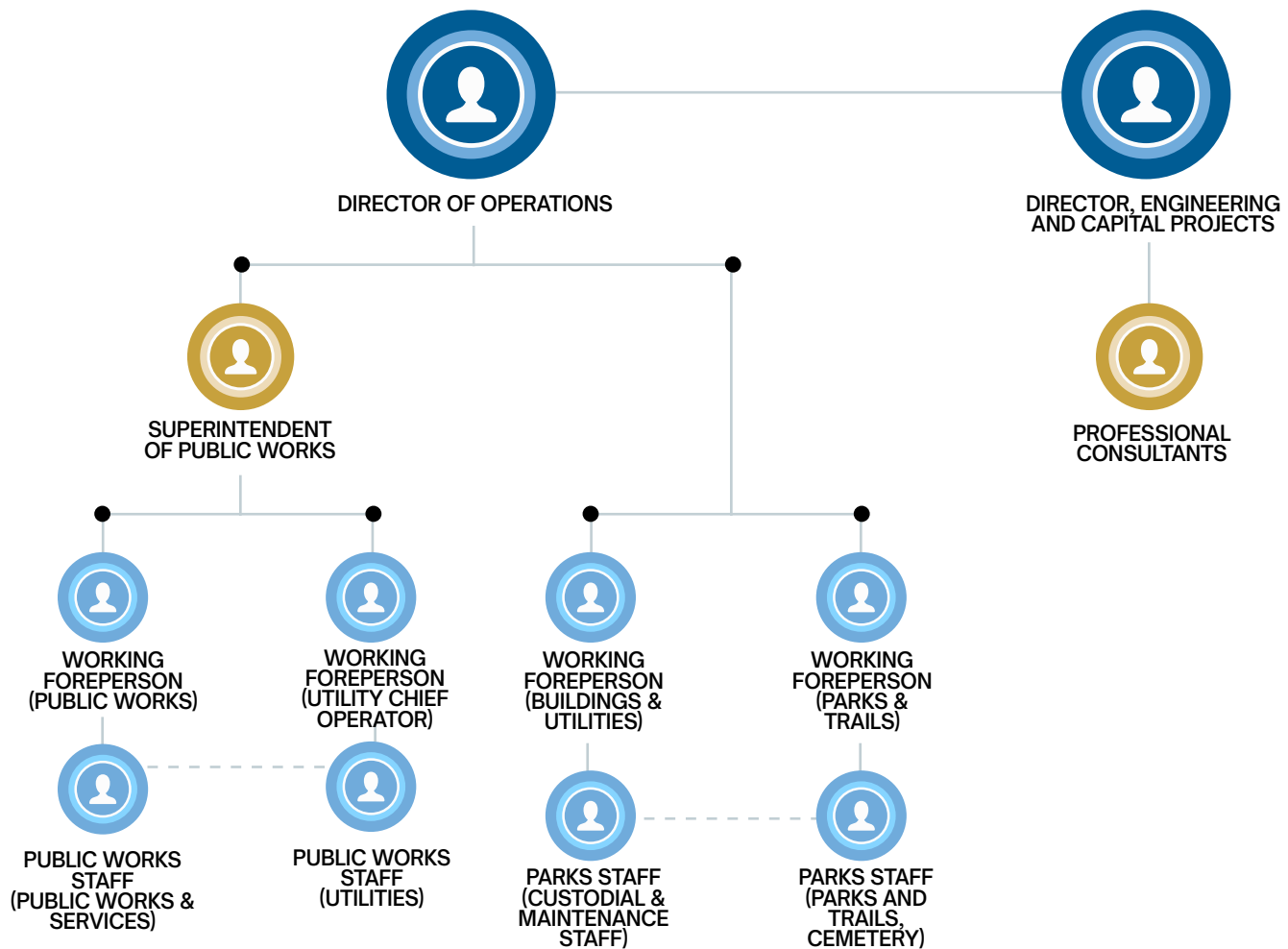


Water

Water system infrastructure includes: nine groundwater wells; five reservoirs (Berwick (2), Village Way, Parks Yard (2)); 108 km of water mains; and five booster stations (Berwick Road, Garrett Road, College Road, Hemsworth Road and Jones Street). Approximately 4,000 properties are metered and there are 451 fire hydrants.

DEPARTMENT STAFF AND STRUCTURE

The Department is co-led by a Director of Engineering and Capital Projects, and a Director of Operations, with support from: a Superintendent of Public Works; Working Forepersons; a Utility Chief Operator; 32 employees; and engineering consultants.



KEY POLICIES AND PLANS

- Road Right-of-Way Opening
- Road Shoulders, Snow and Ice Control
- Towing Contract, Engine Idling, Wood Chipping Program
- Sidewalk and Parking Lot Inspection and Maintenance

2022 HIGHLIGHTS AND ACCOMPLISHMENTS

- Addition of fully electric utility vehicle
- Sandblasted 27 concrete bullnoses and installed hazard marker signs to increase safety and reduce annual painting requirements
- Upgraded 32 painted accessible parking symbols with a more durable product
- Converted seven painted crosswalks to a more durable product
- Temporary repairs to the Beach Creek Culvert under Crescent Road East
- Began cleaning Berwick (1) well casing and replacing worn out components
- Raised 34 hydrants to comply with National Fire Protection Association (NFPA) standards
- Upgraded obsolete computer and communications hardware in College Road Booster Station
- Upgrades to the HVAC system in Town Hall
- Hiring of a new Buildings and Facilities Coordinator
- Completion of 2021 Facilities Condition Assessment with grant funding







PARKS

The Parks Department maintains our trees, boulevards, parks, trails, fields, baskets, flower beds and cemetery.

The Parks system includes a significant inventory of over 280 hectares of green space and recreational forest areas, and the Maintenance Team looks after municipal buildings, including the Civic Centre, the Community Hall, the Town Hall, Airport, Digital Media Studio, Public Works and Parks buildings, and public washrooms.

The Parks system includes a significant inventory of green space and recreational forest areas including the following:

Asset	Quantity
Sports Fields	8,700 m ²
Other Grassed Areas	77,400 m ²
Annual Beds	250 m ²
Mixed Planting Beds and Street Nodes	6,500 m ²
Shrub Beds	10,500 m ²
Hedges	1,700 m ²
Hanging Baskets	100
Concrete Street Planters	20
Trails	24 km
Street and Park Trees	630
Playgrounds	2
Skate Park	1
Cemetery	1
Benches and Picnic Tables	235
Heritage Forest Area	19 ha
Civic Centre Forest Area	38 ha

Over 280 hectares of parks and green spaces are available for the community including:

- Christleton Park
- General Money Park
- Community Parks that contain six ball diamonds / soccer pitches / cricket pitch
- Glassford Square
- Grandon Creek Trail
- Heritage Forest
- Jubilee Park
- Miraloma Park
- Seacrest Park
- Yambury Park
- Valhalla grounds
- Playgrounds at Community Park and Christleton Park
- BMX park
- Skate Park
- Tennis Courts
- Off-leash dog parks
- Rain Garden
- Seaside Nature Park

KEY POLICIES AND PLANS

- Urban Forest Master Plan
- Significant Trees of Qualicum Beach
- Waterfront Master Plan
- Road Allowance and Lane Closure
- Notice of Removal of Trees in Community Park
- Pruning Trimming and Removal of Trees on Town Controlled Lands
- Heritage Forest Public Use
- Dedication of Amenities
- Cemetery Bylaw

2022 HIGHLIGHTS AND ACCOMPLISHMENTS

- Replacement of swing set at the Community Park (CSA approved)
- Purchased battery-powered club car (GHG reduction)
- Purchased battery-powered snow blower (GHG reduction)
- Purchased Columbarium (80 niche) for cemetery
- Year of the Garden (Communities in Bloom) planted additional color displays along Memorial Avenue to Highway 19A



DEPARTMENT STAFF AND STRUCTURE

The Department is led by the Director of Operations, a Parks Foreperson, with support from 12 employees.

The Parks Team maintains Town trees, boulevards, parks, trails, fields, flower baskets, flower beds and the cemetery.





AIRPORT

The Qualicum Beach Airport (XQU) was built by volunteers of the Qualicum Beach Rotary Club, beginning in 1954. In 1957, the Province transferred 160 acres of Crown land to the Town of Qualicum Beach for airport purposes. The Qualicum Beach Airport now serves not only Qualicum Beach, but Parksville and the surrounding area with full fuel service, paved runways and good parking availability. The Airport provides a transportation gateway that is both accessible and convenient.

The Airport has a runway that is 3,564 feet long and 75 feet wide, with displacements at each end of the runway, six taxiways (one private), and two aprons. The aprons are certified as a public use DAY/NIGHT, VISUAL FLIGHT RULES (VFR)/INSTRUMENT FLIGHT RULES (IFR) airport where night operations are prohibited when Precision Approach Path Indicator (PAPI) is unserviceable.

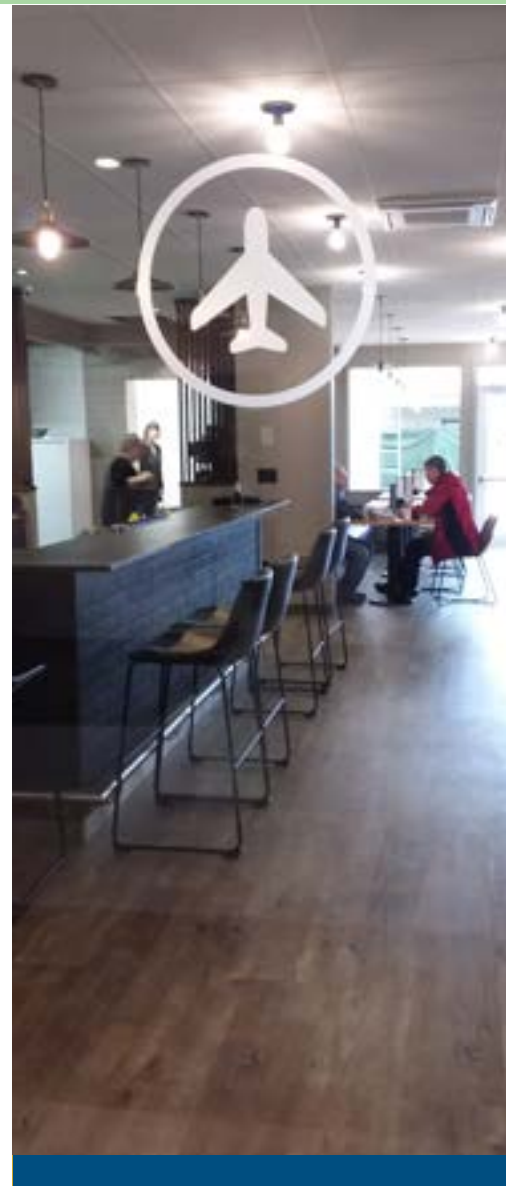
Iskwew Air and Sealand Flight School both operate from the Airport. Helicopter training is also provided through three private companies, and the Ministry of Forests. Training sessions are also provided for firefighters, the military, and BC Ambulance. BC Ambulance Medevac provides essential medical service to the region from the facility.

Airport services include 24-hour parking, an airport terminal, a full-service restaurant and the sale of Avgas and Jet A Fuel (available in 2023).

The Qualicum Beach Airport Users Committee discusses and consults on Airport matters and is made up of Airport business/user representatives; two Members at Large; one Council representative; and two Qualicum Beach staff members.

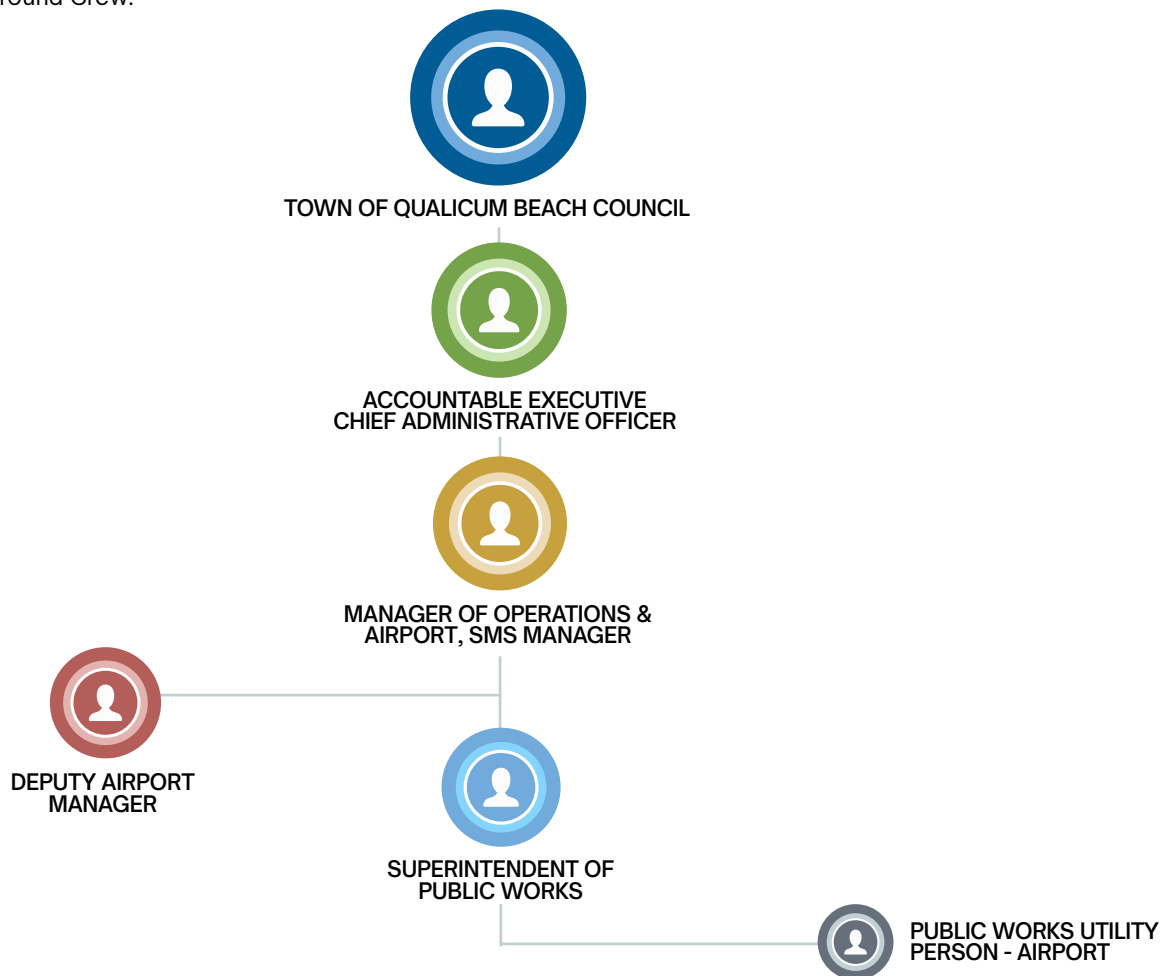
KEY POLICIES AND PLANS

- Airport Establishment and Operation Bylaw
- Airport Business Plan
- Airport Operations Manual, Airport Standard Operational Procedures
- Airport Emergency Response Plan, Safety Management Systems Plan, Wildlife Management Plan
- TP312 – Aerodrome Standards and Recommended Practices
- Transport Canada mandated Noise Abatement Procedures



DEPARTMENT STAFF AND STRUCTURE

Airport operations are led by the CAO who serves as the Airport Accountable Executive with the support of the Director of Operations, a Consultant Deputy Airport Manager for Airport Management, the Superintendent of Public Works, and Public Works staff for Airport Operations/Ground Crew.



2022 HIGHLIGHTS AND ACCOMPLISHMENTS

- A \$159,000 BC Air Access Program grant was received to support the replacement of the JET A Fuel system which failed at the end of 2021.
- A \$1,400,000 Airport Capital Assistance Program grant fully funded the replacement of the Airport lighting system originally installed in 1996. The system had reached its end-of-life. In July 2022, the construction plan was approved by Transport Canada and the upgrade work began shortly afterwards. The work is expected to be completed by April 2023.

MAJOR INITIATIVES

A look back at some of the standout projects for 2021



INTO THE WOODS CHILDCARE STUDIO



The 'Into the Woods Childcare Studio' is a much-needed addition to the community, providing 37 affordable and high-quality childcare spaces for infants and children aged three to five years. Operated by a non-profit society, this facility will address the critical need for accessible childcare services.

The location of the facility, situated in the Town-owned community park near the intersection of Park Road and Dorset Road, offers a unique opportunity to incorporate the surrounding natural environment into the childcare experience. Nestled within a mature native forest, the studio will provide opportunities for children to engage with nature, both indoors and outdoors. The tasteful and durable design of the building is a fitting complement to the pristine natural setting.

This project was generously funded by the Ministry of Children and Family Development New Spaces Fund and the Community Child Care Space Creation program administered by the Union of British Columbia Municipalities (UBCM). The total project cost was \$2,458,355 all of which was covered by grant funding.

The 'Into the Woods Early Learning Childcare Society' will take on a five-year lease agreement to operate the centre. The Society is a third-party not-for-profit group with a volunteer board made up from community stakeholders. An executive director and professional staff will oversee the day-to-day operations of the centre.



AIRPORT LED LIGHT REHABILITATION

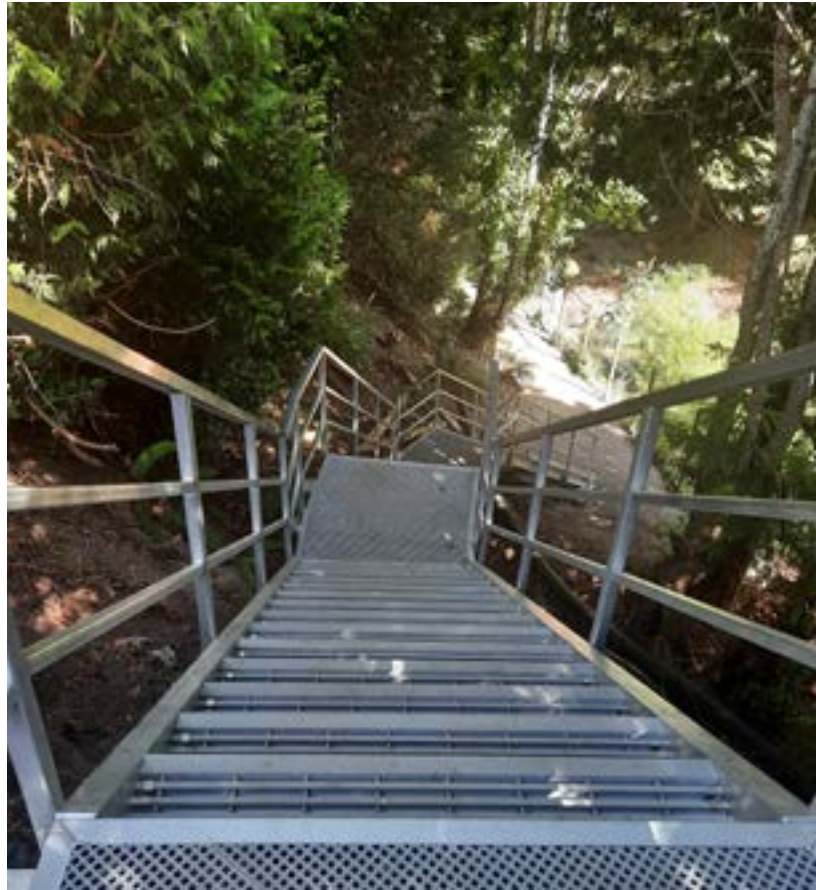
Important airfield lighting upgrades have now been completed at a cost of \$1,341,856. Generous funding from the Transport Canada Airports Capital Assistance Program covered 100% of infrastructure costs. The upgrades will ensure the safe and sustainable operation of essential airport services for the Town and region.

This is timely funding, as many aspects of the lighting were considered urgent, and were well past their expected service lifespan. The work included:

- Runway Edge Lighting
- Taxiway/Apron Edge Lighting
- Illuminated Windsocks
- Upgrade to full Precision Approach Path Indication (PAPI) systems
- Field Electrical Centre (FEC) Equipment Replacement
- New FEC Building
- New Illuminated Airfield Guidance Signs
- New Apron Floodlighting



RODWAY TRAIL

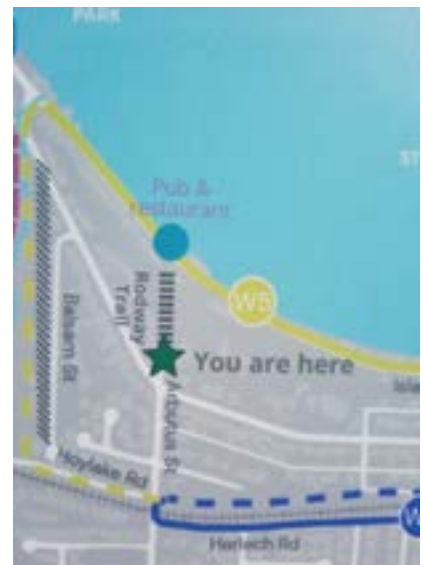


The Rodway Trail was once a heavily used recreational and commuter trail that provided access for residents in west Qualicum Beach to the waterfront area. The trail was not a formal one and when the slope became compromised the trail was closed.

The new trail runs from Arbutus Street to Highway 19A, with a graded access point built with engineered stairs that creates a continuous trail down the bank. The Town received \$100,000 from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development through the Rural Community Development Grant funding stream.

This trail will not only open up commuter connections for residents, but will allow tourists access to walking 'loops' that lead to various attractions and businesses around the Town. Likewise, the waterfront is one of Qualicum Beach's most integral cultural, social and environmental assets, and access to it from multiple points strengthens the community's connection to it.

The new aluminum stairs have an expected lifespan of over 50 years and will ensure durability and grip to withstand the high usage this trail enjoys.



EAST VILLAGE PHASE 1



The East Village plan emerged as a concept in 2016 at the start of the Town's Official Community Plan review. Design was approved in 2018 and construction of the Fern and Cedar followed in 2019.

The East Village Revitalization project seeks to transform a neglected, uninviting area in Qualicum Beach's uptown into a unique and thriving neighbourhood for both businesses and residents.

The Town gratefully received \$694,525 in funding to complete this first phase of the project, which focused on streetscape redesign to spur the development of new mixed-use residential and commercial spaces. The grant specifically helped facilitate community social spaces to allow for mobile vendors, event hosting, and recurring community staples such as farmers' markets.

Focusing on Berwick Road, grant funding saw the completion of utility upgrades and undergrounding of services, as well as beautifying the area through paving, curbs, gutters, lighting and tree plantings.

The next phase of the project will focus on similar beautification along Second Avenue East, from Berwick Road to Fir Street (Clock Tower Square).



>> GRANT FUNDING

\$296,558

DEVELOPMENT REVIEW TOOLKIT

Develop a unique and practical "Development Review Toolkit" to improve development review processes.

OUTREACH PROGRAM FOR HOMELESS

Provide support services for Oceanside's homeless, helping to alleviate urgent needs during COVID-19.

\$189,660

\$25,000

CIVIC CENTRE EMERGENCY GENERATOR

Supply and install 150Kw Diesel Generator with 96 Hr tank. Supply and install 800 Amp 120/208 Volt, 3 Phase Bypass Automatic Transfer Switch

WATERFRONT TOURISM EXPANSION

Create new parking stalls, servicing kiosks for mobile vendors, and other amenities on the waterfront.

\$700,000

\$1,395,360

AIRFIELD LIGHTING REHABILITATION

Replace runway and taxiway lights, precision approach path systems, Field Electrical Centre (FEC) equipment. New FEC building, airfield guidance signs, and apron floodlighting.

JET FUEL SYSTEM REPLACEMENT

Purchase and installation of a 60,000 litre fuel tank and fuel system

\$159,000

\$500,000

BEACH CREEK WATERFRONT VIEWING PLATFORM & WALKWAY

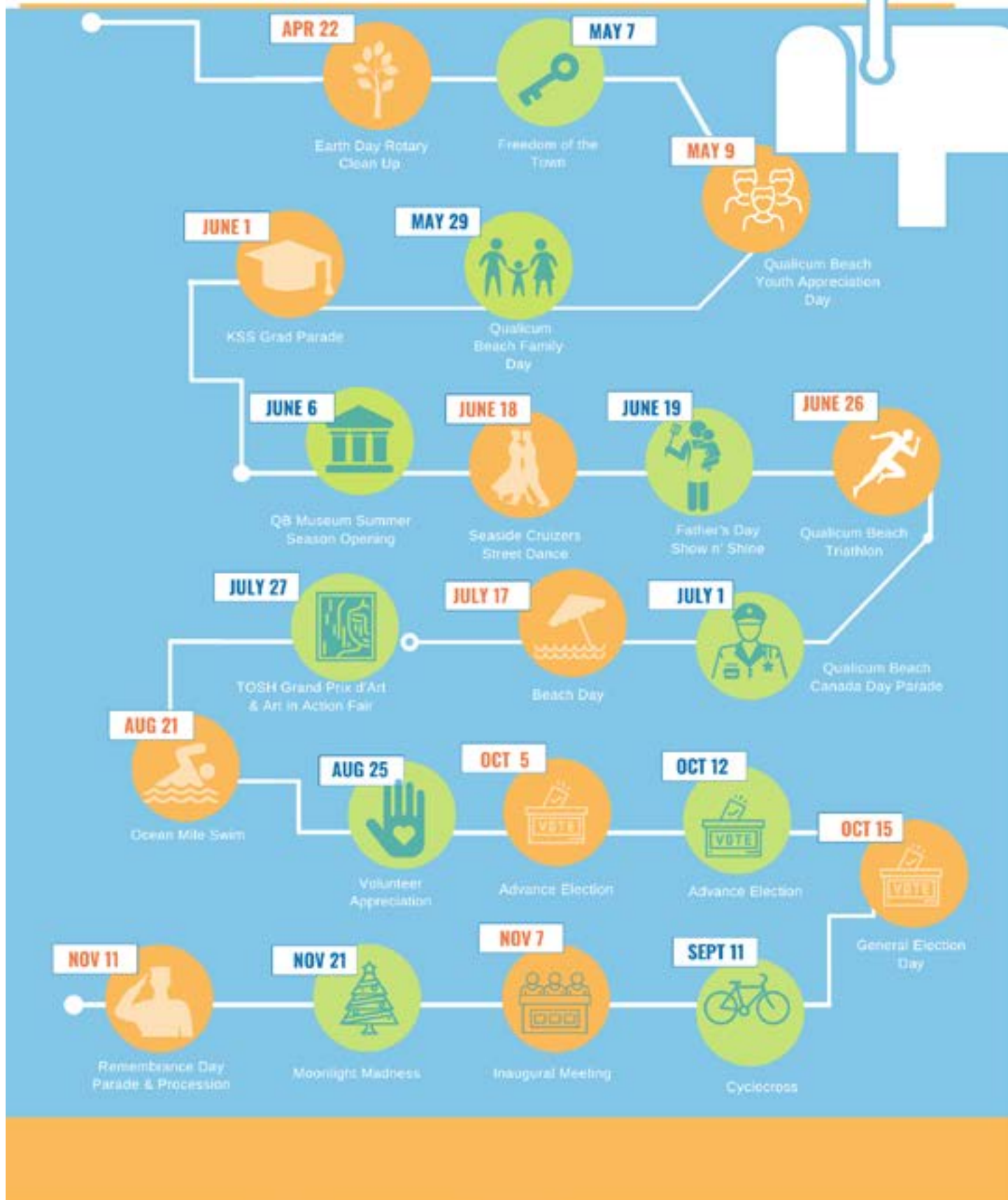
Create a separate walkway & viewing platform to increase safety & tourism visitation

FEATURES AND HIGHLIGHTS

A few of the outstanding features in our community during 2022



2022 EVENTS CALENDAR



2022 GENERAL ELECTION

As per the *Local Government Act* each municipality is required to hold a general election of Council every four years on the third Saturday of October. Accordingly, the Town invited candidates to run for the offices of one mayor and four councillors, to serve for a four year term ending in 2026. The official results were declared on October 19, 2022, following a final review of the ballot counts. Voter turnout was approximately 52.7%, up from 41% in the 2021 By-Election.

The number of votes cast for MAYOR were:

- **WESTBROEK, Teunis - 2,819**
- WIESE, Brian – 1,565

The number of votes cast for COUNCILLORS were:

- BEECH, Stanley Arthur - 406
- FILMER, Robert – 795
- **HARRISON, Scott - 1,715**
- KENT, Peter - 1,639
- MACKAY-DUNN, Doreen - 1,368
- PHILLIPS, John C - 1,385
- **SKIPSEY, Anne – 3,022**
- **VANDER VALK, Petronella - 2,181**
- WILLIE, Dave - 1,531
- **YOUNG, Jean - 1,724**

Mayor and Council were officially sworn in at the Inaugural Meeting on Monday, November 7, 2022, held at the Town's Civic Centre.



2022 Election Numbers

4,453

ballots were cast in the election

2,277

votes at the two Advance Voting dates

329

mail ballots were cast

1,847

votes on General Election Day

NON-BINDING PUBLIC OPINION BALLOT QUESTIONS

Two non-binding public opinion questions were added to the 2022 ballot to gauge public support for the following questions:

Are you in favour of the Town of Qualicum Beach Council increasing in size from four (4) Councillors to six (6) Councillors?

YES - 1,653

NO - 2,551

Should the Town spend the necessary funds, up to a maximum of \$700,000, to refurbish the St. Andrew's Lodge building?

YES - 1,329

NO - 2,734



ANNUAL FAMILY DAY EVENT

Since 1976, Family Day has been sponsored by the Town of Qualicum Beach and organized by a group of dedicated volunteers.

Held on the last Sunday of May, the event includes a pancake breakfast at the Civic Centre, a street parade down Second Avenue, and an afternoon of activities, entertainment, and food at the Community Playing Field. The day then wraps up with a free swim at Ravensong Aquatic Centre.

The 2022 event was themed “Qualicum Beach in Bloom” to celebrate not only the Year of the Garden, but the ‘new season’ after COVID-19 restrictions. The community was ready to come out of hibernation and thousands attended with a renewed vigour for this beloved community event.



ANNUAL BEACH DAY EVENT

Beach Day celebrates the Town’s prized waterfront and the community it hosts. The event has an environmental focus with a plethora of beach themed educational activities, along with live entertainment, food, and beach fun. A main goal of the the volunteer committee is to bringing awareness to the precious resource that the ocean offers to our community, inspiring environmental stewardship via a fun and interactive approach.

This annual event was halted for two years of COVID-19 restrictions, and was exceptionally well attended with a reinvigorated enthusiasm for its community and beach!



VOLUNTEER APPRECIATION EVENT

The Volunteer Appreciation Reception is the Town's opportunity to express appreciation for the many volunteers who dedicate hours, days, months and even years of their lives to bettering the community of Qualicum Beach.

Each year, nominations are accepted for volunteers that have gone 'above & beyond'. These are individuals that have demonstrated extraordinary character, leadership, selflessness and integrity. The winner of the Above and Beyond Volunteer Award was the St. Stephens' Community Meal Program, chosen by Council for their outstanding dedication to those in need throughout the Oceanside area, especially through COVID-19.



FIRE DEPARTMENT 75TH ANNIVERSARY

in 2022, the Qualicum Beach Fire Department reached its milestone 75th anniversary. Since 1947 the fire department has been serving the Town of Qualicum Beach as well as the Qualicum Beach Fire Protection Area, providing fire prevention, suppression, and rescue services.

Included in the milestone were celebratory decals on the fire trucks, a limited edition 75th anniversary kids' helmets used at summer events, and an artful display at the Rotary Friendship Garden featuring a floral fire hydrant. The Fire Department also commemorated the year at their Open House event on October 8, an annual tradition that returned after a two-year pause.

The Fire Department has seen incredible growth from its beginnings to today's fully operational composite department with four apparatus vehicles and attendance to over 300 incidents per year.



YOUTH APPRECIATION

Youth Week is a provincial celebration held annually from May 1-7, to help build connections between young people and their communities, and to profile the issues, accomplishments, and diversity of youth across the Province.

Each year the Town celebrates its youth by providing a lunch, cookies, prizes and live music in the Town's square. Even though the 2022 event weather was not the greatest, the enthusiasm of the Town's youth was not deterred and the celebration was well attended.



PUBLIC WORKS OPEN HOUSE

The Public Works Open House is part of our celebrations for National Public Works Week (May 15 - 21) that annually recognizes the works of Public Works and Parks professionals and the contributions they make to the Town's high quality of life!

The event was well attended with lots of school groups and was a great opportunity to promote public works as a possible future career path to the next generation.

There was equipment on display and knowledgeable staff from Public Works, Parks and Facilities departments were onsite to answer questions and explain the Town's processes.



YEAR OF THE GARDEN AND COMMUNITIES IN BLOOM

The Town has participated in the National Communities in Bloom (CIB) competition over many years, and this year participated under the non-competitive Friendship category and celebrating The Year of the Garden (TYOG) 2022.

The Town celebrated the program through a variety of initiatives, with one of the most visible being The Rotary Friendship Garden on Memorial Avenue, displaying a floral fire hydrant and 75th anniversary logo, that celebrated anniversaries for both the Qualicum Beach Fire Department and the Qualicum Beach Rotary Club. Another notable addition were two welcome signs highlighting the Town's awards over the years, notably the Canadian Classic award won in partnership with the City of Parksville in 2004.

At the wrap-up Symposium for the program, the Town was honoured with a prize for presenting multiple showcase projects including the Eaglecrest Entry Garden Initiative, the Town's Beach Creek Estuary project, Broombusters, Berwick balcony gardening group, and the Qualicum Beach Garden Club's 25th anniversary.



FINANCIAL INFORMATION

A financial overview for 2022

PERMISSIVE TAX EXEMPTIONS

Legal Description	Civic Address	Organization	Value of Permissive Exemption	
			Total Taxes	Municipal Portion
Lots 2 and 3, Plan 3414, District Lot 101A, Newcastle Land District;	2945/49 Island Highway West	Rotary Club of Qualicum Beach – Welch Park	29,389	15,118
Lot 6, Block 10, Plan 1894, District Lot 78, Newcastle Land District;	211 Fern Road West	Rotary Club of Qualicum Beach – Sunrise	5,903	3,037
Lot 1, Plan 27288, District Lot 78, Newcastle Land District;	250 First Avenue West	Kiwanis Housing	40,633	18,415
Lot A, Plan 8548, District Lot 78, Newcastle Land District;	110 Second Avenue West	Village Theatre	4,608	2,008
Portion of District Lot 101 & 101A, Newcastle Land District, SW PT NE of PL3868; SW PT NE of PL3868; REM SW PT; PT SW of RD; NE PT SW of RD;	2711 Island Highway West	Tourist Bureau	1,751	763
Portion of Lot B, Plan VIP58293, District Lot 59 & 60, Newcastle Land District, Except Plan VIP59287;	644 Memorial Avenue	Curling Rink	3,155	1,375
Portion of Lot 9, Plan 2047, District Lot 78, Newcastle Land District Except Plan 27288, 42165, VIP55424, VIP60676;	665 Jones Street	Lawn Bowling Club	9,442	4,227
Portion of Lot A, District Lot 124, Nanoose District, Plan 42657 Except That Part in Plan 44330,	Lease A3 – 1000 Ravensbourne Lane	Beaufort Squadron @ Airport	2,924	1,537
Portion of Lot A, District Lot 124, Nanoose District, Plan 42657 Except That Part in Plan 44330,	Lease D1 – 1000 Ravensbourne Lane	Arrowsmith Search and Rescue @ Airport	7,824	3,409
Lot A, Plan 16180, District Lot 57, Newcastle Land District, Except PART IN PLAN 3022 RW;	587 Beach Road	Museum	4,621	2,285
Lot 3&4, Plan 2008, Block 17, District Lot 58, Land District 35,	181 Sunningdale Road West	Blue Sphere Foundation	4,609	2,089
Lot A, Plan 9145, District Lot 63 and remainder of Plan 1026, DL 57-62, Newcastle Land District;	469 Memorial Avenue	Qualicum Beach Memorial Golf Club	45,051	21,980
Lot 1, Plan 13424, District Lot 57, Newcastle Land District;	210 Crescent Road West	Valhalla - Hospice	19,640	8,557
Lot 2, Plan 43567, District Lot 78, Newcastle Land District;	122 Fern Road West	TOSH Arts Centre	23,303	10,153
Strata Lot 1, Plan V155454, District Lot 78, Newcastle Land District	703 Memorial Avenue	Qualicum Beach Seniors' Activity Centre	5,566	2,425

Block 5, Plan 1894, DL 78, Newcastle Land District;	180 Veterans' Way	Royal Canadian Legion Branch #76	12,340	5,926
Lot A, Plan VIP66629, District Lot 78 & 88, Nanoose Land District, Nanoose and Newcastle Districts Mile 99.13 to 100.114 – portion of VIP 66629; PID 024-135-232	E&N Railway	Island Corridor Foundation	14,583	7,656
Lot A, Plan VIP 66629, District Lot 78 & 88, Nanoose Land District, & Newcastle Land District except there out 0.21 acre lease – see Folio 565-01163.100; Mile 100.14 to 101.59 – portion of VIP66629 inside Qualicum Beach – located between Hollywood & First Avenue, VIP 70053-70058 73117-73120 – No Adj. E&N RW –Island Corridor Foundation	E&N Railway	Island Corridor Foundation	24,263	12,738
Lot A, Plan VIP 68672, District Lot 52-78, Newcastle Land District EXCEPT PLAN VIP74072-E & N R/W located in the Town- Mile 101.59 TO 103.297, VIP70059,70060, 70115, 70118, 70119, 70125,70332,70488, 73107-73116 – No Adj.	E&N Railway	Island Corridor Foundation	27,923	14,660
District Lot 52-60, Nanoose Land District, VIA Rail Lease situated on E&N R/W, DL 52 to 60 Incl. & Part of DL 78 within the Town of Qualicum Beach	174 Railway Street Train Station	Island Corridor Foundation	4,339	1,890
Lot A, Plan 19140, District Lot 78, Newcastle Land District;	591 Arbutus Street	Church of Jesus Christ of Latter-Day Saints	1,622	835
Lot 12, Block 5, Plan 1835, District Lot 53, Newcastle Land District;	423 First Avenue West	Jehovah's Witnesses	10,523	5,414
Lot A, Plan 50661, District Lot 58/59, Newcastle Land District;	138 Hoylake Road West	St. Mark's Anglican Church	5,656	2,910
Lot A, VIP58293, District Lot 60, Newcastle Land District;	150 Village Way	St. Stephen's United Church	2,750	1,415
Lot 1, Plan 13066, District Lot 122, Nanoose Land District;	825 Village Way	Christian Fellowship Centre	14,780	7,605
Plan VIP59287, District Lot 57 & 58, Newcastle Land District, those parts shown as "Road to be Closed";	600 Beach Road	Qualicum Community Baptist Church	6,448	3,318

Consolidated Financial Statements of



TOWN OF
QUALICUM BEACH

And Independent Auditor's Report thereon

Year ended December 31, 2022



TOWN OF QUALICUM BEACH

MANAGEMENT'S RESPONSIBILITY FOR THE CONSOLIDATED FINANCIAL STATEMENTS

The accompanying consolidated financial statements of the Town of Qualicum Beach (the "Town") are the responsibility of the Town's management and have been prepared in compliance with legislation, and in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in Note 1 to the consolidated financial statements. The preparation of consolidated financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Town's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

Mayor and Council meet with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

The consolidated financial statements have been audited by KPMG LLP, independent external auditors appointed by the Town. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Town's consolidated financial statements.

Manager of Finance

Director of Finance



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

INDEPENDENT AUDITOR'S REPORT

To the Mayor and Council of the Town of Qualicum Beach

Opinion

We have audited the consolidated financial statements of Town of Qualicum Beach (the Entity), which comprise:

- the consolidated statement of financial position as at December 31, 2022
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of changes in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the Entity as at December 31, 2022 and its consolidated results of operations and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditor's Responsibilities for the Audit of the Financial Statements***" section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Matter - Comparative Information

The consolidated financial statements for the year ended December 31, 2021 were audited by another auditor who expressed an unmodified opinion on those financial statements on April 27, 2022.



Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



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- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

A handwritten signature in black ink that reads "KPMG LLP" with a long, horizontal, slightly wavy line underneath it.

Chartered Professional Accountants

Prince George, Canada

May 10, 2023



TOWN OF QUALICUM BEACH

Consolidated Statement of Financial Position

December 31, 2022, with comparative information for 2021

	2022	2021
Financial assets:		
Cash and cash equivalents (note 2)	\$ 22,442,932	\$ 17,897,448
Accounts receivable (note 3)	2,768,450	1,644,683
Municipal Finance Authority debt reserve fund deposit	53,946	52,767
Assets held for sale	-	1,380,736
Capital lease receivable	29,306	69,592
	<u>25,294,634</u>	<u>21,045,226</u>
Financial liabilities:		
Accounts payable and accrued liabilities (note 4)	2,967,586	2,845,035
Accrued employee benefits	598,075	809,647
Deferred revenue (note 5)	5,276,629	6,236,832
Performance bonds and deposits	917,251	1,001,191
Long-term debt (note 6)	2,308,809	1,851,746
	<u>12,068,350</u>	<u>12,744,451</u>
	13,226,284	8,300,775
Non-financial assets:		
Inventories	97,346	104,926
Prepaid expenses	45,308	59,228
Tangible capital assets (note 7)	128,537,902	125,053,226
	<u>128,680,556</u>	<u>125,214,380</u>
Commitments and contingencies (note 12)		
Accumulated surplus (note 8)	\$ 141,906,840	\$ 133,515,155

See accompanying notes to consolidated financial statements.



TOWN OF QUALICUM BEACH

Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31, 2022, with comparative information for 2021

	2022 Budget (note 14)	2022 Actual	2021 Actual
Revenue (note 13):			
Net taxation (note 10)	\$ 12,014,000	\$ 12,124,052	\$ 11,337,716
Water and sewer rates	2,297,000	2,393,085	2,287,578
Sale of services	774,000	801,785	791,734
Other revenue from own sources	1,266,000	3,194,755	2,595,188
Government transfers (note 11)	6,134,000	5,187,136	2,913,968
Capital contributions	400,000	12,550	64,940
Gain on sale of tangible capital assets	-	-	315,977
Gain on sale of assets held for sale	-	2,581,704	395,708
Total revenue	22,885,000	26,295,067	20,702,809
Expenses (note 13):			
General government services	2,758,000	2,620,992	2,651,512
Protective services	3,478,000	3,071,689	2,883,343
Transportation services	5,300,000	5,926,188	5,427,473
Solid waste services	908,000	924,259	880,544
Water services	1,556,000	1,767,412	1,458,402
Sewer services	445,000	458,847	412,406
Planning and development services	1,683,000	1,264,645	1,169,779
Parks and recreation services	2,251,000	1,869,350	2,029,298
Total expenses	18,379,000	17,903,382	16,912,757
Annual surplus	4,506,000	8,391,685	3,790,052
Accumulated surplus, beginning of year	133,515,155	133,515,155	129,725,103
Accumulated surplus, end of the year	\$ 138,021,155	\$ 141,906,840	\$ 133,515,155

See accompanying notes to consolidated financial statements.



TOWN OF QUALICUM BEACH

Consolidated Statement of Changes in Net Financial Assets

Year ended December 31, 2022, with comparative information for 2021

	Budget	2022	2021
Annual surplus	\$ 4,506,000	\$ 8,391,685	\$ 3,790,052
Acquisition of tangible capital assets	(13,357,000)	(7,069,247)	(7,347,011)
Amortization of tangible capital assets	3,400,000	3,541,508	3,465,791
Gain on sale of tangible capital assets	-	-	(315,977)
Proceeds on sale of tangible capital assets	4,000,000	-	395,250
Tangible capital assets transferred to held for sale	-	-	291,681
Loss on disposal of tangible capital assets	-	43,063	-
	(5,957,000)	(3,484,676)	(3,510,266)
Use of supplies inventories	-	7,580	5,856
Change in prepaid expenses	-	10,920	(27,766)
	-	18,500	(21,910)
Change in net financial assets	(1,451,000)	4,925,509	257,876
Net financial assets, beginning of year	8,300,775	8,300,775	8,042,899
Net financial assets, end of year	\$ 6,849,775	\$ 13,226,284	\$ 8,300,775

See accompanying notes to consolidated financial statements.



TOWN OF QUALICUM BEACH

Consolidated Statement of Cash Flows

Year ended December 31, 2022, with comparative information for 2021

	2022	2021
Cash provided by (used in):		
Operations:		
Annual surplus	\$ 8,391,685	\$ 3,790,052
Items not involving cash:		
Gain on sale of assets held for sale	(2,581,704)	-
Loss on disposal of tangible capital assets	43,063	-
Amortization of tangible capital assets	3,541,508	3,465,791
Gain on sale of tangible capital assets	-	(315,977)
Tangible capital assets transferred to held for sale	-	291,681
	9,394,552	7,231,547
Changes in non-cash operating working capital:		
Accounts receivable	(1,123,767)	454,731
Capital lease receivable	40,286	10,285
Municipal Finance Authority debt reserve fund deposit	(1,179)	(882)
Inventories	7,580	5,856
Prepaid expenses	10,920	(27,766)
Accounts payable and accrued liabilities	122,551	293,870
Accrued employee benefits	(211,572)	(43,435)
Deferred revenue	(960,203)	650,305
Performance bonds and deposits	(83,940)	35,092
	7,195,228	8,609,603
Financing:		
Repayment of long-term debt	(462,937)	(462,936)
Proceeds from long-term debt	920,000	-
	457,063	(462,936)
Investing:		
Acquisition of tangible capital assets	(7,069,247)	(7,347,011)
Proceeds on disposal of tangible capital assets	-	395,250
Acquisition of assets held for sale	(186,940)	(262,386)
Proceeds on sale of assets held for sale	4,149,380	-
	(3,106,807)	(7,214,147)
Increase in cash and cash equivalents	4,545,484	932,520
Cash and cash equivalents, beginning of year	17,897,448	16,964,928
Cash and cash equivalents, end of year	\$ 22,442,932	\$ 17,897,448

See accompanying notes to consolidated financial statements.



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements

Year ended December 31, 2022

Nature of operations:

Town of Qualicum Beach (the "Town") The Town of Qualicum Beach (the "Town") was incorporated on May 5, 1942 under the provisions of the Local Government Act of British Columbia. The Town's principal activities include the provision of services to residents of Qualicum Beach. These include general government services, protective services, transportation services, solid waste services, water services, sewer services planning and development services and parks and recreation services.

1. Significant accounting policies:

These consolidated financial statements of the Town are prepared in accordance with Canadian generally accepted accounting principles for governments as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada. Significant accounting policies adopted by the Town are as follows:

(a) Basis of consolidation:

(i) Consolidated entities:

The consolidated financial statements reflect the assets, liabilities, revenues and expenses of the Town. The Town is comprised of all organizations, committees and local boards accountable for the administration of its financial affairs and resources to the Town and which are owned or controlled by the Town.

(ii) Accounting for Region and School Board transactions:

The taxation, other revenues, expenses, assets and liabilities with respect to the operations of the Region and the School Board are not reflected in these consolidated financial statements.

(iii) Trust funds:

Trust funds and their related operations administered by the Town are not included in these consolidated financial statements.



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

1. Significant accounting policies (continued):

(b) Basis of accounting:

The Town follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

(c) Revenue recognition:

Taxation and user fee revenues are recognized in accordance with the provisions of the Community Charter. The Town is required to act as the agent for the collection of certain taxes and fees imposed by other authorities. Collections for other authorities are excluded from the Town's taxation revenues.

Revenue unearned in the current period is reported on the consolidated statement of financial position as deferred revenue.

(d) Investment income:

Investment income is reported as revenue in the period earned. When required by the funding government or related Act, investment income earned on deferred revenue is added to the investment and forms part of the deferred revenue balance.

(e) Government transfers:

Government transfers, which include legislative grants, are recognized as revenue in the financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfer revenue is recognized in the statement of operations as the stipulations for liabilities are settled.

(f) Cash and cash equivalents:

Cash equivalents include short-term highly liquid investments with a term to maturity of 90 days or less at acquisition.



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

1. Significant accounting policies (continued):

(g) Assets held for sale:

Assets held for sale are those expected to be sold within one year. They are valued at the lower of cost or expected net realizable value. When a decline in net realizable value is determined to be other than temporary, the impairment is recognized in the consolidated statement of operations and accumulated surplus.

(h) Accrued employee benefits:

The Town and its employees make contributions to the Municipal Pension Plan. These contributions are expensed as incurred.

In addition to the Municipal Pension Plan, sick leave and other retirement benefits are also available to the Town's employees. The costs of these benefits are determined based on years of service and best estimates of retirement ages and expected future salary and wage increases. The obligations under these benefit plans are accrued based on projected benefits earned as the employees render services necessary to earn the future benefits.

(i) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(i) Inventories:

Inventories of supplies held for consumption are recorded at the lower of cost and replacement cost.



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

1. Significant accounting policies (continued):

(i) Non-financial assets (continued):

(ii) Tangible capital assets:

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land, are amortized on a straight-line basis over their estimated useful lives as follows:

Asset	Useful life - Years
Buildings	5-50
Equipment	3-20
Land improvements	10-75
Transportation	20-75
Water and sewer	50-80

A full year of amortization is charged in the year that an asset becomes available for productive use and none in the year of disposal.

Assets under construction are not amortized until the asset is available for productive use.

(iii) Contributions of tangible capital assets:

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

(iv) Interest capitalization:

The Town does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

1. Significant accounting policies (continued):

(j) Use of estimates:

The preparation of the financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Significant items subject to such estimates and assumptions include the carrying value of tangible capital assets, collectibility of accounts receivable, accrued liabilities, and obligations related to employee future benefits. Actual results could differ from those estimates.

(k) Contaminated sites:

Contaminated sites are defined as the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceeds an environmental standard.

A liability for remediation of contaminated sites is recognized, net of any expected recoveries, when all of the following criteria are met:

- a) an environmental standard exists;
- b) contamination exceeds the environmental standard;
- c) the organization is directly responsible or accepts responsibility for the liability;
- d) future economic benefits will be given up; and
- e) a reasonable estimate of the liability can be made.

2. Cash and cash equivalents:

Included in cash and cash equivalents is \$261,610 (2021 - \$258,484) that is invested on behalf of the cemetery trust fund. These funds may only be used for the upkeep and care of the cemetery and burial plots.



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

3. Accounts receivable:

	2022	2021
Property taxes	\$ 384,062	\$ 225,835
Water rates	333,592	295,727
Sewer rates	202,577	182,400
Solid waste	212,743	199,921
Receivable from federal government	725,381	230,130
Receivable from provincial government	460,520	-
Trade receivables	449,575	510,670
	<u>\$ 2,768,450</u>	<u>\$ 1,644,683</u>

4. Accounts payable and accrued liabilities:

	2022	2021
Trade payables	\$ 1,852,002	\$ 1,690,257
Payable to federal government	359,273	697,809
Payable to provincial government	181,967	66,889
Holdbacks payable	574,344	390,080
	<u>\$ 2,967,586</u>	<u>\$ 2,845,035</u>



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

5. Deferred revenue:

	2022	2021
Prepaid taxes	\$ 1,392,954	\$ 1,217,145
Prepaid utilities	10,328	10,684
Development cost charges	2,742,106	2,606,386
Off street parking	216,064	200,129
Grants	645,746	2,164,680
Land lease	150,000	-
Shoreline works	45,000	-
Building permits	22,856	-
Other	51,575	37,808
	<u>\$ 5,276,629</u>	<u>\$ 6,236,832</u>

Development cost charges includes statutory reserves that are required to be set-up under section 188(2) of the Community Charter.

6. Long-term debt:

	2022	2021
Municipal Finance Authority Loan bearing interest at 2.25% per annum, principal payments of \$231,468 semi-annually plus interest, due November 30, 2025.	\$ 1,388,809	\$ 1,851,746
Municipal Finance Authority Loan bearing interest at a daily floating rate, payments of \$17,156 monthly plus interest, due December 31, 2027.	920,000	-
	<u>\$ 2,308,809</u>	<u>\$ 1,851,746</u>



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

6. Long-term debt (continued):

Principal repayments are due as follows:

2023	\$	626,348
2024		634,380
2025		643,366
2026		189,774
2027		214,941
	\$	2,308,809



Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

7. Tangible capital assets:

The Town manages and controls various works of art located at Town sites and public display areas including paintings and a sculpture. These assets are not recorded as tangible capital assets and are not amortized.

2022										
	Work in progress	Land	Buildings	Equipment	Transportation	Land Improvements	Water	Sewer	Total	
Cost:										
Balance, beginning of year	\$ 7,237,080	\$ 38,432,522	\$ 31,796,546	\$ 6,747,908	\$ 66,291,608	\$ 27,182,672	\$ 16,191,037	\$ 10,242,315	\$ 204,121,688	
Additions	5,282,922	-	815,786	573,995	35,593	360,951	-	-	7,089,247	
Disposal	(39,858)	-	-	(390,079)	-	-	-	-	(429,977)	
Transfers	(943,440)	-	29,682	423,738	59,091	430,929	-	-	-	
Balance, end of year	11,536,664	38,432,522	32,642,014	7,355,562	66,386,292	27,974,552	16,191,037	10,242,315	210,760,958	
Accumulated amortization:										
Balance, beginning of year	-	-	11,800,569	4,354,027	38,518,819	12,004,266	6,532,239	5,858,542	79,068,462	
Amortization	-	-	730,156	386,117	1,475,467	547,876	231,187	170,705	3,541,508	
Disposals	-	-	-	(386,914)	-	-	-	-	(386,914)	
Balance, end of year	-	-	12,530,725	4,353,230	39,994,286	12,552,142	6,763,426	6,029,247	82,223,056	
Net book value	\$ 11,536,664	\$ 38,432,522	\$ 20,111,289	\$ 3,002,332	\$ 26,392,006	\$ 15,422,410	\$ 9,427,611	\$ 4,213,068	\$ 128,537,902	



Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

7. Tangible capital assets (continued):

2021										
	Work in progress	Land	Buildings	Equipment	Transportation	Land improvements	Water	Sewer	Total	
Cost:										
Balance, beginning of year	\$ 1,205,944	\$ 38,782,433	\$ 31,759,227	\$ 6,330,191	\$ 65,799,093	\$ 27,104,695	\$ 16,191,037	\$ 10,100,643	\$ 197,273,463	
Additions	6,031,136	-	37,319	666,692	492,515	77,977	-	141,472	7,347,011	
Disposal	-	(58,230)	-	(148,675)	-	-	-	-	(207,105)	
Transfers	-	(291,681)	-	-	-	-	-	-	(291,681)	
Balance, end of year	7,237,080	38,432,522	31,796,546	6,747,908	66,291,608	27,182,672	16,191,037	10,242,315	204,121,688	
Accumulated amortization:										
Balance, beginning of year	-	-	11,098,304	4,136,609	37,043,134	11,463,665	6,301,052	5,687,837	75,730,501	
Amortization	-	-	702,265	345,248	1,475,685	540,701	231,187	170,705	3,465,791	
Deposals	-	-	-	(127,830)	-	-	-	-	(127,830)	
Balance, end of year	-	-	11,800,569	4,354,027	38,518,819	12,004,266	6,532,239	5,858,542	79,068,462	
Net book value	\$ 7,237,080	\$ 38,432,522	\$ 19,995,977	\$ 2,393,881	\$ 27,772,789	\$ 15,178,406	\$ 9,658,798	\$ 4,383,773	\$ 125,053,226	



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

8. Accumulated surplus:

	2022	2021
Surplus:		
Investment in tangible capital assets	\$ 126,229,093	\$ 123,201,480
General		
Operating	1,592,773	4,038,544
Allocation to Community Works Gas Tax reserve	453,783	-
Allocation to operating projects reserve	796,000	-
Allocation to asset management reserves	6,049,000	-
Water		
Operating	685,013	2,383,013
Allocation to asset management reserves	1,880,000	-
Sewer		
Operating	149,875	601,296
Allocation to asset management reserves	572,000	-
	138,407,537	130,224,333
Statutory Reserves:		
Equipment reserve fund	57,414	56,057
Property reserve fund	2,025,159	219,839
Park land reserve fund	98,945	96,607
Emissions reduction reserve fund	24,290	23,716
Park improvements reserve fund	95,436	93,181
Cemetery reserve fund	270,650	261,609
	2,571,894	751,009
Non Statutory Reserves:		
Municipal Finance Authority debt reserve fund	53,946	52,767
Arrowsmith water reserve	70,761	65,008
Buildings reserve	56,000	56,000
Affordable housing reserve	450,000	450,000
Developer contribution reserve	104,202	109,202
COVID-19 Safe Restart Grant reserve	80,000	526,097
Tree replacement	10,000	-
Curling Club equipment	102,500	-
Assets held for sale	-	1,280,739
	927,409	2,539,813
	\$ 141,906,840	\$ 133,515,155



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

9. Investment in tangible capital assets:

	2022	2021
Investment in tangible capital assets beginning of the year	\$ 123,201,480	\$ 119,228,278
Add:		
Acquisition of tangible capital assets	7,069,247	7,347,011
Reduction in long-term debt	462,937	462,936
Proceeds on long-term debt	(920,000)	-
Less:		
Amortization	(3,541,508)	(3,465,791)
Net book value of tangible capital asset disposals	(43,063)	(79,273)
Tangible capital assets transferred to held for sale	-	(291,681)
Investment in tangible capital assets at end of year	\$ 126,229,093	\$ 123,201,480



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

10. Net taxation revenue:

	2022	2021
Taxes collected		
General	\$ 10,430,330	\$ 9,796,630
Parcel tax - water	933,000	838,260
Parcel tax - sewer	213,615	189,560
1% utility tax	144,921	146,207
	11,721,866	10,970,657
Taxes collected for other government services		
Education	5,828,777	5,298,479
Regional District of Nanaimo	4,829,124	4,289,321
Nanaimo Regional Hospital District	1,434,763	721,447
Vancouver Island Regional Library	561,928	539,392
B.C. Assessment Authority	166,730	144,638
Municipal Finance Authority	922	682
	12,822,244	10,993,959
Less taxes paid to other governments	(12,786,754)	(10,966,773)
	35,490	27,186
Grants-in-lieu of taxes		
Federal government	17,115	16,460
Taxes paid to other governments	(9,123)	(8,482)
Fortis BC	65,863	58,139
B.C. Hydro	133,841	117,756
Permissive tax exemptions	159,000	156,000
	366,696	339,873
	\$ 12,124,052	\$ 11,337,716



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

11. Government transfers:

the government transfers reported on the consolidated Statement of Operations and Accumulated Surplus are:

	2022	2021
Provincial grants		
Unconditional	\$ 563,711	\$ 450,974
BC Air Access Program	159,000	-
Childcare Planning and Space Creation (UBCM)	850,549	176,175
Child Care Capital Funding Program - Childcare BC		
New Spaces Fund	1,160,176	176,755
Strengthening Communities Program	132,119	28,114
Development Approvals Program	152,741	1,031
Tourism Dependent Communities Grant	73,732	94,175
Community Economic Recovery Infrastructure		
Program	-	444,525
Climate Action Revenue Incentive Program (CARIP)	-	12,517
	3,092,028	1,384,266
Federal grants		
Canada Community Building Fund (formerly known		
as Federal Gas Tax Fund)	451,479	883,211
Airport Capital Assistance Program	1,075,269	27,113
Federation of Canadian Municipalities - Asset		
Management	-	50,000
Other	568,360	569,378
	2,095,108	1,529,702
	\$ 5,187,136	\$ 2,913,968



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

12. Commitments and contingencies:

(a) Regional District

The Town is responsible, as a member of the Regional District of Nanaimo and the Nanaimo Regional Hospital District, for its proportion of any operating deficits or capital debt related to functions in which it participates.

(b) Municipal Pension Plan

The Town and its employees contribute to the Municipal Pension Plan (a jointly trusted pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2021, the plan has about 227,000 active members and approximately 118,000 retired members. Active members include approximately 42,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis.

The Town paid \$402,534 for employer contributions to the plan in fiscal 2022 (2021 - \$453,363).

The next valuation will be as at December 31, 2024, with results available in 2025.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

12. Commitments and contingencies (continued):

(c) Municipal Finance Authority contingent demand notes

Under borrowing arrangements with the Municipal Finance Authority ("MFA"), the Town is required to lodge security by means of a demand note and an interest-bearing cash deposit based on the amount of the borrowing. As a condition of the borrowing, a portion of the debenture proceeds is withheld by the MFA as a debt reserve fund. This deposit is included in the Town's financial assets and is held by the MFA as security against the possibility of debt repayment default. If the debt is repaid without default, the deposit is refunded to the Town. At December 31, 2022, there was a contingent demand note of \$212,517 (2021 - \$212,517) which was not included in the financial statements of the Town.

(d) Municipal Insurance Association of British Columbia

The Town is a participant in the Municipal Insurance Association of British Columbia. Should the Association pay out claims in excess of premiums received, it is possible that the Town, along with other participants, would be required to contribute towards the deficit.

(e) Contingent liabilities

The Town may, from time to time, be involved in legal proceedings, claims, and litigation that arise in the normal course of business. At December 31, 2022, there are claims outstanding and management has determined the outcome to be undeterminable and thus no accrual has been recorded. It is considered that the potential claims would not materially affect the Town's financial statements and any amounts ultimately settled will be recorded in the period in which the claim is resolved.

13. Segmented information:

The Town is a diversified municipal government that provides a wide range of services to its residents. The following is a description of the types of services included in each of the main segments of the Town's financial statements:

General government services

Services related to general corporate and legislative governance and administration as well as human resources, information technology and financial management.



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

13. Segmented information (continued):

Protective services

Services related to providing fire protection, bylaw enforcement and building inspection to the Town, as well as the Town's share of expenses related to providing policing.

Transportation services

Services related to the delivery of municipal public works services including the development and maintenance of roadway systems, street lighting, airport operations and other public works and engineering related services.

Solid waste services

Services related to the collection of garbage and chipping as well as environmental testing and monitoring.

Water services

Services related to the delivery of water and the planning and development and maintenance of the Town's water infrastructure.

Sewer services

Services related to the sanitary sewer removal and the planning and development and maintenance of the Town's sewer infrastructure.

Planning and development services

Services related to planning for development and for improving quality of life and sustainability initiatives.

Parks and recreation services

Services related to the development and maintenance of parks and trails, municipal landscaping, and providing and maintaining recreation and cultural buildings.

The following statement provides additional information for the foregoing functions. The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in Note 1.



Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

13. Segmented information (continued):

2022									
	General government services	Protective services	Transportation services	Solid waste services	Water services	Sewer services	Planning and development services	Parks and recreation services	Total
Revenue:									
Net taxation	\$ 10,977,437	\$ -	\$ -	\$ -	\$ 933,000	\$ 213,615	\$ -	\$ -	\$ 12,124,052
Sale of services	-	-	16,270	762,295	1,665,640	727,445	-	3,220	3,194,870
Other operating revenue	1,530,523	273,974	970,973	-	27,657	19,389	126,545	245,694	3,194,755
Government transfers	515,000	262,811	1,721,269	-	210,103	-	284,859	2,193,094	5,187,136
Gain on disposal of assets	2,581,704	-	-	-	-	-	-	-	2,581,704
Capital contributions	-	-	12,550	-	-	-	-	-	12,550
Total revenues	15,604,664	536,785	2,721,062	762,295	2,836,400	960,449	411,404	2,442,008	28,295,067
Expenses:									
Salaries, wages and employee benefits	1,179,827	1,197,911	1,318,089	154,928	688,190	235,596	447,488	1,252,695	6,474,734
Goods and services	1,343,705	1,699,694	2,009,700	769,331	719,336	68,505	817,147	404,686	7,532,304
Amortization	81,684	134,824	2,598,399	-	359,886	154,746	-	211,969	3,541,508
Fiscal services	15,776	39,060	-	-	-	-	-	-	54,836
Total expenses	2,620,992	3,071,689	6,926,188	924,259	1,767,412	458,847	1,264,645	1,869,350	17,903,382
Annual surplus (deficit)	\$ 12,983,672	\$ (2,534,904)	\$ (3,205,126)	\$ (141,964)	\$ 1,068,988	\$ 501,602	\$ (853,241)	\$ 572,658	\$ 8,391,685



Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

13. Segmented Information (continued):

	2021							
	General government services	Protective services	Transportation services	Solid waste services	Water services	Sewer services	Planning and development services	Parks and recreation services
Revenue:								
Net taxation	\$ 10,309,896	\$ -	\$ -	\$ -	\$ 838,280	\$ 189,560	\$ -	\$ -
Sale of services	-	-	17,523	772,298	1,608,844	678,735	-	1,912
Other operating revenue	962,359	344,228	666,056	-	12,680	-	469,014	120,851
Government transfers	419,517	211,765	795,293	-	923,108	-	79,145	485,140
Gain on disposal of assets	711,685	-	-	-	-	-	-	-
Capital contributions	-	-	64,940	-	-	-	-	-
Total revenues	12,403,457	555,993	1,543,812	772,298	3,382,892	868,295	568,159	607,903
								20,702,809
Expenses:								
Salaries, wages and employee benefits	1,184,651	1,107,864	1,333,044	161,289	698,415	217,507	414,756	1,324,749
Goods and services	1,373,565	1,591,179	1,571,747	719,255	412,101	40,153	755,023	492,580
Amortization	81,684	134,824	2,522,682	-	359,886	154,746	-	211,959
Fiscal services	11,612	49,476	-	-	-	-	-	-
Total expenses	2,651,512	2,883,343	5,427,473	880,544	1,458,402	412,406	1,169,779	2,029,298
								16,912,757
Annual surplus (deficit)	\$ 9,751,945	\$ (2,327,350)	\$ (3,883,661)	\$ (108,246)	\$ 1,924,490	\$ 455,889	\$ (601,620)	\$ (1,421,395)
								3,790,052



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

14. Budget data

The budget data presented in these consolidated financial statements is based upon the 2022 operating and capital budgets approved by Council via Bylaw 765 on April 27, 2022.

The table below reconciles the approved budget to the budget figures reported in these consolidated financial statements:

	Budget amount
Revenue:	
Operating budget	\$ 22,885,000
Less:	
Add:	
Proceeds from sale of assets	4,000,000
Proceeds from borrowing	2,245,000
Transfers from surplus or reserves	1,777,000
Total revenue	30,907,000
Expenses:	
Operating budget	18,379,000
Capital budget	13,357,000
Less:	
Amortization	(3,400,000)
Add:	
Transfers to reserves	1,957,000
Debt principal repayments	614,000
Total expenses	30,907,000
	\$ -

15. Comparative information:

Certain 2021 comparative figures have been reclassified to conform with the consolidated financial statement presentation adopted for the current year. The changes had no impact on prior year annual surplus.



TOWN OF QUALICUM BEACH

Schedule 1 - Canada Community Building Fund (formerly know as the Federal Gas Tax Fund)

Year ended December 31, 2022

	2022	2021
Opening balance	\$ -	\$ -
Grand fund received	451,478	883,212
Interest earned	2,305	-
	453,783	883,212
Project expenditures	-	883,212
	\$ 453,783	\$ -

Canada Community Building Fund grants are provided by the Government of Canada. Use of the funding is established by a funding agreement between the Municipality and the Union of British Columbia Municipalities. Canada Community Buildings Fund grants may be used towards designated public transport, community energy, water, wastewater, solid waste and capacity building projects, as specific in the funding agreement.



TOWN OF QUALICUM BEACH

Schedule 2 - COVID-19 Safe Restart Grant

Year ended December 31, 2022

	2022	2021
Opening balance	\$ 526,097	\$ 1,468,502
Project expenditures		
Revenue shortfalls	15,000	160,000
Technology costs to improve remote work	173,369	446,500
Community grants	70,385	121,712
General administration	37,355	98,708
Public works	-	2,132
Emergency services	50,682	-
Protective services	1,600	33,677
Parks and buildings	97,706	79,676
	446,097	942,405
	\$ 80,000	\$ 526,097

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

TO: Lou Varela, CAO

FOR: Regular Council Meeting, June 14, 2023

FROM: Weslie Gould, Deputy Corporate Administrator

SUBJECT: 2020-2022 Motions Indices Review

RECOMMENDATION:

THAT the following resolutions of Council be rescinded:

Motion No.	Resolution
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.
22-077	THAT Council request staff to put the encroachment policy review on hold until all identified property owners affected by Policy 3008-12 have been notified of the policy and invited to provide input; AND FURTHER THAT the policy be revisited once feedback has been received.
22-224	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.

PURPOSE

To rescind resolutions previously adopted by Council that have been identified by staff as incomplete and no longer applicable. Staff comments on each motion are noted below.

BACKGROUND

One of the primary ways Council provides direction to staff is via resolutions made at regular and special council meetings. From 2020 to 2022, Council made 1,057 resolutions, with 96.5% of the resolutions executed as directed. While some are still being actioned, certain resolutions have become

redundant or infeasible due to various circumstances. As part of legislative and records management best practices, staff recommend that these resolutions be rescinded.

	2020	2021	2022	TOTALS
Complete	362	361	297	1,020
In Progress	11	10	16	37
TOTALS	373	371	313	1,057

DISCUSSION

The following tables provide an overview of the ‘In Progress’ resolutions remaining from the beginning of 2020 to the end of 2022, including staff comments.

2020 In Progress Resolutions

Motion No.	Resolution	Staff Comment
20-026	<i>February 5, 2020 Regular Council Meeting</i> 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.	<i>Rescind</i> The Committee of the Whole meeting was not held due to restrictions associated with the COVID-19 pandemic.
20-137	<i>June 24, 2020 Regular Council Meeting</i> THAT Council directs staff to refer discussion on the waterfront walkway to the Committee of the Whole.	<i>Rescind</i> No longer required due to waterfront improvements implemented through grant funding over the past three years.
20-144	<i>June 24, 2020 Regular Council Meeting</i> THAT Council directs staff to prepare a report for an upcoming Committee of the Whole meeting with details on: a) next steps for areas where there is general agreement on the future of the Qualicum Commons and/or Bus Garage property, b) additional consultation on topics that require further discussion.	<i>In Progress</i> Process is currently underway, pending Bus Garage site planning process.
20-184	<i>July 15, 2020 Regular Council Meeting</i> THAT a Comprehensive Land Use Plan be undertaken during the next Official Community Plan review process to provide direction for future developments within the Estate Residential lands that would address and balance the importance of the forest, green way features, ecological importance	<i>In Progress</i> A review of the Official Community Plan is one of Council’s Strategic Priorities for 2023; this resolution will be considered as part of the review process.

Motion No.	Resolution	Staff Comment
	of Milner Gardens and Vancouver Island University lands with the appropriate urban densification and public recreational amenities.	
20-210	<i>September 16, 2020 Regular Council Meeting</i> 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.	<i>Rescind</i> Council identified renewal or replacement of the Skate Park as a Strategic Priority, and a feasibility study is underway. A new user group is spearheading this project.
20-273	<i>October 14, 2020 Special Council Meeting</i> THAT Council that directs staff to produce a report on the purchase of light trucks with electric drive trains.	<i>Rescind</i> A larger discussion about electrification of the Town's fleet and equipment, and supporting infrastructure, will be included in Strategic Planning and Budget discussions for 2024.
20-302	<i>October 28, 2020 Regular Council Meeting</i> THAT Council instructs staff to bring back a report to Council identifying options to sign 357 Burnham Road as public property.	<i>Rescind</i> 357 Burnham Road is private property.
20-303	<i>October 28, 2020 Regular Council Meeting</i> THAT Staff be directed to report on and schedule appropriate Council updates for addressing the following Asset Management elements in 2021: • detailed 10-year capital projects, • reserve policy, • debt strategies, • level of service documents, and • summary Asset Management Plans for each asset group.	<i>In Progress</i> 2023 Strategic Initiatives include a long-term financing strategy that will address these components. The Town has applied for grant funding for this initiative, which is identified as grant-dependent in the 2023 Financial Plan.
20-313	<i>November 18, 2020 Regular Council Meeting</i> 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.	<i>Rescind</i> Open burning is limited by Provincial regulation. In addition, the Town has a permitting process for garden refuse fires and

Motion No.	Resolution	Staff Comment
		minimum parcel sizes and other requirements exist.
20-326	<i>November 18, 2020 Regular Council Meeting</i> THAT Council directs staff to allocate \$15,000 from the sale of land in the West Ridge subdivision to thicken and beautify landscaping in the buffer area between West Ridge Way and Laburnum Road, as detailed in the November 16, 2020 Planning memo to Council.	<i>In Progress</i> This project has been deferred until all adjacent house construction has been completed. This matter will be referred to the 2024 Strategic Planning and Budget process to confirm Council still identifies this as a priority.
20-359	<i>December 9, 2020 Regular Council Meeting</i> THAT Council directs the Corporate Administrator to register a notice in the Land Title Office, under Section 57 of the Community Charter stating that a resolution relating to 921 Bluffs Drive - Lot 25, Plan VIS6042, District Lot 112, LD 33, PID 026-723-361, has been made under Section 57 of the Community Charter; AND FURTHER THAT the matter be referred to a solicitor for further action to correct the height issue; AND FURTHER THAT Council directs staff to not issue occupancy or any other permits until the height issues are resolved.	<i>In Progress</i> Notice has been registered on title for this property. Council directed staff at the April 12, 2023 Regular Council meeting to review alternative options and provide recommendations to seek compliance for this property.

2021 In Progress Resolutions

Motion No.	Resolution	Staff Comment
21-041	<i>February 3, 2021 Regular Council Meeting</i> THAT prior to the bylaw entitled “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (172 Fern Road W) Bylaw No. 580.125, 2021” 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.	<i>In Progress</i> This application is before Council.

Motion No.	Resolution	Staff Comment
21-057	<i>February 24, 2021 Regular Council Meeting</i> THAT staff be directed to work with the Qualicum Beach Streamkeepers on a comprehensive assessment of Grandon Creek.	<i>Rescind</i> This initiative may be reconsidered in the future based upon private property owner cooperation.
21-078	<i>March 17, 2021 Regular Council Meeting</i> THAT staff be directed to provide a report at a future meeting regarding the delegation on bee, butterfly, and pollinator insect populations from Rosemary Taylor of the Arrowsmith Naturalists.	<i>In Progress</i> A report regarding pollinator pathways will be forthcoming.
21-089	<i>March 17, 2021 Regular Council Meeting</i> 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.	<i>Rescind</i> The amendment to the Town's Animal Control Bylaw to permit backyard chickens was adopted June 29, 2022.
21-194	<i>May 27, 2021 Regular Council Meeting</i> 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.	<i>Rescind</i> Encroachments has been referred to the 2024 work plan.
21-199	<i>May 27, 2021 Regular Council Meeting</i> THAT staff present a report on the Town's participation with the Kw'umut Lelum Step Up! Program for indigenous youth work placements.	<i>Rescind</i> The Town does not currently participate in this program.
21-216	<i>June 15, 2021 Regular Council Meeting</i> 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.	<i>Rescind</i> This resolution has been made redundant by the completion of the Urban Forest Master Plan and the Tree Protection Bylaw.

Motion No.	Resolution	Staff Comment
21-255	<i>July 21, 2021 Regular Council Meeting</i> 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.	<i>Rescind</i> Discussed during the 2023 Strategic Planning process, where it was referred to the Official Community Plan review process and other strategic initiatives.
21-275	<i>September 8, 2021 Regular Council Meeting</i> THAT the intersection of Hilliers Road North, Jones Street, and Rupert Road be added to the Age Friendly Transportation Master Plan, and that an update on the Master Plan be presented to Council in either late October or November 2021.	<i>In Progress</i> These intersections have been added to the Age-Friendly Transportation Plan review process scheduled for Fall 2023.
21-370	<i>December 8, 2021 Regular Council Meeting</i> THAT staff present a report on the use of land in the East Village for a multi-use performing arts facility.	<i>In Progress</i> Pending completion of the Operations Modernization project, which may include relocation of the Public Works yard.

2022 In Progress Resolutions

Motion No.	Resolution	Staff Comment
22-022	<i>January 12, 2022 Regular Council Meeting</i> THAT Council directs staff to engage a consultant to prepare a report with a needs assessment for a modernized Operations facility, as well as a recommendation for the location, with a budget of up to \$100,000 (\$90,000 in consulting and \$10,000 in staff time), as detailed in the January 12, 2022 Planning memo to Council.	<i>In Progress</i> The Operations Facility Modernization project is included in the Town's Strategic and Financial Plans.

Motion No.	Resolution	Staff Comment
22-073	<i>February 23, 2022 Regular Council Meeting</i> 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.	<i>Rescind</i> This initiative may be reconsidered in the future based upon private property owner cooperation.
22-077	<i>February 23, 2022 Regular Council Meeting</i> THAT Council request staff to put the encroachment policy review on hold until all identified property owners affected by Policy 3008-12 have been notified of the policy and invited to provide input; AND FURTHER THAT the policy be revisited once feedback has been received.	<i>Rescind</i> Encroachments has been referred to the 2024 work plan.
22-153	<i>March 16, 2022 Regular Council Meeting</i> THAT Council directs staff to bring forward an amendment to Bylaw No. 535, 1993, that would update the bylaw to include other possible configurations of a “sidewalk café” such as on-street parklets.	<i>In Progress</i> Included in staff’s workplan for 2024.
22-224	<i>April 27, 2022 Regular Council Meeting</i> THAT staff be directed to provide information to short-term vacation rental owners to bring short-term vacation rentals into compliance.	<i>Rescind</i> Included in the 2024 Financial Plan. Staff are working with the Parksville Qualicum Beach Tourism Association and the City of Parksville on this issue.
22-225	<i>April 27, 2022 Regular Council Meeting</i> THAT Council directs staff to develop a regulatory framework for the legalization of short-term vacation rentals in residential areas, after the Province has implemented the recommendations in the June 21, 2021 report entitled "PRIORITIES FOR ACTION ON SHORT-TERM RENTALS".	<i>In Progress</i> Included in the Financial Plan for 2024.
22-246	<i>May 18, 2022 Regular Council Meeting</i> 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.	<i>In Progress</i> Public consultation on the development of the “Bus Garage” site is scheduled for 2023.

Motion No.	Resolution	Staff Comment
22-262	<i>June 8, 2022 Regular Council Meeting</i> THAT staff be directed to review the Town’s policies on boulevard improvements.	<i>Rescind</i> Staff are intending to bring a policy forward regarding removal of rocks from municipal boulevards for Council’s consideration.
22-276	<i>June 8, 2022 Regular Council Meeting</i> 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.	<i>In Progress</i> Council will consider adoption of this bylaw at an upcoming meeting.
22-280	<i>June 8, 2022 Regular Council Meeting</i> THAT Council directs the Corporate Administrator to register a notice in the Land Title Office, under Section 57 of the Community Charter stating that a resolution relating to 2119 Island Hwy W – PCL B, DL 122, LD 33, PLAN DD8409F (West 5 98/100 chains of DL122 except PLAN 20573), PID 009-425-641, has been made; AND FURTHER THAT the matter be referred to a solicitor for further action to correct and remove all non-compliant and encroaching structures into the Towns Right of Way (Hollywood Rd) and dwellings (six) constructed after 1972.	<i>In Progress</i> Notice on title has been registered. Next steps to be determined.
22-282	<i>June 8, 2022 Regular Council Meeting</i> THAT the Town of Qualicum Beach proceed with public consultation on the future public plaza and amenities on the Town-owned land adjacent to the Old School House property in 2023.	<i>In Progress</i> Public consultation on the development of the “Bus Garage” site is scheduled for 2023.
22-320	<i>July 20, 2022 Regular Council Meeting</i> THAT staff be directed to provide an information report for Council’s consideration on current best practices associated with permitting processes and associated location requirements of heat pumps.	<i>In Progress</i> Based on capacity and competing priorities, staff will attempt to deliver on this resolution later in 2023.

Motion No.	Resolution	Staff Comment
22-344	<i>August 10, 2022 Regular Council Meeting</i> THAT Council directs staff to draft a policy regarding the control, operation, and usage of old Engine #2.	<i>Rescind</i> Dry storage for the truck is being completed. The truck is not drivable currently, and no funds have been allocated for repairs. Future Council direction would be required as part of an upcoming budget process.
22-383	<i>September 21, 2022 Regular Council Meeting</i> 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.	<i>Rescind</i> This pilot project will end April 5, 2024. To participate, the Town must be added to the regulation via a provincial Order-in-Council. The Town would then need to update its bylaws before electric scooters could be used on the roads. Due to the limited time remaining in the pilot, and reporting and administrative requirements, staff recommend rescinding this motion.
22-402	<i>September 28, 2022 Special Council Meeting</i> THAT Council for the Town of Qualicum Beach respectfully, and with gratitude, accept the gift of the name Saahtlam for the park, formerly recognized as St. Andrews, from Qualicum First Nation; AND FURTHER, THAT a plaque recognizing the gifting of this name from Qualicum First Nation be included on the park's naming sign; AND FURTHER THAT an interpretive board be installed on the site to indicate the history of the site and the naming gift from Qualicum First Nation.	<i>In Progress</i> The interpretive board will be unveiled at the June 17, 2023 celebration hosted by the St. Andrews Lodge Historical and Cultural Society. Park signage and plaques will be finalized upon completion of park plan and in collaboration with Qualicum First Nation, scheduled for 2023.

Motion No.	Resolution	Staff Comment
22-426	<i>December 7, 2022 Regular Council Meeting</i> 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.	<i>Rescind</i> Superseded by the adoption of the Tree Protection Bylaw.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

SUMMARY

Council passed a total of 1,057 resolutions between 2020 and 2022, and all but 37 of those have been completed. A number of those 37 outstanding resolutions have been identified as obsolete or infeasible, and as such, staff are seeking Council approval to rescind these resolutions.

Weslie Gould, Deputy
 Corporate Administrator
 Report Writer

Heather Svensen, Corporate
 Administrator
 Concurrence

Lou Varela, CAO
 Concurrence

MEMORANDUM

TO: Mayor & Council
FROM: Raj Hayre, Director of Finance
DATE: June 14, 2023
RE: 2022 Financial Information Report

RECOMMENDATION:

That the Town of Qualicum Beach 2022 Financial Information Report be received and approved by Council.

PURPOSE:

To present the 2022 Financial Information Report required pursuant to the *Financial Information Act*.

BACKGROUND:

Local governments in British Columbia must produce financial information in booklet form each year on or before June 30th and forward to the Ministry of Community Development. The Financial Information Act requires the following information:

- A schedule of Council remuneration and expenses
- A schedule of Employee remuneration and expenses (over \$75,000) and reconciled to financial statements
- A schedule of Supplier payments for goods and services (over \$25,000) and reconciled to financial statements
- A schedule of long-term debt, a schedule of guarantee and indemnity agreements, and report on number of employee severance agreements
- Management report (included in 2022 Audited Financial Statements)
- Consolidated financial statements of financial position, operations and net financial assets.
- Notes and schedules to financial statements

It is important to note that some employee remunerations may vary from previous years as a result of a number of factors, the most significant being the payout of unused vacation time, the payout of Union employee overtime, and on-call pay for some employees.

ALTERNATIVES:

As directed by Council.



Raj Hayre, CPA, CMA
Director of Finance
Report Writer



Lou Varela
Chief Administrative Officer
Concurrence

Town of Qualicum Beach
Report under the Financial Information Act
For the Year Ended December 31, 2022

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Other Financial Information Section

Schedule of Council remuneration and expenses
Schedule of Employee remuneration and expenses, and reconciliation
Schedule of Supplier payments for goods and services, and reconciliation
Schedule of long term debt
Schedule of guarantee and indemnity agreements (nil in 2022)
Report of severance agreements

Financial Statement Section (Items Included in Audited Financial Statements)

Management Responsibilities
Independent Auditors' Report
Consolidated Statement of Financial Position
Consolidated Statement of Operations
Consolidated Statement of Change in Net Financial Assets
Consolidated Statement of Cash Flows
Notes to Financial Statements
Consolidate Revenues
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Consolidated Segment Disclosure by Service
Consolidated Tangible Capital Assets

Town of Qualicum Beach
Schedule Showing Council Remuneration and Expenses Paid
For The Twelve Months Ending December 31, 2022

Name	Position	Remuneration (Stipend)	Reimbursed Expenses
Filmer, R	Councillor	\$31,100	\$2,719
Harrison, S	Councillor	\$36,500	\$4,478
Skipsey, A	Councillor	\$36,500	\$5,092
Vander Valk, P	Councillor	\$5,500	\$0
Westbroek, T	Councillor/ Mayor	\$38,334	\$4,584
Wiese, B	Mayor	\$41,467	\$5,324
Young, J	Councillor	\$5,500	\$0
		<u>\$194,902</u>	<u>\$22,197</u>

Town of Qualicum Beach
Schedule Showing Staff Remuneration and Expenses Paid
For The Twelve Months Ending December 31, 2022

Name	Position	Base Remuneration¹	Other Remuneration²	Total Remuneration	Expenses	Total
Augustyn, R.	Planner	79,893	1,044	80,937	576	81,513
Botelho, A.	Working Foreman II	55,789	22,608	78,398	0	78,398
Conn, G	Manager of Finance	110,054	653	110,707	2,015	112,721
Cornell, P.G.	Fire Chief	137,386	682	138,068	2,790	140,858
Eshpeter, M	Building Inspector III	80,965	343	81,308	2,369	83,677
Gould, W	Deputy Corporate Administrator	92,030	2,267	94,297	1,652	95,949
Hillsden, C	Trades III (Mechanic)	78,902	360	79,262	207	79,469
Khrustalev, D	Information Systems Analyst	84,349	343	84,693	30	84,722
Kobe, T	Collector	52,861	55,565	108,426	0	108,426
Marsh, J.K.	Director of Finance	116,675	58,020	174,695	1,640	176,335
Marshall, D.R.	Bylaw Officer III	86,949	343	87,292	1,711	89,003
McKenzie, F	Deputy Fire Chief	115,864	2,338	118,202	5,484	123,685
Sales, L.B.	Director of Planning	132,567	21,148	153,715	2,671	156,387
Schwabe, A.	Manager of Operations	122,975	10,224	133,199	4,874	138,072
Smith, Cayce	Working Foreman	76,725	343	77,068	1,659	78,728
Stanger, C	Utility Chief Operator	86,761	377	87,139	2,285	89,424
Sumando, C	Local Ass't Fire Commissioner III	79,988	25,173	105,161	9,416	114,577
Sun, R	Manger of IT and GIS	102,840	8,443	111,283	1,619	112,901
Svensen, H.B.	Corporate Administrator/ Deputy CAO	162,831	25,655	188,486	3,538	192,024
Twigge, L	Working Foreman	85,476	777	86,253	366	86,619
Varela, L	Chief Administrative Officer	116,591	224	116,814	10,931	127,746
Watson, O	Superintendent of Public Works	108,598	2,729	111,327	205	111,533
Weir, R.K.	Director of Engineering & Capital Projects	153,917	0	153,917	1,661	155,577
Total For Employees Over \$75,000		2,320,986	239,660	2,560,645	57,697	2,618,343
Total For Employees Under \$75,000				2,689,153	38,114	2,727,267
Total For All Employees				5,249,798	95,811	5,345,609

¹Base remuneration includes any form of salary or wages paid to an employee during the year but does not include anything payable under a severance agreement.

²Other Remuneration includes taxable benefits, vacation payouts, overtime payouts for Union staff, fire pay and election pay.

Town of Qualicum Beach
Schedule Showing Reconciliation of Staff and Council Remuneration
as compared to 2022 Financial Statements

	Amount
Employee remuneration schedule	5,249,798
Council remuneration schedule	<u>194,902</u>
sub total	5,444,700
Employee Benefits and Other Adjustments	<u>1,030,034</u>
Total Wages and Benefits in Financial Statements	<u><u>6,474,734</u></u>

**TOWN OF QUALICUM BEACH
SUPPLIER PAYMENTS - 2022**

SUPPLIER NAME	AMOUNT
ADVANTAGE ASSET TRACKING	26,571
ARROWVIEW ELECTRIC	53,230
AURORA ROOFING LTD	26,250
BC ASSESSMENT AUTHORITY	166,632
BC HYDRO	489,056
BC HYDRO CAD-130160	25,607
BROGAN FIRE & SAFETY	64,100
C&L SUPERIOR CLEANING SERVICES	113,686
CITY OF NANAIMO	25,099
CITY OF PARKSVILLE	64,993
COPCAN CIVIL LP	602,438
CUPE - LOCAL #401	58,540
DBL DISPOSAL SERVICES	43,129
DOLLY'S HOME HARDWARE	42,757
DYCON CONSTRUCTION LTD.	601,035
E.B. HORSMAN & SON	25,051
E2 ENGINEERING INC	28,231
EDGETT EXCAVATING LTD	257,135
ENEX FUELS	851,217
EXPRESS CUSTOM TRAILER MFG	74,182
FINLAYSON BONET ARCHITECTURE	47,024
FLOCOR INC	48,366
FORT GARRY FIRE TRUCKS	457,694
FORTIS BC-NATURAL GAS	27,194
FORWARD HOUSE COMMUNITY SOCIETY	45,334
FOUR STAR WATERWORKS	70,357
GIBBINGS CONSULTING LTD	25,053
GREGG DISTRIBUTORS (BC) LTD	37,550
HARRIS & COMPANY	38,173
HARRIS OCEANSIDE GM	53,285
HAYLOCK BROTHERS PAVING	122,398
ICBC	45,503
IDEA CAMP COMMUNICATIONS	40,804
INFRASTRUCTURE SOLUTIONS (SOFTWARE) INC	46,725
ISLAND CRISIS CARE SOCIETY	48,122
ISLE GOLF CARS INC	28,571
KEYSTONE HVAC LTD	129,893
KOERS & ASSOCIATES ENGINEERING	600,597
KTI LIMITED	31,531
LAFRENTZ ROAD MARKING	52,515
LAIDLAW, DOROTHY JOAN	25,123
LEUCO CONSTRUCTION INC	183,670

**TOWN OF QUALICUM BEACH
SUPPLIER PAYMENTS - 2022**

SUPPLIER NAME	AMOUNT
MAINROAD MAINTENANCE PRODUCTS	46,673
MCGORMAN MACLEAN	27,825
MILESTONE EQUIPMENT CONTRACTING INC	662,740
MINISTER OF FINANCE	2,143,727
MITACS INC	37,800
MKM PROJECTS LTD	2,147,114
MUNICIPAL INSURANCE ASSOC OF BC	92,695
MUNICIPAL PENSION FUND	402,534
MURRAY, PAUL	69,328
PACIFIC BLUE CROSS	199,397
QB CHAMBER OF COMMERCE	65,944
QB HISTORICAL & MUSEUM SOCIETY	106,003
RAYLEC POWER LTD	888,951
RBS MANAGED IT SERVICES	303,916
RECEIVER GENERAL FOR CANADA	1,593,507
REGIONAL DISTRICT OF NANAIMO	7,534,492
RIDGELINE MECHANICAL LTD	204,651
ROYAL BANK OF CANADA	291,041
SCHOOL DISTRICT 69 (QUALICUM)	56,400
TELUS MOBILITY (BC)	29,937
TETRA TECH CANADA INC	142,870
VAN-BERG INTERIORS PAINTING	28,193
VANCOUVER ISLAND REGIONAL LIBRARY	562,522
VANCOUVER ISLAND UNIVERSITY	85,343
VISA	122,933
WASTE CONNECTIONS OF CANADA	61,698
WEX CANADA LTD	77,216
WHITE PACIFIC SERVICES	120,185
WORKSAFEBC	160,758
YOUNG, ANDERSON BARRISTERS & SOLICITORS	50,290
 TOTAL PAYMENTS (Vendors Over \$25,000)	 24,161,104
MISCELLANEOUS PAYMENTS (\$25,000 and Under)	<u>2,148,042</u>
TOTAL PAYMENTS	<u>26,309,146</u>

**Town of Qualicum Beach
Reconciliation of Suppliers Payments for 2022
Compared to Financial Statements**

Supplier Name	Amount
Supplier payments	26,309,146
Employee remuneration	5,249,798
Council remuneration	194,902
Acquisition of capital assets	-7,069,247
Amortization of capital assets	3,541,508
Other amounts and adjustments	-1,356,323
Other government tax payments	<u>-8,966,403</u>
Total Adjusted Payments	<u>17,903,382</u>
2022 Financial Statement Expenditures	<u>17,903,382</u>

**Town of Qualicum Beach
Schedule of Debt (Long Term)
For the year ended December 31, 2022**

	2022	2021
<u>Capital Lease</u>		
Fire Hall Loan 2.25%, due November 30, 2025	\$1,388,809	\$1,851,746
Fire Truck Loan, daily floating rate, due December 31, 2027	\$ 920,000	\$ -

Town of Qualicum Beach
Schedule of Guarantee & Indemnity Agreements
For the year ended December 31, 2022

There were no guarantee & indemnity agreements outstanding at December 31, 2022.

**Town of Qualicum Beach
Report of Employee Severance Agreements
For the year ended December 31, 2022**

There were no severance agreements made between the Town of Qualicum Beach and its non-unionized employees during 2022.

Consolidated Financial Statements of



TOWN OF
QUALICUM BEACH

And Independent Auditor's Report thereon

Year ended December 31, 2022



TOWN OF QUALICUM BEACH

MANAGEMENT'S RESPONSIBILITY FOR THE CONSOLIDATED FINANCIAL STATEMENTS

The accompanying consolidated financial statements of the Town of Qualicum Beach (the "Town") are the responsibility of the Town's management and have been prepared in compliance with legislation, and in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in Note 1 to the consolidated financial statements. The preparation of consolidated financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Town's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

Mayor and Council meet with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

The consolidated financial statements have been audited by KPMG LLP, independent external auditors appointed by the Town. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Town's consolidated financial statements.

Manager of Finance

Director of Finance



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

INDEPENDENT AUDITOR'S REPORT

To the Mayor and Council of the Town of Qualicum Beach

Opinion

We have audited the consolidated financial statements of Town of Qualicum Beach (the Entity), which comprise:

- the consolidated statement of financial position as at December 31, 2022
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of changes in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the Entity as at December 31, 2022 and its consolidated results of operations and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditor's Responsibilities for the Audit of the Financial Statements***" section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Matter - Comparative Information

The consolidated financial statements for the year ended December 31, 2021 were audited by another auditor who expressed an unmodified opinion on those financial statements on April 27, 2022.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



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- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

A handwritten signature in black ink that reads 'KPMG LLP'. The signature is written in a cursive, stylized font and is underlined with a single horizontal stroke.

Chartered Professional Accountants

Prince George, Canada

May 10, 2023



December 31, 2022, with comparative information for 2021

See accompanying notes to consolidated financial statements.





TOWN OF QUALICUM BEACH

Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31, 2022, with comparative information for 2021

	2022 Budget (note 14)	2022 Actual	2021 Actual
Revenue (note 13):			
Net taxation (note 10)	\$ 12,014,000	\$ 12,124,052	\$ 11,337,716
Water and sewer rates	2,297,000	2,393,085	2,287,578
Sale of services	774,000	801,785	791,734
Other revenue from own sources	1,266,000	3,194,755	2,595,188
Government transfers (note 11)	6,134,000	5,187,136	2,913,968
Capital contributions	400,000	12,550	64,940
Gain on sale of tangible capital assets	-	-	315,977
Gain on sale of assets held for sale	-	2,581,704	395,708
Total revenue	22,885,000	26,295,067	20,702,809
Expenses (note 13):			
General government services	2,758,000	2,620,992	2,651,512
Protective services	3,478,000	3,071,689	2,883,343
Transportation services	5,300,000	5,926,188	5,427,473
Solid waste services	908,000	924,259	880,544
Water services	1,556,000	1,767,412	1,458,402
Sewer services	445,000	458,847	412,406
Planning and development services	1,683,000	1,264,645	1,169,779
Parks and recreation services	2,251,000	1,869,350	2,029,298
Total expenses	18,379,000	17,903,382	16,912,757
Annual surplus	4,506,000	8,391,685	3,790,052
Accumulated surplus, beginning of year	133,515,155	133,515,155	129,725,103
Accumulated surplus, end of the year	\$ 138,021,155	\$ 141,906,840	\$ 133,515,155

See accompanying notes to consolidated financial statements.



TOWN OF QUALICUM BEACH

Consolidated Statement of Changes in Net Financial Assets

Year ended December 31, 2022, with comparative information for 2021

	Budget	2022	2021
Annual surplus	\$ 4,506,000	\$ 8,391,685	\$ 3,790,052
Acquisition of tangible capital assets	(13,357,000)	(7,069,247)	(7,347,011)
Amortization of tangible capital assets	3,400,000	3,541,508	3,465,791
Gain on sale of tangible capital assets	-	-	(315,977)
Proceeds on sale of tangible capital assets	4,000,000	-	395,250
Tangible capital assets transferred to held for sale	-	-	291,681
Loss on disposal of tangible capital assets	-	43,063	-
	(5,957,000)	(3,484,676)	(3,510,266)
Use of supplies inventories	-	7,580	5,856
Change in prepaid expenses	-	10,920	(27,766)
	-	18,500	(21,910)
Change in net financial assets	(1,451,000)	4,925,509	257,876
Net financial assets, beginning of year	8,300,775	8,300,775	8,042,899
Net financial assets, end of year	\$ 6,849,775	\$ 13,226,284	\$ 8,300,775

See accompanying notes to consolidated financial statements.



TOWN OF QUALICUM BEACH

Consolidated Statement of Cash Flows

Year ended December 31, 2022, with comparative information for 2021

	2022	2021
Cash provided by (used in):		
Operations:		
Annual surplus	\$ 8,391,685	\$ 3,790,052
Items not involving cash:		
Gain on sale of assets held for sale	(2,581,704)	-
Loss on disposal of tangible capital assets	43,063	-
Amortization of tangible capital assets	3,541,508	3,465,791
Gain on sale of tangible capital assets	-	(315,977)
Tangible capital assets transferred to held for sale	-	291,681
	9,394,552	7,231,547
Changes in non-cash operating working capital:		
Accounts receivable	(1,123,767)	454,731
Capital lease receivable	40,286	10,285
Municipal Finance Authority debt reserve fund deposit	(1,179)	(882)
Inventories	7,580	5,856
Prepaid expenses	10,920	(27,766)
Accounts payable and accrued liabilities	122,551	293,870
Accrued employee benefits	(211,572)	(43,435)
Deferred revenue	(960,203)	650,305
Performance bonds and deposits	(83,940)	35,092
	7,195,228	8,609,603
Financing:		
Repayment of long-term debt	(462,937)	(462,936)
Proceeds from long-term debt	920,000	-
	457,063	(462,936)
Investing:		
Acquisition of tangible capital assets	(7,069,247)	(7,347,011)
Proceeds on disposal of tangible capital assets	-	395,250
Acquisition of assets held for sale	(186,940)	(262,386)
Proceeds on sale of assets held for sale	4,149,380	-
	(3,106,807)	(7,214,147)
Increase in cash and cash equivalents	4,545,484	932,520
Cash and cash equivalents, beginning of year	17,897,448	16,964,928
Cash and cash equivalents, end of year	\$ 22,442,932	\$ 17,897,448

See accompanying notes to consolidated financial statements.



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements

Year ended December 31, 2022

Nature of operations:

Town of Qualicum Beach (the "Town") The Town of Qualicum Beach (the "Town") was incorporated on May 5, 1942 under the provisions of the Local Government Act of British Columbia. The Town's principal activities include the provision of services to residents of Qualicum Beach. These include general government services, protective services, transportation services, solid waste services, water services, sewer services planning and development services and parks and recreation services.

1. Significant accounting policies:

These consolidated financial statements of the Town are prepared in accordance with Canadian generally accepted accounting principles for governments as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada. Significant accounting policies adopted by the Town are as follows:

(a) Basis of consolidation:

(i) Consolidated entities:

The consolidated financial statements reflect the assets, liabilities, revenues and expenses of the Town. The Town is comprised of all organizations, committees and local boards accountable for the administration of its financial affairs and resources to the Town and which are owned or controlled by the Town.

(ii) Accounting for Region and School Board transactions:

The taxation, other revenues, expenses, assets and liabilities with respect to the operations of the Region and the School Board are not reflected in these consolidated financial statements.

(iii) Trust funds:

Trust funds and their related operations administered by the Town are not included in these consolidated financial statements.



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

1. Significant accounting policies (continued):

(b) Basis of accounting:

The Town follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

(c) Revenue recognition:

Taxation and user fee revenues are recognized in accordance with the provisions of the Community Charter. The Town is required to act as the agent for the collection of certain taxes and fees imposed by other authorities. Collections for other authorities are excluded from the Town's taxation revenues.

Revenue unearned in the current period is reported on the consolidated statement of financial position as deferred revenue.

(d) Investment income:

Investment income is reported as revenue in the period earned. When required by the funding government or related Act, investment income earned on deferred revenue is added to the investment and forms part of the deferred revenue balance.

(e) Government transfers:

Government transfers, which include legislative grants, are recognized as revenue in the financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfer revenue is recognized in the statement of operations as the stipulations for liabilities are settled.

(f) Cash and cash equivalents:

Cash equivalents include short-term highly liquid investments with a term to maturity of 90 days or less at acquisition.



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

1. Significant accounting policies (continued):

(g) Assets held for sale:

Assets held for sale are those expected to be sold within one year. They are valued at the lower of cost or expected net realizable value. When a decline in net realizable value is determined to be other than temporary, the impairment is recognized in the consolidated statement of operations and accumulated surplus.

(h) Accrued employee benefits:

The Town and its employees make contributions to the Municipal Pension Plan. These contributions are expensed as incurred.

In addition to the Municipal Pension Plan, sick leave and other retirement benefits are also available to the Town's employees. The costs of these benefits are determined based on years of service and best estimates of retirement ages and expected future salary and wage increases. The obligations under these benefit plans are accrued based on projected benefits earned as the employees render services necessary to earn the future benefits.

(i) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(i) Inventories:

Inventories of supplies held for consumption are recorded at the lower of cost and replacement cost.



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

1. Significant accounting policies (continued):

(i) Non-financial assets (continued):

(ii) Tangible capital assets:

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land, are amortized on a straight-line basis over their estimated useful lives as follows:

Asset	Useful life - Years
Buildings	5-50
Equipment	3-20
Land improvements	10-75
Transportation	20-75
Water and sewer	50-80

A full year of amortization is charged in the year that an asset becomes available for productive use and none in the year of disposal.

Assets under construction are not amortized until the asset is available for productive use.

(iii) Contributions of tangible capital assets:

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

(iv) Interest capitalization:

The Town does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

1. Significant accounting policies (continued):

(j) Use of estimates:

The preparation of the financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Significant items subject to such estimates and assumptions include the carrying value of tangible capital assets, collectibility of accounts receivable, accrued liabilities, and obligations related to employee future benefits. Actual results could differ from those estimates.

(k) Contaminated sites:

Contaminated sites are defined as the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceeds an environmental standard.

A liability for remediation of contaminated sites is recognized, net of any expected recoveries, when all of the following criteria are met:

- a) an environmental standard exists;
- b) contamination exceeds the environmental standard;
- c) the organization is directly responsible or accepts responsibility for the liability;
- d) future economic benefits will be given up; and
- e) a reasonable estimate of the liability can be made.

2. Cash and cash equivalents:

Included in cash and cash equivalents is \$261,610 (2021 - \$258,484) that is invested on behalf of the cemetery trust fund. These funds may only be used for the upkeep and care of the cemetery and burial plots.



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

3. Accounts receivable:

	2022	2021
Property taxes	\$ 384,062	\$ 225,835
Water rates	333,592	295,727
Sewer rates	202,577	182,400
Solid waste	212,743	199,921
Receivable from federal government	725,381	230,130
Receivable from provincial government	460,520	-
Trade receivables	449,575	510,670
	<u>\$ 2,768,450</u>	<u>\$ 1,644,683</u>

4. Accounts payable and accrued liabilities:

	2022	2021
Trade payables	\$ 1,852,002	\$ 1,690,257
Payable to federal government	359,273	697,809
Payable to provincial government	181,967	66,889
Holdbacks payable	574,344	390,080
	<u>\$ 2,967,586</u>	<u>\$ 2,845,035</u>



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

5. Deferred revenue:

	2022	2021
Prepaid taxes	\$ 1,392,954	\$ 1,217,145
Prepaid utilities	10,328	10,684
Development cost charges	2,742,106	2,606,386
Off street parking	216,064	200,129
Grants	645,746	2,164,680
Land lease	150,000	-
Shoreline works	45,000	-
Building permits	22,856	-
Other	51,575	37,808
	<u>\$ 5,276,629</u>	<u>\$ 6,236,832</u>

Development cost charges includes statutory reserves that are required to be set-up under section 188(2) of the Community Charter.

6. Long-term debt:

	2022	2021
Municipal Finance Authority Loan bearing interest at 2.25% per annum, principal payments of \$231,468 semi-annually plus interest, due November 30, 2025.	\$ 1,388,809	\$ 1,851,746
Municipal Finance Authority Loan bearing interest at a daily floating rate, payments of \$17,156 monthly plus interest, due December 31, 2027.	920,000	-
	<u>\$ 2,308,809</u>	<u>\$ 1,851,746</u>



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

6. Long-term debt (continued):

Principal repayments are due as follows:

2023	\$	626,348
2024		634,380
2025		643,366
2026		189,774
2027		214,941
		\$ 2,308,809



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

7. Tangible capital assets:

The Town manages and controls various works of art located at Town sites and public display areas including paintings and a sculpture. These assets are not recorded as tangible capital assets and are not amortized.

2022										
	Work in progress	Land	Buildings	Equipment	Transportation	Land Improvements	Water	Sewer		Total
Cost:										
Balance, beginning of year	\$ 7,237,080	\$ 38,432,522	\$ 31,796,546	\$ 6,747,908	\$ 66,291,608	\$ 27,182,672	\$ 16,191,037	\$ 10,242,315	\$	204,121,688
Additions	5,282,922	-	815,786	573,995	35,593	360,951	-	-	-	7,069,247
Disposal	(39,898)	-	-	(390,079)	-	-	-	-	-	(429,977)
Transfers	(943,440)	-	29,682	423,738	59,091	430,929	-	-	-	-
Balance, end of year	11,536,664	38,432,522	32,642,014	7,355,562	66,386,292	27,974,552	16,191,037	10,242,315		210,760,958
Accumulated amortization:										
Balance, beginning of year	-	-	11,800,569	4,354,027	38,518,819	12,004,266	6,532,239	5,858,542		79,068,462
Amortization	-	-	730,156	386,117	1,475,467	547,876	231,187	170,705		3,541,508
Disposals	-	-	-	(386,914)	-	-	-	-		(386,914)
Balance, end of year	-	-	12,530,725	4,353,230	39,994,286	12,552,142	6,763,426	6,029,247		82,223,056
Net book value	\$ 11,536,664	\$ 38,432,522	\$ 20,111,289	\$ 3,002,332	\$ 26,392,006	\$ 15,422,410	\$ 9,427,611	\$ 4,213,068	\$	128,537,902



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

7. Tangible capital assets (continued):

2021									
	Work in progress	Land	Buildings	Equipment	Transportation	Land Improvements	Water	Sewer	Total
Cost:									
Balance, beginning of year	\$ 1,205,944	\$ 38,782,433	\$ 31,759,227	\$ 6,330,191	\$ 65,799,093	\$ 27,104,695	\$ 16,191,037	\$ 10,100,843	\$ 197,273,463
Additions	6,031,136	-	37,319	566,592	492,515	77,977	-	141,472	7,347,011
Disposal	-	(58,230)	-	(148,875)	-	-	-	-	(207,105)
Transfers	-	(291,681)	-	-	-	-	-	-	(291,681)
Balance, end of year	7,237,080	38,432,522	31,796,546	6,747,908	66,291,608	27,182,672	16,191,037	10,242,315	204,121,688
Accumulated amortization:									
Balance, beginning of year	-	-	11,098,304	4,136,609	37,043,134	11,463,565	6,301,052	5,687,837	75,730,501
Amortization	-	-	702,265	345,248	1,475,685	540,701	231,187	170,705	3,465,791
Disposals	-	-	-	(127,830)	-	-	-	-	(127,830)
Balance, end of year	-	-	11,800,569	4,354,027	38,518,819	12,004,266	6,532,239	5,858,542	79,068,462
Net book value	\$ 7,237,080	\$ 38,432,522	\$ 19,995,977	\$ 2,393,881	\$ 27,772,789	\$ 15,178,406	\$ 9,658,798	\$ 4,383,773	\$ 125,053,226



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

8. Accumulated surplus:

	2022	2021
Surplus:		
Investment in tangible capital assets	\$ 126,229,093	\$ 123,201,480
General		
Operating	1,592,773	4,038,544
Allocation to Community Works Gas Tax reserve	453,783	-
Allocation to operating projects reserve	796,000	-
Allocation to asset management reserves	6,049,000	-
Water		
Operating	685,013	2,383,013
Allocation to asset management reserves	1,880,000	-
Sewer		
Operating	149,875	601,296
Allocation to asset management reserves	572,000	-
	138,407,537	130,224,333
Statutory Reserves:		
Equipment reserve fund	57,414	56,057
Property reserve fund	2,025,159	219,839
Park land reserve fund	98,945	96,607
Emissions reduction reserve fund	24,290	23,716
Park improvements reserve fund	95,436	93,181
Cemetery reserve fund	270,650	261,609
	2,571,894	751,009
Non Statutory Reserves:		
Municipal Finance Authority debt reserve fund	53,946	52,767
Arrowsmith water reserve	70,761	65,008
Buildings reserve	56,000	56,000
Affordable housing reserve	450,000	450,000
Developer contribution reserve	104,202	109,202
COVID-19 Safe Restart Grant reserve	80,000	526,097
Tree replacement	10,000	-
Curling Club equipment	102,500	-
Assets held for sale	-	1,280,739
	927,409	2,539,813
	\$ 141,906,840	\$ 133,515,155



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

9. Investment in tangible capital assets:

	2022	2021
Investment in tangible capital assets beginning of the year	\$ 123,201,480	\$ 119,228,278
Add:		
Acquisition of tangible capital assets	7,069,247	7,347,011
Reduction in long-term debt	462,937	462,936
Proceeds on long-term debt	(920,000)	-
Less:		
Amortization	(3,541,508)	(3,465,791)
Net book value of tangible capital asset disposals	(43,063)	(79,273)
Tangible capital assets transferred to held for sale	-	(291,681)
Investment in tangible capital assets at end of year	\$ 126,229,093	\$ 123,201,480



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

10. Net taxation revenue:

	2022	2021
Taxes collected		
General	\$ 10,430,330	\$ 9,796,630
Parcel tax - water	933,000	838,260
Parcel tax - sewer	213,615	189,560
1% utility tax	144,921	146,207
	11,721,866	10,970,657
Taxes collected for other government services		
Education	5,828,777	5,298,479
Regional District of Nanaimo	4,829,124	4,289,321
Nanaimo Regional Hospital District	1,434,763	721,447
Vancouver Island Regional Library	561,928	539,392
B.C. Assessment Authority	166,730	144,638
Municipal Finance Authority	922	682
	12,822,244	10,993,959
Less taxes paid to other governments	(12,786,754)	(10,966,773)
	35,490	27,186
Grants-in-lieu of taxes		
Federal government	17,115	16,460
Taxes paid to other governments	(9,123)	(8,482)
Fortis BC	65,863	58,139
B.C. Hydro	133,841	117,756
Permissive tax exemptions	159,000	156,000
	366,696	339,873
	\$ 12,124,052	\$ 11,337,716



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

11. Government transfers:

the government transfers reported on the consolidated Statement of Operations and Accumulated Surplus are:

	2022	2021
Provincial grants		
Unconditional	\$ 563,711	\$ 450,974
BC Air Access Program	159,000	-
Childcare Planning and Space Creation (UBCM)	850,549	176,175
Child Care Capital Funding Program - Childcare BC		
New Spaces Fund	1,160,176	176,755
Strengthening Communities Program	132,119	28,114
Development Approvals Program	152,741	1,031
Tourism Dependent Communities Grant	73,732	94,175
Community Economic Recovery Infrastructure		
Program	-	444,525
Climate Action Revenue Incentive Program (CARIP)	-	12,517
	3,092,028	1,384,266
Federal grants		
Canada Community Building Fund (formerly known		
as Federal Gas Tax Fund)	451,479	883,211
Airport Capital Assistance Program	1,075,269	27,113
Federation of Canadian Municipalities - Asset		
Management	-	50,000
Other	568,360	569,378
	2,095,108	1,529,702
	\$ 5,187,136	\$ 2,913,968



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

12. Commitments and contingencies:

(a) Regional District

The Town is responsible, as a member of the Regional District of Nanaimo and the Nanaimo Regional Hospital District, for its proportion of any operating deficits or capital debt related to functions in which it participates.

(b) Municipal Pension Plan

The Town and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2021, the plan has about 227,000 active members and approximately 118,000 retired members. Active members include approximately 42,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis.

The Town paid \$402,534 for employer contributions to the plan in fiscal 2022 (2021 - \$453,363).

The next valuation will be as at December 31, 2024, with results available in 2025.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

12. Commitments and contingencies (continued):

(c) Municipal Finance Authority contingent demand notes

Under borrowing arrangements with the Municipal Finance Authority ("MFA"), the Town is required to lodge security by means of a demand note and an interest-bearing cash deposit based on the amount of the borrowing. As a condition of the borrowing, a portion of the debenture proceeds is withheld by the MFA as a debt reserve fund. This deposit is included in the Town's financial assets and is held by the MFA as security against the possibility of debt repayment default. If the debt is repaid without default, the deposit is refunded to the Town. At December 31, 2022, there was a contingent demand note of \$212,517 (2021 - \$212,517) which was not included in the financial statements of the Town.

(d) Municipal Insurance Association of British Columbia

The Town is a participant in the Municipal Insurance Association of British Columbia. Should the Association pay out claims in excess of premiums received, it is possible that the Town, along with other participants, would be required to contribute towards the deficit.

(e) Contingent liabilities

The Town may, from time to time, be involved in legal proceedings, claims, and litigation that arise in the normal course of business. At December 31, 2022, there are claims outstanding and management has determined the outcome to be undeterminable and thus no accrual has been recorded. It is considered that the potential claims would not materially affect the Town's financial statements and any amounts ultimately settled will be recorded in the period in which the claim is resolved.

13. Segmented information:

The Town is a diversified municipal government that provides a wide range of services to its residents. The following is a description of the types of services included in each of the main segments of the Town's financial statements:

General government services

Services related to general corporate and legislative governance and administration as well as human resources, information technology and financial management.



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

13. Segmented information (continued):

Protective services

Services related to providing fire protection, bylaw enforcement and building inspection to the Town, as well as the Town's share of expenses related to providing policing.

Transportation services

Services related to the delivery of municipal public works services including the development and maintenance of roadway systems, street lighting, airport operations and other public works and engineering related services.

Solid waste services

Services related to the collection of garbage and chipping as well as environmental testing and monitoring.

Water services

Services related to the delivery of water and the planning and development and maintenance of the Town's water infrastructure.

Sewer services

Services related to the sanitary sewer removal and the planning and development and maintenance of the Town's sewer infrastructure.

Planning and development services

Services related to planning for development and for improving quality of life and sustainability initiatives.

Parks and recreation services

Services related to the development and maintenance of parks and trails, municipal landscaping, and providing and maintaining recreation and cultural buildings.

The following statement provides additional information for the foregoing functions. The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in Note 1.



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

13. Segmented information (continued):

2022									
	General government services	Protective services	Transportation services	Solid waste services	Water services	Sewer services	Planning and development services	Parks and recreation services	Total
Revenue:									
Net taxation	\$ 10,977,437	\$ -	\$ -	\$ -	\$ 933,000	\$ 213,615	\$ -	\$ -	12,124,052
Sale of services	-	-	16,270	782,295	1,665,640	727,445	-	3,220	3,194,870
Other operating revenue	1,530,523	273,974	970,973	-	27,657	19,389	126,545	245,694	3,194,755
Government transfers	515,000	262,811	1,721,269	-	210,103	-	284,859	2,193,094	5,187,136
Gain on disposal of assets	2,581,704	-	-	-	-	-	-	-	2,581,704
Capital contributions	-	-	12,550	-	-	-	-	-	12,550
Total revenues	15,604,664	536,785	2,721,062	782,295	2,836,400	960,449	411,404	2,442,008	26,295,067
Expenses:									
Salaries, wages and employee benefits	1,179,827	1,197,911	1,318,089	154,928	688,190	235,596	447,498	1,252,695	6,474,734
Goods and services	1,343,705	1,699,894	2,009,700	769,331	719,336	68,505	817,147	404,686	7,832,304
Amortization	81,684	134,824	2,598,399	-	359,886	154,746	-	211,969	3,541,508
Fiscal services	15,776	39,060	-	-	-	-	-	-	54,836
Total expenses	2,620,992	3,071,689	5,926,188	924,259	1,767,412	458,847	1,264,645	1,869,350	17,903,382
Annual surplus (deficit)	\$ 12,983,672	\$ (2,534,904)	\$ (3,205,126)	\$ (141,964)	\$ 1,068,988	\$ 501,602	\$ (853,241)	\$ 572,658	\$ 8,391,685



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

13. Segmented information (continued):

	2021								
	General government services	Protective services	Transportation services	Solid waste services	Water services	Sewer services	Planning and development services	Parks and recreation services	Total
Revenue:									
Net taxation	\$ 10,309,896	\$ -	\$ -	\$ -	\$ 838,260	\$ 189,560	\$ -	\$ -	11,337,716
Sale of services	-	-	17,523	772,298	1,608,844	678,735	-	1,912	3,079,312
Other operating revenue	962,359	344,228	666,056	-	12,680	-	489,014	120,851	2,595,188
Government transfers	419,517	211,765	795,293	-	923,108	-	79,145	485,140	2,913,968
Gain on disposal of assets	711,685	-	-	-	-	-	-	-	711,685
Capital contributions	-	-	64,940	-	-	-	-	-	64,940
Total revenues	12,403,457	555,993	1,543,812	772,298	3,382,892	868,295	568,159	607,903	20,702,809
Expenses:									
Salaries, wages and employee benefits	1,184,651	1,107,864	1,333,044	161,289	686,415	217,507	414,756	1,324,749	6,430,275
Goods and services	1,373,565	1,591,179	1,571,747	719,255	412,101	40,153	755,023	492,580	6,955,603
Amortization	81,684	134,824	2,522,682	-	359,886	154,746	-	211,969	3,465,791
Fiscal services	11,612	49,476	-	-	-	-	-	-	61,088
Total expenses	2,651,512	2,883,343	5,427,473	880,544	1,458,402	412,406	1,169,779	2,029,298	16,912,757
Annual surplus (deficit)	\$ 9,751,945	\$ (2,327,350)	\$ (3,883,661)	\$ (108,246)	\$ 1,924,490	\$ 455,889	\$ (601,620)	\$ (1,421,395)	\$ 3,790,052



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

14. Budget data

The budget data presented in these consolidated financial statements is based upon the 2022 operating and capital budgets approved by Council via Bylaw 765 on April 27, 2022.

The table below reconciles the approved budget to the budget figures reported in these consolidated financial statements:

	Budget amount
Revenue:	
Operating budget	\$ 22,885,000
Less:	
Add:	
Proceeds from sale of assets	4,000,000
Proceeds from borrowing	2,245,000
Transfers from surplus or reserves	1,777,000
Total revenue	30,907,000
Expenses:	
Operating budget	18,379,000
Capital budget	13,357,000
Less:	
Amortization	(3,400,000)
Add:	
Transfers to reserves	1,957,000
Debt principal repayments	614,000
Total expenses	30,907,000
	\$ -

15. Comparative information:

Certain 2021 comparative figures have been reclassified to conform with the consolidated financial statement presentation adopted for the current year. The changes had no impact on prior year annual surplus.



TOWN OF QUALICUM BEACH

Schedule 1 - Canada Community Building Fund (formerly know as the Federal Gas Tax Fund)

Year ended December 31, 2022

	2022	2021
Opening balance	\$ -	\$ -
Grand fund received	451,478	883,212
Interest earned	2,305	-
	453,783	883,212
Project expenditures	-	883,212
	\$ 453,783	\$ -

Canada Community Building Fund grants are provided by the Government of Canada. Use of the funding is established by a funding agreement between the Municipality and the Union of British Columbia Municipalities. Canada Community Buildings Fund grants may be used towards designated public transport, community energy, water, wastewater, solid waste and capacity building projects, as specific in the funding agreement.



TOWN OF QUALICUM BEACH

Schedule 2 - COVID-19 Safe Restart Grant

Year ended December 31, 2022

	2022	2021
Opening balance	\$ 526,097	\$ 1,468,502
Project expenditures		
Revenue shortfalls	15,000	160,000
Technology costs to improve remote work	173,369	446,500
Community grants	70,385	121,712
General administration	37,355	98,708
Public works	-	2,132
Emergency services	50,682	-
Protective services	1,600	33,677
Parks and buildings	97,706	79,676
	446,097	942,405
	\$ 80,000	\$ 526,097

Town of Qualicum Beach
MEMORANDUM

TO: Luke Sales, Director of Planning **FOR:** Council Meeting, June 14, 2023

FROM: Rebecca Augustyn, Planner

SUBJECT: Development Variance Permit: 441 Memorial Avenue

RECOMMENDATION

- 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.

PURPOSE

To request direction to notify adjacent residents, within 50m of the subject property, of a Development Variance Permit application for the property located at 441 Memorial Avenue. The request is to 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.

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 recommend Council consider the issuance of a Development Variance Permit for 441 Memorial Avenue at a future meeting of Council.

ALTERNATIVES

1. Refuse the Development Variance Permit for 441 Memorial Avenue; or
2. Provide 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

Development Variance Permit: 441 Memorial Avenue
June 14, 2023 Council Meeting

Attachments

[memo.PLANS.441MemorialAve.pdf](#)

SCALE 1:250



ALL DIMENSIONS AND AREA ARE
SUBJECT TO FINAL SURVEY.

DL DENOTES DISTRICT LOT
REM DENOTES REMAINDER
PP ○ DENOTES POWER POLE
----- DENOTES ROOF OVERHANG

223 FERN ROAD W.
QUALICUM BEACH, B.C. V9K 1S4
PHONE: 250-752-9121
FAX: 250-752-9241
FILE NUMBER: 23-005-S
DRAWING NUMBER: 23-005 P3.DWG
DATE: 2023/04/06

**Town of Qualicum Beach
MEMORANDUM**

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

FOR: Regular Council Meeting, June 14, 2023

FROM: R.K. (Bob) Weir, P. Eng., Director of Engineering & Capital Projects

SUBJECT: Waterfront Expansion Phase 1 Ditch Infill Parking – Parking Prohibition

RECOMMENDATION

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;

PURPOSE

To seek Council direction on one of two possible approaches:

1. Prohibit parking between the parking improvements, as per the current installation of “no parking signage,” to maintain a continuous pedestrian/bicycle facility and install temporary crosswalks; or,
2. Remove the “no parking” signage located along Highway 19A within three areas affected by the Ditch Infill Parking Project and further, provide direction to install temporary crosswalks to direct traffic to the waterside of the Highway 19A in places where the newly installed pedestrian/bicycle accessible pathway is interrupted by historical parking practices.

BACKGROUND

The Town of Qualicum Beach received grant funds from the Tourism Dependent Communities Fund to make improvements along the waterfront. These improvements included improved parking and installation of a pedestrian/bicycle accessible pathway on the south side of Highway 19A, as well as installation of a gazebo and servicing kiosk located by the food truck pad.

People have historically parked all along the south side of the road, regardless of its shortcomings. However, with the creation of the pedestrian/bicycle accessible pathway, it is advisable to prohibit parking between the parking improvements to maintain a continuous pedestrian/bicycle path. Should Council not choose this approach, it is recommended that the Town install four (4) temporary crosswalks on Highway 19A at the ends of the new parking improvements (see attached map), in order to direct pedestrian and bicycle traffic to the waterside of Highway 19A where the pathway becomes interrupted by parking.

DISCUSSION

The parking improvements and the pedestrian/bicycle accessible pathway could not be constructed along the entirety of the south side shoulder, owing to an existing retaining wall west of Contract 1, and challenging terrain between Contracts 2 and 3 where the bank crowds the road and is too steep and tall to modify. These sections of unimproved shoulder require Council to provide direction on preferred approach.

The Tourism Dependent Communities Fund were enticed by the improvements to safety and active transportation that the pedestrian/bicycle accessible pathway would produce. As is common with active transportation improvements, trade-offs with parking may need to be considered. Best practices for roadway design would have the sections of unimproved shoulder signed and marked for pedestrian and cyclist use only, with a prohibition of parking.

The ideal solution would be to cut back the bank and make improvements to these areas, however this approach was not taken as it was considered prohibitively expensive and exceeded the grant funds available. Additionally, sections of the bank are recognized as being archaeologically sensitive.

An option that could be used as a trial, would be the temporary painting of crosswalks at the ends of the improved parking sections to facilitate pathway users crossing to the northside of the highway at points where the accessible pathway may be negatively impacted by parked cars. The image below is a mockup of a crosswalk at the west end of Contract 3.

The upcoming Highway 19A Safety Study, funded by a grant from Island Health, may also provide additional or alternate treatments for traffic calming along the waterfront. This proposed trial will give insight into whether additional crosswalks will have a traffic calming benefit, and if they will be used by the waterfront visitors.



By providing delineated crosswalks for pathway users to cross Highway 19A, the removal of the parking prohibition between the areas of improved parking likely poses less risk than pedestrians and bicycles being inadvertently steered into the vehicle travel lane by parked cars. Staff consider

maintaining the “no parking” signage as currently installed to have the least amount of risk, as the pathway would then be contiguous.

FINANCIAL IMPLICATIONS

Staff estimate that the crosswalks could be installed with our own forces for \$5,000, including traffic control and assuming the use of “non-spec” paint.

SUMMARY

Users of the waterfront are accustomed to parking all along the south side of Highway 19A regardless of its shortcomings. Upgrading of the cross section at three locations to provide for safe parking and the establishment of a pedestrian/bicycle accessible pathway requires the prohibition of parking to make the pathway a continuous facility. Removal of the “no parking” signage may introduce elements of liability if provisions for safe transit for pedestrians and bicycles through the area are not provided. Should Council choose not to maintain the current “no parking” signage, the temporary installation of crosswalks as a trial would provide for safer transit and allow for the evaluation of crosswalk effectiveness until a more fulsome evaluation is made with the Highway 19A Safety Study planned for this summer.

ALTERNATIVES

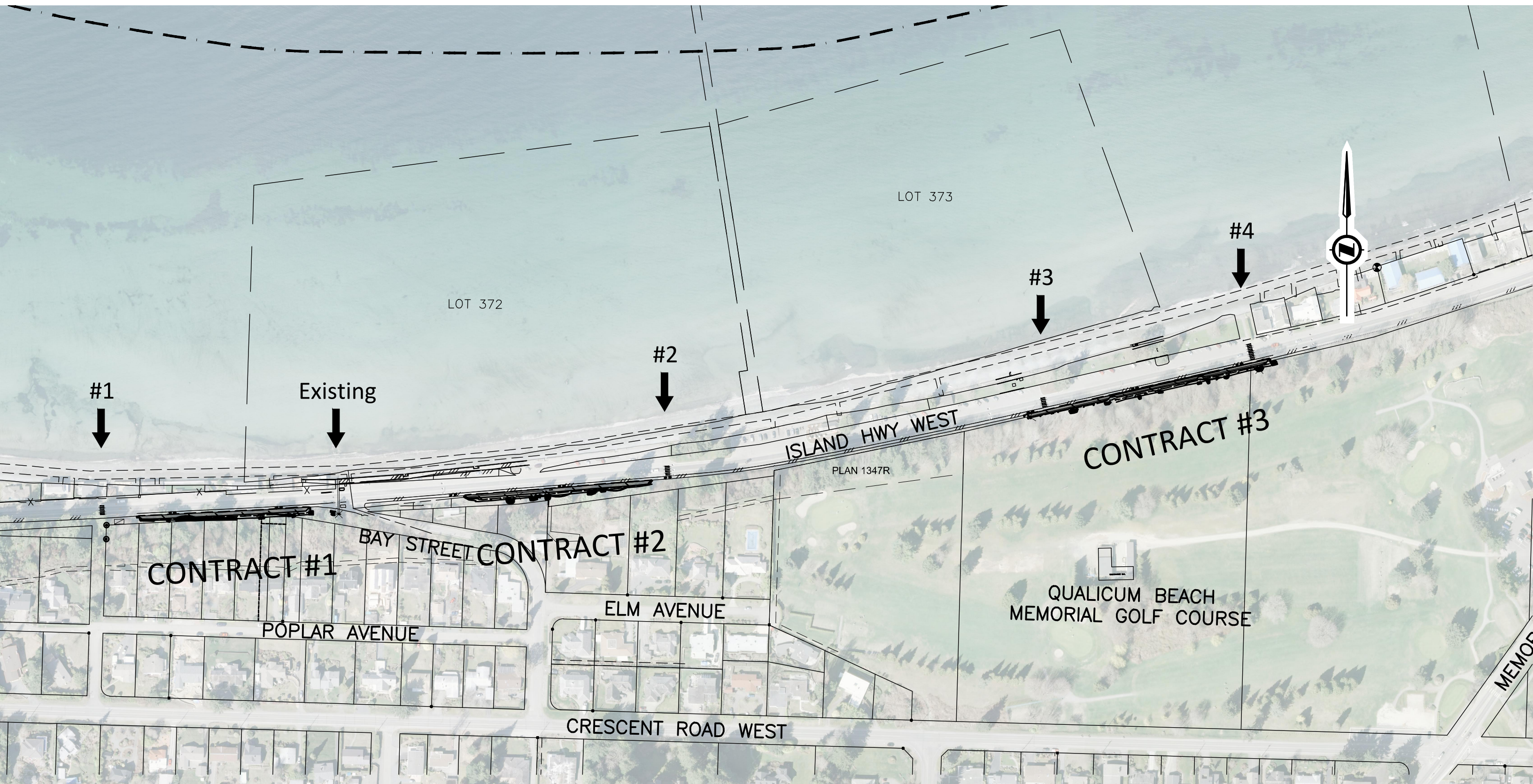
1. THAT Council direct staff to initiate a trial for the placement of four (4) temporary crosswalks on Highway 19A at the ends of the new parking improvements, as per the map attached to this memorandum dated June 14, 2023, prior to the removal of any newly installed “no parking” signage.
2. THAT Council direct staff to remove the “no parking” signage in the subject areas and install four (4) temporary crosswalks as a trial; or
3. THAT Council provides alternative direction to staff.



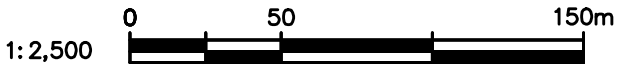
Bob Weir, P.Eng.
Director of Engineering & Capital Projects
Report Writer



Lou Varela, RPP, MCIP
Chief Administrative Officer
Concurrence



LOCATION PLAN OF INTERIM CROSS WALKS



**Town of Qualicum Beach
MEMORANDUM**

TO: Lou Varela, RPP, MCIP, Chief Administrative Officer DATE: June 14, 2023

FROM: R.K. (Bob) Weir, P. Eng., Director of Engineering & Capital Projects

SUBJECT: BC Hydro Leased Light Replacement Update

PURPOSE: FOR INFORMATION

To present an update to Council regarding the timing of the BC Hydro leased light replacements.

BACKGROUND:

BC Hydro has been advised of Council's direction to change 102 existing LED streetlights to 39 watt 3000 colour temperature (39W 3000K) lights, and the pole numbers identifying the associated streetlight locations have been provided to BC Hydro by Town staff.

DISCUSSION:

BC Hydro confirmed that the agreed upon cost of \$500/light would apply to the 102 lights resulting from the first intake of requests for light replacement. Future requests associated with the second intake will need to be made through BC Hydro's SLIM system (Street Light Information Management System) and will be billed at standard BC Hydro charges. The standard charges for a future luminaire replacement will be in the order of \$1,750.

BC Hydro also confirmed that they do not currently have stock of the 39W 3000K sufficient to do the requested 102 exchanges. As such, materials will be ordered, and it is estimated that delivery will take four months. Given the lag in delivery time, light exchanges are anticipated to commence in October, 2023.

Regarding Council's request to have BC Hydro staff implement additional solutions as achievable to minimize light spill onto private properties, BC Hydro considers this outside of the scope of their work crews. Their crews must adhere to certain standards of installation to limit glare and uniformly light the roadway. Any complaints relating to location, design, or direction of the light would be directed back to the Town, as the customer of BC Hydro, to identify specifically the requested modification and accept payment for the change as per standard charges.



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



Lou Varela, RPP, MCIP
Chief Administrative Officer
Concurrence

**Town of Qualicum Beach
MEMORANDUM**

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

FOR: Regular Council Meeting **DATE:** June 14, 2023

FROM: R.K. (Bob) Weir, P. Eng., Director of Engineering & Capital Projects

SUBJECT: Saahtlam Park Archaeological Impact Assessment

RECOMMENDATION:

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.

PURPOSE:

To inform Council that staff will be proceeding with the Archaeological Impact Assessment (AIA) required before an application for a Site Alteration Permit can be made. Once this Permit is in place, ground altering activities can be undertaken as part of the Lodge and site redevelopment.

BACKGROUND:

Archaeological sites located on Crown or private property are protected under the *Heritage Conservation Act* (HCA), whether they are known or as yet unrecorded. The St. Andrews Lodge Historical & Cultural Society made a data request to the Archaeological Branch regarding the property and were advised that there were no recorded archaeological sites within the subject property. The Archaeological Branch stated that they do not identify a need for archaeological study or Provincial heritage permits at the time of an information request. It falls to the general public, development sectors and government agencies to determine if archaeological studies are warranted in advance of a development, by following the *Heritage Conservation Act* Permitting Process Policy Guide.

It is a high probability that the site could have archaeological significance, given that the site is located between two previously recorded archaeological sites which are protected by the HCA. The Town is undertaking the AIA in respect of our First Nations Neighbours and in compliance with provincial legislation. Given the potential for archaeological significance, if there are ground altering activities planned for the site as part of the redevelopment of the parkland and the Lodge, these cannot be undertaken without a Section 12.4 Site Alteration Permit (SAP) issued by the Archaeology Branch. A condition of a 12.4 SAP is to have the AIA completed.

In November of 2020 a notice of intent was sent out under Heritage Inspection Permit 2019-0261 to the Province and First Nations notifying them that an AIA would be conducted. The AIA was put on hold in 2020 after Council decided not to remove the St. Andrews Lodge building and the future of the site was undetermined, at that time. To date no AIA has been completed, however re-notification of the AIA intent was made in March of 2023 and engaging the archaeologists to undertake the AIA is the next step toward applying for a SAP.

DISCUSSION:

Baseline Archaeological Services Ltd. has supplied an estimate of the cost to conduct the AIA. The estimate for preparation, fieldwork and post field reporting is \$54,936.00, however, the actual costs could be impacted by the vertical and horizontal extent, and the significance, of any findings. Baseline has been holding archaeological permits for the Town of Qualicum Beach since 2016 after the Town's former consultant ceased to practice. Baseline Archaeological Services Ltd. are the only firm north of Victoria that have the capacity to do municipal work of this scale and they have an excellent working relationship with the local First Nations.

FINANCIAL IMPLICATIONS:

The budget provision for the Saahtlam Park project is \$370,000 with \$20,000 approved in 2023, \$250,000 anticipated in 2024 and and \$100,000 in 2025. The 2023 expenditure for Archaeological Services will exceed the 2023 budget provision. However, this expenditure is anticipated to be within the overall project budget provision of \$370,000 over the life of the project.

ALTERNATIVES

Should Council wish to proceed with planning for the development of Saahtlam Park, an Archeological Impact Assessment is required.



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



Lou Varela, RPP, MCIP
Chief Administrative Officer
Concurrence