

Agenda for the 10:00 am Wednesday, May 3, 2023, Town of Qualicum Beach Regular Council Meeting to be held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

Page No.

(This meeting may be recorded)

1. ADOPTION OF THE AGENDA

1-8 THAT Council adopts the May 3, 2023, regular Council meeting agenda.

2. ADOPTION OF THE CONSENT AGENDA

9-10 (1) **Correspondence Log** – May 3, 2023 – For Information

3. RECOGNITION

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

4. APPROVAL OF THE MINUTES

THAT Council approves the minutes of the following meetings:

11-18 (1) April 12, 2023 regular Council meeting

19-21 (2) April 19, 2023 special Council meeting

5. BUSINESS ARISING FROM THE MINUTES

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

THAT the Select Committee on Environment and Sustainability recommends to Council, 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.

Staff Comment: Staff support the resolution as provided. The purpose of the workshop is to explore specific aspects of climate change mitigation. While there is no budget provision for this expenditure in the 2023 financial plan, if approved by Council, staff will reallocate funds from existing 2023 strategic initiatives to fund this climate change initiative.

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

THAT the Select Committee on Beach Day Celebration recommends to Council, THAT Mike Garland be appointed to the Select Committee on Beach Day Celebration as the Chamber of Commerce Representative.

Staff Comment: Staff support the resolution as provided.

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

The following resolution was ratified by Council at their April 19, 2023 special meeting:

THAT further consideration on the replacement of the lights identified on Figure 18, as attached to the April 19, 2023 memo to Council, be deferred to the next regular Council meeting.

Staff Comment: Staff request Council direction on the replacement of streetlights as identified in Figure 18.

6. DELEGATIONS

(1) **Career Centre**

Cheryl Dill, Executive Director, and Lorrie Mohl, Employment Services Coordinator

Purpose: Overview of the purpose, services and expertise provided by the Career Centre, an initiative of the Central Vancouver Island Job Opportunities Building Society.

7. CORRESPONDENCE

- 23-24 (1) **Reducing Community Cancer Risks from Radon** – e-mail received March 22, 2023 from the Canadian Association of Radon Scientists and Technologists (CARST)

8. BYLAWS

- 25-39 (1) **Zoning Amendment and Development Permit: 230 Second Avenue West**
Staff Recommendation:

1. THAT “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (230 Second Ave W) Bylaw No. 580.137, 2022” be read a second time as amended.
2. 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”.

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

Staff Recommendation:

1. 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.
2. 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.

41-49 (3) **Town of Qualicum Beach Five-Year Financial Plan (2023–2027) Bylaw No. 778, 2023**

Staff Recommendation:

1. THAT the “Town of Qualicum Beach Five Year Financial Plan (2023–2027) Bylaw No. 778, 2023” be read a second time.
2. THAT the “Town of Qualicum Beach Five Year Financial Plan (2023–2027) Bylaw No. 778, 2023” be read a third time.

50-51 (4) **2023 Property Tax Rates Bylaw**

Staff Recommendation:

1. THAT “Town of Qualicum Beach Tax Rates (2023) Bylaw No. 779, 2023” be read a second time.
2. THAT “Town of Qualicum Beach Tax Rates (2023) Bylaw No. 779, 2023” be read a third time.

9. COMMITTEE & LIAISON REPORTS

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

(a) **Notice of Motion – Food Security**

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.

Continued on next page

- 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.

Staff Comment: Staff support the resolution as provided. Mayor Westbroek has advised that he intends to defer discussion on this item to the May 24, 2023 regular meeting of Council.

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

(a) **Notice of Motion – Nanaimo Rent Bank**

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.

Staff Comment: The Connective Support Society receives funding from the Province of BC, the City of Nanaimo, and the Regional District of Nanaimo (RDN); the Town of Qualicum Beach contributes to this initiative by collecting and remitting funds to the RDN through property taxation.

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

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

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;

Continued on next page

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.

Staff Comment: Staff support the resolution as provided.

(b) **Notice of Motion – Evening Committee of the Whole Meetings**

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.

Staff Comment: Staff support the resolution as provided.

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

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

(a) **Notice of Motion**

THAT Council hold a Committee of the Whole evening meeting [4:00 pm or 6:00 pm] on June 21, 2023, location to be determined and advertised accordingly, in order to allow public discussion on 'Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023'.

Staff Comment: At the March 22, 2023 regular Council meeting, Council provided the following direction to staff (excerpt):

[...] THAT Council directs staff to undertake a comprehensive public engagement process on "Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023" and provide an updated schedule of Strategic Initiatives within a one-year timeframe.

10. STAFF REPORTS

(1) Corporate Administration

(a) 2023 Special Event Approvals

Staff Recommendation:

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)

(2) Financial Administration

(a) Asset Management Grant Application

Staff Recommendation:

THAT the Town of Qualicum Beach supports staff applying for \$15,000 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.

(3) Fire/Rescue Services

- 53-54 (a) **UBCM Community Resiliency Investment Program – 2023 FireSmart Community Funding & Support Program**

Staff Recommendation:

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.

(4) Planning

- 55-59 (a) **Saahtlam Park Detailed Park Plan - Request for Proposals**

Staff Recommendation:

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.

- 60-68 (b) **Development Variance Permit: 307 Crescent Road West**

Staff Recommendation:

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.

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

Staff Recommendation:

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.

11. Review of Comments from the Public

Comments for this regular Council meeting must be received no later than 12:00 pm two days following the meeting (May 5, 2023). Submissions must be regarding business discussed by Council at the meeting, be 300 words or fewer, and any submissions relating to closed public hearing topics, or unrelated to Council business discussed at the meeting, will not be distributed to Council. Submissions that meet these guidelines will be distributed to all Council, posted on the Town's website, and a brief summary of the comments will be included in the meeting minutes. Comments must include a full name and address in order to be submitted for the record.

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

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

12. MOTION TO CLOSE

THAT the meeting be closed to the public for the purpose of considering:

- (a) 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*];
- (b) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; and
- (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.

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

MEETING REOPENS TO THE PUBLIC

13. ADJOURNMENT

THAT Council adjourns the meeting.

NEXT SCHEDULED

REGULAR COUNCIL MEETING: Wednesday, May 24, 2023 at 10:00 am

THE TOWN OF
QUALICUM BEACH



COUNCIL CORRESPONDENCE LOG
May 3, 2023

DATE REC'D	TOPIC	ACTION
Apr 24	Appreciation of new LED Streetlights	Rec'd for Information
Apr 24	Outdoor Cat Monitoring	Rec'd for Information
Apr 24	QB Weavers & Spinners - Volunteer Appreciation	Rec'd for Information
Apr 24	Rain Gardens	Rec'd for Information
Apr 24	Ocean Sustainability	Rec'd for Information
Apr 24	Grants for Greener Environment	Rec'd for Information
Apr 24	Green Boating	Rec'd for Information
Apr 24	Federal Funding for RCMP	Rec'd for Information
Apr 21	3022 Island Hwy Opposition	Rec'd for Information
Apr 21	TOSH - Invitation to Hannes Grosse Show	Rec'd for Information
Apr 21	RDN - Ravensong Aquatic Centre Bylaw Update	Rec'd for Information
Apr 21	Step Code Changes	Rec'd for Information
Apr 21	Plastic Proliferation	Rec'd for Information
Apr 21	Climate Change Mitigation	Rec'd for Information
Apr 21	Financial Plan Feedback	Rec'd for Information
Apr 21	Energy Code Changes Support	Rec'd for Information
Apr 21	Reducing Plastic	Rec'd for Information
Apr 21	QB Lawn Bowling Club - Invitation to Season Kickoff - May 2	Rec'd for Information
Apr 18	Mural on Memorial Roundabout	Rec'd for Information
Apr 18	Legion - Canada Day Celebrations Invitation	Rec'd for Information
Apr 17	3022 Island Hwy Comments	Rec'd for Information
Apr 17	Waterfront Walkway Improvements	Rec'd for Information
Apr 17	Nature Trust Support Letter	Rec'd for Information
Apr 17	Fortis BC - Energy Briefing Package	Rec'd for Information
Apr 17	Climate Change	Rec'd for Information
Apr 17	Green Infrastructure & Road Repairs	Rec'd for Information
Apr 17	Extended Producer Responsibility	Rec'd for Information
Apr 17	Capital Region Urban Development - Luncheon Invitation	Rec'd for Information
Apr 17	Recycle BC - Updates to Recycling Services	Rec'd for Information
Apr 17	Memorial Roundabout Mural	Rec'd for Information
Apr 17	Memorial Roundabout Mural	Rec'd for Information
Apr 17	Memorial Roundabout Mural	Rec'd for Information
Apr 17	First Ave Traffic concerns	Rec'd for Information
Apr 17	BC Ministry of Agriculture & Food - Cannabis Production	Rec'd for Information

Apr 17	Oceanside Track Support	Rec'd for Information
Apr 17	Housing Examples from UBC	Rec'd for Information
Apr 11	Track & Field at KSS Support	Rec'd for Information
Apr 11	Electoral Boundaries Concern	Rec'd for Information
Apr 11	UBC Housing Lessons	Rec'd for Information
Apr 11	BC Assessment - 2023_24 Tax Levy Bylaw	Rec'd for Information
Apr 11	Island Rail Corporation – Rebuilding Rail Corridor	Rec'd for Information
Apr 11	Pollinator Pathways	Rec'd for Information
Apr 11	Oceanside Track Support	Rec'd for Information
Apr 11	Housing Week	Rec'd for Information
Apr 11	Support for Nature Trust	Rec'd for Information
Apr 11	Garden Road Traffic Safety	Rec'd for Information
Apr 11	Fir Tree Removal	Rec'd for Information
Apr 11	Community Planning	Rec'd for Information
Various	Qualicum Beach Airport Noise (support and opposed)	Rec'd for Information
Various	Streetlight Complaints	Rec'd for Information
Various	921 Bluffs Opposed	Rec'd for Information

Note: Copies of the correspondence listed on the Council Correspondence Log are available to review in the binder at the Municipal Offices information counter, #201 – 660 Primrose Street, Qualicum Beach, BC. The Correspondence Log contains letters not already on a regular agenda, and does not contain form letters/solicitations and letters that are not routinely releasable.

Minutes of the 10:00 am Wednesday, April 12, 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
Peter Cornell, Fire Chief
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 April 12, 2023 Regular Council meeting agenda.
CARRIED UNANIMOUSLY

ADOPTION OF THE CONSENT AGENDA

Councillor Skipsey requested that the letter dated April 4, 2023 from the Canadian Association of Radon Scientists and Technologists (CARST) be added to the next regular meeting agenda for consideration.

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

- (1) **Correspondence Log** – April 12, 2023 – For Information
- (2) **Announcement of Council Meeting Motions**
- (3) **Monthly Fire Department Report** – March 2023 – For Information
- (4) **Monthly Building Permit Report** – March 2023 – For Information
- (5) **Monthly Bylaw Report** – March 2023 – For Information

CARRIED UNANIMOUSLY

APPROVAL OF THE MINUTES

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

- March 8, 2023, Committee of the Whole meeting;
- March 8, 2023, Special Council meeting;
- March 22, 2023, Regular Council meeting, as amended by replacing the words “top floor” with the words “second floor” on page 4 of 11;
- March 24, 2023, Special Council meeting.

CARRIED UNANIMOUSLY

DELEGATIONS

(1) **Managing our Urban Forest – the Role of the Interim Tree Protection Bylaw**

Pat Jacobson and Jay Smith appeared before Council to discuss the recently adopted Tree Protection Bylaw and its impact on the Town's urban forest and strategic initiatives.

Council approved, by unanimous consent, THAT the April 12, 2023, delegation from Pat Jacobson and Jay Smith be permitted an additional 5 minutes to present to Council, for a total of 10 minutes.

CARRIED UNANIMOUSLY

The Chair thanked the delegation for their presentation.

CORRESPONDENCE

(1) **BC Farmers' Markets – Seeking Support at Provincial Level** – letter received March 13, 2023

Councillor Young MOVED and Councillor Harrison SECONDED, THAT the Town send a letter to the Minister of Health, Adrian Dix, in support of the BC Farmers' Market Nutrition Coupon Program.

CARRIED UNANIMOUSLY

BYLAWS

(1) **Municipal Ticket Information Utilization Bylaw Amendment No. 626.05**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT "Town of Qualicum Beach Municipal Ticket Information Utilization Bylaw No. 626, 2008, Amendment (Tree Protection) Bylaw No. 626.05, 2023" be adopted, as amended by correcting the numbering of the bylaw schedules for consistency.

CARRIED UNANIMOUSLY

COMMITTEE & LIAISON REPORTS

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

Mayor Westbrook commented on the following:

- Attending the Regional District of Nanaimo Hospital Board meeting, commenting on several significant projects that will impact tax rates, including a new cancer centre, patient tower, and high acuity unit at the Nanaimo General Hospital, and the need for more long-term care facilities to free up space in the hospital.
- Expressing appreciation for the Province extending ten million in funding to the Island Coastal Economic Trust, which has been an economic driver for many communities on the island.
- Discussing with Chief Recalma of Qualicum First Nation about adding Pentlatch translations for some street signs in the community.
- Discussing options for developing the 8-acres of Town-owned land by Ravensbourne Lane into 'tiny homes' or mobile homes.

- Noting an upcoming Regional District of Nanaimo Board meeting on April 18, 2023, to take place at the Qualicum Beach Civic Centre to discuss a bylaw that would require Area E (Nanoose) to contribute to the costs of operating Ravensong swimming pool.

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

Councillor Harrison commented on the following:

- Cost impacts from the delays in upgrading Ravensong Pool.
- Attending the 2023 UBCM Housing Summit, noting several Provincial policy changes intended to address the lack of housing supply.
- Noting that he will be providing a motion at the next regular meeting to provide funding in the 2023 budget for the Connective Support Society.

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

Councillor Skipsey commented on the following:

- Noting that she will be providing two motions on the next regular meeting regarding fire mitigation measures near Eagle Park Care Facility, and alternate Council meeting times.
- Attending the March 29, 2023, Select Committee on Environment and Sustainability, discussing climate change mitigation, noting that the Committee will be bringing forward recommendations to Council in the near future.
- Attending the April 11, 2023 'Business Walk' with Councillor Vander Valk and the Qualicum Beach Chamber of Commerce.
- The Association of Vancouver Island and Coastal Communities Convention on April 14-16, noting that the Town has a resolution being considered at the convention.
- Noting that an update on streetlights will be presented at the April 19, 2023, special Council meeting.
- Extending an invitation for the community to attend a service for Arthur Skipsey, former Mayor and Freeman of the Town, on April 15, 2023, at the Qualicum Beach Civic Centre.

Councillor Skipsey MOVED and Councillor Harrison SECONDED,

WHEREAS, The Government of Canada has made the decision in Budget 2023 to make municipalities responsible for all retroactive costs stemming from the latest RCMP collective bargaining agreement; and

WHEREAS, These extraordinary one-time costs, which in some jurisdictions amount to millions of dollars, will cause significant hardship for communities and residents across the country, and were negotiated without meaningful consultation or a seat at the table for the municipalities responsible for paying the bill; and

WHEREAS, Municipal governments are already paying a growing share of policing costs, but unlike other orders of government, cannot run deficits to spread out the impact of these extraordinary one-time sums, and have limited revenue tools; and

WHEREAS, Local governments will now be forced to make difficult decisions that will impact residents, such as cutting essential services, reducing policing levels, raising property taxes significantly, and/or cancelling work on local infrastructure, at a time when Canadians' concerns about community safety and the cost of living are already rising; and

WHEREAS, going forward, it is critical that municipalities be proactively engaged in any forthcoming processes related to contract policing to prevent this occurring again;

THEREFORE, BE IT RESOLVED, THAT the Town of Qualicum Beach joins the Federation of Canadian Municipalities in calling on the federal government to commit to ensuring that local governments are meaningfully consulted, fully informed, and at the table on issues related to policing costs given the municipal role in keeping our communities safe;

AND FURTHER THAT the Town of Qualicum Beach conveys this support in writing to our local Member of Parliament.

CARRIED UNANIMOUSLY

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

Councillor Vander Valk commented on the following:

- Expressing appreciation to the Town's Fire Department for their annual Youth Fire Camp.
- Attending the March 27, 2023, Public Open House.
- Attending the March 30, 2023, annual general meeting for the Parksville Qualicum Beach Tourism Association.
- Attending the March 31, 2023, lift off event for the Brant Wildlife Festival.
- Attending the first annual Brant Wildlife Children's Festival on April 5, 2023.
- Attending the Business Walk with Councillor Skipsey on April 11, 2023.
- Attending the Qualicum Community Education and Wellness Society, noting that the Society has received several grants recently.

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

Councillor Young commented on the following:

- The Public Open House on April 11, 2023, commenting on several issues raised.
- The Coronation of King Charles on May 6, 2023.
- Discussing the Oceanside Track at Ballenas Secondary School in Parksville, and the possibility of a new track for Kwalikum Senior Secondary School.
- Noting that the Vancouver Island Regional Library Board is considering amending their hours of operation to open and close an hour earlier, and to expand the library due to space constraints.
- Noting that April is 'Earth Month' and that the Nature Trust is raising funds to purchase property on the Little Qualicum River.
- Communities in Bloom, noting projects that focus on climate change and food production as well as beautification.

STAFF REPORTS

(1) Corporate Administration

(a) Special Event – Earth Day

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT Council grants permission to Bare Eco Refillery to hold an Earth Day event on Saturday, April 22, 2023, from 12:00 pm to 3:00 pm, on the sidewalk directly in front of their store located at 106 – 663 Beach Road, Qualicum Beach, BC, including closure of the two nearest street parking stalls for the duration of the event.

CARRIED UNANIMOUSLY

(b) 2023 Subsidized Rental Applications for the Civic Centre and Community Hall

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council approves the School District 69 (Qualicum) KSS Fine Arts Society for a one-time subsidy for use of the Civic Centre on April 20, 2023, including use of the grand piano, portable staging and sound system, for their annual Premier Performance by charging a reduced rate of \$658, plus applicable taxes, as opposed to the regular rate of \$901, plus applicable taxes, resulting in an \$243 subsidy; and THAT Council approves the Qualicum Beach Duplicate for a onetime subsidy for use of the Civic Centre on May 5, 6, and 7, 2023 to host the 2023 Qualicum/Parksville Sectional by charging a reduced rate of \$1,560 plus applicable taxes, as opposed to the regular rate of \$2,028, plus applicable taxes, resulting in a \$468 subsidy; and

THAT Council approves the School District 69 (Qualicum) KSS Dry Grad for a one-time subsidy for the use of the Civic Centre on June 24, 2023, for the Dry Grad Prom event, by charging a reduced rate of \$0.00, plus applicable taxes, as opposed to the regular rate of \$1,575, plus applicable taxes, resulting in a \$1,575 subsidy; and THAT Council approves the Qualicum Beach Ukulele Band for a one-time subsidy for the use of the Community Hall on May 8, 2023 (or another alternative date agreed upon by the parties) for the Band to attend a trial session with their group, by charging a reduced rate of \$0.00 plus applicable taxes, as opposed to the regular rate of \$44, plus applicable taxes, resulting in a \$44 subsidy.

CARRIED UNANIMOUSLY

(c) Accessibility Advisory Team

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT an Accessibility Advisory Team be established, as attached to the April 12, 2023, memo to Council; AND FURTHER THAT the draft Terms of Reference for the Accessibility Advisory Team be approved, as attached to the April 12, 2023, memo to Council; AND FURTHER THAT staff solicit applications for membership on the Accessibility Advisory Team for Council consideration, as attached to the April 12, 2023, memo to Council.

CARRIED UNANIMOUSLY

(2) **Financial Administration**

(a) **Alternative Tax Collection Scheme Options**

Mayor Westbroek MOVED and Councillor Vander Valk SECONDED, THAT Council directs staff to amend "Town of Qualicum Beach Alternative Municipal Tax Collection Scheme Bylaw 587, 2001", to impose a penalty on current year taxes unpaid by July 2, (or the first business day following July 2), and October 31, (or the first business day following October 31);
AND FURTHER THAT, penalties of 5% be applied to both deadlines.
CARRIED UNANIMOUSLY

(3) **Fire/Rescue Services**

(a) **Fire Department Service & Training Level Policy 3013-2**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council approve the updated Fire Department Service and Training Levels Policy 3013-2.
CARRIED UNANIMOUSLY

(4) **Planning**

(a) **St. Andrew's Lodge Rehabilitation Requirements and Background - For Information**

(b) **Development Variance Permit: 921 Bluffs Drive**

The Director of Planning provided an overview of the historical and current variance permit applications for the property located at 921 Bluffs Drive, noting that the Town has received legal advice to consider the occupancy permit process separate from the development variance permit process.

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council refuses the Development Variance Permit application for 921 Bluffs Drive, as described in the April 12, 2023, Planning memo to Council.

CARRIED UNANIMOUSLY

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council rescinds the following motion made at the December 9, 2020, meeting regarding 921 Bluffs Drive: "AND FURTHER THAT Council directs staff to not issue occupancy or any other permits [for the property located at 921 Bluffs Drive] until the height issues are resolved."

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT the motion on the floor be deferred to a future Council meeting to allow staff an opportunity to review alternate options and provide recommendations to seek compliance with the Town's requirements for the over height building located at 921 Bluffs Drive.

CARRIED UNANIMOUSLY

Councillor Harrison MOVED and Mayor Westbrook SECONDED, THAT staff be directed to report at an upcoming in camera meeting options for pursuing a height variance civil injunction for the building located at 921 Bluffs Drive.

CARRIED UNANIMOUSLY

(c) Strata Conversion Request – 633 Beach Road

Councillor Harrison MOVED and Mayor Westbrook SECONDED, THAT Council authorizes staff to execute the strata conversion request for 633 Beach Road, Lot 1, Plan EPP 95812 (PID: 031-137-598) as detailed in the April 12, 2023, Planning memo to Council.

CARRIED UNANIMOUSLY

(d) Waterwise Garden Fence Replacement Request

Mayor Westbrook MOVED and Councillor Harrison SECONDED, THAT Council refers consideration of all encroaching fences adjacent to the Town-owned Waterwise Garden to a meeting after the Town has undertaken a comprehensive review of encroachment issues, including the associated financial, social and environmental issues.

CARRIED UNANIMOUSLY

MOTION TO CLOSE

Councillor Vander Valk MOVED and Councillor Harrison SECONDED, THAT the meeting be closed to the public for the purposes of considering 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: 11:44 am

MEETING REOPENED TO THE PUBLIC: 12:35 pm

REVIEW OF COMMENTS FROM THE PUBLIC

Comments for this regular Council meeting were received by 12:00 pm two business days following the meeting (April 14, 2023). Submissions were distributed to all Council, and a brief summary of the comments are as follows:

- John Wood, Qualicum Beach, regarding the development variance permit application for 921 Bluffs Drive.

ADJOURNMENT

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

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 12:35 pm

Certified Correct:

Heather Svensen
Corporate Administrator

Teunis Westbroek
Mayor

DRAFT

Minutes of the 10:00 am Wednesday, April 19, 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 Anne Skipsey
Councillor Petronella Vander Valk
Councillor Jean Young

ABSENT: Councillor Scott Harrison

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

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

ADOPTION OF THE AGENDA

Council adopted, by unanimous consent, the April 19, 2023 Special Council meeting agenda, as amended by adding additional information for item 2(1), Bylaws, Town of Qualicum Beach Five-Year Financial Plan (2023-2027) Bylaw No. 778, 2023.

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 read a first time.

CARRIED UNANIMOUSLY

Mayor Westbroek MOVED and Councillor Young SECONDED, THAT the 2024-2028 Financial Planning process include a provision in the 2024 budget for development of pickleball courts comprised of Town provided land plus a \$170,000 capital expenditure provision with \$85,000 contributed from funds raised by the Pickleball Association and \$85,000 funded from the Growing Communities Reserve Fund.

CARRIED UNANIMOUSLY

- (2) **2023 Property Tax Rates Bylaw**

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT "Town of Qualicum Beach Tax Rates (2023) Bylaw No. 779, 2023" be introduced and read a first time.

CARRIED UNANIMOUSLY

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

Councillor Vander Valk 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 introduced and read a first time, as amended by replacing two instances of the word "Monday" with the words "first business day".

CARRIED UNANIMOUSLY

STAFF REPORTS

(1) **Chief Administrative Officer**

(a) **Logo Concepts**

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, WHEREAS "logo concepts" are a product separate and apart from the Town's visual identity currently being developed, and any branding program that the Town may undertake in the future;

THAT Council invite the Chamber of Commerce to adapt the "logo concepts", attached to the Council Memorandum dated April 19, 2023, to be Chamber of Commerce specific for their own use in tourism promotion or other economic development initiatives.

CARRIED UNANIMOUSLY

(2) **Engineering & Operations**

(a) **BC Hydro Streetlight Conversion**

Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT Council instructs staff to notify BC Hydro on the replacement of light #30 identified on Figure 1 – Eaglecrest Drive, as attached to the April 19, 2023 memo to Council.

Mayor Westbroek withdrew his motion with the consent of Councillor Skipsey.

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council instructs staff to notify BC Hydro on the replacement of all the lights identified on Figures 1 to 12 and 14 to 17, as attached to the April 19, 2023 memo to Council.

CARRIED

Opposed: Councillor Young

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

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT further consideration on the replacement of the lights identified on Figure 18, as attached to the April 19, 2023 memo to Council, be deferred to the next regular Council meeting.

CARRIED UNANIMOUSLY

Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT Council respectfully requests BC Hydro to encourage their staff, as the subject matter experts on light installation, to implement additional solutions as achievable to further mitigate light spill onto private property when replacing lights on identified poles.
CARRIED UNANIMOUSLY

MOTION TO CLOSE

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

- a. personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- b. the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and
- c. the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 10:44 am

MEETING REOPENED TO THE PUBLIC: 12:25 pm

ADJOURNMENT

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

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 12:25 pm

Certified Correct:

Heather Svensen
Corporate Administrator

Teunis Westbroek
Mayor



Figure 18 - Valdez Ave

QB Town

From: CARST Radon [REDACTED] S.22 (Personal Privacy)
Sent: Wednesday, March 29, 2023 2:07 PM
To: Teunis Westbroek; Scott Harrison; Anne Skipsey; Petronella Vander Valk; Jean Young
Cc: QB Town
Subject: Fwd: Reducing Community Cancer Risks from radon

Date Received

APR 04 2023

File No.

Acknowledgement

☐ F
☐ L

----- Forwarded message -----

From: CARST Radon [REDACTED] S.22 (Personal Privacy)
Date: Wed, Mar 22, 2023 at 3:03 PM
Subject: Reducing Community Cancer Risks from radon
To: <mayor@qualicumbeach.com>
Cc: <sharrison@qualicumbeach.com>, <askipsey@qualicumbeach.com>, <pvandervalk@qualicumbeach.com>, <jyoung@qualicumbeach.com>

Action Required By

Dear Mayor Westbroek and Council,

We are a group of Community and Health Service students from Simon Fraser University (SFU) working on a multi-week service-learning project with a community-based partner. We have partnered with the Canadian Association of Radon Scientists and Technologists (CARST) for this project. Our objective is to gather insights regarding the perspectives of different municipalities in British Columbia on radon and we are doing this through conducting a survey. The survey aims to evaluate the level of awareness and action taken towards this issue by municipalities throughout BC. The results will be shared.

In 2022, Health Canada's National Radon Program developed the Radon Action Guides (RAGS), which were designed to help provinces, territories, and municipalities across Canada develop programs and policies to address radon. As an organization committed to promoting public health and safety, CARST believes that gathering information directly from municipalities on this issue will help provide a base understanding of where municipalities are at in terms of radon awareness and action as stakeholders work to distribute these new resources.

British Columbia Centres for Disease Control offers a public map illustrating radon levels by various jurisdiction, including municipality. To find out about radon in your municipality, you can explore the BC Radon Map to learn more. We are inviting your municipality to participate in this 36-question survey, which will consist of three parts: (1) general radon awareness (2) what radon policies or actions your municipality has implemented and (3) how CARST can best support your municipality in taking further radon action. The survey will take approximately 10 to 15 minutes to complete.

The information you provide through this survey will be combined with information from other municipalities to help us to gain a better understanding of the current state of radon awareness and policies in municipalities help us to identify areas where we can provide support and assistance to municipalities in addressing radon.

To access the survey, please click the survey link below.

If you have any questions, please don't hesitate to contact us at carst.radon23@gmail.com or Pam Warkentin, CARST's Executive Director, at p_warkentin@carst.ca.

Thank you for your time and consideration. We look forward to hearing from you soon.

Link to Survey:

https://docs.google.com/forms/d/e/1FAIpQLSd0deM4sjwg7C-l-uU-tGySonFmbxsdlh7kyN4v38DuKRJQDA/viewform?usp=sf_link

Link to Canadian Association of Radon Scientists and Technologists:

<https://carst.ca/>

Link to Radon Action Guide for municipalities:

<https://www.canada.ca/en/health-canada/services/health-risks-safety/radiation/radon/action-guides/municipalities.html>

Link to BC Radon Map:

<https://bccdc.shinyapps.io/bcradonmap/>

Sincerely,

Clèmence, Cyris, Gurveen, Harneet, and Rica - SFU Students working with CARST

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

TO: Luke Sales, Director of Planning

FOR: Council Meeting, May 3, 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 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".

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.

The bylaw is required to be read as amended because the height has been increased from 11.0m to 11.5m to accommodate the elevator overrun. Staff note that the height of 11.5m is a reasonable limit for three storey buildings and staff may bring forward an amendment to the other commercial zones to increase the height to 11.5m. By amending the bylaw, this will ensure no variance is required in addition to the zoning amendment application.



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:

- o If short term rental is not pursued, that long term rental be implemented and that the size of the kitchen and configuration be reassessed.
- o 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.

Additional Information

When the application went before Council on March 22, 2023, Council requested the following additional information:

- **Taxation Class:** For taxation purposes, BC Assessment places a property in a property class, which is typically based on the property’s type or use, rather than municipal zoning. Residential use falls under Class 1 - Residential, whereas hotel and motel, as well as other uses not included in other categories, fall under Class 6 – Business and Other. The short-term vacation rental units on the second floor would be considered residential. However, the Province is currently exploring options to expand split classification of properties so that commercial use of property for short-term rental accommodation is reflected in property tax assessments. The Provincial Sales Tax is charged at 8 per cent for accommodation. The Municipal and Regional District Tax is also charged by online rental platforms such as Airbnb.
- **Lock-off Units:** The applicant provided the following information: “The lock off units will be included with the rental of the main part of the associated apartment, but there will be times when a lock-off unit will be rented independently. Nine parking spaces are provided, which include five spaces for the five residential units and four spaces for the commercial space. If additional parking is deemed to be required for the lock-off units, it could be taken from the commercial allocation, with any replacement commercial parking provided by purchase from the Town.”
- **Green Building:** The applicant confirmed that the building will achieve Step Code 3 and a green roof will be provided.
- **Residential Rental:** The applicant would not consider long-term rental for the units.

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	9 parking spaces

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.

1. Buildings shall avoid massive building components in favour of smaller clustered designs of human scale. Breaks in the street frontage to accommodate driveways and parking shall be avoided along the major shopping streets, where possible.

Staff Comment: The proposed development aligns with this provision of the OCP.

2. Courtyards and "boutique"-like clustering of commercial premises with associated street furniture scaled toward pedestrian traffic are desirable. Public spaces for community gathering should be integrated into designs wherever possible. Lighting should be adequate but should avoid the use of high-intensity fixtures in favour of more ornamental lighting at lower levels of illumination.

Staff Comment: There is no courtyard but given the size of the parcel and proximity to the community park and other amenities, staff find the lack of public space acceptable.

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

Staff Comment: The parking area located at the rear of the property consists of a blacktopped area with minimal landscaping. However, most of the parking is covered by the second floor of the building.

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

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

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

1. Zoning and subdivision regulations shall provide opportunities for bed and breakfast tourist accommodation as an accessory use to the Residential, Commercial and Cultural uses permitted within the "Village Neighbourhood" area as shown on map 'Schedule 2.2'.

Staff Comment: While the proposal does not include a bed and breakfast, the proposed development will provide tourist accommodation in the form of "accessory short-term rental". These units will also be accessory to the ground-floor commercial units.

2. The Town shall consider rezoning applications for a major tourist facility combining residential use with a destination resort hotel within the "Village Neighbourhood" area.

Staff Comment: The proposal provides tourist accommodation. At the time this policy was included in the OCP, tourist accommodation consisted of hotel/motel/resort units rather than short-term rental units such as AirBnB or VRBO. Based on how tourist accommodation has changed, staff find it reasonable for the proposed zoning amendment to be considered by Council.

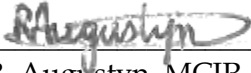
SUMMARY

A zoning amendment and Development Permit application has been made for 230 Second Avenue West to permit a mixed-use development with ground floor commercial and four short-term rental units and one residential unit. Three of the four short-term rental units have lock-off suites. The zoning amendment requires the subject property to be rezoned from Commercial 1 (C1) to Commercial Tourism 4 (CT4), which is a new Commercial zone created to accommodate the proposed short-term rental units. Staff consider the amended 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.230SecondAveW.pdf](#)
[580.137 - 230 Second Avenue West \(CT1\).docx](#)

/2023/05 03 Regular Council Meeting/memo.Plan.DP.230SecondAveW.v1.docx

SITE & PLANNING SUMMARY			
CIVIC ADDRESS: 230 SECOND AVENUE W. QUALICUM BEACH PID: 026-6114-074			
LEGAL DESCRIPTION: L 15 DK 10 DL 70 NEWCASTLE DISTRICT PL 1884			
ZONING: COMMERCIAL 1 (C-1)			
LOT SIZE: 609.2 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% (216.9 m ²)	67% (463.0 m ²)	
LANDSCAPED AREA:			
PLANTED AREAS:	30.5 m ²		
SIDEWALKS & PATIOS:	105.4 m ²		
TOTAL:	20% (137.9 m ²)	18.5% (135.9 m ²)	
SETBACKS:			
FRONT:	1.0 m	1.0/1.15 m	
REAR:	2.0 m	5.7 m	
INTERIOR SIDE:	0.0 m	1.0 m	
FLOOR AREAS:			
MAIN FLOOR:	260.1 m ²		
SECOND FLOOR:	440.0 m ²		
THIRD FLOOR:	305.6 m ²		
TOTAL FLOOR AREA:	2,005.7 m ²		
UNIT SUMMARY:			
MAIN FLOOR:			
COMMERCIAL UNIT "A":	52.2 m ²		
"B":	86.3 m ²		
"C" - OFFICE:	17.5 m ²		
"D":	27.8 m ²		
SECOND FLOOR:			
APARTMENT UNIT "2011":	87.7 m ²		
"202":	85.2 m ²		
"203":	110.9 m ²		
"204":	103.5 m ²		
THIRD FLOOR:			
APARTMENT UNIT "301":	356.6 m ²		
OFF-STREET PARKING:		BYLAW	PROPOSED
MAIN FLOOR NON-RESIDENTIAL (1,140 m ²):	4"	4"	4
DWELLING UNIT (1 PER UNIT):	5	5	5
TOTAL PARKING SPACES:	9	9	9
*ON-SITE EV CHARGERS PROVIDE A REDUCTION IN NUMBER OF REQUIRED PARKING SPACES.			



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



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



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

SUMMARY AND PERSPECTIVE

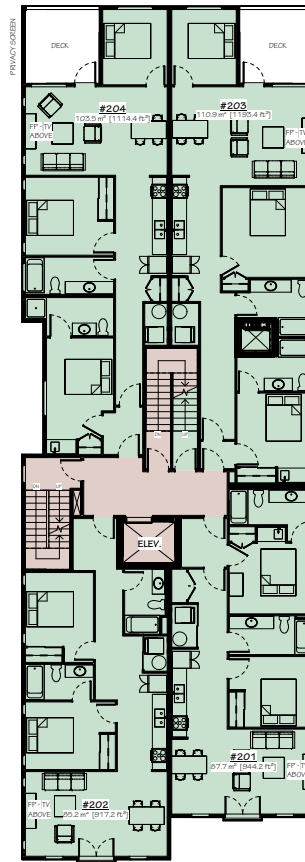
"THE AGORA"
230 WEST 2ND AVENUE, QUALICUM BEACH

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

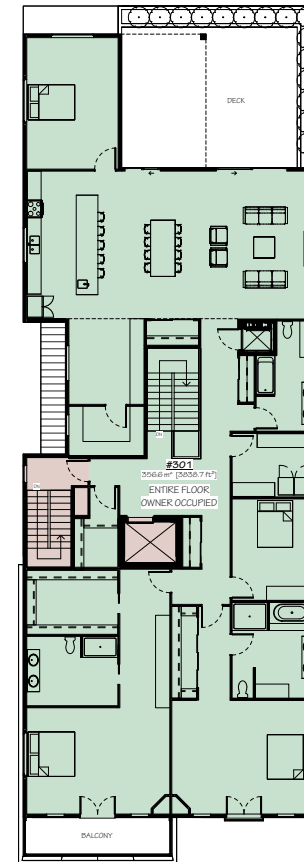
PROJECT NO: 2204
DATE: FEB. 21, 2023
SCALE: As indicated



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

PROJECT NO: 2204
DATE: FEB 21, 2023
SCALE: 1:100

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



3 SOUTH - LANE
1:100



1 NORTH - W SECOND AVE.
1:100



4 EAST
1:100



2 WEST
1:100

EXTERIOR FINISH LEGEND

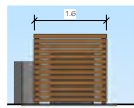
1. FIBRECEMENT LAP SIDING - "TERRACOTTA"
2. FIBRECEMENT SHINGLES - "TERRACOTTA"
3. HORIZONTAL METAL CLADDING - "TERRACOTTA"
4. VERTICAL HIDDEN FASTENER METAL CLADDING - "TERRACOTTA"
5. TIMBER - SEMITRANSSPARENT NATURAL TONE
6. CORNICE - PAINTED "DARK BLACK/BROWN"
7. WOOD AND DOOR TRIM - PAINTED "DARK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

ELEVATIONS

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

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

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



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 BIRDEYE VIEW - LOOKING SOUTH-EAST
NOT TO SCALE



2 BIRDEYE VIEW - LOOKING NORTH-WEST
NOT TO SCALE

BIRDS-EYE VIEWS, SECTION, AND GARBAGE ENCLOSURE

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

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

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

Carsten Jensen Architect
#107-693 BEACH ROAD
QUALICUM BEACH, BC, V9K 2H7
t. (250) 752 0292
e. carsten@carstensenarchitect.com
w. www.carstensenarchitect.com

LANDSCAPE SITE PLAN

[illegible]

L1

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

[illegible]

TOWN OF QUALICUM BEACH
BYLAW NO. 580.137, 2022

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

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

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

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

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

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

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

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

PUBLIC HEARING held this day of, 2023.

READ A THIRD TIME this day of, 2023.

ADOPTED this day of, 2023.

Teunis Wesbroek, 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



**TOWN OF QUALICUM BEACH
BYLAW NO. 587.04**

**A BYLAW TO AMEND "TOWN OF QUALICUM BEACH ALTERNATIVE
MUNICIPAL TAX COLLECTION SCHEME BYLAW No. 587, 2001"**

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

1. "Town of Qualicum Beach Alternative Municipal Tax Collection Scheme Bylaw No. 587, 2001" is hereby amended as follows:
 - (a) Section 13 is hereby repealed and replaced with the following:
 13. If the tax on a property is not paid in full by July 2, a penalty equal to 5% of the outstanding current year balance as of the due date shall be added to the balance due. In the event that July 2 is a Saturday, Sunday, or statutory holiday, the 5% penalty shall be added to the balance due on the first business day immediately following the Saturday, Sunday, or statutory holiday.

A further penalty equal to 5% of the outstanding current year balance as of October 31 shall be added to the balance due. In the event that October 31 is a Saturday, Sunday, or statutory holiday, the further 5% penalty shall be added to the balance due on the first business day immediately following the Saturday, Sunday, or statutory holiday.
2. This Bylaw may be cited for all purposes as "Town of Qualicum Beach Alternative Municipal Tax Collection Scheme Bylaw No. 587, 2001, Amendment Bylaw No. 587.04, 2023".

READ A FIRST TIME this 19th day of April, 2023.

READ A SECOND TIME this ____ day of ____, 2023.

READ A THIRD TIME this ____ day of ____, 2023.

ADOPTED this ____ day of ____, 2023.

Teunis Westbroek, Mayor

Heather Svensen, Corporate Administrator

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

TO: Lou Varela, CAO

FOR: Council May 3, 2023

FROM: Raj Hayre, Director of Finance

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

RECOMMENDATION:

THAT the “Town of Qualicum Beach Five Year Financial Plan (2023-2027) Bylaw No. 778, 2023” be read a second time;

THAT the “Town of Qualicum Beach Five Year Financial Plan (2023-2027) Bylaw No. 778, 2023” be read a third time.

PURPOSE

The purpose of this report is to seek Council’s approval for the Town’s Five-Year Financial Plan (2023 – 2027) Bylaw and for Council to consider second and third reading of the Bylaw.

BACKGROUND

Section 165 of the *Community Charter* requires that each municipality has a Five-Year Financial Plan authorized by bylaw. The Financial Plan must be approved by Council before the annual property tax bylaw is adopted.

The annual property tax bylaw must be approved by May 15 of each year. Based on scheduled Council Meetings, the 2023 -2027 Financial Plan Bylaw No. 778 could be finalized as follows:

Wednesday May 3, 2023

Second and Third Reading

Wednesday May 10, 2023

Adoption

The Town’s Five-Year Financial Plan has been developed based on Council’s strategic priorities and goal of delivering municipal services efficiently. The Financial Plan provides details on the resources required to continue sustainable services to residents in addition to fulfilling Council’s strategic goals.

The Town’s Five-Year Financial Plan includes both the operating and capital budgets for the General Fund, Water Fund and Sewer Fund. The plan shows the source of funds aligned with the use of funds. It is developed based upon Council’s endorsement of the Draft 2023 Financial Plan (March 10, 2023) including items added during the Committee of the Whole Budget meetings and previously approved rate increases for water, sewer and solid waste that are included in the Town’s current bylaws.

Capital projects included in the Five-Year Financial Plan are funded from asset reserves, community amenity contributions, development cost charges, government grants, external borrowing, and other contributions.

Property taxes are determined in the General Fund. The objective for the 2023 budget and the Five-Year Financial Plan has been to keep the tax rate at the lowest possible level, by incorporating efficiencies in expenditures, while sustaining existing service levels.

ANALYSIS

Highlights for the 2023–2027 Five-Year Financial Plan include:

1. Strategic Plan – Fully Funded

Council's 2023 Strategic Planning Process has outlined an ambitious program of projects and initiatives, which are fully funded in the budget. These initiatives will advance in the following areas:

Housing	Community Health & Well Being
Good Governance	Climate Action
Economic Prosperity	Progressive Infrastructure

2. Workforce Planning

The Town workforce is composed of exempt management, CUPE employees, Paid on Call Firefighters, and a variety of program contractors. Policing is provided through a provincial police contract with the RCMP. The Staff complement is gradually increasing in line with changes in the operating environment, added responsibilities and services, and public expectations. Capacity increases are included in Corporate Services for legislative support, Policing for shared civilian records support, planning for a 3-year term Planner position to provide support in carrying out Council's strategic initiatives and projects, and for a half-year impact for a position to administer the Tree Protection Bylaw, and Operations for seasonal assistance.

3. Capital Program

The \$32 million Asset Management (Five-Year Capital) Plan includes a provision for public engagement and development of the Bus Garage Site, a new Skatepark, Beach Path and Viewing Platform, Phase 2 of the East Village, Operations Workplace Modernization, significant drainage work at Beach Creek and Eaglecrest Drive and a robust program of road reconstruction and upgrades, including Seacrest Place and Bay Street.

Water and sewer utility asset replacement is included, and the replacement of the Fire Department Ladder truck is planned along with other public works operations vehicles and equipment.

A small contingency is also maintained to have a buffer for inflation and scope adjustments to approved projects, and to provide some flexibility should asset priorities change during the year.

4. Reserves are Maintained

During the five-year horizon of this Financial Plan, reserves are projected to increase from \$18 million to \$20 million, as provincial infrastructure grant assistance is received. Capital reserves are reducing, which is an indicator that additional annual funding will be required in the future, and this will be considered as part of the Asset Replacement Financing Strategy in

2023. In addition, an operating reserve to be used to fund operating projects driven by Council Strategic Initiatives is maintained with funding of \$250,000 from property taxation annually.

5. Impact on Typical Home

The 2023 Financial Plan will result in a property tax increase of 6.0% or \$121 to a typical home assessed at \$983,000. This increase is less than inflation and compares favourably with other local governments; it sustains the Town's ability to provide the same level of service and manage risk; reflects a substantial consumer price increase during the year; includes increased capacity in policing, corporate services, and planning and provides a modest increase in asset replacement funding. In addition, Water, Sewer and Solid Waste approved rate increases account for an additional \$75 increase for an overall combined total of \$196 or 6.6%.

6. Public Engagement and Outreach

Public engagement was conducted through several means. Details for service area budgets, service levels workplans, capital programs and reserve balances are included in a comprehensive 123-page Financial Plan document which is posted on the Town's website (Attachment 2). It was prepared using the best budgeting practices from the Government of Financial Officer's Association. The public was encouraged to ask questions and provide community input at scheduled Committee of the Whole budget meetings or by writing to Council via email.

The Draft 2023-2027 Financial Plan was reviewed as noted below:

- o March 15, 2023 at 10:00am Committee of the Whole Meeting
- o March 16, 2023 at 10:00am Committee of the Whole Meeting
- o March 23, 2023 at 10:30am Committee of the Whole Meeting
- o March 29, 2023 at 10:00am Committee of the Whole and Council Meeting

7. Council Direction March 29, 2023 Committee of the Whole and Council Meeting

Council was reminded that this year's financial planning process is different from previous years. Staff were not anticipating changes to the Financial Plan during the readings of the Financial Plan bylaw but were seeking Council direction on any changes requested to the budget.

The Mayor commented that the proposed Financial Plan addressed all the issues identified during the Council Strategic Planning meetings, addressed renewal of infrastructure that is at risk of failure, and is a very well put together workplan for the budget. Council also noted that if issues arise during the year that require reprioritization of workplans, that staff will bring those to Council's attention.

Council did not make any notices of motion that would impact the proposed 2023 to 2027 Financial Plan.

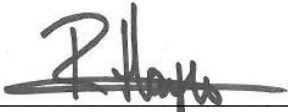
5. There have not been any changes to Financial Plan Bylaw (2023 to 2027) Bylaw 778, 2023 since the first reading.

The 2023-2027 Draft Financial Plan Budget Book was attached to the staff report included on the April 19 Council agenda. Based on discussion at the April 19 Council meeting the following changes have been made to the budget book:

- Page 20 of the Financial Plan Budget Book - the text for the Workforce planning section was revised to include a reference to a 0.5 (full-time equivalent) increase in the Planning Department to reflect the half year impact for Tree Bylaw administration.
- Page 61 and page 83 of the Financial Plan Budget Book - the description for the Strategic Initiative project in the Planning Department for the Tree Bylaw has been changed from “Tree Protection Bylaw Temporary” to “Tree Protection Bylaw”.

ALTERNATIVES

1. Provide alternate direction to staff.



Raj Hayre, CPA, CMA
Director of Finance
Report Writer



Lou Varela
Chief Administrative Officer
Concurrence

TOWN OF QUALICUM BEACH
BYLAW NO. 778

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

1. Schedule “A” attached hereto, and forming part of this Bylaw, is hereby adopted and is the Financial Plan of the Town of Qualicum Beach for the five-year period from January 1, 2023 to December 31, 2027.
2. Schedule “B” attached hereto, and forming part of this Bylaw, is hereby adopted and is the Statement of Objectives and Policies of the Town of Qualicum Beach for the five-year period from January 1, 2023 to December 31, 2027.
3. This Bylaw may be cited for all purposes as “Town of Qualicum Beach Financial Plan 2023–2027 Bylaw No. 778, 2023”.

READ A FIRST TIME on the 19th day of April, 2023.

READ A SECOND TIME on the day of May, 2023.

READ A THIRD TIME on the day of May, 2023.

ADOPTED on the day of May, 2023.

Teunis Westbroek, Mayor

Heather Svensen, Corporate Administrator

SCHEDULE "A"
QUALICUM BEACH FINANCIAL PLAN BYLAW NO. 778, 2023
FOR THE FIVE YEAR PERIOD 2023 TO 2027

	2023	2024	2025	2026	2027
Revenues					
Municipal Taxation	11,953,600	12,417,700	12,972,000	13,525,200	14,082,800
Grants in Lieu of Taxes	178,000	185,100	192,500	200,200	208,300
Parcel Taxes	1,263,000	1,405,000	1,475,600	1,550,000	1,628,300
Fees and Charges	3,741,400	4,386,100	4,148,600	4,430,500	4,591,900
Own Sources	1,623,500	1,688,600	1,756,000	1,826,100	1,898,900
Grants and Contributions	7,537,300	6,990,800	3,165,000	1,896,600	1,964,700
Other Revenue	407,000	423,200	440,200	457,800	476,100
Total Revenue	26,703,800	27,496,500	24,149,900	23,886,400	24,851,000
Use of Reserve Funds	5,418,000	6,269,500	4,235,500	4,352,400	3,601,500
Development Cost Charges	50,000	214,000	175,000	-	-
Proceeds of Debt	3,325,000	-	5,000,000	-	-
Total Revenue, Use of Reserves and Proceeds of Debt	35,496,800	33,980,000	33,560,400	28,238,800	28,452,500
Operating Expenditures					
General Government	3,550,700	3,680,600	3,815,300	3,984,600	4,099,300
Protective Services	2,867,500	2,976,000	3,088,600	3,205,500	3,326,900
Public Works	4,484,900	4,653,100	4,827,700	5,009,400	5,198,200
Parks and Recreation and Culture	1,513,200	1,568,300	1,625,200	1,684,300	1,745,600
Solid Waste and Recycling	933,700	970,200	1,008,100	1,047,500	1,088,400
Utilities	1,577,600	1,635,500	1,695,400	1,757,400	1,818,700
Community and Strategic Planning and Development	2,651,400	2,088,600	1,858,600	1,890,300	1,908,400
Total Operating Expenditures	17,579,000	17,572,300	17,918,900	18,579,000	19,185,500
Capital Expenditures	9,987,500	11,279,000	10,231,000	4,161,000	3,475,700
Debt Servicing					
Debt Interest	72,000	177,900	177,900	198,800	198,800
Debt Principal	628,000	1,054,900	1,054,900	576,900	576,900
Contributions to Reserves	7,230,300	3,895,900	4,177,700	4,723,100	5,015,600
Total Operating, Capital, Reserve Contributions and Debt Servicing	35,496,800	33,980,000	33,560,400	28,238,800	28,452,500

SCHEDULE "B"

STATEMENT OF OBJECTIVES AND POLICIES FOR BYLAW NO. 778 FOR THE FIVE-YEAR PERIOD 2023 TO 2027

In accordance with Section 165(3.1) of the *Community Charter*, the Town of Qualicum Beach is required to include in the Five-Year Financial Plan, objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the *Community Charter*;
2. The distribution of property taxes among the property classes, and
3. The use of permissive tax exemptions.

FUNDING SOURCES

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2023. Property taxes form the greatest proportion of revenue. As a revenue source, property taxation offers a number of advantages; for example, it is simple to administer and it is fairly easy for residents to understand. It offers a stable and reliable source of revenue for services that are difficult or undesirable to fund on a user-pay basis. These include services such as general administration, fire protection, police services, bylaw enforcement and public works.

User fees and charges form an important portion of planned revenue. Many services can be measured and charged on a user-pay basis. Services where fees and charges can be easily administered include water and sewer usage, building permits, business licences, and sale of services – these are charged on a user-pay basis. User fees attempt to apportion the value of a service to those who use the service.

Objective

Over the next five years, the Town will continue to review the proportion of revenue that is received from user fees and charges to determine whether the user-fee component could be increased to lessen the requirement for property taxation.

Policies

- The Town will review all user-fees and parcel taxes to ensure that they are adequately meeting the costs of the service. This will include cemetery, airport, licences and permits, and all other fees and charges.
- Where possible, the Town will endeavour to supplement revenues from user fees and charges, rather than taxation, to lessen the burden on a limited property tax base. This will include an ongoing comprehensive review of all fees and charges bylaws.

Table 1 Funding Sources

Funding Source	% of Total Revenue	Dollar Value
Property taxes	37.7%	\$13,394,600
User fees and charges	10.5%	\$3,741,400
Other sources	4.6%	\$1,623,500
Grants and Contributions	21.2%	\$7,537,300
Development Cost Charges	0.1%	\$50,000
Borrowing Proceeds	9.4%	\$3,325,000
Other Revenue	1.1%	\$407,000
Other net transfers/revenue	<u>15.4%</u>	<u>\$5,418,000</u>
Total	100%	\$35,496,800

DISTRIBUTION OF PROPERTY TAXES

Table 2 outlines the distribution of property taxes among the property classes for the Town's portion of the property taxes. The residential property class provides the largest proportion of property tax revenue. This is appropriate, as this class also forms the largest portion of the assessment base and consumes the majority of Town services.

The 2023 property taxes are based on a 6.0% increase over the 2022 property taxes plus 0.6% in new construction taxes. The Town's portion of the property taxes represents approximately 50% of the total tax bill sent to property owners. The other tax levies are not included in the figures below. These other taxes include the Regional District, School, Hospital, Library, BC Assessment, and Municipal Finance Authority. The 2022 Town tax rate is shown in table two below as final 2023 property assessment information has not been received from the BC Assessment Authority. Once assessments are received, tax rates are calculated and this could change the distribution shown in the table below.

Table 2 Property Tax Distribution

Class of Property	2022 Town Property Taxes		2022 Town Tax Rate
Residential	\$9,607,273	90.63%	2.0835
Utility	\$48,205	0.45%	35.1573
Light Industry	\$1,145	0.01%	5.3061
Commercial/Other	\$912,854	8.61%	5.3061
Managed Forest	\$555	0.01%	2.0835
Recreation/Non-Profit	\$29,767	0.28%	5.3061
Farm	\$246	less than 0.01%	2.0835
Total	\$10,600,047		

Objectives

- Over the next five years, the tax burden between the residential and commercial tax classes should continue to be reviewed to ensure fairness.
- Maintain the property tax rate for Commercial/Other (Class 6) at a rate competitive with surrounding communities.
- Tax increases should be stable and, where possible, targeted to specific areas.

Policies

- Supplement, where possible, revenues from user fees and charges to help offset the burden on the entire property tax base.
- Continue to maintain and encourage community and appropriate economic development initiatives designed to enhance the community.
- Align the distribution of tax rates among the property classes with the social and community development initiatives established by Council.
- Regularly review and compare the Town's taxes with comparable surrounding communities.

Property Tax Projections

Over the next 5 years, property taxes are projected to increase as shown below. These projections are reviewed annually and are subject to change, based on a number of factors. These factors could include inflation, infrastructure conditions, economic climate, environmental considerations, public input and Council priorities.

- 2023 – 6.0% tax increase comprised of 2.8% for municipal operations, 2.5% for the Asset Management Program and 0.7% for police services.
- 2024 to 2027 – The Five Year Financial plan anticipates a 4 percent property tax increase in years 2024 to 2027. The rates for inflation service changes and sustainable asset investment levels should also be reviewed annually to ensure that they continue to remain appropriate.

PERMISSIVE TAX EXEMPTIONS

The Town of Qualicum Beach annually exempts from property taxes those properties that are non-profit in nature and provide a community benefit, as determined by Council. Places of public worship are also exempted. These properties are annually advertised and then exempted by bylaw.

**TOWN OF QUALICUM BEACH
BYLAW NO. 779**

**BEING A BYLAW FOR THE LEVYING OF RATES FOR GENERAL MUNICIPAL, REGIONAL
DISTRICT, REGIONAL HOSPITAL AND LIBRARY PURPOSES FOR THE YEAR 2023**

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

1. The following rates are hereby imposed and levied for the year 2023:
 - (a) For all lawful general purposes of the Town of Qualicum Beach on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "A" of Schedule "A" attached hereto and forming a part hereof.
 - (b) For purposes of the Vancouver Island Regional Library on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "B" of Schedule "A" attached hereto and forming a part hereof.
 - (c) For purposes of the Regional District of Nanaimo on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "C" and "D" of Schedule "A" attached hereto and forming a part hereof.
 - (d) For purposes of the Nanaimo Regional Hospital District on the assessed value of land and improvements taxable for Regional Hospital District purposes, rates appearing in Column "E" of Schedule "A" attached hereto and forming a part hereof.
2. The minimum amount of taxation upon a parcel of real property shall be One Hundred Dollars (\$100.00).
3. This Bylaw may be cited as "Town of Qualicum Beach Tax Rates (2023) Bylaw No. 779, 2023".

INTRODUCED FOR FIRST READING this 19th day of April, 2023.

READ A SECOND TIME 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"

Tax Rates (Dollars of tax per \$1,000 of Value)

	A	B	C	D	E
PROPERTY CLASS	General Municipal	Library	Regional District General	Regional District Sewer	Regional Hospital
1. Residential	2.1861	0.1219	0.5893	0.4497	0.3527
2. Utilities	36.8891	2.0572	9.9449	7.5890	1.2346
3. Supportive Housing	2.1861	0.1219	0.5893	0.4497	0.3527
4. Major Industry	5.5673	0.3105	1.5009	1.1453	1.1993
5. Light Industry	5.5673	0.3105	1.5009	1.1453	1.1993
6. Business and Other	5.5673	0.3105	1.5009	1.1453	0.8642
7. Managed Forest Land	2.1861	0.1219	0.5893	0.4497	1.0582
8. Recreational/Non-Profit	5.5673	0.3105	1.5009	1.1453	0.3527
9. Farm	2.1861	0.1219	0.5893	0.4497	0.3527

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

TO: Lou Varela, CAO **FOR:** Regular Council Meeting, May 3, 2023
FROM: Raj Hayre, Director of Finance
SUBJECT: Asset Replacement Financing Strategy and Grant Management

RECOMMENDATION:

THAT the Town of Qualicum Beach supports staff applying for \$15,000 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.

PURPOSE

To obtain approval for the submission of a grant application to the Union of BC Municipalities (UBCM) for developing an asset replacement financing strategy.

BACKGROUND

Council identified the development of an asset replacement financing strategy as a priority in its 2023 strategic planning process.

A \$30,000 provision to forward this initiative is included in the 2023 financial plan. The provision is based on \$15,000 asset management grant funding with matching funds from the Town.

The next intake for grant applications under UBCM's asset management planning program is May 12, 2023. The application must be accompanied by a current Council resolution indicating support for the proposed activities and willingness to provide overall grant management.

ALTERNATIVES

1. Provide alternative direction to staff.



Raj Hayre, CPA, CMA
Director of Finance
Report Writer



Lou Varela
Chief Administrative Officer
Concurrence

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

TO: Lou Varela, CAO **FOR:** Regular Meeting May 3, 2023

FROM: Peter Cornell, Fire Chief

RE: Union of BC Municipalities (UBCM) Community Resiliency Investment Program
– 2023 FireSmart Community Funding & Support Program

RECOMMENDATION

THAT Council authorizes the submission of an application to the 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.

PURPOSE

To apply for UBCM funding to support the completion of a CWRP, fuel management prescriptions, provide FireSmart training for staff, and purchase FireSmart educational material for the residents.

BACKGROUND

UBCM administers the Community Resiliency Investment Program Fund provided by the Province of BC and offers a funding stream called 2023 FireSmart Community Funding & Supports Program. Under this program, local governments can apply for funding to increase community wildfire resiliency through community based FireSmart planning and activities. The CWRP, fuel management prescriptions, and FireSmart education are considered eligible under the program and will increase the community's resiliency to wildfires.

The Town of Qualicum Beach last completed a Community Wildfire Protection Plan in 2007, and the community, as well as the plan content and layout, have changed dramatically since then. The new CWRP and fuel management prescriptions will follow current best practices and FireSmart principles.

DESCRIPTION OF THE PROPOSED PROJECT

The CWRP will build on the Community Wildfire Protection Plan initially completed in 2007 and integrate the seven FireSmart disciplines. Those seven disciplines are: education, legislation and planning, development considerations, interagency cooperation, cross-training, emergency planning, and vegetation management. The CWRP will look at the community's risk of wildfire and provide guidance to the Town on best practices and principles for mitigation and resiliency. While the CWRP is a stand-alone document, it will link to other key plans such as the Official Community Plan, Strategic Plan, and Urban Forest Master Plan.

The second portion of the project will take the CWRP and create fuel management prescriptions for two key forested areas - the Community Park and Heritage Forest. Together, these forested areas cover over 56 hectares of heavily used lands which border residential subdivisions, community amenities and care facilities. The fuel management prescriptions will recommend fuel management activities that, once completed, will reduce fire behaviour. The fuel management activities will consider a balance between fire behaviour, cost-effectiveness, and other values on the landscape.

To support the new CWRP and FireSmart disciplines, the project includes an educational component. The funding for this component will be used to purchase FireSmart educational materials and displays for public outreach events, as well as send two staff members to the Wildfire Resiliency and Training Summit in Vancouver.

FINANCIAL IMPLICATIONS

The estimated cost for this project is \$68,980, which would be fully funded by grant funding from UBCM.

SUMMARY

The Town would like to apply to the UBCM for 2023 FireSmart Community Funding & Supports Program under the Community Resiliency Investment Program umbrella. This funding will help build wildfire resiliency in our community.

ALTERNATIVE

- Provide alternative direction to staff.



Peter Cornell, ECFO
Fire Chief
Report Writer



Lou Varela, RPP, MCIP
Chief Administrative Officer
Concurrence

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

TO: Luke Sales, Director of Planning **FOR:** Council Meeting, May 3, 2023

FROM: Rebecca Augustyn, Planner

SUBJECT: Saahtlam Park Detailed Park Plan - Request for Proposals

RECOMMENDATION

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.

PURPOSE

Staff are seeking Council authorization to proceed with a consultant-led process to develop a detailed site plan for Saahtlam Park, based on the 2020 Former St. Andrew's Waterfront Park Conceptual Plan. The process would start with a Request for Proposals (RFP) to identify a consultant.

BACKGROUND

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

Beginning in June 2019, the Town undertook a comprehensive public consultation and visioning process led by Lanarc Consultants. The plan was undertaken with the following objectives:

- Learn about the site's existing conditions and assets;
- Engage with stakeholders, members of the public, staff, and Council;
- Understand key issues and develop potential options to address these issues;
- Develop a strong vision; and
- Outline recommendations that support the vision and allow the Town to plan, prioritize, and budget for park improvements over time.

The Town adopted the "Former St. Andrew's Waterfront Park" conceptual plan on February 5th, 2020. The complete 62-page conceptual plan can be found on the Town's website: <https://www.qualicumbeach.com/standrews>

At the time that the plan was adopted, there were several decisions that had yet to be made. The proposed detailed park plan is the next step in the process.

DISCUSSION

In 2016 the Town completed a comprehensive Waterfront Master Plan that articulates a long-term vision for the Qualicum Beach Waterfront overall. Saahtlam Park offers the potential to support many of the goals and priorities in that Plan including:

- Enhancing amenities to make the waterfront more user-friendly.
- Creating opportunities to bring people together in groups of all sizes, using natural amenities wherever possible.
- Exhibiting cultural awareness and history.
- Providing access to a wide range of activities for both residents and visitors.

The Town is now seeking to build on the results of the 2020 conceptual plan by advancing a detailed park plan. Whereas a conceptual park plan is a preliminary plan that provides a general overview of the proposed park design and layout, highlighting key features and amenities, a detailed park plan will provide a more comprehensive and detailed roadmap for the park project, with specific information about the site, facilities, amenities, landscaping, and programming. It may include technical drawings and specifications, detailed cost estimates, and a phasing plan for construction and implementation. A detailed park plan could also include more information on environmental sustainability, accessibility, maintenance, and management.

In addition to the information generally included in a detailed park plan, this initiative would also seek clarity on some issues that are specific to Saahtlam Park:

1. *Washroom:* Details on where and how a washroom/change room should be constructed at Saahtlam Park is one important outcome from the Saahtlam Park detailed park plan. There is an option to construct a public washroom in a standalone building or inside the lodge.
2. *Parking:* The conceptual plan identifies the need for a parking strategy, which still needs to be completed.
3. *Park Signage and Wayfinding Plan:* Public input suggested that maps, interpretive signage, and informational signage, including information about park history and ecological characteristics.
4. *Conceptual design* for the “nature-based play area” is identified in the conceptual plan.

Public Consultation Strategy

There was extensive consultation in 2019, leading to the adoption of the conceptual park plan. Staff would not recommend repeating the same engagement exercise completed in 2019. Rather, the next phase of public consultation would focus on reviewing and finalizing detailed project elements to ensure that they meet the overall vision of the conceptual design. Details on the public engagement strategy will be developed by the consultant, however staff propose that the public be given opportunities to participate in this project in multiple formats and venues. Public consultation will proceed in some manner through the summer, but it will be primarily unstructured due to the challenge of convening groups during the summer.

Following is one possible schedule for public engagement.

- June 2023: Ideally there would be a public meeting prior to summer 2023 to review the 2020 Conceptual Plan and discuss next steps for the project.
- July – August: Provide consultation options for residents and tourists to provide feedback during the summer months. Pop-up engagement at community events and public places is a possibility.
- September – October: A public meeting to present the results of public consultation along with a draft of the detailed park plan.
- Online and print surveys will provide an option for continuous engagement throughout the project.

Staff will look to the consultant to provide more details on the public consultation strategy.

IAP2 Spectrum of Public Engagement

The International Association for Public Participation (IAP2) Spectrum of Engagement is a tool that describes the various levels of engagement that organizations can use to involve the public in decision-making processes. The spectrum consists of five levels of engagement, ranging from inform to empower:

1. **Inform:** This level involves providing the public with balanced and objective information to help them understand the issues and implications of a decision.
2. **Consult:** This level involves seeking feedback and input from the public to help inform the decision-making process.
3. **Involve:** This level involves working directly with the public to ensure that their concerns and aspirations are considered in the decision-making process.
4. **Collaborate:** This level involves partnering with the public in the development of alternatives and solutions to the issues at hand.
5. **Empower:** This level involves placing final decision-making authority in the hands of the public. For local governments this is not a common option, as it would either mean an election or referendum.

Staff anticipate that the level of public engagement for this project will be “Consult”. The Town and consultant will seek feedback and input from the public to help inform the decision-making process.

Financial Implications

The Town’s 5-year financial plan allocates \$20,000 for the completion of the detailed park plan. Staff consider this to be an adequate budget to complete the project.

Recommendation

Both the staff recommendation and Alternative 1 would initiate the RFP process to identify a consultant to undertake a detailed park plan for Saahtlam Park. The difference between the options is that the recommendation would have staff select the consultant and award the RFP, rather than taking it to Council for a decision. There are several reasons for this:

- Potential consultants are very busy, and recent RFPs have resulted in a small number of viable proposals.

- The value of the contract is relatively low (\$20,000).
- Depending on the timing of the RFP issuance, awaiting a Council decision can delay the project by up to 3 weeks and limit opportunities for engagement prior to the summer months.
- Council still has full control over the content of the detailed park plan, as that would be presented to Council for review in the fall.

Alternative 1 would authorize issuance of the RFP, and a report would be brought to Council for selection of a consultant in a future meeting, likely in June or July.

Alternative 2

There has been recent discussion about the inclusion of a washroom into the Southland park plan. A washroom is strongly recommended in the conceptual plan, and staff anticipate that a washroom will be included. However, if council wants to preim preemptively determine that the conceptual plan will include a washroom, alternative one would establish this as one of the assumptions for the project.

SUMMARY

The Town is now seeking to advance the 2020 “Former St. Andrews Waterfront Park Conceptual Plan” by advancing a detailed park plan. Staff are seeking Council authorization to proceed with a consultant-led process. The process would start with a Request for Proposals (RFP) to identify a consultant.

ALTERNATIVES

1. THAT Council directs staff to proceed with issuance of a Request for Proposals to identify a consultant to develop a detailed park plan for Saahtlam Park, with the consultant to be selected by Council at a future meeting;
2. THAT Council directs staff to require the inclusion of a washroom as one of the assumptions in the development of a detailed park plan for Saahtlam Park;
3. THAT Council directs staff not to proceed with a Request for Proposals for the Saahtlam Park Detailed Park Plan currently; or
4. THAT Council provides alternative direction for staff.



R. Augustyn, MCIP, RPP
Planner
Report Writer



Luke Sales, MCIP, RPP
Director of Planning
Concurrence



Lou Varela, MCIP, RPP
CAO
Concurrence

Location Map



Town of Qualicum Beach
MEMORANDUM

TO: Luke Sales, Director of Planning **FOR:** Council Meeting, May 3, 2023

FROM: Rebecca Augustyn, Planner

SUBJECT: Development Variance Permit: 307 Crescent Road West

RECOMMENDATION

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.

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 307 Crescent Road West. The request is to vary the minimum front lot line setback from 8.0m to 3.0m to permit a garden suite.

BACKGROUND

A Development Variance Permit has been requested for 307 Crescent Road West. The property is zoned Residential 1 (R1). The property is bordered by Crescent Road West to the south, Poplar Avenue to the north and residential properties to the east and west.

Crescent Road West and Poplar Avenue are both considered to be “front” lot lines and require a minimum setback of 8.0m (as opposed to 3m for a rear property line). The owner is planning to build a garden suite along Poplar Avenue. Given the proximity to Poplar Avenue, a variance is required.



Figure 1: Subject Property

DISCUSSION

The owner of 307 Crescent Road West has applied to vary the front lot line setback to accommodate a garden suite. The proposal is to vary the front lot line setback as shown below:

	Current Zoning Residential 1 (R1)	Proposed	Variance
Front Lot Line	8.0m	3.0m	5.0m

The proposal is to vary the front lot line setback from 8.0m to 3.0m, which requires a 5.0m variance. The proposed garden suite is approximately 63m² (684 sf) and is approximately 3.7m in height. The proposed garden suite meets all other setbacks, as well as the maximum area and maximum height. In addition to the application, a letter of support signed by some neighbouring properties has also been submitted. This letter will be included as part of the public input record if the application proceeds. Staff find it reasonable to consider a variance for the subject property.

SUMMARY

A Development Variance Permit application has been received for 307 Crescent Road West. The proposed variance for 307 Crescent Road West would vary the front lot line by 5.0m, from 8.0m to 3.0m. Staff recommend Council consider the issuance of a Development Variance Permit for 307 Crescent Road West at a future meeting of Council.

ALTERNATIVES

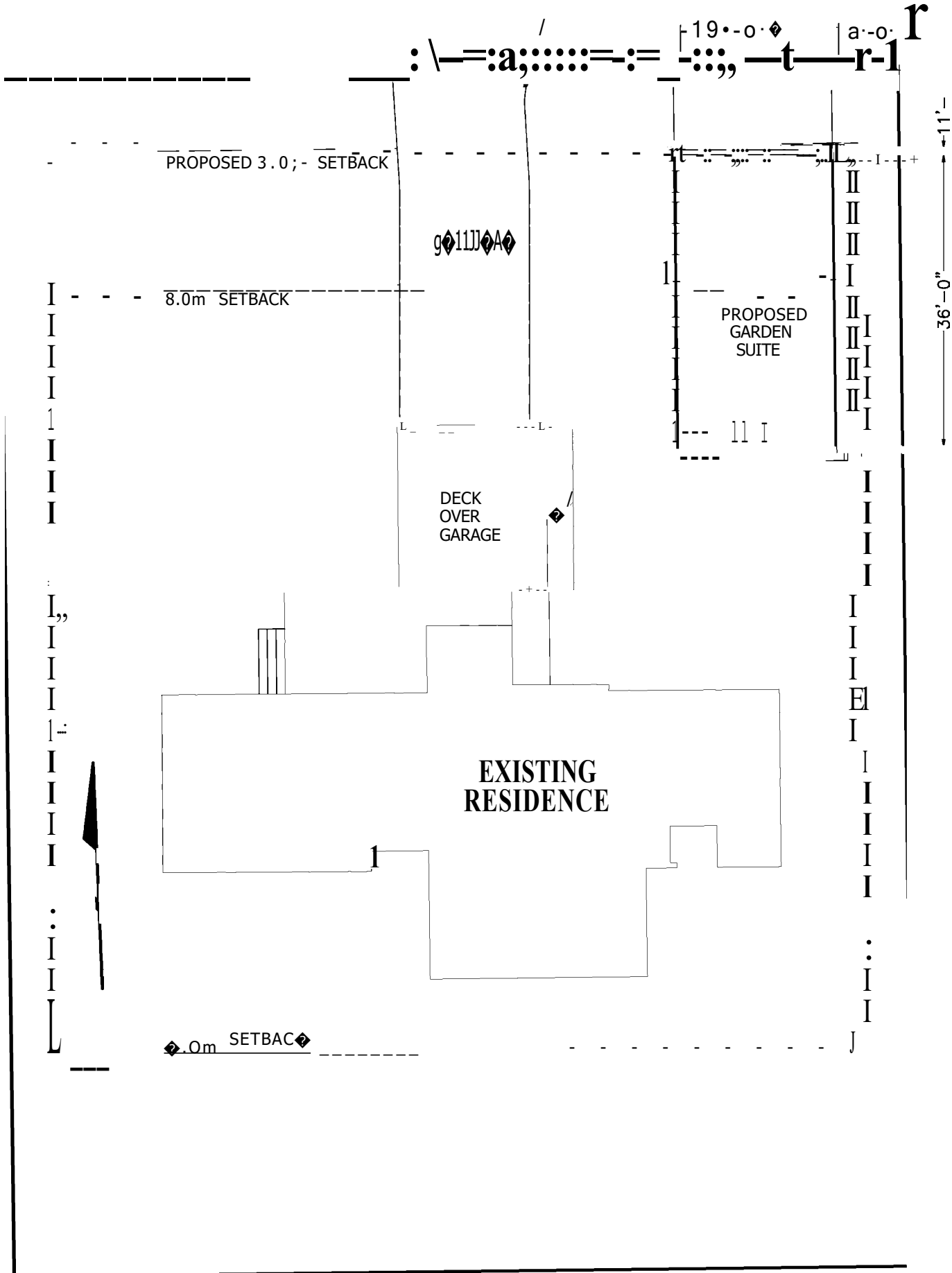
1. Refuse the Development Variance Permit for 307 Crescent Road West; or
2. Provide alternative direction to staff.


R. Augustyn, MCIP, RPP
Planner
Report Writer


Luke Sales, MCIP, RPP
Director of Planning
Concurrence


Lou Varela, MCIP, RPP
CAO
Concurrence

Attachments
[memo.PLANS.DVP.307CrescentRoadW.pdf](#)



POPLAR
AVENUE

f - 1 - 11 - 8'-0" r

PROPOSED 3.0m SETBACK

EXISTING
DRIVEWAY

8.0 SETBACK

PROPOSED
GARDEN
SUITE

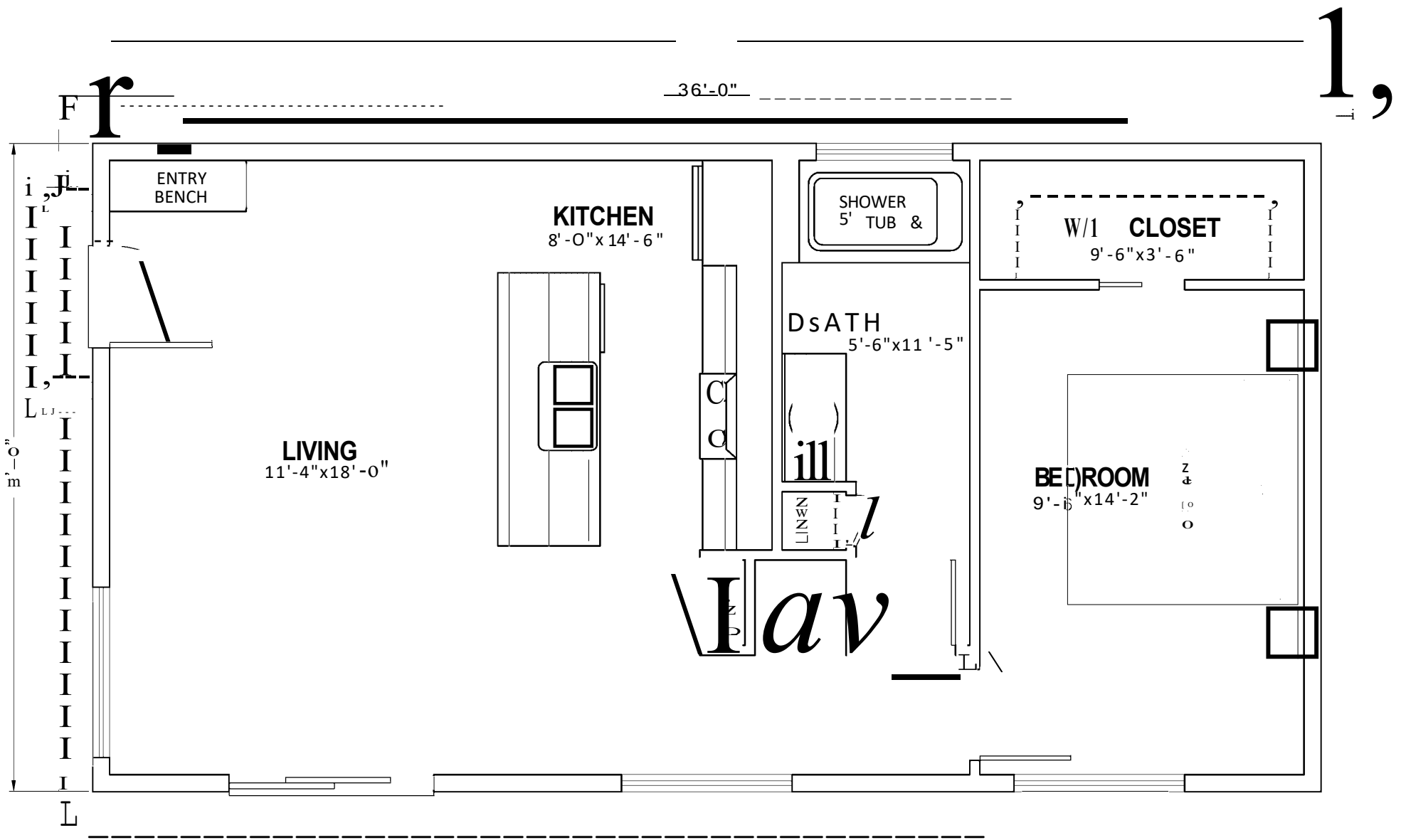
DECK
OVER
GARAGE

EXISTING
RESIDENCE

CRESCENT ROAD WEST

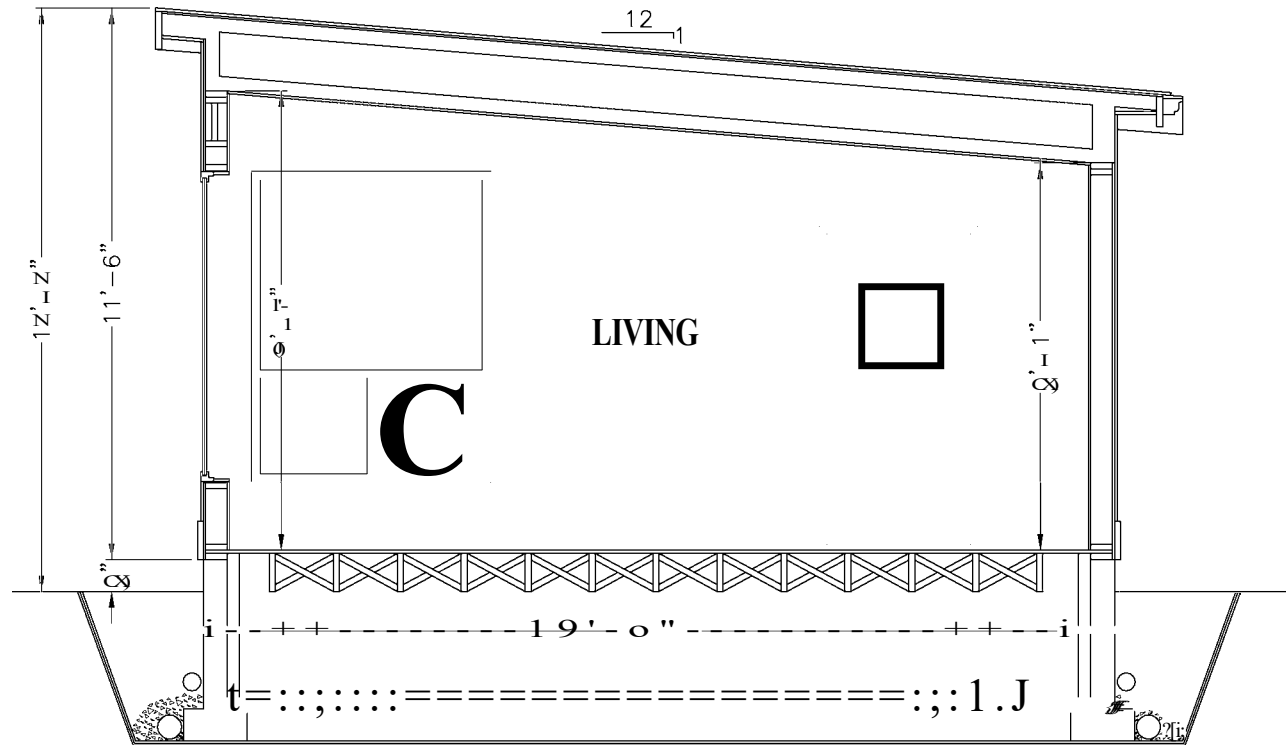
SITE SKETCH

SCALE: 1/16" = 1'-0"

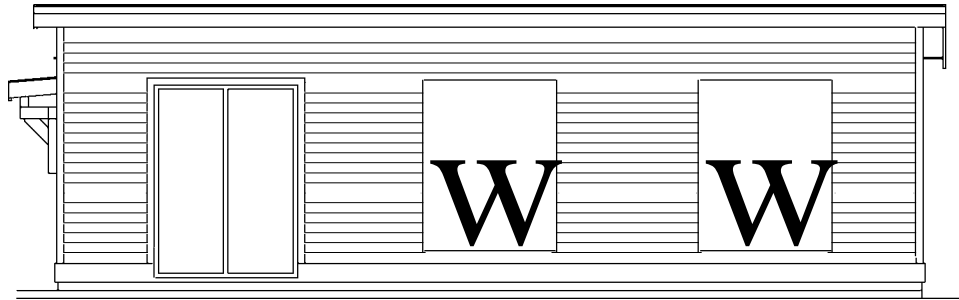


MAIN FLOOR PLAN

684 SQ.FT. LIVING AREA

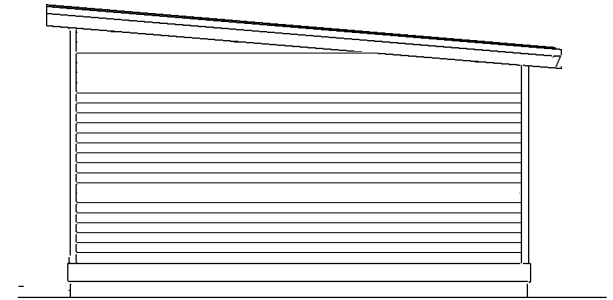


SECTION A-A



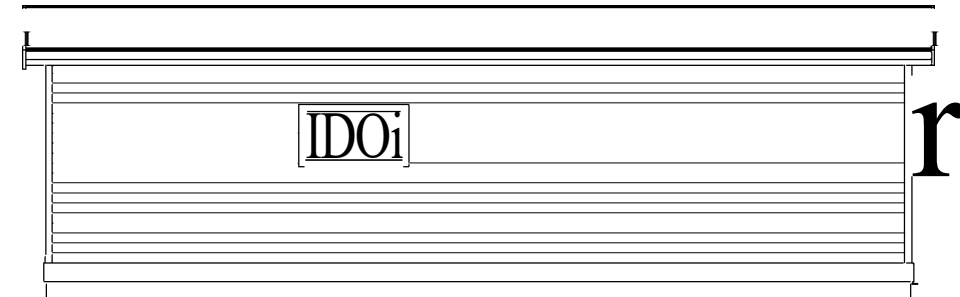
FRONT ELEVATION (WEST)

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



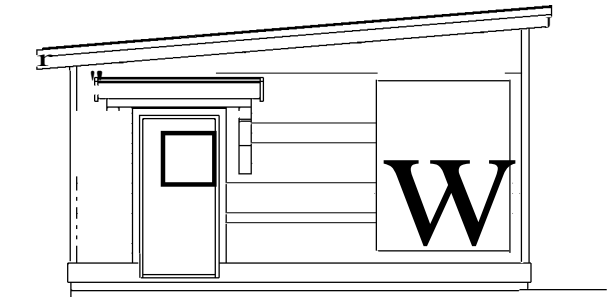
RIGHT ELEVATION (SOUTH)

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



REAR ELEVATION (EAST)

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



LEFT ELEVATION (NORTH)

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

