

**Agenda for the 10:00 am Wednesday, November 8, 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)

1-8 1. ADOPTION OF THE AGENDA

THAT Council adopts the November 8, 2023, regular Council meeting agenda.

2. ADOPTION OF THE CONSENT AGENDA

Due to agenda publishing deadlines, the monthly bylaw, building permits, and Fire Department reports for October, 2023 will be published in the December 6, 2023 regular meeting agenda

9 (1) Correspondence Log – November 8, 2023 – For Information

10 (2) Announcement of Council Meeting Motions

3. APPROVAL OF THE MINUTES

THAT Council approves the minutes of the following meetings:

11-22 (1) October 11, 2023 regular Council meeting

23-26 (2) October 24, 2023 special Council meeting

4. DELEGATIONS

(1) Sue Big Oil

Roy Collver

Purpose: Requesting Council consider supporting “Sue Big Oil”, a class action lawsuit against oil, gas, and coal companies.

(2) Flowerstone Health Society

Adele Kristalovich, Flowerstone Health Society

Purpose: Requesting a one-time contribution of \$30,000 to hire a clinic manager for Flowerstone Health Clinic in Qualicum Beach.

5. CORRESPONDENCE

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

Staff Recommendation:

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

- 28-29 (2) **2023 Qualicum Beach Christmas Concert – Concert Sponsorship Request**
 – received October 15, 2023

Staff Comment:

Town Policy No. 3000-6, Grants in Aid, states “it is the policy of the Town of Qualicum Beach not to provide grants-in-aid except to the Chamber of Commerce, Policing/Protective Services, Affordable Housing and through In-kind contributions”, and Town Policy No. 4004-1a, Community Hall and Civic Centre Rental Rates – Subsidized Rentals, states “Subsidy applications will be allocated twice each calendar year, once in March and once in September. Applications must be submitted in writing prior to March 1st or June 30 to the Town Special Event Coordinator. Applications must be received by the deadline prior to the event at the latest. Subsidized rental applications after the event will not be accepted. Applications received after these dates will not be considered for rental subsidy in the current year. All applications must be submitted through proper process.”

Should Council wish to support this request, the rental fee for the Civic Centre for this event may be subsidized or waived in its entirety by Council resolution.

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

- 30-31 (3) **2024 Vancouver Island Regional Library Board Appointments** – letter dated October 17, 2023

Staff Recommendation:

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

6. BYLAWS

- 32-37 (1) **Housekeeping Bylaw**

Staff Recommendation:

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

38-62 (2) **Zoning Amendment: 127 and 141 Fifth Avenue East**

Staff Recommendation:

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

THAT Council hold a Public Hearing on December 6, 2023, at 10:00 am at the Qualicum Beach Town Hall, 660 Primrose Street, Qualicum Beach in regard to “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (127 and 141 Fifth Avenue East) Bylaw No. 580.139, 2023”.

7. COMMITTEE & LIAISON REPORTS

- (1) **General Government** (Mayor Teunis Westbroek)
- (2) **Public Safety** (Councillor Scott Harrison)
- (3) **Parks & Recreation** (Councillor Anne Skipsey)
 - (a) **Notice of Motion – National Tree Day 2024**

WHEREAS our urban forest canopy is under stress from the ongoing loss of mature trees to development and the effects of climate change, including drought and the visible loss of trees and potentially key species like Western Red Cedar and Grand Fir; and

WHEREAS the Town of Qualicum Beach has recently adopted an Urban Forest Master Plan, and implemented a comprehensive Tree Protection Bylaw with core objectives of public education and engagement while working in concert with Town Staff to manage our urban forest;

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

Staff Comment:

Staff request details on what staff resources are required for the September 2024 celebration. Funding could be allocated from the Strategic Initiatives Reserve Fund if the event is a one-time ask. If the request will be an ongoing initiative, staff recommend referring to the 2024 budget process.

(b) **Notice of Motion – Select Committee on Parks and Recreation**

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

Staff Comment:

The second phase of the Committee Review in 2024 could address this consideration.

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

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

(a) **Notice of Motion – Flowerstone Health Society**

WHEREAS Flowerstone Health Society has requested support from the Town of Qualicum Beach and the City of Parksville for a one-time contribution of \$30,000 each, totalling \$60,000, to help with the cost of hiring a clinic manager for the Flowerstone health clinic in Qualicum Beach; and

WHEREAS Flowerstone Health Society requires a clinic manager to hire three (3) additional nurse practitioners, which would allow the clinic to serve an additional 2,400 patients in the Oceanside area;

THEREFORE, BE IT RESOLVED, THAT the Town of Qualicum Beach contributes \$30,000 as a one-time payment to the Flowerstone Health Society to hire a clinic manager, which would permit the Society to manage an additional three (3) nurse practitioners at the Flowerstone Family Health Clinic.

Staff Comment:

The 2023-2027 Financial Plan does not currently have a provision for this item. If approved by Council, it would be appropriate to fund this initiative through the Strategic Projects Reserve under Council’s strategic focus area for Health and Well-Being.

8. STAFF REPORTS

(1) **Corporate Administration**

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

63-64

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

Staff Recommendation:

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

June 14, 2023 Council Motion:

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

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

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

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

(c) **Christmas Night Market**

Staff Recommendation:

THAT the Qualicum Beach Farmers Market be granted permission to host a Christmas Night Market on Thursday, November 23, 2023 on Veterans Way, including live music, vendors, and food trucks;

AND FURTHER THAT the Town provide support in the form of provision of barricades, and electrical access and supply for the duration of the event;

AND FURTHER THAT Council authorizes the closure of Veterans Way on November 23, 2023 from 3:00 pm to 9:00 pm to facilitate the Christmas Night Market, ensuring Town requirements are met, including emergency services notification, insurance, and litter control.

(d) **Moonlight Madness Road Closure**

Staff Recommendation:

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

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

Staff Recommendation:

THAT the Qualicum Beach Collective Society, in partnership with Milner Gardens, be granted permission to host a light display and photo booth on the sidewalk by the clock tower at Memorial Avenue and Second Avenue West, from November 23 to November 26, 2023;

AND FURTHER THAT the Town provide support in the form of electrical access and supply for the duration of the event.

(2) **Planning**

65-68

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

69-70

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

Staff Recommendation:

THAT Council authorizes the submission of a grant application to the Rural Economic Diversification and Infrastructure Program for \$100,000 to support the "Pathways to Sustainable Economic Development in Qualicum Beach" project.

(3) **Engineering & Operations**

71-80

(a) **Pollinator Pathways**

Staff Recommendation:

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

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

Staff Recommendation:

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

81-82

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

Staff Recommendation:

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

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

83-85 **9. 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 (November 10, 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

10. MOTION TO CLOSE

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

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

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

MEETING REOPENS TO THE PUBLIC

11. ADJOURNMENT

THAT Council adjourns the meeting.

NEXT SCHEDULED

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

THE TOWN OF
QUALICUM BEACH



COUNCIL CORRESPONDENCE LOG
November 8, 2023

DATE REC'D	TOPIC	ACTION
Oct 27	Trans Canada Trail – Vancouver Island Trail	Rec'd for Information
Oct 27	Island Corridor Foundation – future of Trans Canada Line	Rec'd for Information
Oct 25	Streetlighting adjustment, thank you	Rec'd for Information
Oct 25	QB Rotary field of crosses, Nov 2 invitation	Rec'd for Information
Oct 25	Leaded aviation fuel & unleaded alternatives	Rec'd for Information
Oct 25	City of Surrey – letter to BC Mayors	Rec'd for Information
Oct 19	BC United – Sept 12 newspaper article	Rec'd for Information
Oct 19	Minister of Housing – housing announcement	Rec'd for Information
Oct 18	MVIHES – World Rivers Day & Culture Days, thanks for support	Rec'd for Information
Oct 18	Halloween events (Various)	Rec'd for Information
Oct 18	Clinic opening – invitation to Council	Rec'd for Information
Oct 18	QB Elementary School – Salamander Pond	Rec'd for Information
Oct 16	Island Rail Corporation – Vancouver Island rebuild	Rec'd for Information
Oct 16	Manna Homeless Society - Need for extreme weather shelter	Rec'd for Information
Oct 16	Civic centre – request to offset cost of rental	Rec'd for Information
Oct 16	Comments from public- Oct 11 council mtg	Rec'd for Information
Oct 16	East Village – compliment on new roadway	Rec'd for Information
Oct 16	Oceanside Task Force on Homelessness – lack of shelter	Rec'd for Information
Oct 16	Oceanside Task Force on Homelessness – tiny home village	Rec'd for Information
Oct 13	Wildfire risk reduction – Ministry of Forests	Rec'd for Information
Oct 11	Vancouver Island doctor recruitment	Rec'd for Information
Oct 11	Society of Organized Services – Oceanside homeless count	Referred to Staff
Oct 11	Pheasant Glen wildfire risk	Rec'd for Information
Oct 11	Plant Based Treaty	Rec'd for Information
Oct 11	Pheasant Glen development (Various)	Rec'd for Information
Oct 11-18	Streetlighting concerns – light trespass onto private property (Various)	Collated for Council consideration
Oct 11	Various Service Concerns	Referred to Staff
Oct 6	QB Legion – poppy flag raising ceremony invitation	Rec'd for Information

Announcement of Council Meeting Motions

Regular Council Meeting, November 8, 2023

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

September 7, 2023 Special (in camera) Council Meeting

- **Lease to QB Historical and Museum Society**

THAT Council instructs staff to enter into a five-year Fee for Service Agreement with the Qualicum Beach Historical and Museum Society in the form presented at the September 7, 2023 In-Camera meeting; AND FURTHER THAT Council authorizes the Mayor and Corporate Administrator to sign Fee For Service Agreement on behalf of the Town.

- **Lease to Island Health**

THAT Council instructs staff to enter negotiations for up to five-year lease renewal with the Island Health for use of the Windsor/OAP Rooms for physiotherapy services delivered by Island Health's Restorative Health Division;

AND FURTHER THAT Council authorizes the Mayor and Corporate Administrator to sign the lease renewal on behalf of the Town.

- **Committee Appointments**

THAT Council appoints the following members to the Official Community Plan Review Steering Committee: Andrew Brown; Janet Dunnett; Greg Husband; Bill Larose; Susan Lloyd; Netanja Waddell; April Steel.

- **Select Committee on Public Safety**

WHEREAS, Council recognizes the importance of ensuring an effective and efficient Committee Structure for the Select Committee on Public Safety,

NOW, THEREFORE, BE IT RESOLVED, that Council hereby instructs the staff to initiate formal communication with the members of the Select Committee on Public Safety, advising them of the recommendation to postpone all Public Safety Committee meetings until a comprehensive review of the Committee Structure is undertaken.

FURTHERMORE, BE IT RESOLVED, that Council directs that all safety-related traffic complaints shall be channeled through the Age Friendly Transportation Plan process to ensure a streamlined and coherent approach to addressing safety concerns.

FURTHERMORE, BE IT RESOLVED, that the September 2023 meeting of the Select Committee on Public Safety is hereby suspended until further notice.

October 24, 2023 Special (in camera) Council Meeting

- **Special Events**

THAT Council directs staff to make the unused Halloween props available for MLA Walker to pick-up and drop off.

Minutes of the 10:00 am Wednesday, October 11, 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
Raj Hayre, Director of Finance
Bob Weir, Director of Engineering and Operations
Luke Sales, Director of Planning
Peter Cornell, Fire Chief
Weslie Gould, Deputy Corporate Administrator

The Mayor called the meeting to order at 10:00 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 October 11, 2023 Regular Council meeting agenda, as amended by:

- adding a Late Item, Item 6(2), Bylaws, Property Permissive Tax Exemption Bylaws;
- adding a Late Item, Item 7(4)(a), Committee & Liaison Reports (Councillor Vander Valk) Notice of Motion – TrailRider Mobility Device; and
- removing Item 7(3)(b), Committee & Liaison Reports (Councillor Skipsey) Recommendation from the May 9, 2023 Select Committee on Environment and Sustainability Meeting.

CARRIED UNANIMOUSLY

ADOPTION OF THE CONSENT AGENDA

Councillor Harrison requested that Item 2(5), Monthly Building Permit Report, be removed from the consent agenda for consideration. Councillor Harrison noted he would discuss the Monthly Building Permit Report and an item of correspondence during his Committee and Liaison report.

Council adopted, by unanimous consent, the October 11, 2023 consent agenda:

- (1) **Correspondence Log** – October 11, 2023 – For Information
- (2) **Announcement of Council Meeting Motions**
- (3) **Monthly Fire Department Report** – August 2023 – For Information
- (4) **Monthly Fire Department Report** – September 2023 – For Information
- (5) **Monthly Building Permit Report** – August 2023 – For Information
- (6) **Monthly Bylaw Report** – August 2023 – For Information

CARRIED UNANIMOUSLY

APPROVAL OF THE MINUTES

Council approved, by unanimous consent, the minutes of the September 6, 2023 regular Council meeting and the September 7, 2023 special Council meeting.

CARRIED UNANIMOUSLY

DELEGATIONS

(1) **Wildfire Risk Reduction Plan**

Devon Barnes, Wildfire Risk Reduction Coordinator for South Natural Resource District, appeared before Council to present information regarding wildfire risk reduction treatments planned for the forest near the Ambulance Station and Eagle Park care facility.

(2) **Qualicum Beach Multi-Use Cinema Society**

Shawn Labrecque appeared before Council to provide an update on the Society's ongoing work and to request renewed support from the Town for their initiative.

(3) **Friends of the Qualicum Beach Forest**

Kevin Monahan appeared before Council to request the Town collaborate with the Friends of the Qualicum Beach Forest to host a joint event to celebrate National Tree Day in September, 2024.

CORRESPONDENCE

(1) **"Request for Use of \$600,000 by RDN for Engagement and Studies – Trail on E&N Railbed"** – e-mail received September 8, 2023

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT the e-mail received September 8, 2023 titled "Request for Use of \$600,000 by RDN for Engagement and Studies – Trail on E&N Railbed" be referred to the Regional District of Nanaimo for inclusion in their 2024 budget process.

CARRIED UNANIMOUSLY

(2) **"Water Emergency for Surfside, McFeeley and Flamingo Roads"** – letter dated September 8, 2023

The Director of Engineering provided information regarding the well fields referenced in the letter, noting that the subject wells annually sees saltwater intrusion, which spiked earlier this year than in previous years due to drought and low winter precipitation last year.

- (3) **“Field of Crosses”** – e-mail received September 13, 2023
Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT the Town of Qualicum Beach grants permission to the Rotary Club of Qualicum Beach to create a 'field of crosses' to honour Veterans from WWI and WWII, as requested in the correspondence received September 13, 2023;
AND FURTHER THAT the Rotary Club be permitted to erect the display on the grassy area “kitty-corner” from the Qualicum Beach Curling Club on Railway Street, between the railway tracks and the road, from November 2, 2023 to November 12, 2023.
CARRIED UNANIMOUSLY
- (4) **“Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.80, 2023”** – letter received September 29, 2023
Mayor Westbroek MOVED and Councillor Harrison SECONDED, THAT the Council of the Town of Qualicum Beach consents on behalf of the electors to the adoption of "Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.80, 2023"; AND FURTHER THAT the Regional District of Nanaimo be notified accordingly.
CARRIED UNANIMOUSLY
- (5) **“Request for Letter of Support for the St. Andrews Lodge Historical and Cultural Society”**
Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council issues a letter of support to the St. Andrews Lodge Historical and Cultural Society for their application to Heritage Canada for funding to restore the St. Andrews Lodge.
CARRIED UNANIMOUSLY

BYLAWS

- (1) **Zoning Amendment: 127 and 141 Fifth Avenue East**
Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (127 and 141 Fifth Avenue East) Bylaw No. 580.139, 2023” be introduced and read a first time.
CARRIED UNANIMOUSLY
- (2) **LATE ITEM - Property Permissive Tax Exemption Bylaws**
The Director of Finance noted that the Permissive Tax Exemption Bylaw has been amended to include the property located at 330 Dorset Road (Into the Woods Early Learning Childcare).

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT third reading of the “Town of Qualicum Beach 2024 Taxation Exemption Bylaw No. 786, 2023” be rescinded.

CARRIED UNANIMOUSLY

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT “Town of Qualicum Beach 2024 Taxation Exemption Bylaw No. 786, 2023” be read a third time as amended.

CARRIED UNANIMOUSLY

Mayor Westbrook noted that a special Council meeting will be held on Tuesday, October 24, 2023 at 10:00 am before the Committee of the Whole meeting to ensure that the Permissive Tax Exemption Bylaws are adopted prior to the legislated deadline on October 31.

COMMITTEE & LIAISON REPORTS

(1) General Government (Mayor Teunis Westbrook)

Mayor Westbrook commented on the following:

- Attending the Union of British Columbia Municipalities annual convention:
 - meeting with the Board of Island Health to stress the need for more medical professionals;
 - meeting with representatives from BC Hydro to discuss pricing for replacement streetlights;
 - meeting with other regional Mayors to encourage the Minister of Economic Development to continue to support the Island Coastal Economic Trust;
 - noting that the Town’s resolution on Scotch Broom was passed unanimously.

(2) Public Safety (Councillor Scott Harrison)

Councillor Harrison commented on the following:

- The Arrowsmith Water Service, noting that there is a request to the Regional District of Nanaimo Board to conduct a study to determine how much flow is required from Arrowsmith Dam to maintain fish populations.
- Attending the Union of British Columbia Municipalities annual convention:
 - meeting with representatives from the Ministry of Health, Ministry of Housing and BC Housing.
- Emissions from wildfires and their impact on meeting greenhouse gas targets.
- Requested a moment of silence for the conflict in the Middle East.
- From the Monthly Building Report, noting that there have been no ‘multi-family’ units built this year.

Notice of Motion – Housing Accelerator Fund

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT staff present a report on how to align the Town’s development policies in order to become eligible for funding under the \$1.3 billion Housing Accelerator Fund from the federal government, subject to further clarification.

CARRIED UNANIMOUSLY

Notice of Motion – Affordable Rental Housing Support

Councillor Harrison MOVED and Councillor Young SECONDED, THAT the Notice of Motion on the October 11, 2023 regular Council agenda from Councillor Harrison regarding ‘Affordable Rental Housing Support’ be referred to the 2024 strategic planning and budget processes.

CARRIED

Opposed: Councillor Skipsey; Councillor Vander Valk

In Favour: Mayor Westbroek; Councillor Harrison; Councillor Young

Notice of Motion – Youth and Family Retention and Attraction Strategy

Councillor Harrison MOVED and Councillor Young SECONDED:

Whereas Qualicum Beach has the lowest birth rate of any municipality in British Columbia;

Whereas fewer than one in fourteen citizens in Qualicum Beach are under the age of 15;

Whereas the cost of living in Qualicum Beach has increased significantly faster than wage growth since 2012;

Be it resolved THAT Council adds an update of the Youth and Family Retention and Attraction Strategy to strategic planning in the fall of 2023.

CARRIED UNANIMOUSLY

Notice of Motion – Taxation Allocation for Accessibility

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT staff provide a report during the 2024 budget discussions regarding current levels of spending on accessibility initiatives.

CARRIED UNANIMOUSLY

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

Councillor Skipsey commented on the following:

- September 7, attended Heritage Forest Commission meeting with a presentation on OECMs.
- September 12, attended MP Gord John’s Active Transportation Roundtable with Eleanor McMahon, CEO of Trans Canada Trail – may be grant money available for expanding trail networks.
- September 13, attended the Qualicum Beach Memorial Golf Course board meeting.
- September 15, attended the Mount Arrowsmith Biosphere Region Roundtable.
- September 17 – 22, attended UBCM Conference, noting the Town’s resolution on the control of Scotch broom was supported by the delegates. Highlights included: a session on Strengthening Democracy: Balancing Partisanship; learning more about the Health Impacts of Wildfires and what the Province’s Chief Forester is planning to do to better manage forests.
- September 24, attended the display of fish down at the beach for World Rivers’ Day and also the presentation by Mid Vancouver Island Habitat Enhancement Society (MVIHES).

- September 25, attended the Council Open House, noting the following:
 - a request for an Organizational Chart for the Town;
 - healthcare, and a suggestion that we request a meeting with the group from the Comox Valley that has been successful in attracting doctors;
 - a request for an update from Emergency Management Oceanside particularly around volunteers; and
 - an inquiry about landscaping around the new cell-tower in Eaglecrest.
- September 27, met with a representative from the Province at MLA Walkers' office regarding Wildfire Mitigation, including a site visit.
- September 27, attended Parks & Recreation Committee meeting.
- October 6, attended the half-day workshop with the Select Committee on Environment & Sustainability.
- October 10, attended Council Open House.
- October 12, will be attending the RDN Solid Waste Committee meeting.

Recommendation from the May 4, 2023 Heritage Forest Commission Meeting

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council directs staff to increase public awareness regarding the requirement for dogs to be leashed, except in specified off-leash dog parks.

CARRIED UNANIMOUSLY

Recommendation from the July 10, 2023 Select Committee on Environment and Sustainability

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the terms of reference for the Select Committee on Environment & Sustainability be amended by changing the regular meeting schedule to meet at 3:00 pm on the first Friday of January, May and September of each year (as required), with additional meetings possibly scheduled to address larger projects or urgent items, with an expectation of no more than one meeting per month.

CARRIED UNANIMOUSLY

Recommendation from the September 7, 2023 Heritage Forest Commission Meeting

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council authorizes staff to include the Heritage Forest as an "Other Effective Area-Based Conservation Measure" designation, as proposed by the Mount Arrowsmith Biosphere Reserve.

CARRIED UNANIMOUSLY

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

Councillor Vander Valk commented on the following:

- September 26, met with Chartwell Residents' Association for their monthly board meeting.
- September 27, met with Parksville Qualicum Beach Tourism Association for their monthly meeting.
- September 28, attended an Oceanside Community Wellness Network meeting.
- October 4, attended flight path orientation session.
- October 11, attended Council Open House.
- There will be an Open House at the Civic Centre on Thursday, October 12 at 5:30 pm regarding a proposed medical/residential development at First Avenue West and Beach Avenue.

LATE ITEM - Notion of Motion - TrailRider Mobility Device

Councillor Vander Valk MOVED and Councillor Young SECONDED, THAT Council directs staff to provide a letter of support to Murray Chantler indicating the following:

The Town of Qualicum Beach supports having a TrailRider mobility device made available through a charitable organization, non-profit society, or other means, for use in our community.

We believe the TrailRider will provide accessibility to people who, at present, cannot fully enjoy our beautiful trails and parks.

CARRIED UNANIMOUSLY

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

Councillor Young commented on the following:

- September 17 - 22, attended the UBCM conference for the first time.
- September 22 - October 15, celebrated Culture Days.
- September 24, BC Rivers Day, promoting salmon friendly lawns.
- September 27, attended discussion on wildfire risk reduction.
- September 14 and 28, attended Oceanside Non-Market Housing task force meetings.
- September 16, attended Vancouver Island Regional Library board meeting.
- September 28, welcomed Tour de Rock, which raised \$1,027,559.46 for Cancer research.
- October 4, attended flight path orientation session.

Notice of Motion - Housing Central Conference

Councillor Young MOVED and Councillor Skipsey SECONDED, THAT, as per Conference Attendance, Expenses & Travel Policy No. 3004-11, Councillor Jean Young be authorized to attend the Housing Central Affordable Housing conference from November 20 to 22, 2023; AND FURTHER THAT transportation costs to and from the conference be paid for by the Town of Qualicum Beach.

CARRIED UNANIMOUSLY

Lou Varela, Chief Administrative Officer, noted that Mayor Westbroek was awarded a Long Service Award at the UBCM conference for serving over twenty-five (25) years as an elected member of Council.

STAFF REPORTS

(1) Chief Administrative Officer

(a) LED Streetlights – Verbal Update

The Chief Administrative Officer noted that Council met with BC Hydro representatives to clarify information provided by staff regarding the LED streetlight conversion project, and addressed some frequently asked questions. An 'FAQ' document will be posted to the Town's website.

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

CARRIED UNANIMOUSLY

MEETING RECESSED AT 12:19 pm

MEETING RESUMED AT 12:27 pm

(2) Corporate Administration

(a) Waterfront Bicycle Accessible Shoulder and Pedestrian Safety project- BC Active Transportation Infrastructure Grant

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council authorize the submission of a grant application to the BC Active Transportation Grant program for the program maximum of \$500,000 in grant funding towards the "shovel ready" Waterfront Bicycle Accessible Shoulder and Pedestrian Safety project.

CARRIED UNANIMOUSLY

(b) UBCM Community Emergency Preparedness Fund – Wildfire Response Equipment

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council authorize the submission of a regional grant application to Union of BC Municipalities' (UBCM) Community Emergency Preparedness Fund for a total of \$120,000 for Volunteer & Composite Fire Department Equipment and Training; AND FURTHER THAT Council authorize the Regional District of Nanaimo (RDN) to apply for, receive, and manage the Community Emergency Preparedness grant on behalf of the Town of Qualicum Beach.

CARRIED UNANIMOUSLY

(3) **Planning**

(a) **Development Permit: 1025 Qualicum Road (Pheasant Glen Lodge, Brew Pub and Clubhouse)**

Mayor Westbroek MOVED and Councillor Harrison SECONDED, THAT the Development Permit application for 1025 Qualicum Road be deferred until the proposal complies with Development Permit Area C12 Guideline that states "Buildings should be characterized by simplicity of form, attention to detail, and the creation of a welcoming place with a feeling of familiarity, friendliness and comfort", specifically:

- (a) Revisions should be made to create more welcoming and comfortable entrances for the Lodge and Clubhouse.

CARRIED UNANIMOUSLY

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT, pursuant to Council Procedure Bylaw No. 733, 2019, the meeting be extended beyond the 3-hour time limit.

CARRIED UNANIMOUSLY

(b) **Development Permit: Lot A, 1025 Qualicum Road (Pheasant Glen the "Villas")**

Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council directs staff to issue a Development Permit for 79 villa strata lot units on Lot 1, Section 4, Newcastle District, Plan EPP123992, Parcel Identification Number: 032-020-911, 1025 Qualicum Road ("Villas"), as attached to the October 11, 2023 Planning Memo to Council and amended to correct the parcel description.

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT the motion on the floor be amended to direct staff to encourage the proponent to consider design alternatives that incorporate ecologically friendly components, such as utilizing lighter colours for the building's exterior and roof, and smaller windows.

CARRIED

Opposed: Councillor Harrison; Councillor Young

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

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the motion on the floor be amended to direct staff to encourage the proponent to consider waterwise gardens and wildfire risk reduction elements into the landscape design.

CARRIED UNANIMOUSLY

MAIN MOTION AS AMENDED:

THAT Council directs staff to issue a Development Permit for 79 villa strata lot units on Lot 1, Section 4, Newcastle District, Plan EPP123992, Parcel Identification Number: 032-020-911, 1025 Qualicum Road ("Villas"), as attached to the October 11, 2023 Planning Memo to Council and amended to correct the parcel description; AND FURTHER THAT staff be directed to encourage the proponent to consider design alternatives that incorporate ecologically friendly components, such as utilizing lighter colours for the building's exterior and roof, and smaller windows; AND FURTHER THAT staff be directed to encourage the proponent to consider waterwise gardens and wildfire risk reduction elements into the landscape design.

CARRIED UNANIMOUSLY

REVIEW OF COMMENTS FROM THE PUBLIC

Comments for this regular Council meeting were received by 12:00 pm two business days following the meeting (October 13, 2023). Submissions were distributed to all Council, and a brief summary of the comments are as follows:

- Marlys Diamond, Qualicum Beach, regarding the delegations for Wildfire Risk Reduction Plan and the Qualicum Beach Multi-Use Cinema Society, and the development permits for Pheasant Glen.
- Nancy Monahan, Qualicum Beach, regarding the provincial government's recent housing policies, and the Town's forethought to ensure adequate water supply.
- Kevin Monahan, Qualicum Beach, regarding the provincial government's recent housing policies and removal of authority for local governments, and issues with mixing transportation types on multi-use trails.

MOTION TO CLOSE

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

- a. personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- b. labour relations or other employee relations;
- c. the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- d. the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- e. 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
- f. a matter that, under another enactment, is such that the public may be excluded from the meeting.

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC AT 1:22 pm
MEETING REOPENED TO THE PUBLIC AT 3:35 pm

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the meeting be recessed to resume later today, October 11, 2023 at 5:30 pm in the Council Chamber, 660 Primrose Street, Qualicum Beach, BC.

CARRIED UNANIMOUSLY

MEETING RECESSED AT 3:35 pm

MEETING RESUMED AT 5:30 pm with Mayor Westbroek, Councillor Skipsey, Councillor Vander Valk, Councillor Young in attendance. Also in attendance: Lou Varela, Chief Administrative Officer; Luke Sales, Director of Planning; Rob Dickinson, Director of Infrastructure Services; Rebecca Augustyn, Senior Planner; Weslie Gould, Deputy Corporate Administrator.

PUBLIC AND STATUTORY HEARINGS

(1) Housekeeping Bylaw

At 5:32 pm, the Mayor declared open the Public Hearing, convened pursuant to Section 464 of the *Local Government Act*, to allow the public to make representations to Council respecting matters contained in the proposed "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (Housekeeping) Bylaw No. 580.138, 2023."

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

- Kevin Monahan, Qualicum Beach, discussed the definition of 'lock off suite', referencing the City of Vancouver's policy, and recommended that some aspects of their policy, such as maximum suite sizes, be incorporated into the Town's bylaw.
- Doug Mackay-Dunn, Qualicum Beach, commented on Council's role in land use decisions, expressing concern about delegating authority to staff. Mr. Mackay-Dunn expressed concern about calculating floor area using the innermost walls affecting lot coverage, and encouraged Council to be involved in land use decisions where building heights may impact neighbouring property's views.

The Mayor called a second time for any persons who deemed themselves affected by Bylaw No. 580.138, 2023 who wished to be heard or present written submissions, to come forward.

The Mayor called a third time for any persons who deemed themselves affected by Bylaw No. 580.138, 2023 who wished to be heard or present written submissions, to come forward and, hearing no one, declared the public hearing on Bylaw No. 580.138, 2023 closed at 5:44 pm. Council cannot accept further comments directly from the public; all comments must go through staff.

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT consideration of third reading for “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (Housekeeping) Bylaw No. 580.138, 2023” be deferred to the October 24, 2023 special Council meeting.
CARRIED UNANIMOUSLY

ADJOURNMENT

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

MEETING ADJOURNED: 5:46 pm

Certified Correct:

Weslie Gould
Deputy Corporate Administrator

Teunis Westbroek
Mayor

Minutes of the 10:00 am Tuesday, October 24, 2023, Town of Qualicum Beach Special Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

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

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

The Mayor called the meeting to order at 10:00 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 October 24, 2023 Special Council meeting agenda.
CARRIED UNANIMOUSLY

BYLAWS

(1) Property Permissive Tax Exemption Bylaws

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT "Town of Qualicum Beach 2024 Taxation Exemption Bylaw No. 786, 2023" be adopted; and THAT "Town of Qualicum Beach 2024 Taxation Exemption (Places of Worship) Bylaw No. 787, 2023" be adopted.

CARRIED UNANIMOUSLY

(2) Housekeeping Bylaw

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No.580, 1999 Amendment (Housekeeping) Bylaw No. 580.138, 2023" be read a third time as amended.

CARRIED UNANIMOUSLY

STAFF REPORTS

(1) Chief Administrative Officer

(a) Council Meeting Schedule Amendment

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the 2023 Council meeting schedule be amended by rescheduling the November 23, 2023 regular Council meeting to November 8, 2023 commencing at 10:00 am in the Council Chamber, 660 Primrose Street, Qualicum Beach, BC.

CARRIED UNANIMOUSLY

RESOLVE INTO COMMITTEE OF THE WHOLE

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

CARRIED UNANIMOUSLY

2024 BUDGET BACKGROUND

(a) Verbal update and presentation from Staff

Raj Hayre, Director of Finance, provided a presentation with information on the 2024 – 2028 Financial Plan currently being developed:

- The Financial Plan includes operating and capital budgets for each of the five years.
- Municipalities are mandated by provincial legislation to balance the budget; revenue sources must be identified to cover all the anticipated expenditures each year.
- Expenditures are based on levels of service provided in the Town. The level of services required to meet the expectation of the community must be balanced against realistic taxation and user fee levels.
- Local governments collect revenues for the Province (Schools), BC Assessment, BC Transit, Regional Hospital District and the Regional District, along with the annual municipal property tax payment. The funds collected for the other levels of government are passed on for greater efficiency in having one point of collection rather than having each organization bill separately.
- Each proposed budget advances key priorities contained in the strategic plan and maintains services. The allocation of financial resources is aligned with community priorities and is designed to drive results, as measured through the key indicators listed in each portion of the department plans.
- The majority of municipal expenses include:
 - labour;
 - legal, insurance, and audit fees;
 - building costs including heat light and power;
 - vehicle and equipment costs;
 - supplies; and
 - contracts to replace existing and build additional infrastructure such as roads, water and sewer lines, buildings and drainage systems.
- Budget pressures include:
 - infrastructure replacement funding gap
 - collective agreement wage provisions
 - exempt & Council compensation adjustments
 - workers compensation rate increase from 3.9% to 5.6%
 - insurance
 - cost increases for supplies, materials and services
 - 2023 Council approved staffing increases
 - 2024 proposed staffing increases to better align resources with service expectations.

- Asset Management, noting that the challenge facing the community is the Town's growing capital and infrastructure replacement obligation in the long term, and assets for which modest reinvestment has been funded in the past.
- The current level of funding for Asset Management is considered to be insufficient to replace current infrastructure on a sustainable basis over the long-term.
- Next steps and meeting dates (subject to change):
 - strategic planning sessions: November 10, 2023
 - third quarter financial update: December 6, 2023
 - preliminary budget discussion: December 13, 2023
 - public engagement session: January 17, 2024
 - public engagement session: January 24, 2024
 - Financial Plan Bylaw, first reading: February 7, 2024
 - Financial Plan Bylaw, second and third reading: February 28, 2024
 - Financial Plan Bylaw, adoption: March 13, 2024.

(b) **Public Input Opportunity**

The Chair invited any member of the gallery who wished to provide comment to address Council.

Tim Pritchard, Qualicum Beach, requested that the budget presentation be provided to the public on the Town's website, and questioned if an update on the strategic initiatives for 2023 will be forthcoming.

The Director of Finance responded that an update on Council's strategic initiatives for 2023 will be provided during the strategic planning sessions in November and at an upcoming open meeting during the quarterly financial reporting to Council.

RISE FROM COMMITTEE OF THE WHOLE

Mayor Westbrook MOVED and Councillor Young SECONDED, THAT the Committee of the Whole rise and report.

CARRIED UNANIMOUSLY

COMMITTEE OF THE WHOLE RECOMMENDATIONS

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT the 2024 budget presentation materials and the schedule of upcoming strategic planning and budget meetings, as presented at the October 24, 2023 Committee of the Whole meeting, be published on the Town's website.

CARRIED UNANIMOUSLY

MOTION TO CLOSE

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

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

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 10:40 am

MEETING REOPENED TO THE PUBLIC: 12:16 pm

ADJOURNMENT

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

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 12:22 pm

Certified Correct:

Heather Svensen
Corporate Administrator

Teunis Westbroek
Mayor

From: <<REDACTED>>

Sent: Tuesday, October 3, 2023 3:32:14 PM

To: Teunis Westbrook <TWestbroek@qualicumbeach.com>

Subject: Please pass a motion in support of the Plant Based Treaty

Dear Mayor Teunis Westbrook,

In October 2022, Los Angeles became the largest US city to pass a resolution endorsing the Plant Based Treaty, this was later followed by the capital of Scotland, Edinburgh endorsing in January 2023.

A coalition of groups, including Toronto 350.org, Reimagine Agriculture and Plant Based Data, is urging town and city councillors across the country to support sustainable diets by signing the Plant Based Treaty initiative.

The UN Secretary-General António Guterres' described the release of the IPCC sixth assessment as a 'code red' for humanity and our last chance to avoid catastrophic climate breakdown.

Greenhouse gases must be cut in a rapid and sustained manner to avoid temperatures rising above 1.5C. According to the 2021 UN Global Methane Assessment, methane, of which a third comes from animal agriculture, must be cut by 45% by 2030. Doing so will prevent a 0.3C temperature rise by 2045, buying us time for carbon dioxide, a longer-lived gas, to reduce.

The Plant Based Treaty is designed to put food systems at the forefront of combating the climate crisis. Modeled on the popular Fossil Fuel Treaty, the treaty aims to halt the widespread degradation of critical ecosystems caused by animal farming and promote a shift towards healthier, sustainable plant-based diets.

More than 650 politicians back the treaty, along with IPCC scientists Dr. Peter Carter and Professor Julia Steinberger, and Nobel Laureates, including Klaus Hasselmann and Roger D. Kornberg.

More than 3,000 groups and businesses have signed on, including Canadian fast food chain Odd Burger, Tofurky, Ocean Preservation Society, Fridays For Future Digital, and chapters of Greenpeace and Friends of the Earth.

Leah Taylor Roy MP for Aurora—Oak Ridges—Richmond Hill, Ontario said, “We can all support this! You don’t need to be vegan - eating more plant-based meals is easy. You can make a difference in fighting climate change.”

Please visit www.plantbasedtreaty.org, where you can sign your name to endorse the Plant Based Treaty or consider putting forward a motion for your city to endorse. You can email hello@plantbasedtreaty.org for a sample motion.

Thank you for taking climate action today to secure a future for all.

<<REDACTED>>

Plant Based Treaty Supporter

2023 Qualicum Beach Christmas Concert

with the Victoria Symphony

~~~~~

### Concert Business Sponsorship or Individual Underwriting PROPOSAL



#### The Victoria Symphony presents “Christmas Pops” at the Qualicum Beach Civic Centre

I would like to invite you to help us return this wonderful holiday concert tradition to the Qualicum Beach and Parksville area this year. We are looking for community support in order to help cover the costs of presenting this concert and we have some wonderful benefits to offer in return.

This concert has been a sellout in the past and is such a joyful event for the community. We are delighted to be able to restart this and know that it is going to be an extraordinary event for all.

Where: Qualicum Beach Civic Centre

When: Monday, Dec 11, 7:30 pm

What: General seating \$47.50 ticket price (TBC) 600 capacity seating

Post event: VIP reception with food and beverage – mingle with musicians

**Concert Description**

***Jens Lindemann – Christmas Pops***

***Sean O’Loughlin, conductor***

***Jens Lindemann, trumpet***

*The holidays shimmer and shine with the Victoria Symphony and Canadian trumpet virtuoso Jens Lindemann. As one of the pre-eminent performers of our time, Mr. Lindemann brings his signature style and showmanship to our annual holiday tradition. Prepare to be dazzled and amazed as we bring Christmas Pops to brassy new heights.*

**The Victoria Symphony is offering the following benefit packages:**

**Individual Underwriter \$1,000+**

- 2 concert tickets and VIP reserved seating
- Your name recognized in the concert program (can in memory or in honour of)
- Thank you from the stage
- Invitation for 2 to the VIP after party

**Business Sponsor Gold Level \$5,000** (payment to be received before May 2024)

- 4 concert tickets and VIP reserved seating
- Name (and logo) in the concert program
- Thank you and recognition in the opening remarks from the stage
- Invitation for 4 to the after party
- Full page colour ad in the concert program
- \* at the \$10,000 level you can be the **presenting sponsor** with front page logo on all marketing materials (print and social), 6 concert and VIP party tickets, and special signage in the main lobby. (please call Lorraine to discuss these benefits)

**Business Sponsor Silver Level \$2,500**

- 3 concert tickets and VIP reserved seating
- Name (and logo) in the concert program
- Thank you and recognition in the opening remarks from the stage
- Invitation for 3 to the after party
- 1/2 page colour ad in the concert program

If you are interested and would consider helping with this concert, for further information and discussion, please call Lorraine Tanner at the Victoria Symphony 250-412-1980 or email [Lorraine@victoriasymphony.ca](mailto:Lorraine@victoriasymphony.ca). or **Deborah McKinley** email [debmcKinley@shaw.ca](mailto:debmcKinley@shaw.ca).

Deadline for your logo and ad materials is Nov 13 and payments can be extended until May 2024 (fiscal year end).

**Thank you for your interest!**



Administration  
Box 3333 | 6250 Hammond Bay Road  
Nanaimo, BC Canada V9R 5N3  
t: 250.758.4697  
e: [info@virl.bc.ca](mailto:info@virl.bc.ca) w: [www.virl.bc.ca](http://www.virl.bc.ca)

October 17, 2023

Mayor Teunis Westbroek  
Town of Qualicum Beach  
201 - 660 Primrose Street  
Qualicum Beach, BC V9K 1S7  
Sent via: [mayor@qualicumbeach.com](mailto:mayor@qualicumbeach.com)

Dear Mayor Westbroek,

**Re: December 4 deadline: 2024 VIRL Board Appointments**

Per S17(2) of the *Library Act (The Act)*, appointment of your 2024 VIRL Board Trustee and Alternate are to be set at your Council's first meeting in November.

Reappointment of sitting members is encouraged for continuity if they have not served more than 8 consecutive years. The term of appointment is January 1 – December 31. The draft 2024 meeting schedule is included on page 2.

S 55 of *The Act* speaks to expenses eligible for reimbursement.

By December 4, please submit for your Trustee and Alternate appointments, supported by:

1. Certified copy of Resolution
2. VIRL 2024 Contact Forms (includes recording release & direct deposit authorization)
3. 2024 Financial Statement of Disclosure

Return completed forms to [mpatterson@virl.bc.ca](mailto:mpatterson@virl.bc.ca).

If you have any questions, contact Mariah Patterson, Executive Assistant at 250-729-2310 or [email](#).

Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,

A handwritten signature in blue ink, appearing to read "Ben Hyman", is written over a horizontal line.

Ben Hyman  
Executive Director

cc: Lou Varela, CAO, Town of Qualicum Beach  
Heather Svenson, Corporate Administrator/Deputy CAO, Town of Qualicum Beach

## 2024 DRAFT Meeting Schedule

For 2024, other than the February meeting, all meetings are currently planned as hybrid, with limited seating for in-person attendees at the Nanaimo North branch boardroom.

|                        |                                            |
|------------------------|--------------------------------------------|
| <b>Early Feb</b>       | <b>New Trustee Orientation</b>             |
| <b>Early Feb</b>       | <b>AGM &amp; Board Meeting</b>             |
| Fri., late March       | Executive Committee                        |
| Fri., mid June         | Executive Committee                        |
| <b>Sat., late June</b> | <b>Board of Trustees</b>                   |
| Fri., early July       | Executive Committee – includes Budget      |
| Fri., late July        | Executive Committee – includes Budget      |
| <b>Sat., Sept.</b>     | <b>Board of Trustees – includes Budget</b> |
| Fri., Oct.             | Executive Committee                        |
| <b>Sat., Nov./Dec</b>  | <b>Board of Trustees</b>                   |
| Fri., Dec./Jan.        | Executive Committee – Optional             |

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

**TO:** Luke Sales, Director of Planning      **FOR:** Regular Council Meeting, November 8, 2023

**FROM:** Rebecca Augustyn, Senior Planner

**SUBJECT:** Housekeeping Bylaw

**RECOMMENDATION**

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

**BACKGROUND**

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

On July 19, 2023 the Housekeeping Bylaw went before Council and Council adopted the following motions:

- THAT the Bylaw entitled “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (Housekeeping) Bylaw No. 580.138, 2023” be introduced and read a first time.
- THAT Council directs staff to include proposed wording for the provision of separate parking requirements for Lock-Off Suites for consideration at 2<sup>nd</sup> reading of the Housekeeping Bylaw.

On September 6, 2023 the Housekeeping Bylaw went before Council and Council adopted the following motions:

- THAT the Bylaw entitled “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (Housekeeping) Bylaw No. 580.138, 2023” be read a second time as amended.
- THAT Council hold a Public Hearing on October 11, 2023, at 5:30 pm at the Qualicum Beach Town Hall, 660 Primrose Street, Qualicum Beach in regard to “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (Housekeeping) Bylaw No. 580.138, 2023”.

On October 11, 2023, a Public Hearing was held, and Council adopted the following motion:

- THAT consideration of third reading for “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (Housekeeping) Bylaw No. 580.138, 2023” be deferred to the October 24, 2023 special Council meeting.

On October 24, 2023, Council adopted the following motion:

- THAT “Town of Qualicum Beach Land Use and Subdivision Bylaw No.580, 1999 Amendment (Housekeeping) Bylaw No. 580.138, 2023” be read a third time as amended.

The Housekeeping Bylaw has been amended for consistency. ‘Lock-off Suite’ listed under Section (h) has been changed to ‘Lock-off Unit’ so the definition of Lock-off Unit and the required parking for a Lock-off Unit both use the same terminology. Prior to the Bylaw being amended, the terms ‘Lock-off Suite’ and ‘Lock-off Unit’ were being used interchangeably.

## DISCUSSION

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

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

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

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

*Staff Comment: There is currently no definition for Lock-off Unit in the Bylaw. Having a definition would be appropriate given the interest in considering Lock-off Units.*

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

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

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

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

- e) Section 6.4 Regulations for Each Zone (b) is amended by adding Institutional 1 (P1). This is in relation to the Temporary Use Permit for the authorization of cannabis retail at 124 Harlech Road.

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

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

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

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

*Staff Comment: The current definition of floor area discourages energy efficient home construction by penalizing thick wall construction. This section of the Bylaw has been revised since first reading for clarity. The wording of “Floor Area” has now been included in this section.*

- h) Lock-off Unit has been added as a use under Schedule ‘6B’, Table 1, Required Number of Off-Street Parking Spaces, 1. All Zones Outside The “Village Neighbourhood” and 2. Village Neighbourhood Zones. The required number of off-street parking spaces per Lock-off Unit is one.

*Staff Comment: Council directed staff to include off street parking requirements for a Lock-off Unit. Lock-off Unit parking requirements are one off street parking space per Lock-off Unit. This requirement applies to both outside the Village Neighbourhood and within the Village Neighbourhood.*

## SUMMARY

The proposed “housekeeping amendments” correct minor errors and/or clarify minor issues in the Zoning Bylaw.

## ALTERNATIVES

1. **THAT** Council directs staff to revise Bylaw No. 580.138, 2023 (Housekeeping)" as follows:
  - a) *[By removing clause a) Short-term Vacation Rental definition]*
  - b) *[By removing clause b) Lock-off Unit definition]*
  - c) *[By removing clause c) maximum height for C1 and C4]*
  - d) *[By removing clause d) Parcel Coverage definition]*
  - e) *[By removing clause e) Institutional 1 (P1) as a permitted zone]*
  - f) *[By removing clause f) through lot setbacks]*
  - g) *[By removing clause g) Floor Area definition]*
  - h) *[By removing clause h) Lock-off Unit parking requirements]*
2. **THAT** Council provides alternative direction to staff.



R. Augustyn, MCIP, RPP  
Senior Planner  
Report Writer



Luke Sales, MCIP, RPP  
Director of Planning  
Concurrence



Lou Varela, MCIP, RPP  
CAO  
Concurrence

N:\0100-0699 ADMINISTRATION\0360 COMMITTEES AND COMMISSIONS\Council\2023\11 08 regular Council  
agenda\memo.Housekeeping.ZoningAmendment.docx

Attachments:

[580.138%20-%20Housekeeping.docx](#)

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

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

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

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

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

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

- (f) Part 6 – Land Use Regulations, Section 6.3 General Regulations, Subsection 14 Setbacks – Through Lot is hereby amended by adding "c) Notwithstanding the regulations for setbacks within all zones of this bylaw, in the case of a through lot where one of the frontages contains a road right-of-way width less than 13.0m, the front lot line setback for the road right-of-way that has a width less than 13.0m is reduced from 8.0m to 3.0m".
- (g) Part 2 – Interpretation, Section 2.1 Definitions is hereby amended by replacing "outermost" with "innermost" so the definition for Floor Area reads as follows: "means the sum total of the gross horizontal area of each floor of a building as measured from the innermost perimeter of the building walls".
- (h) Schedule '6B', Table 1, Required Number of Off Street Parking Spaces, 1. All Zones Outside The "Village Neighbourhood" and 2. Village Neighbourhood Zones is hereby amended by adding Lock-off Unit under "Use" and 1 (one) one under "Required Parking Spaces".

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

**INTRODUCED FOR FIRST READING** this 19<sup>th</sup> day of July, 2023.

**READ A SECOND TIME**, as amended, this 6<sup>th</sup> day of September, 2023.

Notice published pursuant to Section 466 of the *Local Government Act* on the 27<sup>th</sup> day of September, 2023 and the 4<sup>th</sup> day of October, 2023.

**PUBLIC HEARING** held on the 11<sup>th</sup> day of October, 2023.

**READ A THIRD TIME** this 24<sup>th</sup> day of October, 2023.

**ADOPTED** this day of, 2023.

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Mayor, Teunis Westbroek

---

Corporate Administrator, Heather Svensen

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

**TO:** Luke Sales, Director of Planning      **FOR:** Regular Council Meeting, November 8, 2023

**FROM:** Rebecca Augustyn, Senior Planner

**SUBJECT:** Zoning Amendment: 127 and 141 Fifth Avenue East

**RECOMMENDATION**

1. THAT “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (127 and 141 Fifth Avenue East) Bylaw No. 580.139, 2023” be read a second time.
2. THAT Council hold a Public Hearing on December 6, 2023, at 10:00 am at the Qualicum Beach Town Hall, 660 Primrose Street, Qualicum Beach in regard to “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (127 and 141 Fifth Avenue East) Bylaw No. 580.139, 2023”.

**PURPOSE**

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

**BACKGROUND**

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

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

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

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



**Figure 1: Subject Property**

## DISCUSSION

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

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

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

**2018 Official Community Plan (OCP):**

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

The Village Neighbourhood General Policies are as follows:

2. The Town shall discourage owners from restricting occupation or ownership of a residential unit because of age.  
*Staff Comment: It is not anticipated that the zoning amendment will result in age restrictions on the existing rental buildings.*
4. In order to support school enrollment, the Town shall explore ways to attract young families to the Town and school catchment area.  
*Staff Comment: Staff consider the application to align with this provision of the OCP.*
7. Through various methods including rezonings, regulatory bylaws, incentive programs and education, the Town shall encourage a diversity of housing to meet the needs of people of all ages, income levels and special needs.  
*Staff Comment: The proposal is to retain the two existing buildings. Through this zoning amendment, the buildings will be required to be residential rental tenure which will ensure the Town retains these two buildings as rental stock.*
8. Through various methods including rezonings, regulatory bylaws, incentive programs and education, the Town shall explore opportunities to improve the energy efficiency of subdivisions and building construction.  
*Staff Comment: The proposal is to retain the existing buildings and there is no proposed building construction. As such, this policy is not applicable.*
11. As part of the off-site works and services related to a building permit or subdivision, the Town shall consider the requirement that owners provide for improvements to the street frontage, including sidewalks, street trees, and street lighting.  
*Staff Comment: No works and services are required.*
12. Buildings should be a maximum of three storeys in height. However, the Town may consider taller buildings on a case-by-case basis with consideration to factors such as topography, solar access, compatibility with adjacent uses, neighbourhood impact, views and community amenities. The Town will also recognize increases in typical ceiling heights in the consideration of height limits.  
*Staff Comment: Staff consider the application to align with this provision in the OCP.*

The following policies are specific to Mixed Residential 2 designation:

1. The Town recognizes existing single-family and two-family dwellings within the area designated as ‘Mixed Residential’, as shown on map ‘Schedule 2.2’.  
*Staff Comment: The existing buildings are multi-family dwellings.*

2. The Town will consider rezonings for multi-family residential uses within the area designated 'Mixed Residential', as shown on map 'Schedule 2.2'.  
*Staff Comment: The proposal is to retain the existing buildings.*
3. The maximum density for multi-family developments in the "Mixed Residential 2" area shall be of up to 80 dwellings/ha. However, the Town will consider density bonuses in order to provide affordable housing, underground parking, 'green' buildings, adaptable design features, public amenities and public open space as part of multi-family residential development within the "Village Neighbourhood".  
*Staff Comment: Building A contains 13 units and Building B contains 12 units. The proposed density of the two parcels once subdivided will be 57 units/ha and 61 units/ha, respectively.*
4. The Town shall develop a suitable multi-family residential zoning for the 'Mixed Residential' area that will encourage small-scale developments in accordance with 'Development Permit Area M1' design guidelines.  
*Staff Comment: n/a*
5. The implementing bylaws and policies of the Town shall ensure that existing trees are retained where possible, as part of the on-site landscape requirements for multi-family residential developments.  
*Staff Comment: No changes are proposed to the existing buildings and as such no tree removal will occur.*
6. Sidewalks, curbs and gutters, grass boulevards, trees, and pedestrian-friendly streetscapes shall be encouraged as part of multi-family developments.  
*Staff Comment: No changes to the site or street works are proposed at this time.*
7. Building designs and site development for multi-family residential developments shall conform to the 'Development Permit Area M1' design guidelines.  
*Staff Comment: There are no proposed changes to the existing building form and character.*
8. The Town shall develop more detailed design guidelines for 'Development Permit Area M1'. After development of design guidelines, the densities for Mixed Residential 1 and Mixed Residential 2 should be reviewed to ensure compatibility with the design guidelines.  
*Staff Comment: No changes to the building form and character are proposed.*

### **Advisory Planning Commission**

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

## SUMMARY

An application has been received to amend the zoning for 127 and 141 Fifth Avenue East from R13 to CD21 to permit the parcel to be subdivided into two parcels, with an existing building to be retained on each of the parcels. Staff recommend a new, site-specific zone due to the unique nature of the proposal. As part of the CD21 zone, staff recommend Residential Rental Tenure be a permitted use to ensure the units remain rental in the future, regardless of external factors. In the opinion of staff, the application aligns with the OCP, and staff recommend that the zoning amendment be read a second time and a Public Hearing be scheduled for December 6, 2023.

## ALTERNATIVES

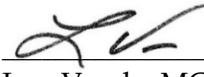
1. THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (127 and 141 Fifth Avenue East) Bylaw No. 580.139, 2023" be referred to the Advisory Planning Commission *[insert instructions]*;
2. THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment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



R. Augustyn, MCIP, RPP  
Senior Planner  
Report Writer



Luke Sales, MCIP, RPP  
Director of Planning  
Concurrence



Lou Varela, MCIP, RPP  
CAO  
Concurrence

### Attachments:

[BYLAW.580.139.127&141FifthAveE\(CD21\).docx](#)  
[memo.PLANS.127&141FifthAvenueE.pdf](#)  
[memo.PLANS.Conceptmap.127&141FifthAveE.pdf](#)

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

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

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

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

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

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

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

**INTRODUCED FOR FIRST READING** this 11<sup>th</sup> day of October, 2023.

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

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

**PUBLIC HEARING** this day of, 2023.

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

**ADOPTED** this day of, 2023.

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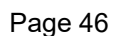
**Teunis Westbroek, Mayor**

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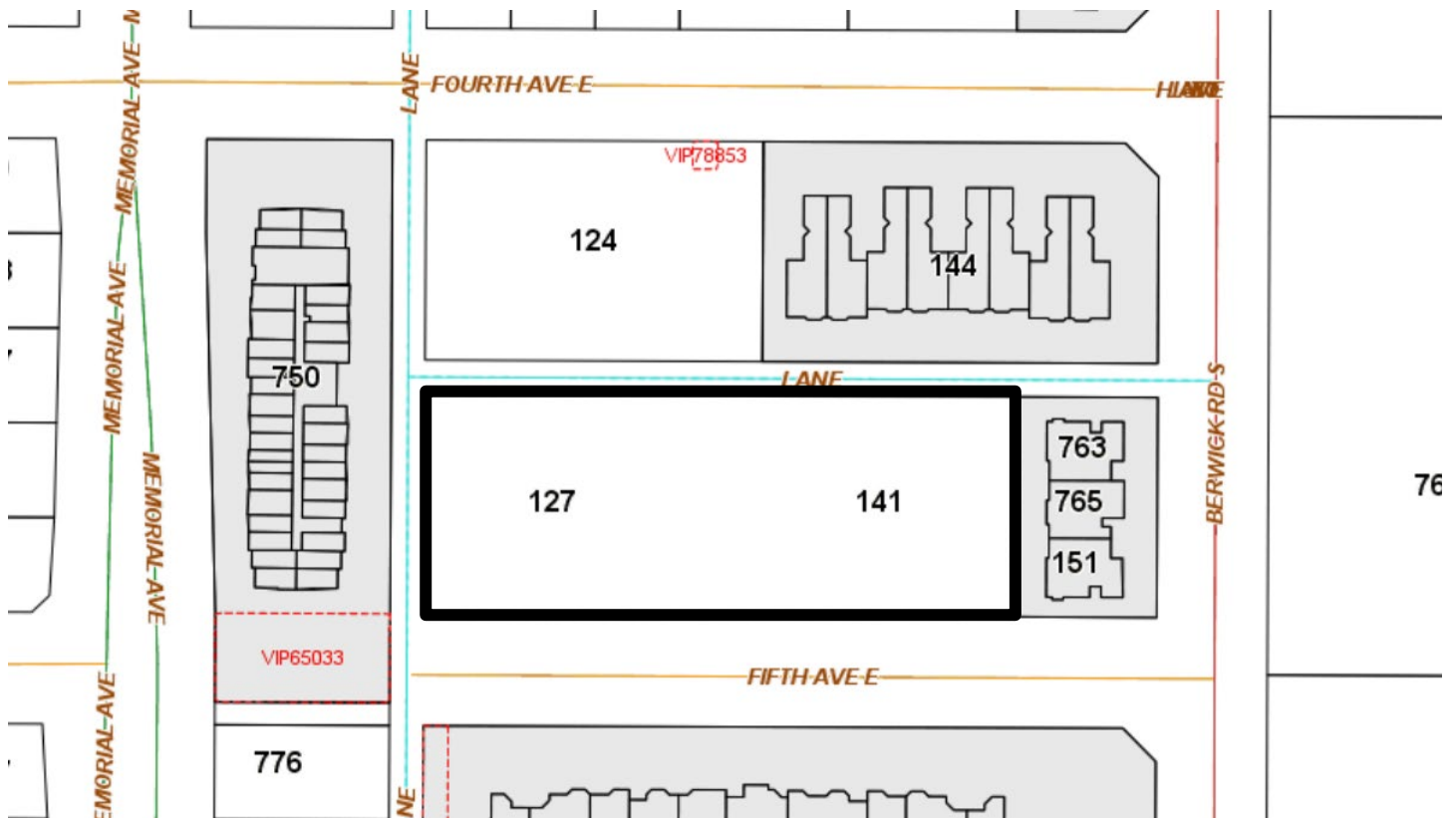
**Heather Svensen, Corporate Administrator**

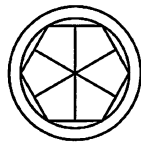
**Schedule 'A' – Bylaw No. 580.139**

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



### Schedule 'B' - Bylaw No. 580.139





**PRISM**  
LAND SURVEYING LTD.

Our file: 23-070-S

2023-08-02

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

Attention: Luke Sales

Date Received

AUG 04 2023

File No.

3320-20-1318



Acknowledgement

and



Copy to



Response

Letter

✓  
LS/RA/ME

Dear Luke:

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

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

## BACKGROUND

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

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

## PROPOSAL

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

to 80 units per hectare is supported in the OCP. The proposed parcel size of each lot is 2100m<sup>2</sup>. Based on existing dwelling units, the following are density calculations for each lot:

**Proposed Lot A:** 13 units = 61 dwellings/ha

**Proposed Lot B:** 12 units = 57 dwellings/ha

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

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

No renovations or additions to the buildings are proposed.

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

## **CIVIL ENGINEERING**

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

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

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

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

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

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

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

## **PARKING**

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

## **TREE RETENTION**

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

## **ENCLOSURES**

In support of this application, we enclose the following:

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

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

Best regards,



Rachel Hamling  
Land Development Consultant

Enclosures



**NEWCASTLE  
ENGINEERING LTD.**

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

---

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

1285-001

July 28, 2023

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

Dear Sir:

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

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

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

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

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

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

### Design Population Density

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

### Watermains

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

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

The estimated maximum daily demand for property #127 Fifth Ave E and #141 Fifth Ave E is 39.34 m<sup>3</sup>/day and 36.31 m<sup>3</sup>/day respectively. As the land use of the properties is assumed to remain unchanged it is expected that the rezoning application will not add additional demand to the downstream capacity.

### Fire Flow Requirements

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

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

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

### Sanitary Sewer

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

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

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

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

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

### Storm Drainage

The buildings currently contribute approximately 610 m<sup>2</sup> of impervious area to the overall site each. The asphalt parking area shared between both buildings contributes an additional 1100 m<sup>2</sup> of impervious area. This results in a total impervious area of approximately 2320m<sup>2</sup> and a pervious area of approximately 1900m<sup>2</sup> that consisting of largely lawn and gardens. Overall, the site consists of 55% impervious area by total area.

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

The flow path of asphalt area (approx. 800m<sup>2</sup>) located between the buildings appears to flow to the north of the site to an offsite catch basin within the lane to the north. There appears to be a 75mm pipe entering this catch basin and runs directly south under the asphalted area. It is currently unclear where this undocumented pipe leads to. This catch basin did not appear to be connection to the Town of Qualicum Beach's storm sewer network.

The flow path for the perpendicular parking located north of #127 Fifth Ave E (approx. 150m<sup>2</sup>) appears to flow to the west into and into an offsite catch basin outside of #750 Memorial Ave. Whereas, the flow path for the perpendicular parking located to the north of #141 (approx. 150m<sup>2</sup>) appears to flow to the north and into an offsite formed swale that leads into the municipal 450Ø CSP along Berwick Rd S.

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

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

#### Roadways and Access

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

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

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

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

Yours truly,  
**Newcastle Engineering Ltd.**



Kailen Elander, P.Eng.



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

PHONE: (250) 756-9553

FAX: (250) 756-9503

**Project:**

127/141 Fifth Avenue E

**File:**

1285-001

**Date:**

2023-07-28

**Engineer:**

Kailen Elander

### Fire Flow Calculation Sheet

127 Fifth Avenue East

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

#### Notes

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





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

PHONE: (250) 756-9553

FAX: (250) 756-9503

**Project:**

127/141 Fifth Avenue E

**File:**

1285-001

**Date:**

2023-07-28

**Engineer:**

Kailen Elander

## Fire Flow Calculation Sheet

141 Fifth Avenue East

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

### Notes

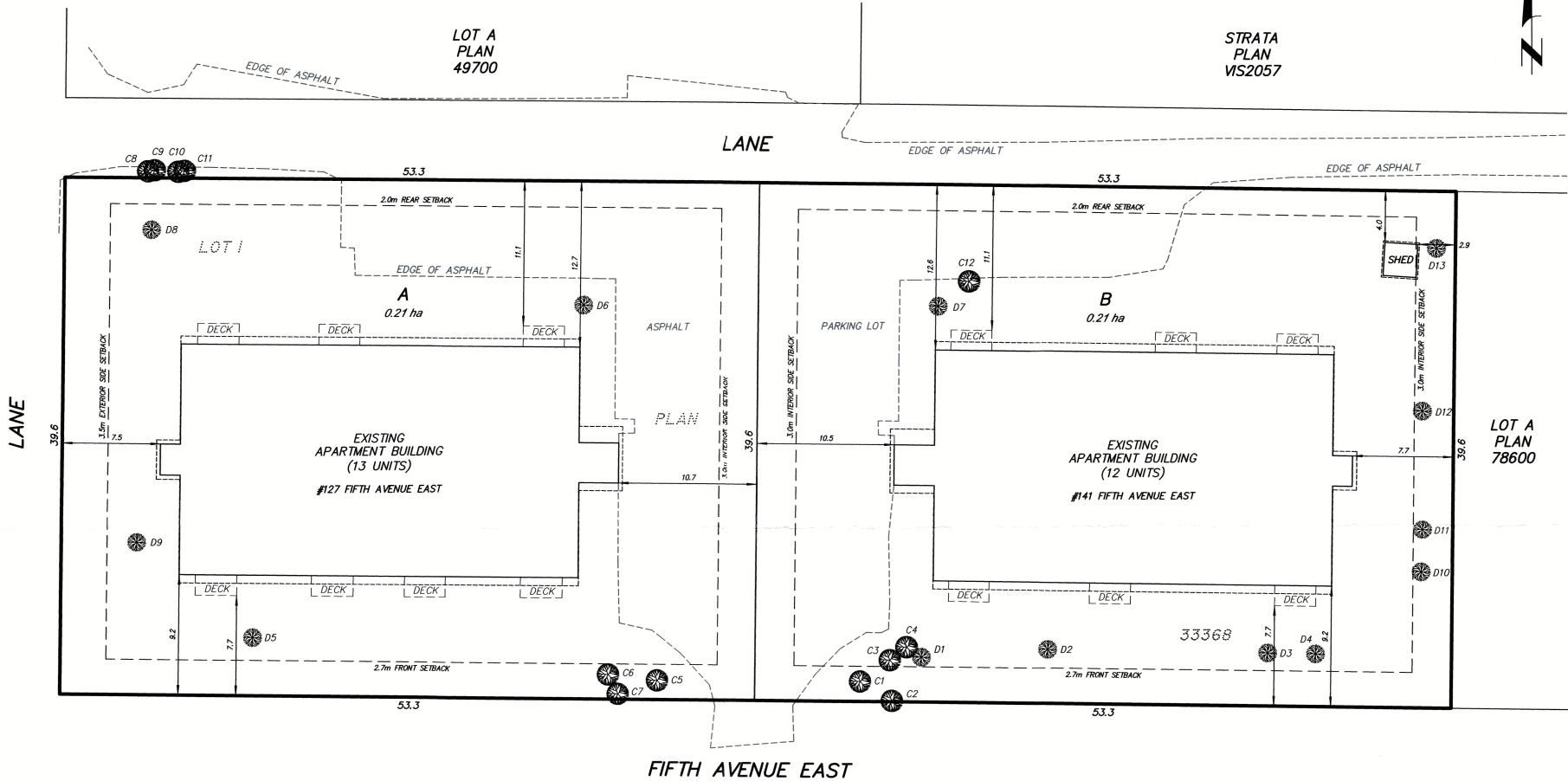
Calculation based on the 2020 edition of the "Guide for the Determination of Required Fire Flows for Public Fire Protection in Canada" prepared by the Fire Underwriters Survey



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

SCALE 1:250

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



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

PARCEL COVERAGE (LOT A)  
ALLOWED: 61.0%  
PROPOSED: 27.8%

FLOOR AREA RATIO (LOT A)  
ALLOWED: 2.3  
PROPOSED: 1.9

PARCEL COVERAGE (LOT B)  
ALLOWED: 61.0%  
PROPOSED: 27.9%

FLOOR AREA RATIO (LOT B)  
ALLOWED: 2.3  
PROPOSED: 1.9

| PARCEL DEPTH TABLE |           |       |       |
|--------------------|-----------|-------|-------|
| PARCEL             | PERIMETER | DEPTH | RATIO |
| A                  | 185.9m    | 47.7m | 28.7% |
| B                  | 185.9m    | 47.7m | 25.7% |

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

NOTES:

THIS PLAN IS NOT TO BE USED TO RE-ESTABLISH PROPERTY BOUNDARIES.  
ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF UNLESS OTHERWISE INDICATED AND ARE DERIVED FROM PLAN 33368.  
JURISDICTION: TOWN OF QUALICUM BEACH  
PROPOSED PARCEL ZONING: RESIDENTIAL 20 (R20)  
PID NO: 000-236-403  
THIS LOT IS SUBJECT TO LTO CHARGE NUMBER: M76300  
CIVIC ADDRESS (LOT A): #127 FIFTH AVENUE EAST, QUALICUM BEACH, BC  
CIVIC ADDRESS (LOT B): #141 FIFTH AVENUE EAST, QUALICUM BEACH, BC

LEGEND

DL DENOTES DISTRICT LOT  
REM DENOTES REMAINDER  
ha DENOTES HECTARES  
--- DENOTES ROOF OVERHANG  
C1 DENOTES CONIFEROUS TREE LOCATION AND NUMBER  
D1 DENOTES DECIDUOUS TREE LOCATION AND NUMBER

| No. | DATE       | REVISION         |
|-----|------------|------------------|
| 1   | 2023/05/24 | INITIAL PROPOSAL |
| 2   | 2023/08/03 | ADDED TREES      |
|     |            |                  |
|     |            |                  |
|     |            |                  |
|     |            |                  |
|     |            |                  |
|     |            |                  |
|     |            |                  |
|     |            |                  |

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



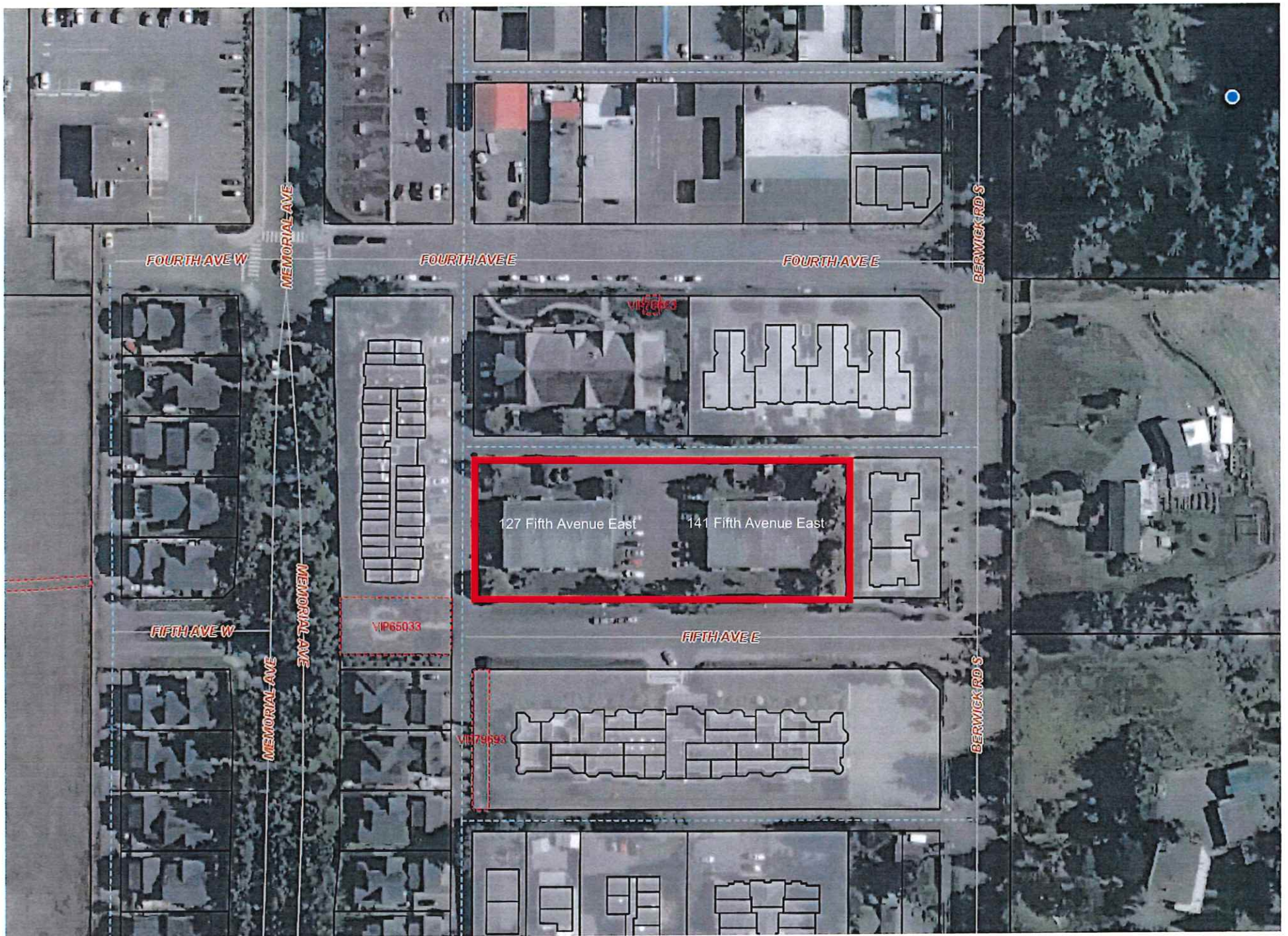
On Fifth Avenue East Looking Northwest Towards 141 Fifth Avenue East  
(East Building)



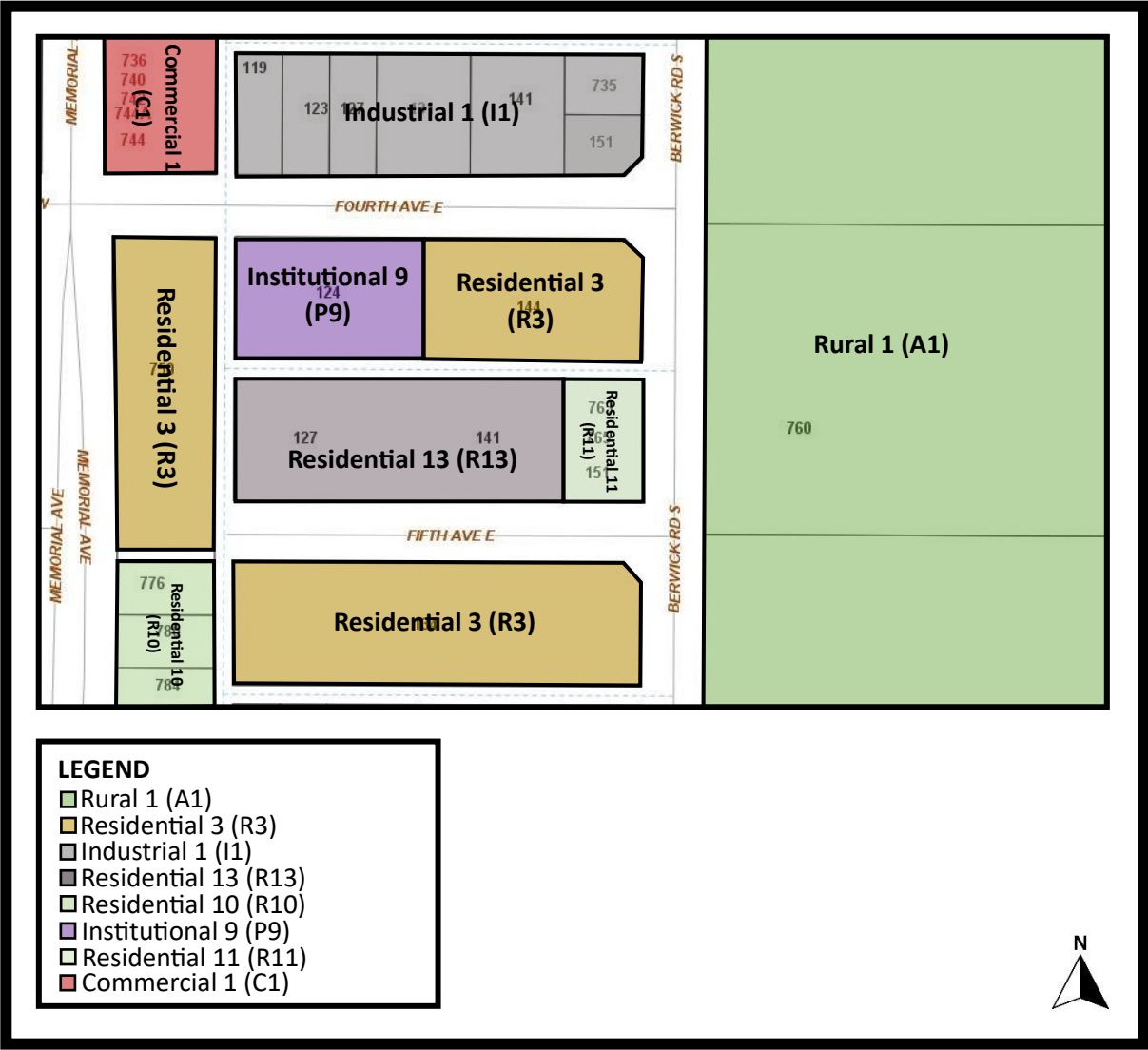
On Fifth Avenue East Looking Northwest Towards 127 Fifth Avenue East  
(West Building)



Looking South Between Buildings From Back Lane



# ZONING CONTEXT MAP



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

**TO:** Lou Varela, CAO **FOR:** Regular Council Meeting, November 8, 2023

**FROM:** Weslie Gould, Deputy Corporate Administrator

**SUBJECT: Motions Index: Resolution for the 2023 UBCM Conference**

**RECOMMENDATION:**

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

---

**PURPOSE**

To seek Council direction on a June 14, 2023 resolution that was intended to be submitted for consideration at the 2023 UBCM conference, which was inadvertently not actioned prior to the conference submission deadline, of June 30, 2023.

**DISCUSSION**

In reviewing the motions index, staff note that the following resolution from the June 14, 2023 regular Council meeting had not been actioned prior to the June 30, 2023 deadline to submit resolutions for the UBCM conference:

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

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

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

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

To action this resolution prior to the next UBCM conference in September 2024, staff recommend the resolution be referred to the Association of Vancouver Island and Coastal Communities (AVICC) for their consideration of endorsement. The annual convention of AVICC will be held April 12 to 14, 2024, in Victoria, BC.

Alternatively, the resolution may be submitted to the 2024 UBCM conference directly (Alternative 1) or, should the resolution no longer be required, Council may rescind the resolution altogether (Alternative 2).

### SUMMARY

Staff are seeking Council approval to refer a resolution, that missed the 2023 UBCM conference submission deadline, to AVICC for potential endorsement in April 2024 before the 2024 UBCM conference.

### ALTERNATIVES

1. THAT the June 14, 2023 Council motion directing staff to send a resolution to the 2023 Union of British Columbia Municipalities (UBCM) Conference be referred to the 2024 UBCM Conference.
2. THAT Council rescind the June 14, 2023 Council motion directing staff to send a resolution to the 2023 Union of British Columbia Municipalities (UBCM) Conference.
3. Alternative direction to staff.



Weslie Gould, Deputy  
Corporate Administrator  
Report Writer



Heather Svensen, Deputy CAO/  
Corporate Administrator  
Concurrence



Lou Varela, CAO  
Concurrence

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

**TO:** Luke Sales, Director of Planning      **FOR:** Council Meeting, November 8, 2023

**FROM:** Liz Pollock, Planner

**SUBJECT:** Major Projects Update: Saahtlam Park, Bus Garage & Mobility Study, and the Quality of Life Survey

**RECOMMENDATION**

Provided for information only.

**PURPOSE**

To provide updates on Saahtlam Park, Bus Garage & Mobility Study, and the Quality of Life Survey projects.

**BACKGROUND**

During the 2023 Strategic Planning, the Council outlined a series of ambitious projects to be managed by Planning and Community Development in the upcoming years, with a significant number of projects allocated for 2023 and 2024.

This memo serves to update the Council on the key projects that are currently underway. The aim is to ensure clarity in expectations and timelines, and to allow the Council an opportunity to give direction on any necessary adjustments to the project timelines.

**DISCUSSION**

**Saahtlam Park**

Public engagement and the finalization of a Detailed Park Plan for Saahtlam Park was initiated by the Town in May 2023. This work builds off the Former St. Andrew's Waterfront Park Plan, including a comprehensive public engagement and visioning process that was undertaken in 2019.

**Phase 1 - Summary of Engagement Activities 2023**

- A stakeholder meeting and site visit was held on August 17<sup>th</sup>. Stakeholders from Arrowsmith Naturals, St. Andrews Lodge and Historical Society, Qualicum Beach Chamber of Commerce, Qualicum Beach Streamkeepers, and Baseline Archaeological attended.
- A pop-up engagement event was held at the Qualicum Beach Farmers Market on October 14<sup>th</sup>.

The feedback from these engagements resulted in a refined draft Concept Plan for Saahtlam Park. Mayor Westbroek and the Senior Planner visited Chief Recalma of Qualicum First Nation on October 16<sup>th</sup> to seek his review and feedback on the draft Concept Plan.

A community feedback form for comment on the DraftPlan is open to the public until November 3<sup>rd</sup>. The form is available online at [www.qualicumbeach.com/saahtlam](http://www.qualicumbeach.com/saahtlam).

### **Next Steps**

- Building on the direction and approach confirmed from Phase 1, the consultant (Lanarc Consultants) will finalize an updated Park Plan illustration showing the spatial arrangement and relationships of site amenities.
- Lanarc will attend the Committee of the Whole and/or Special Council meeting on December 13<sup>th</sup> to update Council on the project.
- The consultant will make refinements to reflect Council comments and final revision requests for consideration in January 2024.

### **Bus Garage & Mobility Study**

A public engagement process resulting in a Conceptual Design for the Town-owned Bus Garage property and a related Mobility Study was initiated by the Town in May 2023. The subject site is a strategic location in the heart of Qualicum Beach with tremendous cultural and social value, and this project will help shape the future of the area for many years to come.

#### **Phase 1 - Summary of Engagement Activities 2023**

- A stakeholder meeting and site visit was held on August 29<sup>th</sup>.
- A pop-up engagement event was held at the Qualicum Beach Farmers Market on September 23<sup>rd</sup>.
- A Public Survey was open to the public until October 20<sup>th</sup>.
- A youth engagement event will be held on November 2, 2023 at Kwalikum Senior Secondary School with the Leadership class.

#### **Phase 2 and beyond – Next Steps**

- Two student interns will assist the consultants (Bunt & Associates Transportation Planning and Engineering) with the Mobility Study portion of this project.
- Preferred concept designs will be developed based on feedback from the public, stakeholders and Town staff. The information gathered in Phase 1 will guide the concept designs, balancing the preliminary traffic impact findings with the other various priorities and concerns.
- Engagement will include:
  - a virtual meeting with key stakeholders and Town staff;
  - Continued conversations with Qualicum First Nation for their input and feedback;
  - A large-format public workshop to gain input on the concepts and preferred directions is being scheduled for January 2024; and,
  - A second survey will be distributed to gain public feedback on the proposed concept designs.
- Phase 3 will be the amalgamation of previous efforts, bringing together the knowledge gained through the site analysis and concept design process, and the information collected through engagement with the community, stakeholders, and Town staff. The outcome of this Phase will be a report that summarizes the preferred concept for the entire Bus Garage Lands and the public square at Fern and Memorial, for Council's consideration.

### **Quality of Life Survey**

The Quality of Life Survey (QLS) forms part of the Town of Qualicum Beach's Official Community Plan (OCP) Review. The last QLS was conducted in 2017 during the previous OCP Review. This new QLS will be a precursor to the 2024-2026 OCP Review and will inform the plan for the overall process.

#### **Update – November 2023**

- Orientation sessions for the OCP Steering Committee were held on October 3<sup>rd</sup> and 11<sup>th</sup>.
- Committee meetings were held on October 16<sup>th</sup>, 23<sup>rd</sup> and 30<sup>th</sup>. The Committee has been reviewing the previous Quality of Life Survey questions to determine which questions and topics the recommends to Council for inclusion, revision, or elimination for the QLS.
- As of the time of report writing, the next Committee meeting is scheduled for November 6<sup>th</sup> – the Committee will continue to refine the QLS questions and will identify questions that explore emerging trends for possible inclusion into the QLS.
- Council will approve the final version of the QLS.

#### **UPCOMING KEY DATES \* Subject to change**

|                                                     | <b>Saahtlam Park Plan</b>             | <b>Bus Garage &amp; Mobility Study</b>                           | <b>QOL Survey</b>                    |
|-----------------------------------------------------|---------------------------------------|------------------------------------------------------------------|--------------------------------------|
| <b>December 13, 2023</b><br>Special Council Meeting | Draft Plan Presentation by Consultant |                                                                  | Draft Survey for Council endorsement |
| <b>January 17, 2024</b><br>Regular Council Meeting  | Draft Plan for Council endorsement    |                                                                  |                                      |
| <b>January 15, 2024</b>                             |                                       |                                                                  | Survey Distribution                  |
| <b>March 13, 2024</b>                               |                                       | Draft Plan Presentation and consideration of Council endorsement |                                      |
| <b>April 10, 2024</b>                               |                                       |                                                                  | Presentation of Survey Results       |

#### ***RISKS TO MAJOR PROJECTS (Saahtlam Park, Bus Garage & Mobility Study, QLS)***

The projects outlined are largely on schedule, adhering to the timelines, budgets, and expected outcomes communicated earlier in the year to Council. However, the number and timing of recommendations for modifications by the OCP Review Steering Committee, and the number and timing of adjustments requested by Council, may affect the delivery dates.

The current work aims for the Quality of Life Survey to be ready for Council endorsement at a Special Council meeting tentatively planned for December 13<sup>th</sup>. Given that this would be the final Council meeting of the year, any further alterations required would likely postpone the survey distribution until February 2024 or later.

Consultant availability during the winter holiday period (mid-December to New Years 2024) could also impact the delivery of reports in early 2024. Staff are working with the consultants on clear timelines to avoid this delay.

## SUMMARY

This memo serves to update the Council on the key projects that are currently underway. The aim is to ensure clarity in expectations and timelines, and to allow the Council an opportunity to give direction on any necessary adjustments to the project timelines.

## ALTERNATIVES

1. THAT Council provides alternative direction to staff;



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Liz Pollock  
Planner  
Report Writer



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Luke Sales, MCIP, RPP  
Director of Planning  
Concurrence



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Lou Varela  
CAO  
Concurrence

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

**TO:** Lou Varela, CAO **FOR:** Regular Council November 8, 2023

**FROM:** Luke Sales, Director of Planning & Community Development

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

**RECOMMENDATION**

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

**BACKGROUND**

The Rural Economic Diversification and Infrastructure Program (REDIP) supports rural economic development projects that promote economic capacity building, economic diversification, resilience, clean economy opportunities, and infrastructure development. The Town would be applying for the Economic Diversification (REDIP-ED) stream, which helps communities build internal capacity for economic development. The Town would be eligible to receive 80% of project costs, up to a maximum contribution of \$100,000. The project allows two years for completion, and funding will be announced in March 2024.

**DISCUSSION**

Through this grant opportunity, the Town proposes to advance its long-term Sustainability Plan vision (found in the Official Community Plan) for a sustainable economy with a two-part project. The first step would involve a gap analysis to assess the current economic scenario, identifying existing business trends, strengths, opportunities, and weaknesses. The second step entails developing a strategic sustainable development plan, connecting the gap analysis findings with the objectives stated in the Sustainability Plan, and ensuring that economic development aligns with environmental and social goals. The focus will be on creating a practical roadmap that guides Qualicum Beach towards achieving its sustainability goals.

From the perspective of staff, this project offers excellent value (80% funding), and will greatly support the Town in more informed decision-making in the future regarding sustainability initiatives.

**STRATEGIC IMPLICATIONS**

The “Pathways to Sustainable Economic Development in Qualicum Beach” project falls under Council’s Focus Area of “Economic Prosperity”. Specifically, this project aims to address the challenge of converting sustainable economic development goals into action.

### FINANCIAL IMPLICATIONS

The project cost is estimated to be \$125,000, with the grant providing \$100,000. The Town's share of the project would be up to \$12,500 in staff time (in-kind contribution) and up to \$12,500 in financial contribution. The expense would be primarily to hire a consultant for plan development and public engagement. No additional impacts on staffing or department workplans are anticipated.

The Town is in the process of creating the 2024-2028 Financial Plan, and subject to grant approval a budget provision will be included for this project in the Financial Plan.

### SUMMARY

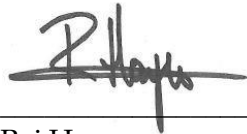
The Rural Economic Diversification and Infrastructure Program (REDIP) supports rural economic development projects that promote economic capacity building, economic diversification, resilience, clean economy opportunities, and infrastructure development. Staff are seeking Council authorization to apply for a grant from the Rural Economic Diversification and Infrastructure Program for \$100,000 to support the "Pathways to Sustainable Economic Development in Qualicum Beach" project.

### ALTERNATIVES

1. THAT Council directs staff to not apply to the Rural Economic Diversification and Infrastructure Program (REDIP) for funding.
2. THAT Council provides alternative direction.



Luke Sales, MCIP, RPP  
Director of Planning  
Concurrence



Raj Hayre  
Director of Finance  
Concurrence



Lou Varela, MCIP, RPP  
CAO  
Concurrence

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

**TO:** Lou Varela, Chief Administration Officer      **FOR:** Council Meeting, November 8, 2023

**FROM:** Rob Dickinson, Director of Infrastructure

**SUBJECT:** Pollinator Pathways

**RECOMMENDATION**

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

**PURPOSE**

Operations staff have been requested to update Council on Pollinator Pathways in response to correspondence received from the Arrowsmith Naturalists (attached).

**BACKGROUND**

At the Regular Council meeting of June 14, 2023 Council passed the following resolution:

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

**DISCUSSION**

‘Pollinator Pathways’ are defined by the Canadian Wildlife Federation as “a pesticide-free corridor of native plants that provide nutrition and habitat for pollinators and helps them to disperse into new habitats.”<sup>1</sup>

Town staff include passionate horticulturalists, turf managers, arborists and organic master gardeners. When planning or designing green spaces and landscapes, staff strive to ensure that diversity in plant material and sequential bloom times are taken into consideration. These designs possess both aesthetic appeal and prioritize the incorporation of essential elements of nature into every landscaping project. This approach aims to promote and bolster the well-being and vigor of the diverse pollinator species within the community, all while offering natural refuge from potential predators.

These green space areas not only encourage healthy colonies of pollinators, they also support the health and vitality of many other types of wildlife. Town staff aim to support all projects with good horticultural practices that encourage healthy growth; an example of this is that our staff choose not to use any pesticides in green spaces and Town of Qualicum Beach *Pesticide Use Bylaw* No. 650, 2010 supports this.

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<sup>1</sup> “What Is a Pollinator Pathway? – Your Connection to Wildlife.” n.d. <https://blog.cwf-fcf.org/index.php/en/what-is-a-pollinator-pathway/>.

**Existing Town of Qualicum gardens and green spaces that create a corridor for nature:**

*West to East*

|                                                    |                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Lot 10 Pump House – Highway 19A                    | Rhododendron beds, green spaces, native plants                                                                                                                                                                                                                                                                                                                                |
| Saahtlam Park                                      | Landscape and sheltered area                                                                                                                                                                                                                                                                                                                                                  |
| Grandon Road Pump House and Retention Area         | Resting spots, pollination points, water source                                                                                                                                                                                                                                                                                                                               |
| Laburnum Trail                                     | Greenspace and Retention Pond, water source, rest areas                                                                                                                                                                                                                                                                                                                       |
| Grandon Creek Trail                                | Passive greenspace                                                                                                                                                                                                                                                                                                                                                            |
| Waterfront                                         | Jubilee Park gardens and greenspace<br>The Shores Garden<br>19A from Tourist Centre to East of Memorial Roundabout                                                                                                                                                                                                                                                            |
| Memorial Avenue                                    | Raingarden<br>Corridor path plantings<br>Railway corridor planting and Community Garden<br>Greenspace from Beach Road to Veterans Way (corridor includes Train Station and Museum area)<br>Downtown core tree canopy<br>Fern Road parking lot garden beds<br>Corridor to Jones Street includes multiple, raised, permanent landscapes<br>Pathways from First to Second Avenue |
| Old School House                                   | Perennials and resting areas                                                                                                                                                                                                                                                                                                                                                  |
| Primrose Street                                    | Community Garden<br>Mason Bee House                                                                                                                                                                                                                                                                                                                                           |
| Garden Road and Memorial Avenue                    | Friendship Garden                                                                                                                                                                                                                                                                                                                                                             |
| Fourth Avenue to Rupert Road along Memorial Avenue | Tree Canopy                                                                                                                                                                                                                                                                                                                                                                   |
| Rupert Road and Memorial Avenue                    | Splitter islands, roundabout, and reader board gardens                                                                                                                                                                                                                                                                                                                        |
| Memorial Avenue to Highway 19 Overpass             | Passive green space                                                                                                                                                                                                                                                                                                                                                           |
| Beach Road                                         | Valhalla Gardens<br>Oceanside Hospice Society<br>Trail Systems<br>Mill Street Trails<br>Rhododendrons and other plant material                                                                                                                                                                                                                                                |
| Community Ball Parks                               | Dogwood Walk<br>Natural pathways<br>Tree canopy                                                                                                                                                                                                                                                                                                                               |
| Jones Street to Civic Centre                       | Flowering trees and landscaping<br>Memorial Cemetery<br>Native plants, rhododendrons and ornamental landscapes                                                                                                                                                                                                                                                                |
| Qualicum Beach Volunteer Fire Department           | Gardens with naturalized areas for rest and pollinators                                                                                                                                                                                                                                                                                                                       |

|                                        |                                                                                                 |
|----------------------------------------|-------------------------------------------------------------------------------------------------|
| Railway Corridor at Dollymount Trail   | Passive greenspace                                                                              |
| Village Way and Highway 19A            | Gardens and greenspaces                                                                         |
| Yambury Road Park North of Highway 19A | Greenspace trails                                                                               |
| Yambury Road                           | Waterwise garden supports wildlife and pollinators<br>Trail system (south to north)             |
| Miraloma Drive                         | Native plants and greenspaces                                                                   |
| Eaglecrest Drive                       | Entrance off Highway 19A<br>Plants for rest, pollinators, and wildlife<br>Boulevard tree canopy |
| Chartwell Drive                        | Entrance garden and side plantings<br>Various plant materials for rest, pollinators             |
| College Road                           | Pump House native plants                                                                        |

Due to resource challenges and the extensive list of existing pollinator opportunities, staff do not recommend that the Town implement any additional formalized pollinator pathways at this time. However, Council could consider this pilot project as a possible 2024 Strategic Initiative. Should Council decide to direct staff to proceed with a Pollinator Pathway Pilot Project, staff will review appropriate locations, choose the location most likely to be successful and monitor its effectiveness and acceptance by residents.

### Financial Implications

The estimate to remove existing landscaping, purchase and place growing medium, seeds and initial watering is estimated to cost \$3,500 for materials with an ongoing annual cost to maintain the vegetation, mitigate damage and remove weeds of \$2,500 per year including 0.05 FTE (depending on scope of service increase).

### ALTERNATIVES

1. THAT a pilot project to implement Pollinator Pathways within the Town of Qualicum Beach be referred to the 2024 Strategic Planning process.
2. THAT Council directs staff to implement a Pollinator Pathway Pilot Project in 2024, with costs to be incorporated into the 5 Year financial plan.
3. THAT Council provides alternative direction for staff.



Raj Hayre  
Director of Finance  
Concurrence



Robert Dickinson  
Director of Infrastructure Service  
Report Writer



Lou Varela, MCIP, RPP  
CAO  
Concurrence

Attachments

[Pollinator Pathways](#)

[Rotherham](#)

[Sign Pardonthe weeds](#)

## QB Town

**From:** A T David Hutchings S 22 (Personal Privacy)  
**Sent:** Sunday, April 9, 2023 12:03 PM  
**To:** Teunis Westbroek; Scott Harrison; Anne Skipsey; Petronella Vander Valk; Jean Young  
**Cc:** lvalera@qualicumbeach.com; Luke Sales; QB Town  
**Subject:** Pollinator pathways and Climate Change  
**Attachments:** Pollinator pathways in action.Notes for Dave H..pdf

Date Received

APR 11 2023

To: Council and Staff of the Town of Qualicum

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

☒ Acknowledgement  
Card

☐ Response Letter  
Apr 05, 2023

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

E-MAILED

Action Required By

Council, LV, LS, RA  
Reg

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

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

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

Unfortunately, these suggestions were not acted upon. However, the present Council seems eager to explore and mitigate the effects of climate change and the loss of biodiversity. Perhaps a project like pollinator pathways is a low-cost way of increasing climate-change awareness in the community of Qualicum Beach, while also bringing our community together through a network of keen volunteers. The Arrowsmith Naturalists are more than willing to assist in any way we can.

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

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

Respectfully,

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

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

### In the U.S.

Pollinator Week is celebrated from June 19-25, 2023 ([www.pollinator.org](http://www.pollinator.org))

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

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

12 States in the midwest are part of this programme

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

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

### In Canada

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

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

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

North Saanich has installed a plant pollinator garden at Victoria Airport

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

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

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

## Europe/UK

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

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

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

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

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

### **I'm hoping that QB council will:**

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

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

### Benefits:

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

Enhancing the ambience of the area generally

Support an annual village-wide one-day Bee Festival

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

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

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

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

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

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

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

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

March, 2023

This is Rotherham where council have planted 8 miles of wild flower verges. It has saved 25k in mowing costs. These photos posted by British Beekeeping Association!





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

**TO:** Lou Varela, CAO

**FOR:** Regular Council meeting, November 8, 2023

**FROM:** Oliver Watson, Capital Projects Manager

**SUBJECT:** Above Ground Aviation Gasoline Tank Installation at Qualicum Beach Airport

**RECOMMENDATION**

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

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

**PURPOSE**

To award the tender to Western Oil Services for the installation of a new above ground Avgas fueling system.

**BACKGROUND**

The Qualicum Beach Airport sells Avgas to private and commercial airplane users. The system that is currently in place is believed to be 30 years old. The 20,000-liter underground tank is thought to be a single walled fiberglass tank. The existing payment system, QT Pod, is obsolete and in the event of a failure, would need to be replaced at a cost of nearly \$30,000.

In March 2023, the BC Air Access Program authorized a grant to the Town covering up to \$289,300 towards the replacement of the Avgas system.

In May 2023, the Town entered into an agreement with Morrow Engineering to design a modern Avgas fueling system that would be suitable for the Airport and handle future needs. Once the design was completed, an RFP was posted on BC Bid and closed on October 31, 2023, with Western Oil Services being the only tender submitted.

**DISCUSSION**

The existing 20,000-liter underground Avgas tank is undersized for current operations. Over the past few years, on several occasions, the Town has been unable to sell fuel due to supply chain issues or dispenser problems, leaving pilots with limited refueling options.

Underground tanks are prone to leaks. Given that the existing underground tank is likely a single walled fiberglass tank, and due to the age of the existing tank, the Town needs to remove and replace the tank to avoid environmental risk.

The existing hard wired M3000 QT Pod payment system is obsolete. No parts or technical support are available for this payment system. The proposed new system includes a modern and secure M4000 cellular based QT Pod system, much like those found at cardlock fueling stations.

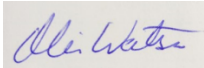
To meet the grant requirements, the work needs to be completed by March 31, 2024. In order to meet the deadline, parts need to be ordered now for them to arrive by March.

### FINANCIAL IMPLICATIONS

Western Oil Services bid \$405,515.00 for the complete replacement of the Avgas system. Council approved a budget of \$340,000 for this project in 2023 per Council resolution 23-207. After taking into consideration \$289,300 in grant funding from the BC Air Access Program and the approved Town contribution of \$50,700, this leaves a shortfall of \$65,515. Staff recommend that the project budget be increased from \$340,000 to \$425,000 to address the anticipated cost of this project, which includes a \$20,000 contingency. The additional funding required would be sourced from the Asset Replacement Reserve.

### ALTERNATIVES

1. Provide alternative direction to staff.



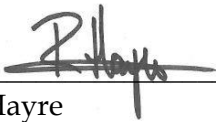
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Oliver Watson  
Capital Projects Manager  
Report Writer



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Lou Varela  
Chief Administrative Officer  
Concurrence



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Raj Hayre  
Director of Finance  
Concurrence

**From:** [Kevin Monahan](#)  
**To:** [communications](#)  
**Subject:** Comments from the Public October 11 2003 Regular Council Meeting  
**Date:** Wednesday, October 11, 2023 11:57:12 PM

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1. I strongly agree with Mayor Westbrook's comments regarding the provincial government taking development authority from municipal governments. Our municipal government is a democratically elected level of government, and to limit its authority over development is anti-democratic. The provincial government position is especially troubling given that there may not be enough water or medical services for the communities that are being forced to develop. It leaves one with the impression that the municipal government review process is meant to simply be a rubber stamp with the outcome fore-ordained and that there is no real importance given to public consultation.
2. There was discussion of trails and Active Transportation. I have strong concerns about the mixing of transportation types on the same trails. Ideally it should not be a problem, but there are inevitable conflicts between cyclists and walkers. The biggest problem occurs when a bicycle passes a pedestrian very closely. If the pedestrian, unaware of the cyclist's presence, were to step to one side or the other, a collision might very likely occur, at great cost to the pedestrian. It is vital that cyclists on mixed-use trails etc. should use their bells when passing, or call out "Passing on your left (right)". To encourage such behaviour, I ask that the Town establish signs on mixed-use trails informing cyclists of their obligation to "Use your bell when passing".

Thank you

***Kevin Monahan***

<<PERSONAL INFORMATION REDACTED>>

**From:** [Nancy Monahan](#)  
**To:** [communications](#)  
**Subject:** Comments from the Public October 11 2003 Regular Council Meeting  
**Date:** Friday, October 13, 2023 9:32:56 AM

---

Thank you Mayor Westbroek for articulating some of the problems with our provincial government's new policy concerning development authority. Unchecked, inappropriate development has never solved the issue of affordable housing although that mythology persists. I have lived in this area since 1971. In all those years it seems most Vancouver Island councils have been welcoming to development in almost any form. Indeed, it is clear that Oceanside has been experiencing another building boom for years. Along with that boom real estate values have continued to soar. As the mayor correctly pointed out there has been very little attention paid to the infrastructure that must support all of it.

Qualicum Beach is the only town outside of Victoria that tried to future proof its own water supply several years ago. Long term thoughtful planning as opposed to knee jerk, quick fix fantasy solutions really does pay off.

Nancy Monahan  
Qualicum Beach

**From:** [Marlys Diamond](#)  
**To:** [Teunis Westbroek](#); [Scott Harrison](#); [Anne Skipsey](#); [Petronella Vander Valk](#); [Jean Young](#)  
**Cc:** [Lou Varela](#); [communications](#)  
**Subject:** Comment on Oct. 11, 2023 Council Meeting  
**Date:** Friday, October 13, 2023 11:41:58 AM

---

Good morning Mayor Westbroek and Councillors,

The information presented by Devon Barnes on Wildfire Risk Reduction was excellent, as was the town's mailing follow-up on the work to be done around the Eagle Park facility and the Ambulance Station. This information is critical to educate the public.

The presentation by the Qualicum Beach Multi-Use Cinema Society clearly indicated the work they have done to bring about a vision previously expressed in OCPs but negated by the sale of land to Naked Naturals. The enjoyment and economic benefits of their proposal is significant.

It was disappointing to have the Development Permits for Pheasant Glen delayed again by exaggerated prescriptive discussion. The two Pheasant Glen components address the long expressed desire for tourist accommodation, complemented by a variety of other accommodation options. The economic spin off to the downtown core will be significant, as Pheasant Glen has in the past and in the future will host national golfing events. I hope the delay in granting the Development Permits will be short.

After a short summer hiatus, I appreciate the staff time required in putting forward this huge agenda for a marathon meeting.

Respectfully,  
Marlys Diamond

<<PERSONAL INFORMATION REDACTED>>