

**Agenda for the 10:00 am Wednesday, November 20, 2024, Town of Qualicum Beach  
Regular Council Meeting to be held in the Council Chamber, Town Hall, 660 Primrose  
Street, Qualicum Beach, BC**

Page No.

*(This meeting may be recorded)*

1-7 1. **ADOPTION OF THE AGENDA**

THAT Council adopts the November 20, 2024, regular Council meeting agenda.

2. **START OF CONSENT AGENDA**

**Staff Recommendation:**

THAT the recommendations listed for items 2a) to 2i) in the November 20, 2024, Consent Agenda be adopted.

- 8-11 a) THAT the October 23, 2024, 10:00 am regular Council meeting minutes be approved as presented.
- 12-13 b) THAT the October 22, 2024, 9:00 am special Council meeting minutes be approved as presented.
- 14-15 c) THAT the October 30, 2024, 9:30 am special Council meeting minutes be approved as presented.
- 16-17 d) THAT the November 6, 2024, 10:00 am special Council meeting minutes be approved as presented.
- 18-20 e) THAT the Correspondence Log, dated for reference November 12, 2024, be approved as presented.
- 21-23 f) THAT the Third Quarter Update for Fire Rescue Services be received for information.
- 24-26 g) THAT the Third Quarter Update for Construction and Building Permits be received for information.
- 27 h) THAT the Third Quarter Update for Bylaw be received for information.
- 28-31 i) THAT Council approves Council's 2025 Strategic Plan attached to the agenda.

**END OF CONSENT AGENDA**

3. **RECOGNITION - Nil**

4. **BUSINESS ARISING FROM THE MINUTES**

5. **DELEGATIONS**

- 32 (1) **Health Care in Qualicum Beach**  
D. Williams, Dr. J. Cabrera and M. Sherbo  
*Purpose: To provide information on unlicensed medical professionals living in Qualicum Beach and the challenges they face in getting licensed in Canada.*

6. **CORRESPONDENCE**

- 33-34 (1) **Vancouver Island Regional Library Board Appointments** – Letter dated October 17, 2024

**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, 2025.

7. **PUBLIC AND STATUTORY HEARINGS - Nil**

8. **BYLAWS**

35-98

(1) **Bylaw No. 903, 2024**

**Staff Recommendation:**

THAT the bylaw entitled Town of Qualicum Beach Building Bylaw No.903, 2024” be introduced and read a first time.

(2) **Bylaw No. 626.07, 2024**

**Staff Recommendation:**

THAT the bylaw entitled Town of Qualicum Beach Municipal Ticket Utilization Bylaw No. 626, 2008, Amendment (Building & Zoning) Bylaw No. 626.07, 2024” be introduced and read a first time.

(3) **Bylaw No. 638.03, 2024**

**Staff Recommendation**

THAT the bylaw entitled Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Building Fees) Bylaw No. 638.03, 2024” be introduced and read a first time.

9. **COMMITTEE & LIAISON REPORTS**

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

(a) Report from Mayor Westbroek

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

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

(a) **Heritage Forest Commission November 7, 2024**

**Recommendations:**

i) **Beach Creek Erosion Due to Foot Traffic**

**Heritage Forest Commission Recommendation**

THAT the Heritage Forest Commission recommends to Council THAT Council authorizes the expenditure of up to \$15,000 for the installation of approximately 220’ of split cedar rail fencing on the northeast (loop trail) side and the southwest side (Sunningdale) of Beach Creek ravine in the Heritage Forest to prevent ongoing human forest soil disturbance along this anadromous fish bearing stream, subject to funding, from the Heritage Forest Reserve Fund, if available

**Staff Comment:** *There is an anticipated private contribution of \$25k pending. Staff advised that if Council approves the project and funds are donated, staff will need to go out for quotes for total project costs.*

**Staff Recommendation:**

THAT Council instructs staff to include a \$15K capital budget provision in the 2025-2029 Financial Plan for a project to construct approximately 220 feet of split cedar rail fencing to be located on the northeast (loop trail) side and the southwest side (Sunningdale) of Beach Creek Ravine in the Heritage Forest,

AND FURTHER THAT commencement of works on this project is contingent upon obtaining approval from the Qualicum First Nation, and receipt of an anticipated private contribution to the reserve sufficient to fund the project.

ii) **Beach Creek Restoration Monitoring**

**Heritage Forest Commission Recommendation:**

THAT the Heritage Forest Commission recommends to Council THAT Council authorizes monthly water sampling by Mount Arrowsmith Biosphere Regional Research Institute and the Brown Property Preservation Society at the new East Crescent Culvert on Beach Creek, using equipment through a grant funded project through Pacific Salmon Foundation, if approved, starting in January 2025 and ongoing.

**Staff Comment:** *The proposed testing site is located outside the boundaries of the Heritage Forest, on Town land, and therefore, does not require a recommendation from the Heritage Forest Commission. If Council wishes to undertake a water testing initiative, it is recommended that Council direct staff to reach out to MABRI directly to discuss the project scope including but not necessarily limited to, rationale, sampling methodology, quality control, and how results would be used, etc. to explore potential opportunities for a joint water testing initiative for community benefit.*

**Staff Recommendation:**

THAT Council direct staff to reach out to MABRI directly to discuss the project scope including, but not necessarily limited to, rationale, sampling methodology, quality control, and how results would be used, to explore potential opportunities for a joint water testing initiative for community benefit.

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iii) **Heritage Forest Housekeeping | Maintenance Update**

**Heritage Forest Commission Recommendation:**

THAT the Heritage Forest Commission recommends to Council THAT Council approves the request from the Mount Arrowsmith Biosphere Regional Research Institute to hang cedar and hemlock boughs at the East Crescent gate and the 500-year kiosk in the Heritage Forest for the month of December in order to celebrate the Amazing Places Initiative and encourage people to visit.

**Staff Recommendation:**

THAT Council approves the request from the Mount Arrowsmith Biosphere Regional Research Institute to hang cedar and hemlock boughs at the East Crescent gate and the 500-year kiosk in the Heritage Forest for the month of December in order to celebrate the Amazing Places Initiative and encourage people to visit subject to MABRRI restoring the site to its original condition at the end of the December display, and also providing insurance naming the Town as Additional Insured.

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- (4) **Community Development** (Councillor Petronella Vander Valk)  
(a) Report from Councillor Vander Valk

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

10. **STAFF REPORTS**

102-105

- (1) **Corporate Services**  
(a) **Special Events – St. Andrews Concert & Qualicum Beach Triathlon**  
**Staff Recommendation:**

THAT Council grants permission for the following special events, subject to Town requirements, including road closures and in-kind support as described in the November 20, 2024, report titled “2025 Special Event Approvals”:

- i) Twilight Concert Series, Saturdays, June 28, July 12, August 2, 16, 30, 2025 (St. Andrews Lodge Historical & Cultural Society)  
ii) Qualicum Beach Triathlon, Sunday, June 22, 2025.

- (2) **Finance - Nil**

106-107

- (3) **Planning, Community Development & Emergency Planning**  
a) **Qualicum Beach Quality of Life Survey**  
**Staff Recommendation:**

THAT Council authorizes staff to award the Qualicum Beach Quality of Life Survey project to Deloitte LLP, as outlined in their proposal dated October 2024 for a total estimated cost of \$29,800, excluding GST.

108-121

b) **Pathways to Sustainable Development in Qualicum Beach – Economic Development Strategy - Request for Proposals for Consultant Selection**

**Staff Recommendation:**

THAT Council authorizes staff to issue a Request for Proposals (RFP) for the purpose of engaging a consultant to assist the Town in the Initiative titled Pathways to Sustainable Development in Qualicum Beach – Economic Development Strategy project.

122

c) **Launch of Development Tracker Web Tool - For Information**

123-132

d) **Reconsideration Tree Removal – 630 Belyea Road**

**Staff Recommendation:**

WHEREAS the Director of Planning has the authority to issue Tree Removal Permits but does not have the delegated authority to modify the conditions linked to such permits

BE IT RESOLVED THAT the Council modifies the Director's decision to issue a Tree Removal Permit for 630 Belyea Road by waiving the requirement for the tree replacement security deposit (\$1,400), given the tree's close proximity to the building footprint, with the replacement condition of tree planting still applicable.

133-135

e) **Qualicum Beach Skate Park Redevelopment Tender Award**

**Staff Recommendation:**

THAT Council authorizes staff to award the Qualicum Beach Skatepark design-build project to New Line Skateparks, as described in this November 20, 2024, report to Council at an estimated total cost of \$1,300,000 excluding GST;

THAT Council authorizes early budget approval of \$1,500,000 in the 2025-2029 Financial Plan for the Qualicum Beach Skate Park Project in fiscal 2025 funded from Community Amenity Contributions (\$500k), Province of BC's Growing Communities Fund (\$700k) and User Group Contribution (\$300k).

136-138

f) **SPARC Grant Application for Flashing Crosswalk and Accessibility Improvements at Harlech & Memorial**

**Staff Recommendation:**

THAT Council authorizes staff to apply for a grant from Sparc BC in the amount of \$25,000 to fully fund a flashing crosswalk at the intersection of Harlech Road and Memorial Avenue, as detailed in the November 20, 2024, Planning memo to Council.

(4) **Municipal Operations**

139-159

a) **Recommendations from the 2024 Parks Department Service Level Review**

**Staff Recommendation:**

THAT Council approves an allocation within the Parks Department's budget to fund the equivalent of 2.0 FTE Utility positions to meet the existing and new service level demands as detailed in the report attached to the Staff memo dated November 20, 2024, titled Town of Qualicum Beach Service Level Review, 2024.

THAT Council reallocate the budget approved in the 2024-2029 Financial Plan for an Engineering Technician to fund 1.0 FTE of Administrative Support for the Infrastructure Services Department, without impact to budget in the 2025-2029 Financial Plan.

THAT Council approves Policy 3000-22 Requests for New or Increased Service for service level management.

THAT staff be directed to review and report back on the status of the Parks Department's capacity during the 2026 budget processes.

160-163

b) **Design and construction cost estimate of the Little Qualicum River Riverbank Stabilization Project RFP Award**

**Staff Recommendation:**

THAT Council awards the contract for design and preparation of construction cost estimates, for a future project titled "Little Qualicum River Riverbank Stabilization Project", to Northwest Hydraulic Consultants Ltd. in the amount of \$91,881, excluding GST.

164-167

c) **Waterfront Expansion Phase 2 Ditch Infill Parking Project Tender Award**

**Staff Recommendation:**

THAT Council approves the award of the Waterfront Expansion Phase 2 Ditch Infill Parking project to Knappett Industries in the amount of \$523,900 excluding GST.

(5) **Fire**

168-170

a) **UBCM Community Emergency Preparedness Fund – Fire Training Props**

**Staff Recommendation:**

THAT Council authorizes the submission of a regional grant application to the Union of BC Municipalities (UBCM) 2024 Community Emergency Preparedness Fund: Volunteer & Composite Fire Departments Equipment and Training, for a total of \$120,000.

THAT Council authorizes the Regional District of Nanaimo to handle the application process, receipt, and management of the 2024

Community Emergency Preparedness Fund: Volunteer and Composite  
Fire Departments, on behalf of the Town of Qualicum Beach.

11. **REVIEW OF COMMENTS FROM THE PUBLIC**

Comments for this regular Council meeting must be received no later than 12:00 pm two days following the meeting (**November 22, 2024**). 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 members, 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](mailto:communications@qualicumbeach.com)

12. **MOTION TO CLOSE**

THAT the special meeting of Council be closed to the public, pursuant to sections 90 (1)(b) of the *Community Charter*, for the purpose of considering personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity.

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

**MEETING REOPENS TO THE PUBLIC**

13. **ADJOURNMENT**

THAT Council adjourns the November 20, 2024, regular Council meeting.

**NEXT SCHEDULED**

**REGULAR COUNCIL MEETING:** Wednesday, December 11, 2024, at 10:00 am

**DRAFT - Minutes of the 10:00 am Wednesday, October 23, 2024, Town of Qualicum Beach Regular Council Meeting held in the Qualicum Beach Council Chamber, Town Hall, 660 Primrose Street, Qualicum Beach, BC**

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

ABSENT: Councillor Scott Harrison  
Councillor Jean Young

ALSO PRESENT: Staff: Lou Varela, Chief Administrative Officer (CAO)  
Heather Svensen, Director of Corporate Services | Deputy CAO  
Luke Sales, Director of Planning & Community Development  
Raj Hayre, Director of Finance  
Oliver Watson, Capital Projects Manager  
Jason Froats, Information Systems Analyst  
Twyla Slonski, Corporate Services Support

Mayor Westbroek called the meeting to order in the Council Chamber at 10:00 am acknowledging that the meeting was being held on the traditional lands of the Coast Salish people, and in particular, the Qualicum First Nation.

**ADOPTION OF THE AGENDA**

Council adopted, by unanimous consent, the October 23, 2024, regular Council meeting agenda as amended, by striking item 10(1)(a) and adding item 10(1)(b) Authorization of Field of Crosses.

**START OF CONSENT AGENDA**

Council adopted, by unanimous consent, the recommendations listed for items 2a) to 2c) in the October 23, 2024, Consent Agenda.

a) THAT the October 2, 2024, 10:00 am regular Council meeting minutes be approved as presented.

CARRIED BY CONSENT

b) THAT the October 9, 2024, 10:00 am special Council meeting minutes be approved as presented.

CARRIED BY CONSENT

c) THAT the October 16, 2024, 9:00 am special Council meeting minutes be approved as corrected.

CARRIED BY CONSENT

**CARRIED UNANIMOUSLY | Resolution No. 24-268**

**END OF CONSENT AGENDA**

**RECOGNITION - Nil**

**BUSINESS ARISING FROM THE MINUTES - Nil**



## DELEGATIONS

1. **Carl Murphy, Qualicum Pickleball Club**, gave a PowerPoint presentation on the popularity and demand for dedicated pickleball courts in the community and requested that Council provide the courts in advance of the 2025 season, dedicated location for equipment storage boxes and a meeting with Town staff.

## CORRESPONDENCE - Nil

## PUBLIC AND STATUTORY HEARINGS - Nil

## BYLAWS

1. **Bylaw No. 904**
  - (a) Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT "Town of Qualicum Beach 2025 Taxation Exemption Bylaw No. 904, 2024" be adopted.  
**CARRIED UNANIMOUSLY | Resolution No. 24.269**
2. **Bylaw No. 905**
  - (a) Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT "Town of Qualicum Beach 2025 Taxation Exemption (Places of Worship) Bylaw No. 905, 2024" be adopted.  
**CARRIED UNANIMOUSLY | Resolution No. 24-270**

## COMMITTEE & LIAISON REPORTS

1. **General Government** (Mayor Teunis Westbroek)  
Mayor Westbroek commented on his portfolio activities.  
**Notice of Motion | Council Appointment**  
Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT Councillor Vander Valk be appointed as Town Liaison to the Qualicum Beach Farmers' Market.  
**CARRIED UNANIMOUSLY | Resolution No. 24-271**
2. **Parks & Recreation** (Councillor Anne Skipsey)  
Councillor Skipsey commented on her portfolio activities.
3. **Community Development** (Councillor Petronella Vander Valk)  
Councillor Vander Valk commented on her written report included in the agenda.

## STAFF REPORTS

1. **Corporate Services**
  - (a) **Authorization for the Creation of the Field of Crosses | Rotary Club of Qualicum Beach and Royal Canadian Legion Branch 76**  
Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT the Town of Qualicum Beach grants permission to the Rotary Club of Qualicum Beach and the Royal Canadian Legion Branch 76 to create a 'field of crosses' to honour Veterans from WWI and WWII, as requested in the correspondence received October 1, 2024;

AND FURTHER THAT, the Rotary Club and Legion 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 4, 2024 to November 12, 2024.

**CARRIED UNANIMOUSLY | Resolution No. 24-272**

2. **Finance**

(a) **Asset Management - Implement [Part 1], Measure & Report [Part 2] | Council Resolution to Support Funding Application**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council of the Town of Qualicum Beach supports the Town's submission of its application for funding to the Asset Management Planning Program, administered by Union of British Columbia Municipalities [UBCM] to support the Town's ongoing Asset Management work - Implement, Measure & Report; AND FURTHER THAT the Town of Qualicum Beach agrees to provide overall grant management of funds received.

**CARRIED UNANIMOUSLY | Resolution No. 24-273**

3. **Planning, Community Development & Emergency Planning**

(a) **Development Permit Application | 149 First Avenue West**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council authorizes staff to issue a Development Permit for 149 First Avenue West, as detailed in the October 23, 2024, Planning memo to Council.

**CARRIED UNANIMOUSLY | Resolution No. 24-274**

4. **Municipal Operations**

(a) **Application for funding BC Active Transportation Infrastructure Grant | KSS Traffic Safety Enhancement Project**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council postpones consideration of authorizing staff to submit an application for funding to the British Columbia Active Transportation Infrastructure Grant program to fund the Kwalikum Secondary School Traffic Safety Enhancement Project to a future Council meeting.

**CARRIED UNANIMOUSLY | Resolution No. 24-275**

**MOTION TO CLOSE - Nil**

**ADJOURNMENT**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council adjourns the October 23, 2024, regular Council meeting.

**CARRIED UNANIMOUSLY**

**MEETING ADJOURNED: 10:47 am**

Certified Correct:

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Heather Svensen, Director of Corporate Services

Confirmed this      day of      , 2024.

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Teunis Westbroek, Mayor

### **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 25, 2024). Submissions were distributed to all Council members, and a brief summary of the comments are as follows:*

- S. Bloor, in favour of pickleball courts.
- H. Patenaude, in favour of pickleball courts.
- S. Lloyd, grant application to support the Kwalikum Secondary School project.
- D. Moore, in favour of pickleball courts.
- T. Stewart, in opposition of painting pickleball lines on existing tennis courts.
- G. & C. Hubbs, in favour of pickleball courts.
- T. & B. Price, in opposition of painting pickleball lines on existing tennis courts.

**IMPORTANT NOTE:** Staff would like to acknowledge that a number of submissions received from the public commenting on the October 23, 2024, regular Council meeting have not been included as submissions received as they did not meet the requirements as outlined in Council Procedure Bylaw No. 733, [sec. 16 (3)] excerpt below:

*“Comments from the Public shall be submitted by means of e-mail, letter, or by phone no later than 12:00 pm two days following the meeting date. 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 the submission topic will be included in the meeting minutes. Comments must include a full name and address in order to be submitted for the record.”*

Residents are reminded that when submitting comments for inclusion in the minutes to that submissions must include your full name and address, be less than 300 words, be received by noon two days following the meeting, and sent to:

[communications@qualicumbeach.com](mailto:communications@qualicumbeach.com).

**DRAFT | Minutes of the 9:00 am Tuesday, October 22, 2024, Town of Qualicum Beach  
Special Council Meeting held in the Qualicum Beach Council Chamber, Town Hall, 660  
Primrose Street, Qualicum Beach, BC**

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

ALSO PRESENT: Staff: Lou Varela, Chief Administrative Officer (CAO)  
Danielle Leurebourg, Deputy Director of Corporate Services  
Luke Sales, Director of Planning & Community Development  
Twyla Slonski, Corporate Services Support

Mayor Westbroek called the meeting to order at 9:00 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 22, 2024, special Council meeting agenda.

**MOTION TO CLOSE**

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT the special meeting of Council be closed to the public, pursuant to sections 90 (1) (a) and (e) of the *Community Charter*, 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; and
- (e) the acquisition, disposition or expropriation of land or improvements, if Council considers the disclosure could reasonably be expected to harm the interests of the municipality.

**CARRIED UNANIMOUSLY**

**MEETING CLOSED TO THE PUBLIC: 9:01 am**

**MEETING REOPENED TO THE PUBLIC: 9:32 am** with Mayor Westbroek and Councillors Harrison, Skipsey, Vander Valk and Young in attendance. Also in attendance: L. Varela, Chief Administrative Officer, D. Leurebourg, Deputy Director of Corporate Services, L. Sales, Director of Planning & Community Development, and T. Slonski, Corporate Services Support.

**ADJOURNMENT**

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

**CARRIED UNANIMOUSLY**

**MEETING ADJOURNED: 9:32 am**

Certified Correct:

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Danielle Leurebourg, Deputy Director of Corporate Services

Confirmed this    day of    , 2024.

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Teunis Westbroek, Mayor

DRAFT

**DRAFT | Minutes of the 9:30 am Wednesday, October 30, 2024, Town of Qualicum Beach  
Special Council Meeting held in the Qualicum Beach Council Chamber, Town Hall, 660  
Primrose Street, Qualicum Beach, BC**

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

ALSO PRESENT: Staff: Lou Varela, Chief Administrative Officer (CAO)  
Heather Svensen, Director of Corporate Services  
Luke Sales, Director of Planning & Community Development  
Danielle Leurebourg, Deputy Director of Corporate Services

Mayor Westbroek called the meeting to order at 9:30 am acknowledging that the meeting is being held on the traditional lands of the Coast Salish people.

**ADOPTION OF THE AGENDA**

Council adopted, by unanimous consent, the October 30, 2024, special Council meeting agenda as amended with the addition of BC Non-Profit Housing Association Housing Conference Attendance Authorization as item 2.

**BCNPHA HOUSING CONFERENCE ATTENDANCE AUTHORIZATION**

**Main Motion as Amended**

Mayor Westbroek MOVED and Councillor Young SECONDED

WHEREAS attendance at conferences beyond those listed in Council Policy No. 3004-11 requires a Council resolution to authorize attendance; BE IT RESOLVED,

THAT Council authorizes Councillor Harrison, Councillor Young and Councillor Vander Valk to attend the BC Housing Central Conference November 18-20, 2024, at the Sheraton Vancouver Wall Centre in Vancouver, BC with associated travel expenses and utilizing the two complimentary registrations provided by the BC Non-Profit Housing Association, Cooperative Housing Federation of BC and the Aboriginal Housing Management Association for the Town of Qualicum Beach Mayor and Councillors.

**CARRIED UNANIMOUSLY | Resolution No. 276**

**MOTION TO CLOSE**

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT the special meeting of Council be closed to the public, pursuant to sections 90 (1)(e) of the *Community Charter*, for the purpose of considering:

- (e) the acquisition, disposition or expropriation of land or improvements, if Council considers the disclosure could reasonably be expected to harm the interests of the municipality.

**CARRIED UNANIMOUSLY**

**MEETING CLOSED TO THE PUBLIC: 9:45 am**

**MEETING REOPENED TO THE PUBLIC:** 10:45 am with Mayor Westbroek and Councillors Harrison, Skipsey, Vander Valk and Young in attendance. Also in attendance: L. Varela, Chief Administrative Officer, H. Svensen, Director of Corporate Services, L. Sales, Director of Planning & Community Development, and D. Leurebourg, Deputy Director of Corporate Services.

**ISLAND CORRIDOR FOUNDATION (ICF) UPDATE**

ICF Update – Verbal update from CAO Varela.

The ICF is conducting railway maintenance on tracks within the Town including vegetation management and ditch work. While ICF are working, they have offered to provide additional gravel for trails alongside a portion of the tracks for a unmarked walking path.

**ANNOUNCEMENTS**

Staff announced the Council motion from the Closed portion of the meeting for release to the public as follows:

- THAT Council authorizes St. Andrews Lodge Historical and Cultural Society to proceed with restoration of St. Andrews Lodge, as described in the October 4<sup>th</sup>, 2024, letter from Jay Smith, on behalf of the St. Andrews Lodge Historical and Cultural Society to the Town.
- THAT Council authorizes the waiver of building permit fees for the restoration of St. Andrews Lodge, as described in the October 4<sup>th</sup>, 2024, letter from Jay Smith, on behalf of the St. Andrews Lodge Historical and Cultural Society to the Town.

**ADJOURNMENT**

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

**CARRIED UNANIMOUSLY**

**MEETING ADJOURNED:** 10:47 am

Certified Correct:

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Heather Svensen, Director of Corporate Services

Confirmed this    day of    , 2024.

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Teunis Westbroek, Mayor

**DRAFT | Minutes of the 10:00 am Wednesday, November 6, 2024, Town of Qualicum Beach  
Special Council Meeting held in the Qualicum Beach Council Chamber, Town Hall, 660  
Primrose Street, Qualicum Beach, BC**

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

REGRETS: Councillor Petronella Vander Valk

ALSO PRESENT: Staff: Lou Varela, Chief Administrative Officer (CAO)  
Heather Svensen, Director of Corporate Services  
R. Hayre, Director of Finance  
Luke Sales, Director of Planning & Community Development  
Danielle Leurebourg, Deputy Director of Corporate Services

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

**ADOPTION OF THE AGENDA**

Council adopted, by unanimous consent, the November 6, 2024, special Council meeting agenda as presented.

**MOTION TO CLOSE**

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT the special meeting of Council be closed to the public, pursuant to sections 90 (1)(e)(i) and (k) of the *Community Charter*, for the purpose of considering:

- (e) the acquisition, disposition or expropriation of land or improvements, if Council considers the disclosure could reasonably be expected to harm the interests of the municipality.
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

**CARRIED UNANIMOUSLY**

**MEETING CLOSED TO THE PUBLIC: 10:01 am**

**MEETING REOPENED TO THE PUBLIC: 11:04 am** with Mayor Westbroek and Councillors Harrison, Skipsey, and Young in attendance. Also in attendance: L. Varela, Chief Administrative Officer, H. Svensen, Director of Corporate Services, R. Hayre, Director of Finance, L. Sales, Director of Planning & Community Development, and D. Leurebourg, Deputy Director of Corporate Services.

**ANNOUNCEMENTS - Nil**



**ADJOURNMENT**

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

**CARRIED UNANIMOUSLY**

**MEETING ADJOURNED: 11:07 am**

Certified Correct:

\_\_\_\_\_  
Heather Svensen, Director of Corporate Services

Confirmed this    day of    , 2024.

\_\_\_\_\_  
Teunis Westbroek, Mayor

DRAFT

THE TOWN OF  
**QUALICUM BEACH**



**COUNCIL CORRESPONDENCE LOG**

**November 12, 2024 (for November 20, 2024 Council Agenda)**

\*Note: All correspondence on the log is compiled and distributed to Council

DATE REC'D	TOPIC	ACTION	ITEM #
Sep 23	Safety Concerns - Memorial Ave Hidden Driveway	Referred to Staff	485
Sep 25	RDN News Release - National Day for Truth and Reconciliation	Rec'd for Information	479
Sep 25	Aggressive Dog - Civic Centre Trail Area	Referred to Staff	480
Sep 26	Excessive Aircraft Noise	Referred to spreadsheet for Dec 4, COW Mtg	481
Sep 26	City of Merritt, Mayor Correspondence to Federal Deputy Minister Wood - Burden of Delinquent Taxes	Rec'd for Information	483
Sep 26	Memorial Ave Roundabout - Suggestions For Beautification and Greenery	Rec'd for Information	489
Sep 26	Concerns re Parking & Curb Signs	Referred to Staff	484
Sep 28	Follow up of Correspondence Sent	Rec'd for Information	486
Sep 30	Village Neighbourhood Boundary	Rec'd for Information	487
Sep 30	Request for Help re Airport Good Neighbour Program	Referred to spreadsheet for Dec 4, COW Mtg	488
Oct 03	Strategic Planning - Excessive Aircraft Engine Noise	Referred to spreadsheet for Dec 4, COW Mtg	491
Oct 03	Curbside Painting Concerns - Island Hwy W Waterfront	Rec'd for Information	492
Oct 04	Request for Traffic Calming on Hwy 19A	Rec'd for Information	511
Oct 07	Marine and Sea Life Environmental Hazard	Referred to Staff	510
Oct 07	Drainage and Slope - Eaglecrest Dr & Seacrest Pl	Rec'd for Information	509
Oct 08	Council Meeting Comments Oct 2 - 49 First Avenue West	Rec'd for Information	494
Oct 08	Council Meeting Comments Oct 2 - Asset Management & Economic Development Project	Rec'd for Information	495
Oct 08	Council Meeting Comments Oct 2 - 49 First Avenue West	Rec'd for Information	496
Oct 08	October 2 Council Meeting Comments - Asset Management	Rec'd for Information	497
Oct 09	Public Exercise Equipment for Qualicum Beach	Rec'd for Information	498
Oct 11	RDN - New Waste Diversion Bylaw	Rec'd for Information	501

Oct 15	Traffic & Pedestrian Concerns - Harlech Rd & Memorial Ave	Rec'd for Information	502
Oct 16	Council Meeting Comments Oct 2 - Various	Rec'd for Information	503
Oct 16	Council Meeting Comments Oct 2 - 49 First Avenue West	Rec'd for Information	504
Oct 17	Speed Limit Concerns on Rupert Rd E	Referred to Staff	505
Oct 17	Committee of the Whole Oct 16 Comments - Various	Rec'd for Information	516
Oct 17	Downtown Traffic - Request for Noise Cameras	Referred to Staff	507
Oct 17	Excessive Aircraft Engine Noise	Referred to spreadsheet for Dec 4, COW Mtg	508
Oct 18	Committee of the Whole Oct 16 Comments - 201, 207 & 11 First Ave W	Rec'd for Information	515
Oct 18	Committee of the Whole Oct 16 Comments - Various	Rec'd for Information	517
Oct 18	Committee of the Whole Oct 16 Comments - 201, 207 & 11 First Ave W	Rec'd for Information	518
Oct 20	Bike & E-Bike Commuter Route to Parksville	Referred to Staff	513
Oct 25	Pickleball in Qualicum Beach	Rec'd for Information	535
Oct 25	Strategic Planning - Village Roundabout	Rec'd for Information	514
Oct 25	BCNPHA Housing Central Conference, Nov18-20	Rec'd for Information	519
Oct 25	Qualicum Beach Pickleball Club Fund Raising	Rec'd for Information	520
Oct 25	Pickleball in Qualicum Beach - Support	Rec'd for Information	521
Oct 25	Pickleball in Qualicum Beach	Rec'd for Information	522
Oct 25	Qualicum Beach Pickleball Club - Funds	Rec'd for Information	523
Oct 25	Qualicum Beach Pickleball Club - Funds	Rec'd for Information	524
Oct 25	Qualicum Beach Pickleball Club - Funds	Rec'd for Information	525
Oct 25	Pickleball in Qualicum Beach	Rec'd for Information	526
Oct 25	Pickleball in Qualicum Beach	Rec'd for Information	527
Oct 25	Pickleball in Qualicum Beach	Rec'd for Information	528
Oct 25	Pickleball Courts in Qualicum Beach	Rec'd for Information	529
Oct 25	Council Meeting Comments Oct 23 - Transportation	Rec'd for Information	530
Oct 25	Pickleball in Qualicum Beach	Rec'd for Information	531
Oct 25	Pickleball in Qualicum Beach	Rec'd for Information	532
Oct 25	Council Meeting Comments Oct 23 - Pickelball Courts	Rec'd for Information	533
Oct 25	Pickleball in Qualicum Beach	Rec'd for Information	534
Oct 26	Aircraft Noise Pollution	Referred to spreadsheet for Dec 4, COW Mtg	536
Oct 27	Oct 21 Strategic Planning Meeting - Traffic	Rec'd for Information	537
Oct 28	Healthcare Support & New MLA	Rec'd for Information	539
Oct 29	Zoning Amendment & DP 201, 207, 2011 First Avenue W	Rec'd for Information	554

Oct 29	Nov 1 Committee of the Whole Comments - Tree Protection Bylaw	Rec'd for Information	538
Oct 30	Oct 21 Strategic Plan Comments - Various	Rec'd for Information	540
Oct 30	Development Proposal - Beach Road and First Avenue West	Rec'd for Information	541
Oct 31	Healthcare Needs in Qualicum Beach	Rec'd for Information	542
Oct 31	Arts and Culture Committee Opposition	Rec'd for Information	543
Nov 01	Nov 1 Strategic Plan Meeting Comments - Clock Square	Rec'd for Information	544
Nov 04	Call for Volunteers - DFO Planting at Englishman River	Rec'd for Information	546
Nov 04	Zoning Amendment Comments - 201, 207, 211 First Ave W	Rec'd for Information	547
Nov 04	Request for Veteran's Crosswalk	Rec'd for Information	548
Nov 04	Winter Shelter Needs	Rec'd for Information	549
Nov 04	Zoning Amendment and DP - 201, 207, 211 First Avenue West	Rec'd for Information	550
Nov 04	Save the Commons News Release	Rec'd for Information	551
Nov 05	Illegal Dumping	Referred to Staff	552
Nov 05	Oct 16 Committee of the Whole Meeting - First Avenue W Medial Centre	Rec'd for Information	553
Nov 06	Adoption and Permanency Awareness Month	Rec'd for Information	555
Nov 06	Qualicum Beach Pickleball	Rec'd for Information	556
Nov 07	Airport Good Neighbour Program Promotion	Referred to spreadsheet for Dec 4, COW Mtg	557



**Town of Qualicum Beach  
FIRE RESCUE DEPARTMENT**

**M E M O R A N D U M**

**TO:** Lou Varela, CAO

**FOR:** Regular Council Meeting November 20, 2024

**FROM:** Peter Cornell, Fire Chief

**SUBJECT:** Fire Rescue Department Report for Quarter 3 2024

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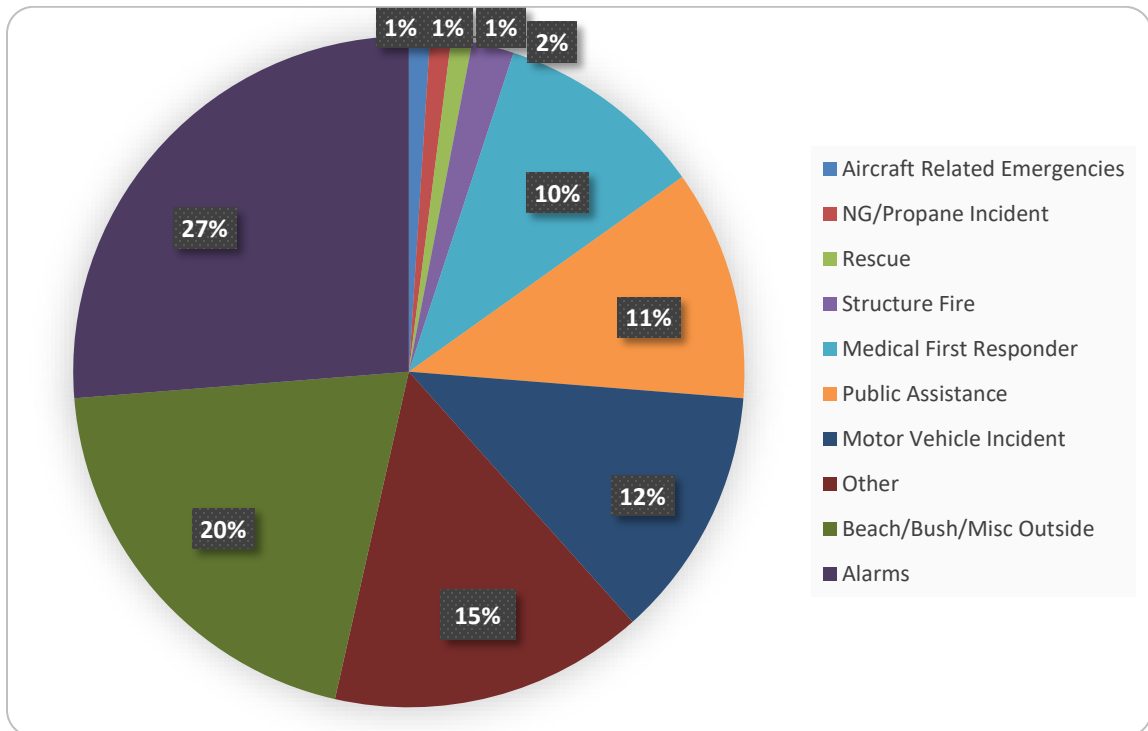
**PURPOSE**

To provide Council with an update regarding Fire Rescue Department activities within Quarter 3.

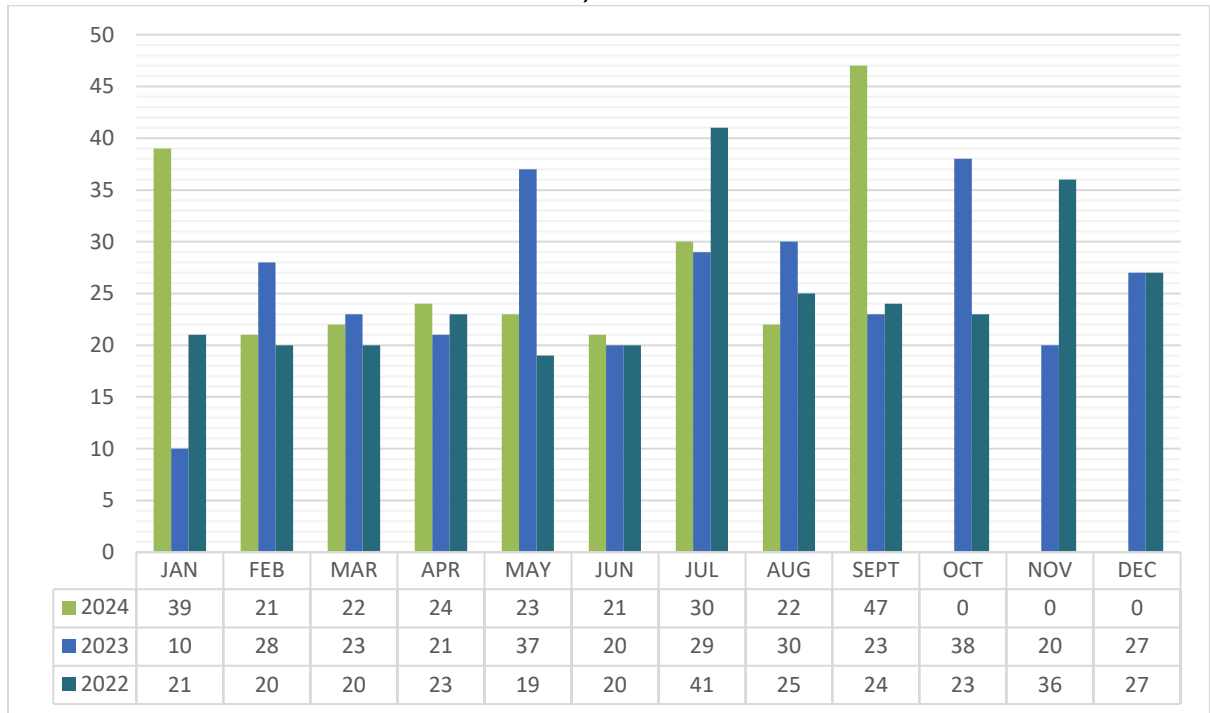
**Q3 CALLS FOR SERVICE AND INCIDENT STATISTICS**

- Incident Hours: 54 hours, 25 minutes
- Average Number of Personnel Responding: 12.25 (Full Time: 1.81 | On-Call: 10.44)
- Incident Staff Hours: 467 hours, 25 minutes

**INCIDENTS BY TYPE**



**CALLS FOR SERVICE - TOTAL NUMBER, YEAR OVER YEAR**



**Q3 OPERATIONS/ADMINISTRATION**

- Firefighters attended the Emergency Preparedness Expo to provide public outreach and fire and life safety education.
- Members participated in the Canada Day Parade in Parksville and Qualicum Beach.
- Paid On-Call firefighter recruitment took place with regular attendance at the Saturday Farmers Market and a booth at Beach Day.
- Fire hose testing took place in July. Staff test each of the 255 lengths of hose to 300 psi annually to ensure they will not fail during an emergency incident.
- Self-contained breathing apparatus was serviced, and flow tested.
- The Town received a donation of a Wildfire Suppression Unit from GlobalMedic as part of their Canadian Fire Fighting Donation Program. The unit included a water tank, pump and hoses and was mounted in a pack of a current pickup truck.

**NUMBER OF PERSONNEL**

Career Staff Members:	4
Paid On-call Members: (excludes non-operational and career staff)	27
Change from previous quarter:	-2

**PERSONNEL BY TYPE**

REGULAR DUTY		NON-OPERATIONAL	
Officer:	6	Special Duty (Assistant FFs):	2
Full-Service:	9		
Interior:	7		
Exterior:	0		
Recruits:	5		

**Q3 TRAINING**

	SESSIONS	SUBJECTS	SESSION HOURS	INSTRUCTOR HOURS	STAFF HOURS
Q3 Total:	65	56	206	194	1,462
Q2 Total:	72	74	335	154	1,551
Q1 Total:	75	80	330	244	1,634
<b>Annual Total:</b>	<b>212</b>	<b>210</b>	<b>871</b>	<b>592</b>	<b>4,647</b>

**TRAINING HIGHLIGHTS**

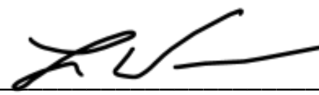
- Training subjects covered in Quarter 3 include tender shuttle drills, search and rescue, auto extrication, incident command training, and first responder medical endorsements.
- On July 4, the District 69 fire departments held an apparatus and firefighter orientation night. This annual event brings the area's firefighters and apparatus together to learn from each other and see the different apparatus and equipment.
- Members completed their annual closed course driver evaluation at the Qualicum Beach Airport.

**Q3 FIRE PREVENTION**

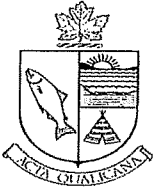
79 Inspections; 221 YTD | 4 Public Education Events | 10 Public Outreach | 2 Fire Smart Assessments |  
 0 Pre-Incident Plans | 4 Construction Site Inspection



Peter Cornell, ECFO  
 Fire Chief  
 Report Writer



Lou Varela, RPP, MCIP  
 CAO  
 Concurrence



## TOWN OF QUALICUM BEACH 2024 Construction and Building Permit Report

### R E S I D E N T I A L

Permit #	Roll #	Civic	Street	Scope of Work	Contractor	# of Units			Additions and/or Renos	SFD (new)	Multi (new)	Commercial	Institutional	Industrial	Recreational	Totals
						# of Units SFD	Sec/Gar Suites	# of Units Multi								
<b>Year to Date as at July 31, 2024</b>						6	9	5	\$3,706,000	\$5,125,000	\$1,650,000	\$905,000	\$0	\$0	\$31,000	<b>\$11,417,000</b>
<b>AUGUST</b>																
6069	11502.061	1025	Qualicum Rd	Single Family Dwelling	Bayshore Construction	1				\$500,000						
6084	941.000	425	Illiqua Rd	Demolition												
6085	9624.183	1239	Green Ct	Addition	(self)				\$10,000							
6086	795.001	210	Second Ave W	Tenant Improvement	(self)						\$80,000					
6087	1102.065	504	Juniper Dr	Single Family Dwelling	Don May Construction	1				\$700,000						
6088	10084.535	966	Royal Dornoch Dr	Secondary Suite	Allison Construction		1		\$50,000							
6090	584.000	253	Elm Ave	Addition	Vectis Custom Homes				\$230,000							
6091	1085.000	495	College Rd	Addition	(self)				\$189,000							
6093	6.050	638	Belyea Rd	Renovation	VIP Homes				\$200,000							
<b>Year to Date as at August 31, 2024</b>						1	1	0	\$679,000	\$1,200,000	\$0	\$80,000	\$0	\$0	\$0	<b>\$1,959,000</b>
<b>Year to Date as at August 31, 2024</b>						7	10	5	\$4,385,000	\$6,325,000	\$1,650,000	\$985,000	\$0	\$0	\$31,000	<b>\$13,376,000</b>





## TOWN OF QUALICUM BEACH 2024 Construction and Building Permit Report

R E S I D E N T I A L																	
No.	Permit #	Roll #	Civic	Street	Scope of Work	Contractor	# of Units			Additions and/or Renos	SFD (new)	Multi (new)	Commercial	Institutional	Industrial	Recreational	Totals
							# of Units SFD	Sec/Gar Suites	# of Units Multi								
<b>Year to Date as at August 31, 2024</b>							8	10	5	\$4,385,000	\$6,325,000	\$1,650,000	\$985,000	\$0	\$0	\$31,000	<b>\$13,376,000</b>
<b>SEPTEMBER</b>																	
51	6089	221.000	210	Crescent Rd W	Addition	Ingleton Construction											\$262,000
52	6094	11898.000	849	Fern Rd E	Addition	TS Williams Construction				\$500,000							
53	6095	11898.000	849	Fern Rd E	Accessory	TS Williams Construction				\$250,000							
54	6096	11898.000	849	Fern Rd E	Swimming Pool	TS Williams Construction				\$300,000							
55	6099		636	Beach Rd	Wood Burning Appliance	(self)											
56	6100	736.102	2-675	Fir St	Plumbing	(self)							\$10,000				
<b>Year to Date as at September 30, 2024</b>							0	0	0	\$1,050,000	\$0	\$0	\$10,000	\$262,000	\$0	\$0	<b>\$1,322,000</b>
<b>Year to Date as at September 30, 2024</b>							8	10	5	\$5,435,000	\$6,325,000	\$1,650,000	\$995,000	\$262,000	\$0	\$31,000	<b>\$14,698,000</b>



## TOWN OF QUALICUM BEACH 2024 Construction and Building Permit Report

R E S I D E N T I A L														Totals			
No.	Permit #	Roll #	Civic	Street	Scope of Work	Contractor	# of Units SFD	# of Units Sec/Gar Suites	# of Units Multi	Additions and/or Renos	SFD (new)	Multi (new)	Commercial		Institutional	Industrial	Recreational
<b>Year to Date as at September 30, 2024</b>							8	10	5	\$5,435,000	\$6,325,000	\$1,650,000	\$995,000	\$262,000	\$0	\$31,000	<b>\$14,698,000</b>
<b>OCTOBER</b>																	
57	6083	9624.113	531	Yambury Rd	Addition (sunroom)	Mid Island Sunrooms				\$102,000							
58	6091	982.000	666	Qualicum Rd	House Move	Nickel Bros.											
59	6101	147.000	453	Hoylake Rd W	Garden Suite	VIP Homes		1		\$270,000							
60	6102	581.000	630	Hemlock St	Demolition												
61	6103	10085.025	338/340	Whitmee Rd	Accessory	Todsen Design & Const				\$65,000							
62	6109	11907.010	880	Village Way	Addition	Summit Log Homes				\$21,000							
							0	1	0	\$458,000	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$458,000</b>
<b>Year to Date as at October 31, 2024</b>							8	11	5	\$5,893,000	\$6,325,000	\$1,650,000	\$995,000	\$262,000	\$0	\$31,000	<b>\$15,156,000</b>

## MONTHLY BYLAW REPORT - July- August - September 2024

AREAS PATROLLED	NUMBER OF PATROLS			VIOLATIONS NOTED DURING PATROLS IN THESE AREAS				
	Foot	Drive	Bike	Animal	Traffic	Signs	Other	Other Notes
Community Park	22	38	24	14				
Other Parks								
Community Park Trails	21		20	9				
Dollymount Trail	6	10	19					
Heritage Forest Trails	19	22	12	3				
Museum Area Trails	11	19	11					
Other Trails		10	9					
Homeless Patrols	29	38	32				1	numerous empties cleaned up on waterfront
Town Centre Patrols	62	83	47		16	16	3	homeless / public nuisance/smoking in Town Sq./ MTI /
Residential Areas		85	47		8	21	6	watering x 3 / dog in hot car/ ill. storage in lane/ encroachment/
Main Beach Patrols		75	11		20	2	4	unsightly lot / RV on vacant lot x2/ lrg sign in roundabout/rv camping x 4/ 1 tow notice
Other Beach Patrols		32						tent removed from beach
<b>TOTALS</b>	170	412	232					

### COMPLAINTS, CALLS, INQUIRIES RECEIVED and ACTIONS / ENFORCEMENT TAKEN

	Complaints/Calls Received	Voluntary Compliance	Orders / MTI's Removed / Other	Crtsy Warnings Tickets Issued	Letters/emails Info sent	Personal visits Follow up/patrols	Notes
Animal Control	40		1 to SPCA		41	56	at large x6/ agg. x4/ cats x 7/horses on beach/left alone/sheep/rabbits
Burning Outdoor	5		1		5	5	2 x MTI issued for illegal outdoor burning/inquiry
Business Licence	6				6	6	food truck / lane sale / seafood truck on beach selling on weekends
Homeless Issues	40	4	8	3	40	66	vacant lot on Hwy 19A x 4/ security concerns/tow notice/Town Centre
Illegal Dumping	12	2	2		29	12	garbage @ waterfront/ lane debris x 5/ 17 letters sent
Noise	29				29	29	barking x3 /const. x 4/generato x2 /music x 3/idling truck/trafficx3
Parks / Trails / Beaches	7	1	2		7	7	Gran. Cr. trail- homeless & parked overnight/ <b>pole removed</b> /smoking
Sign	29	9	26		30	43	election x 9/obstructing sign/stolen/billboard x2/sandwich/on car/
Traffic	51	16	19	30	50	81	tow notice placed on vehicle / public safety / blocking roadway/MTIx2
Tree Removal	20				20	20	danger tree.x2 / bank stability/pile of branches/limbing/
Unsightly Premises	11	3	3		12	11	
Vandalism	4				4	4	graffiti x2 / jamming locks on beach washrooms to access at night
Zoning / Building	63	1	1		64	65	fence x 13/setbacks x 9/ STR x 18/storage binx2/ill. Suites/RV park
Other	47				47	47	bylaw inquiry/criminal matter/BEO/fumes /drugs/ drones/pub. safety
<b>TOTALS</b>	364	36	62		384	452	dumpster diving/ plant hangers/nuisance abatement/ pesticides x2

# STRATEGIC PLAN 2025-2029

## MESSAGE FROM THE MAYOR

Council is pleased to continue on an ambitious and transparent Strategic Planning Process, with the 2025-2029 Strategic Plan.

Strategic Planning 2025 offers a new roadmap for how Council prioritizes projects and allocates resources to meet our meet our Community's needs and aspirations.

In addition to advancing Strategic Initiatives, Council must ensure:

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

“Strategic planning is a core responsibility of Council – it’s fundamental to good governance.”

## GOVERNANCE

### STRATEGIC DIRECTION

*Where are you going?*

### ALLOCATING RESOURCES

*What are you spending tax money and staff time on?*

### MANAGING RISK

*Are you managing & reducing risk to your community?*

### OVERSIGHT & REPORTING

*How is your local government doing?*

## VISION *(From Official Community Plan 2018)*

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

## MISSION STATEMENT *(Amended from Community Charter)*



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

## GUIDING PRINCIPLES FROM COUNCIL'S CODE OF CONDUCT

### INTEGRITY

*Being honest and demonstrating strong ethical principles.*

### ACCOUNTABILITY

*An obligation and willingness to accept responsibility or to account for one's actions.*

### RESPECT

*Having due regard for others' perspectives, wishes and rights; displaying deference to the offices of local government, and the role of local government in community decision-making.*

### LEADERSHIP AND COLLABORATION

*an ability to lead, listen to, and positively influence others; coming together to create or meet a common goal through collective efforts.*

# STRATEGIC PLANNING

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

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

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

How will this alignment support Council to govern more effectively?

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



THE TOWN HAS IDENTIFIED THESE FOCUS AREAS FOR THE NEXT FOUR YEARS:

**HOUSING**



To ensure residents have access to housing alternatives that meet a diversity of needs, lifestyles and income levels.  
*OCP Sustainability Plan p. 139*

**GOOD GOVERNANCE**



To govern for the public interest of our community while managing competing interests, ensuring availability of transparent and accessible information, fostering respectful public engagement, and demonstrating ethical values.

**ECONOMIC PROSPERITY**



To pursue economic opportunities based on sustainable growth, development, and investment that meets the needs of the community.  
*OCP p. 5*

**COMMUNITY HEALTH & WELLBEING**



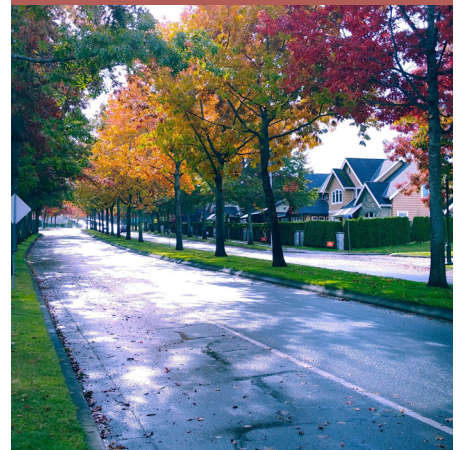
To improve the health and wellbeing of people who live, work, and play in the Town.  
*OCP p. 7*

**CLIMATE ACTION**



To reduce GHG emissions and energy consumption and promote adaptive mitigative measures to prepare for climate change impacts.  
*Regional Growth Strategy Goal and OCP p. 6*

**PROGRESSIVE INFRASTRUCTURE**



To ensure infrastructure for energy, water, waste water & storm water, solid waste and multi-modal transportation is efficient and effective at advancing the Town's sustainability goals.  
*OCP Sustainability Plan p. 146*



TOWN OF  
QUALICUM BEACH

DATE RECEIVED:

Tue. Nov. 5 2024

REQUEST TO APPEAR AS A DELEGATION

\*Please submit this application form seven working days prior to the preferred Council meeting date\*

PREFERRED COUNCIL MEETING DATE

Wed., Nov. 20<sup>th</sup>

APPLICANT NAME & CONTACT INFORMATION

Last Name Williams		First Name Dawne	
Street Address [Redacted] Canterbury Place		Apartment/Unit	
City Qualicum Beach		Province B.C.	Postal Code V9K 0A1
Primary Contact No.		FAX:	
Email Address Home [Redacted]		cell [Redacted]	

NAME OF PRESENTERS/ORGANIZATION

1. Dawne Williams	<b>Supporting Documentation (optional)</b> <input checked="" type="checkbox"/> handouts at the meeting (please bring at least 10 copies, the Town does not provide reproduction services) <input type="checkbox"/> publication in agenda (due by 4:30pm seven working days prior to your requested meeting date)  <b>Do you require the projector?*</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <small>*Electronic presentations must be provided on a memory stick or by email by 9:30am the day of the presentation</small>
2. Javier Cabrera - Colombia Geriatrician Specialist	
3. Michael Sherbo	

SUBJECT OF PRESENTATION

PURPOSE OF PRESENTATION

Health Care in Oceanside  Oceanside Six Internationally Educated and Experienced Physicians  What they have to offer the community.	<input checked="" type="checkbox"/> for information <input type="checkbox"/> requesting a letter of support <input type="checkbox"/> requesting action <input type="checkbox"/> other (provide details):
---	---





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, 2024

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 6 deadline - 2025 VIRL Board Appointments**

Per S17(2) of the *Library Act (The Act)*, appointment of your 2025 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 2025 meeting schedule is included on page 2.

Per VIRL's Procedural Bylaws, conflicts of interest for VIRL Trustees are defined as those in which "...a Trustee, or person related to a Trustee, has a personal interest (including but not limited to a direct or indirect pecuniary interest) that conflicts or could conflict with the Trustee's obligations to VIRL. Conflicts of interest may be actual, potential, or perceived." Appointees should note their obligations include a duty of care and a duty of loyalty to VIRL.

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

By December 6, please submit for your Trustee and Alternate appointments, supported by:

1. Certified copy of Resolution
2. 2025 VIRL Appointment Forms (Contact info., Recording release & Direct deposit)
3. [2025 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 black ink, appearing to read "Ben Hyman", written over a light blue horizontal line.

Ben Hyman  
Executive Director

cc: Lou Varela, CAO, Town of Qualicum Beach  
Heather Svensen, Corporate Administrator, Town of Qualicum Beach

## 2025 DRAFT Meeting Schedule

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

	AM/PM	Meeting type	Meeting Date	Meeting format	Audit & Budget
Q1	AM	Orientation	2/15/2025	In person*	
	AM	AGM	2/15/2025	In person*	
	PM	Board Meeting	2/15/2025	In person*	
	AM	AFSC	3/21/2025	Hybrid	
	PM	Executive Committee	3/21/2025	Hybrid	
Q2	AM	AFSC	5/16/2025	Hybrid	Audit presentation; Budget assumptions
	PM	Executive Committee	5/16/2025	Hybrid	Audit; Budget assumptions
	AM	Board Meeting	6/7/2025	Hybrid	Audit; Budget assumptions
Q3	AM	AFSC	6/20/2025	Hybrid	Budget 1
	AM	AFSC	7/25/2025	Hybrid	Budget 2
	PM	Executive Committee	7/25/2025	Hybrid	Budget 2
	AM	Board Meeting	9/20/2025	Hybrid	Budget 3
Q4	AM	AFSC	10/17/2025	Hybrid	
	PM	Executive Committee	10/17/2025	Hybrid	
	AM	Board Meeting	11/1/2025	Hybrid	
	AM	AFSC	12/13/2024	Hybrid	
	PM	Executive Committee	12/13/2024	Hybrid	



# TOWN OF QUALICUM BEACH

## STAFF REPORT

**TO:** Luke Sales, Director of Planning

**FOR:** Regular Council Meeting

**DATE:** November 20, 2024

**FROM:** Mark Eshpeter, Building Official

**SUBJECT:** **Building Bylaw update**

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### **RECOMMENDATIONS:**

1. THAT the bylaw entitled Town of Qualicum Beach Building Bylaw No.903, 2024” be introduced and read a first time.
  2. THAT the bylaw entitled “Town of Qualicum Beach Municipal Ticket Utilization Bylaw No. 626, 2008, Amendment (Building & Zoning) Bylaw No. 626.07, 2024” be introduced and read a first time.
  3. THAT the bylaw entitled “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Building Fees) Bylaw No. 638.03, 2024” be introduced and read a first time.
- 

### **PURPOSE**

Present Council with an updated Building Bylaw with revisions to associated referenced bylaws and add provisions for the Zero Carbon and Energy Step Code requirements as permitted by the Province of British Columbia and authorized by Council at the February 28, 2024 meeting.

### **BACKGROUND**

Our current Building Bylaw No. 643, 2009 requires revisions and updates to reflect changes to Provincial Acts and Regulations to limit liabilities as stated in the *MIABC Building Bylaw project* from 2018.

A Council motion on February 28, 2024 was adopted directing staff to prepare a bylaw regarding Energy Efficiency and Zero Carbon requirements within the Towns boundaries that would increase the minimum requirements ahead of the Provincial time line:

*THAT Council directs staff to prepare the necessary bylaw and Policy updates in order to require all Part 3 and Part 9 applicable building types and occupancies meet the Zero-Carbon Performance Level (EL-4) of the “Zero-Carbon Step Code” by January 1, 2025, and Part 9 buildings to meet Step 5 of the BC Energy Step Code “ESC, Part 3 residential buildings to meet Step 4 of the ESC, and Part 3 commercial buildings to meet Step 3 of the ESC by January 1, 2027.*

On March 13, 2024 Council deferred the following Notice of Motion:

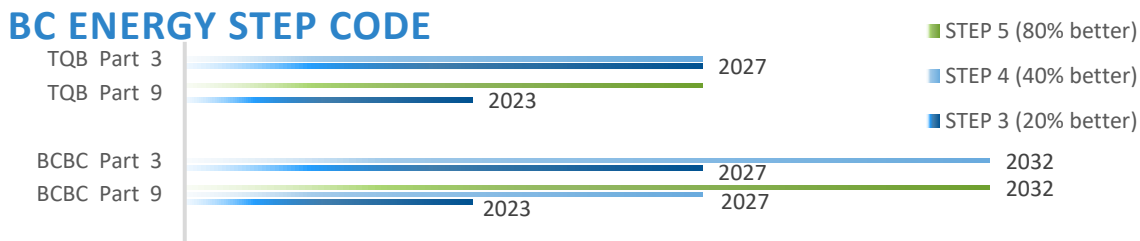
*THAT Council instructs staff to request the Regional District of Nanaimo to provide a detailed analysis of increased costs for construction, and final selling price, should the Town pursue the Zero Carbon Performance Level (EL-4) of the “Zero Carbon Step Code” and other Step Code related improvements.*

We have not received any further RDN information but a delegation from Mark Bernhardt Energy Advisors was presented to the Committee of the Whole on October 16, 2024.

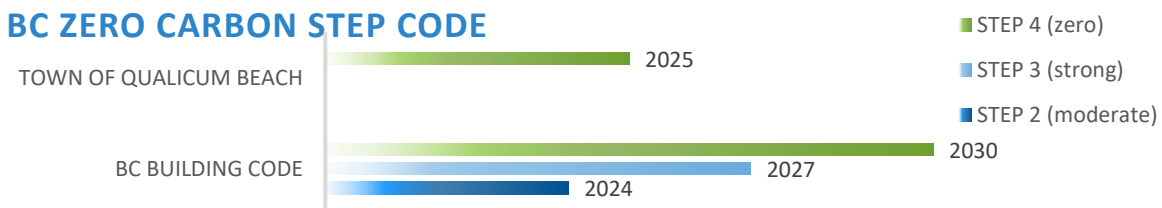
**DISCUSSION**

In July of 2002, the Municipal Insurance Association of British Columbia (MIABC) created a standardized “Core Building Bylaw” and an updated “Model Building Bylaw” in 2018 with wording that could be adopted by its members with minimal modification. This would standardize the risk undertaken by local governments when undertaking the regulating of construction within their jurisdiction.

The Council motion wording used terminology that differs with the BC Building Code so the wording in the proposed bylaw was adjusted, to require that Part 3 buildings that fall under the scope of the Energy Step Code to comply with the highest step required for the Occupancy.



The Zero Carbon step code requirements will be included to require the minimum requirements of Step 4 (EL4) be complied with on and after January 1, 2025.



Amendments to “Town of Qualicum Beach Municipal Ticket Utilization Bylaw No. 626, 2008” and “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009” will update references to applicable sections and include additional fees referenced within the proposed new Building Bylaw.

**FINANCIAL IMPLICATIONS**

There are no financial implications anticipated from this report.

**PUBLIC PARTICIPATION SPECTRUM (IAP<sup>2</sup>)**

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<ul style="list-style-type: none"> <li>• Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain feedback on analysis, alternatives, and/or decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Work directly with stakeholders to ensure concerns and aspirations are understood and considered</li> </ul>	<ul style="list-style-type: none"> <li>• Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions</li> </ul>	<ul style="list-style-type: none"> <li>• Final decision making in the hands of the stakeholders</li> </ul>

*Public Participation Framework developed by the International Association for Public Participation – IAP<sup>2</sup> International.*

**CONSULT:**

- Wording and legislation used for the MIABC Model Building Bylaw was developed with the input and consultation with multiple Municipality and Jurisdictions across the Province.
- Zero Carbon Step Code policies and requirements have been completed by the Province and locally with collaboration of neighboring Jurisdictions through the report for the RDN and Member Municipalities and completed by Introba.

**STRATEGIC PLAN ALIGNMENT**

Council’s Strategic Plan Focus Area(s) supported by this initiative:

- Good Governance: *To govern for the public interest of our community while managing competing interests, ensuring availability of transparent and accessible information, fostering respectful public engagement, and demonstrating ethical values.*
- Climate Action: *To reduce GHG emissions and energy consumption, promote adaptive mitigative measures to prepare for climate change impacts.*

**SUMMARY**

That the Building Bylaw and associated bylaws be amended in accordance with the MIABC “Model Building Bylaw” in order to continue to reduce the Towns liability exposure and update wording to incorporate current legislation and practices.

Implement Step 4 of the Zero Carbon Step Code for Part 3 and Part 9 building applications on and after January 1, 2025, Step 5 of the Energy Step Code for Part 9 buildings, and the highest Steps for Part 3 building applications as applicable to their occupancy on and after January 1, 2027.

**ALTERNATIVE OPTIONS**

- Rescind the Council Motion of February 28, 2024, which accelerates the Zero Carbon and Energy Step Code and follow the Provincial proposed timeline
- Suggest changes/additions to the Building Bylaw
- Direct staff not to bring forward an amended Building bylaw at this time

**APPROVALS**

Report respectfully submitted by Mark Eshpeter, RBO, Building Official



Mark Eshpeter, RBO  
Building Official  
*Report Author*



Lou Varela, MCIP, RPP  
Chief Administrative Officer  
*Concurrence*



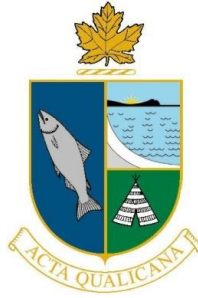
Luke Sales, MCIP, RPP  
Director of Planning  
*Concurrence*



Heather Svensen,  
Director of Corporate  
Services  
*Concurrence*

**REFERENCES**

- Attachment 1: "Town of Qualicum Beach Building Bylaw No.903, 2024"
- Attachment 2: "Town of Qualicum Beach Municipal Ticket Utilization Bylaw No. 626, 2008"
- Attachment 3: "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009"



# TOWN OF QUALICUM BEACH

## BUILDING BYLAW NO. 903, 2024

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**Town of Qualicum Beach  
BUILDING BYLAW NO. 903, 2024**

**A BYLAW FOR ADMINISTRATION OF THE BUILDING CODE AND  
REGULATION OF CONSTRUCTION**

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**WHEREAS** the Town of Qualicum Beach Council may by bylaw regulate, prohibit and impose requirements in respect to buildings and structures under sections 8(3)(g) and (l) of the *Community Charter* for the following under section 53(2):

- (a) the provision of access to a building or other structure, or to part of a building or other structure, for a person with disabilities;
- (b) the conservation of energy or water;
- (c) the reduction of greenhouse gas emissions;
- (d) the health, safety or protection of persons or property;

**AND WHEREAS** the Town of Qualicum Beach is enacting this bylaw to regulate construction and administer the British Columbia *Building Code* in Qualicum Beach in accordance with the *Community Charter* and the *Building Act*;

**AND WHEREAS** the Town of Qualicum Beach has employed trained building officials for the purposes of this bylaw;

**NOW THEREFORE** the Council of the Town of Qualicum Beach enacts as follows:

**PART 1: TITLE**

- 1.1 This bylaw may be cited as “Building Bylaw No. 903, 2024”.

**PART 2: PURPOSE OF BYLAW**

- 2.1 Despite any other provision in this bylaw, this bylaw must be interpreted in accordance with this Part.
- 2.2 Every permit issued under this bylaw is issued expressly subject to the provisions of this Part.

- 2.3 This bylaw is enacted to regulate, prohibit and impose requirements in regard to construction in the Town in the public interest.
- 2.4 The purpose of this bylaw does not extend to
- (a) the protection of *owners, designers or constructors* from economic loss;
  - (b) the assumption by the Town or any *building official* of any responsibility for ensuring the compliance by any *owner, his or her representatives or any employees, constructors or designers* retained by the *owner*, with the *building code*, the requirements of this bylaw, or other applicable enactments, codes or standards;
  - (c) providing any person a warranty of design or workmanship with respect to any *building or structure* for which a *building permit* or *occupancy permit* is issued under this bylaw;
  - (d) providing any person a warranty or assurance that *construction* undertaken under *building permits* issued by the Town is free from latent, or any, defects; or
  - (e) the protection of adjacent real property from incidental damage or nuisance.

### PART 3: SCOPE AND EXEMPTIONS

#### Application

- 3.1 This bylaw applies to the geographical area of the Town and to land, the surface of water, air space, *buildings or structures* in the Town.
- 3.2 This bylaw applies to the design, construction or *occupancy* of new *buildings or structures*, and the *alteration, reconstruction, demolition, removal, relocation or occupancy* or change of use or *occupancy of existing buildings and structures*.
- 3.3 This bylaw does not apply to
- (a) *buildings or structures* exempted by Division A Part 1 of the *Building Code* except as expressly provided herein;

- (b) uncovered decks, steps, landings, ramps and patios not more than 0.5 metres above adjacent finished grade and have no walls or roof, a fence;
- (c) repair and maintenance of lawfully-conforming *structures* where the level of life safety and *building* performance shall not be decreased below the level that already exists, exclusive of structural *alterations* and remediation as a result of a previous deficiency;
- (d) a trellis, an arbour, or other similar landscape *structures* which are otherwise open to the sides and sky, a wall supporting soil that is less than 1.2 metres in height or a sequence of walls less than 1.2 metres in height and spaced greater than two horizontal units to one vertical unit, on a parcel zoned for single or two family *residential occupancy* uses under the Town's zoning bylaw;
- (e) the replacement of plumbing fixtures (sinks, tubs, showers, water closets, valves, etc.) or the maintenance of *existing plumbing system*, providing the work does not involve the rearrangement of supply, waste or vent pipes.

### **Limited Application to Existing Buildings**

- 3.4 Except as provided in the *building code* or to the extent an *existing building* is under *construction* or does not have an *occupancy permit*, when an *existing building* has been *constructed* before the enactment of this bylaw, the enactment of this bylaw is not to be interpreted as requiring that the *building* must be *reconstructed* and *altered*, unless it is expressly so provided by this or another bylaw, regulation or statute.
- 3.5 This bylaw applies if the whole or any part of an *existing building* is moved either within or into the Town, including relocation relative to parcel lines created by subdivision or consolidation. Part 12 applies to *building* moves.
- 3.6 If an *alteration* is made to an *existing building* the *alteration* must comply with this bylaw and the *building code* and the entire building must be made to comply with this bylaw and the *building code*, but only to the extent necessary to address any new infractions introduced in the remainder of the building as a result of the *alteration*.
- 3.7 If an *alteration* creates an *addition* to an *existing building*, the *alteration* or *addition* must comply with this bylaw and the *building code* and the entire building must

be made to comply with this bylaw and the *building code*, but only to the extent necessary to address any new infractions introduced in the remainder of the building as a result of the *alteration* or *addition*.

#### PART 4: PROHIBITIONS

- 4.1 A person must not commence or continue any *construction, alteration, excavation, reconstruction, demolition, removal, relocation* or change the use or *occupancy* of any *building* or *structure*, including other work related to construction
- (a) except in conformity with the requirements of the *building code* and this bylaw; and
  - (b) unless a *building official* has issued a valid and subsisting *permit* for the work under this bylaw.
- 4.2 A person must not *occupy* or *permit* the *occupancy* of any *building* or *structure* or part of any *building* or *structure*
- (a) unless a subsisting *occupancy inspection notice* has been issued by a *building official* for the *building* or *structure* or the part of the *building* or *structure*; or
  - (b) contrary to the terms of any *permit* issued or any notice given by a *building official*.
- 4.3 A person must not knowingly submit false or misleading information to a *building official* in relation to any *permit* application or construction undertaken pursuant to this bylaw.
- 4.4 Except in accordance with this bylaw, including acceptance of revised plans or supporting documents, a person must not erase, alter or modify plans and supporting documents after the same have been reviewed by the *building official*, or plans and supporting documents which have been filed for reference with the *building official* after a *permit* has been issued.
- 4.5 A person must not, unless authorized in writing by a *building official*, reverse, alter, deface, cover, remove or in any way tamper with any notice, *permit* or certificate posted or affixed to a *building* or *structure* pursuant to this bylaw.

- 4.6 A person must not do any work that is substantially at variance with the *accepted* design or plans of a *building, structure* or other works for which a *permit* has been issued, unless that variance has been authorized in writing by a *building official*.
- 4.7 A person must not interfere with or obstruct the entry of a *building official* or other authorized official of the Town on property in the administration of this bylaw.
- 4.8 A person must not *construct* on a *parcel* unless the civic address is conspicuously posted on the front of the premises or on a sign post so it may be easily read from the public highway from which it takes its address.
- 4.9 A person must not contravene an administrative requirement of a *building official* made under section 6.6 or any other provision of this bylaw.
- 4.10 A person must not change the use, *occupancy* or both of a *building* or *structure* or a part of a *building* or *structure* without first applying for and obtaining a *building permit* under this bylaw.

#### **PART 5: PERMIT CONDITIONS**

- 5.1 A *permit* is required if work regulated under this bylaw is to be undertaken.
- 5.2 Neither the issuance of a *permit* under this bylaw, nor the acceptance or review of plans, drawings, specifications or supporting documents, nor any inspections made by or on behalf of the Town will in any way
- (a) relieve the *owner* (and if the *owner* is acting through an *agent*, the *agent* of the *owner*) from full and sole responsibility to perform the work in respect of which the *permit* was issued in strict compliance with this bylaw, the *building code*, and all other applicable codes, standards and enactments;
  - (b) constitute a representation, warranty, assurance or statement that the *building code*, this bylaw or any other applicable enactments respecting safety, protection, land use and zoning have been complied with; or
  - (c) constitute a representation or warranty that the *building* or *structure* meets any standard of materials or workmanship.
- 5.3 No person shall rely on any *permit* as establishing compliance with this bylaw or assume or conclude that this bylaw has been administered or enforced according to its terms.

- 5.4 Without limiting section 5.2(a), it is the full and sole responsibility of the *owner* (and if the *owner* is acting through a representative, the representative of the *owner*) to carry out the work in respect of which the *permit* was issued in compliance with the *building code*, this bylaw and all other applicable codes, standards and enactments.

## PART 6: POWERS OF A BUILDING OFFICIAL

### Administration

- 6.1 Words defining the authority of a *building official* are to be construed as internal administrative powers and not as creating a duty.
- 6.2 A *building official* may
- (a) administer this bylaw and prescribe from time to time the form of *permits*, *permit* applications, notices and orders referred to in this bylaw, except where the form is prescribed by this bylaw, but owes no public duty to enforce or administer this bylaw;
  - (b) keep records of applications received, *permits*, notices and orders issued, inspections and tests made, and may retain copies of all papers and documents connected with the administration of this bylaw;
  - (c) establish or require an *owner* to establish whether a method or type of construction or material used in the construction of a *building* or *structure* complies with the requirements and provisions of this bylaw and the *building code*; and
  - (d) direct that tests of materials, equipment, devices, construction methods, structural assemblies or *foundations* be carried out, or that sufficient evidence or proof be submitted by the *owner*, at the *owner's* sole expense, where such evidence or proof is necessary to determine whether the material, equipment, device, construction or *foundation* condition complies with this bylaw and the *building code*.

### Refusal and Revocation of Permits

- 6.3 A *building official* may refuse to issue a *permit* if the proposed work will contravene the requirements of the *building code* or the provisions of this or any other bylaw of the Town, and must state the reason in writing.

6.4 A *building official* may revoke a *permit* if, in their opinion, the results of tests on materials, devices, construction methods, structural assemblies or *foundation* conditions

contravene the *building code* or the provisions of this bylaw, or both, or if all *permits* required under this bylaw have not been obtained.

### Right of Entry

6.5 Subject to section 16 of the *Community Charter*, a *building official* may enter on property at any time to ascertain whether the requirements of this bylaw are being met.

### Powers

6.6 Subject to applicable enactments, a *building official* may by notice in writing require

- (a) a person who contravenes any provision of this bylaw to comply with that provision within the time ordered;
- (b) an *owner* to stop work on a *building* or *structure*, or any part of a *building* or *structure*, if the work is proceeding in contravention of this bylaw, the *building code*, or any other enactment of the Town or other applicable enactments, or if there is deemed to be an *unsafe condition*, and may enter on property to affix or post a stop work order in the form prescribed by the *building official*;
- (c) an *owner* to remove or prevent any unauthorized encroachment on a public parcel, a statutory right of way or easement, or a setback or yard required under an enactment;
- (d) an *owner* to remove any *building* or *structure*, or any part of a *building* or *structure*, constructed in contravention of a provision of this bylaw;
- (e) an *owner* to have work inspected by a *building official* prior to covering;
- (f) an *owner* to uncover any work that has been covered without inspection contrary to this bylaw or an order issued by a *building official*;
- (g) a person to cease any *occupancy* in contravention of a provision of this bylaw;



- (h) a person to cease any *occupancy* if any *unsafe condition* exists because of work being undertaken but not complete and where the *building official* has not issued a occupancy inspection notice for the work;
  - (i) an *owner* to correct any *unsafe condition*; and
  - (j) an *owner* to correct any work that contravenes this bylaw, the *building code*, or any other enactment.
- 6.7 Every reference to “*owner*” in section 6.6 includes a reference to the *owner’s agent* or *constructor*.
- 6.8 Every person served with a notice under this Part must comply with that notice
- (i) within the time ordered, or
  - (ii) if no time is ordered, immediately.

## PART 7: OWNER’S RESPONSIBILITIES

### Permit Requirements

- 7.1 Subject to Part 10 of this bylaw, every *owner* must apply for and obtain a *permit*, prior to
- (a) *constructing, repairing or altering a building, plumbing system, fire suppression system or structure, including a swimming pool or retaining wall*;
  - (b) moving a *building* or *structure* into or within the Town;
  - (c) demolishing a *building* or *structure*;
  - (d) *constructing* a masonry fireplace or installing a wood-burning appliance or chimney, whether attached to, part of or detached from a *building*;
  - (e) changing the use or *occupancy* of a *building*, including the creation or consolidation of units in a multi unit building; or

- (f) installation or *alteration* of mechanical exhaust and fire suppression systems for commercial cooking equipment.

unless the works are the subject of another valid and subsisting *building permit*.

- 7.2 Every *owner* must ensure that plans submitted with a *permit* application bear the name, phone number, address and email address of the *designer* of the *building* or *structure*.

### Owner's Obligations

- 7.3 Every *owner* must
  - (a) comply with the *building code*, the requirements of this bylaw and the conditions of a *permit*, and must not omit any work required by the *building code*, this bylaw or the conditions of a *permit*;
  - (b) ensure that all *permits*, all plans and specifications and supporting documents on which a *permit* was based, and all professional *field reviews* are available at the site of the work for inspection during working hours by the *building official*, and that all *permits* are posted conspicuously on the site during the entire execution of the work; and
  - (c) prior to the issuance of a *building permit*, execute and submit to the Town an *owner's* acknowledgement of responsibility in the form prescribed by the Town from time to time, where required by the *building official*.
- 7.4 Every *owner* and every *owner's agent*, must carry out *construction* or have the *construction* carried out in accordance with the requirements of the *building code*, this bylaw and other bylaws of the Town and none of the issuance of a *permit* under this bylaw, the review of plans and supporting documents, or inspections made by a *building official* or a *registered professional* shall relieve the *owner*, or his or her *agent*, from full and sole responsibility to perform the work in strict accordance with this bylaw, the *building code* and all other applicable codes, standards and enactments.
- 7.5 Every *owner* to whom a *permit* is issued must, during construction,
  - (a) post the civic address on the property so that it may be easily read from the public highway from which the property takes its address; and

- (b) post the *permit* on the property so that it may be easily read from the public highway from which the property takes its address
- (c) allow a *building official* to enter any *building* or premises at any reasonable time to administer and enforce this bylaw with safe access to the work site and all areas requiring inspection.

### Damage to Municipal Works

- 7.6 Every *owner* to whom a *permit* is issued is responsible for the cost to repair any damage to municipal works or land that occurs during and arises directly or indirectly from the work authorized by the *permit*.
- 7.7 In addition to payment of a security deposit in the amount set out in the “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009” as amended from time to time, every *owner* must pay to the Town, within 30 days of receiving an invoice for same from the Town, the cost to repair any damage to public property or works located on public property arising directly or indirectly from work for which a *permit* was issued.

### Notice

- 7.8 Every *owner* must give written notice to a *building official* of any change in or termination of engagement of a *registered professional*, including a *coordinating registered professional*, during construction, within 24 hours of when the change or termination occurs.
- 7.9 If an *owner* or a *registered professional* terminates the engagement of a *registered professional*, including a *coordinating registered professional*, the *owner* must terminate all work under a *building permit* until the *owner* has engaged a new *registered professional*, including a *coordinating registered professional*, and has delivered to a *building official* new letters of assurance.
- 7.10 Without limiting sections 10.28 to 10.43, every *owner* must give at least 24 hours’ written notice to a *building official*
  - (a) of intent to do work that is required or ordered to be corrected during *construction*;
  - (b) of intent to cover work that is required under this bylaw to be, or has been ordered to be inspected prior to covering; and

- (c) when work has been completed so that a occupancy inspection can be made.
- 7.11 Every *owner* must give notice in writing to a *building official* and pay the non-refundable fee set out in “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009” as amended from time to time, immediately upon any change in ownership or change in the address of the *owner* which occurs prior to the issuance of an *occupancy permit*.
- 7.12 Every *owner* must give such other notice to a *building official* as may be required by the *building official* or by a provision of this bylaw.

## **PART 8: OBLIGATIONS OF OWNER’S CONSTRUCTOR**

- 8.1 Every *constructor* must ensure that all *construction* is done in compliance with all requirements of the *building code*, this bylaw and all other applicable, codes, standards and enactments.
- 8.2 Every *constructor* must ensure that no *excavation* or other work is undertaken on public property, and that no public is disturbed, no *building* or *structure* erected, and no materials stored thereon, in whole or in part, without first having obtained approval in writing from the appropriate authority over such public property.
- 8.3 For the purposes of the administration and enforcement of this bylaw, every *constructor* is responsible jointly and severally with the *owner* for all work undertaken.

## **PART 9: REGISTERED PROFESSIONAL’S RESPONSIBILITIES**

### **Professional Design and Field Review**

- 9.1 The provision by the *owner* to the Town of letters of assurance in accordance with the requirements of the *building code* or this bylaw shall occur prior to
  - (a) the issuance of a permit in the forms of Schedules A or B as appropriate;
  - (b) the pre-occupancy site review coordinated by the *coordinating registered professional* or other *registered professional* for a *complex building* in the form of Schedules C-A or C-B, as appropriate, or

(c) an occupancy inspection for a *simple building* in circumstances where letters of assurance have been required in accordance with the requirements of the *building code*, in which case the *owner* must provide the Town with letters of assurance in the form of Schedules C-A or C-B, as appropriate, referred to in subsection 2.2.7, Division C, of the *building code*.

9.2 If a *registered professional* provides letters of assurance in accordance with the *building code*, they must also provide proof of professional liability insurance to the *building official* in the form and amount prescribed by the Town from time to time.

### **Requirement for a Registered Professional**

9.3 The *owner* must retain a *registered professional* to provide a *professional design* and plan certification and letters of assurance in the form of Schedules A, B, C-A and C-B referred to in subsection 2.2.7, Division C, of the *building code*, in respect of a *permit* application

- (a) prior to the pre-occupancy site review coordinated by the *coordinating registered professional* or other *registered professional* for a *complex building*,  
or
- (b) prior to a final inspection for a *simple building* in circumstances where letters of assurance have been required in accordance with the requirements of the *building code*, in which case the *owner* must provide the Town with letters of assurance in the form of Schedules C-A or C-B, as appropriate, referred to in subsection 2.2.7, Division C, of the *building code*;
- (c) a *building* that is designed with common egress systems for the occupants and requires the use of *firewalls* in accordance with the *building code*;
- (d) prior to *alterations* to a *building*, or to a structural component of a *building* described in paragraph (b);
- (e) for a *building* in respect of which the *building official* determines that site conditions, size or complexity so warrant in the interests of safety of persons or protection of property under the *building code*;
- (f) if the *building* envelope components of the *building* fall under Division B Part 3 of the *building code*, or if the *building* envelopes do not comply with the prescriptive requirements of Division B Part 9 of the *building code*; and

- (g) for a parcel of land on which a *building* or *structure* is proposed if the *building official* believes the parcel is or is likely to be subject to flooding, mud flows, debris flows, debris torrents, erosion, land slip, rock falls, subsidence or avalanche, and the requirement for a *professional design* is in addition to a requirement under Division 8 of Part 3 of the *Community Charter*
  - (i) for a report certified by a professional engineer with experience in geotechnical engineering that the parcel may be used safely for the use intended, and
  - (ii) that the plans submitted with the application comply with the relevant provisions of the *building code* and applicable bylaws of the Town.

9.4 The *building official* may require any *registered professional* carrying out the *professional design* and *field review* required under section 9.3 to provide evidence that they have experience and expertise in respect of the *professional design* and *field review* of the context and scope required.

### **Professional Plan Certification**

- 9.5 The letters of assurance in the form of Schedules A and B as referred to in subsection 2.2.7, Division C, of the *building code* referred to in sections 9.1 and 9.3 are relied upon by the Town and its *building officials* as certification that the design and plans to which the letters of assurance refer comply with the *building code*, this bylaw and other applicable enactment.
- 9.6 Letters of assurance must be in the form of Schedules A and B referred to in subsection 2.2.7, Division C, of the *building code*.
- 9.7 For a building permit issued for the construction of a *complex building*, the building official shall provide the *owner* with a notice that the *building permit* is issued in reliance on the certification of the *registered professional* that the *professional design* and plans submitted in support of the application for the *building permit* comply with the *building code* and other applicable enactments. Any failure on the part of the building official to provide the *owner* with the notice will not diminish or invalidate the reliance by the Town or its *building officials* on the *registered professionals*.
- 9.8 If a *building permit* is issued for a construction of a *complex building*, the *permit fee* is reduced by 10% of the fees payable under “Town of Qualicum Beach

Miscellaneous Rates Bylaw No. 638, 2009” as amended from time to time, up to a maximum reduction of \$500.00 (five hundred dollars).

## **PART 10: BUILDING APPLICATION REQUIREMENTS**

### **Requirements Before Applying for a Building Permit**

- 10.1 Prior to issuance of a *building permit*, the *owner* must satisfy the following requirements or conditions:
- (a) the *owner* must apply for and obtain a development permit if the *building* or *structure* is in an area designated by the Town’s Official Community Plan as a development *permit* area;
  - (b) the *owner* must ensure that the proposed *building* or *structure* complies with all bylaws of the Town, except to the extent a variance of a bylaw is authorized by a development *permit*, development variance permit or order of the Board of Variance;
  - (c) for a renovation, alteration, or demolition of an existing building a hazardous materials survey in accordance with WorkSafe BC regulations shall be completed;
  - (d) an approving officer must have approved the subdivision plan that, once registered, would create the parcel on which the proposed *building* or *structure* will be *constructed*, and the subdivision plan must have been registered in the Land Title Office;
  - (e) the *owner* must provide evidence to the *building official* showing that the person applying for the *building permit* is either the *owner* of the parcel that is the subject of the proposed *building permit*, or is the *agent* of the *owner*, in which case, the *agent* must provide the name and contact information of the *owner*;
  - (f) if the parcel that is the subject of the *building permit* application is not intended to be connected to the Town’s sewage disposal system, the *owner* must apply for and obtain approval from the Town and other applicable public authorities for an alternate *private sewage disposal system*;
  - (g) if the parcel that is the subject of the *building permit* application is not intended to be connected to the Town’s waterworks system, the *owner* must

apply for and obtain approval from the Town and other applicable public authorities for an alternate water supply system;

- (h) if the parcel that is the subject of the *building permit* application is not intended to be connected to The Town's storm water drainage system, the *owner* must apply for and obtain approval from the Town and other applicable public authorities for the alternate storm water drainage and detention system; and
- (i) if all on site and off site works and services required by a Town bylaw or other enactment have not been completed in accordance with the enactments, the *owner* must enter into a written agreement with the Town and deliver to the Town letters of credit or cash security for completion of the works and service.

### **Building Permit Applications for Complex Buildings**

10.2 An application for a *building permit* with respect to a *complex building* must

- (a) be made in the form prescribed by the building official or the Town from time to time, and signed by the *owner*, or a signing officer if the *owner* is a corporation;
- (b) be accompanied by the appropriate non-refundable plan processing fee as set out in the "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009" as amended from time to time.
- (c) be accompanied by the *owner's* acknowledgement of responsibility and undertaking made in the form prescribed by the building official or the Town from time to time, and signed by the *owner*, or a signing officer if the *owner* is a corporation;
- (d) include a copy of a title search for the relevant property made within 30 days of the date of the *permit* application;
- (e) include for a renovation, alteration, or demolition of an existing building a hazardous materials survey and written confirmation letter in accordance with WorkSafe BC regulations;
- (f) include a *building code* compliance summary including the applicable edition of the *building code*, such as without limitation whether the building is



designed under Part 3 or Part 9 of the building code, *major occupancy* classification(s) of the *building*, *building area* and *building height*, number of streets the *building* faces, *accessible* entrances and work areas, washrooms, firewalls and the energy compliance path to which the building conforms;

- (g) include a copy of a survey plan prepared by a British Columbia land surveyor, except that the *building official* may waive, in whole or in part, the requirements for a survey plan;
- (h) include a site plan prepared by a *registered professional* showing
  - (i) the bearing and dimensions of the parcel taken from the registered subdivision plan;
  - (ii) the legal description and civic address of the parcel;
  - (iii) the location and dimensions of *existing* and proposed statutory rights of way, easements and setback requirements, adjacent street and lane names;
  - (iv) the location and dimensions of *existing* and proposed *buildings* or *structures* on the parcel;
  - (v) setbacks to the natural boundary of any lake, swamp, pond or watercourse and top and toe of banks;
  - (vi) north arrow;
  - (vii) if applicable, location of an approved *existing* or proposed private or other alternative sewage disposal system, water supply system or storm water drainage system;
  - (viii) zoning compliance summary;
  - (ix) the location, dimensions and gradient of parking and parking access;
  - (x) proposed and *existing* setbacks to property lines;

- (xi) natural and finished geodetic elevation at *building* corners and significant breaks in the building plan and proposed grade around the *building* faces in order to ascertain *foundation* height;
- (xii) first storey floor elevation;
- (xiii) location, setbacks and elevations of all *retaining walls*, steps, stairs and decks;
- (xiv) line of upper floors;
- (xv) location and elevation of curbs, sidewalks, manholes, fire hydrants and service poles;
- (xvi) location of *existing* and proposed service connections;
- (xvii) location and species of all trees greater than 5 centimetres in diameter;
- (xviii) location of top bank and water courses;
- (xix) access routes for firefighting;
- (xx) *accessible* paths of travel from the street to the *building*;
- (xxi) geodetic elevation of the underside of a wood floor system or the top of a finished concrete slab of a *building* or *structure* where the Town's land use regulations, provincial flood mapping regulations, or a *Registered Professional* under the *Engineers and Geoscientists Regulation* establish siting requirements related to minimum floor elevation,

except that the *building official* may waive, in whole or in part, the requirements for a site plan, if the *permit* is sought for the repair or *alteration* of an *existing building* or *structure*;

- (i) include floor plans showing the dimensions and uses and *occupancy* classification of all areas, including: the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and

- opening of windows; floor, wall, and ceiling finishes; fire separations; plumbing fixtures; structural elements; and stair dimensions;
- (j) include a cross-section through the *building* or *structure* in sufficient detail and locations to illustrate *foundations*, drainage, ceiling heights and constructions systems;
  - (k) include elevations of all sides of the *building* or *structure* showing finish details, roof slopes, windows, doors, natural and finished *grade*, spatial separations and ridge height to comply with the *building code* and to illustrate that the *building* or *structure* conforms with the Town zoning bylaw and development permit;
  - (l) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the *building* conforms to the *building code*;
  - (m) include all other requirements of sections 2.2.1, 2.2.3, 2.2.4, 2.2.5, and 2.2.6 , Division C of the *building code*;
  - (n) include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal *permits*, highway access *permits* and ministry of health approvals;
  - (o) include a letter of assurance in the form of Schedule A referred to in subsection 2.2.7 Division C, of the *building code*, signed by the *owner*, or a signing officer if the *owner* is a corporation, and the *coordinating registered professional*;
  - (p) include letters of assurance in the form of Schedule B referred to in subsection 2.2.7 Division C, of the *building code*, each signed by such *registered professionals* as the *building official* or *building code* may require to prepare the design for and conduct *field reviews* of the construction of the *building*;
  - (q) include digital and two sets of paper drawings at a suitable scale of the design prepared by each *registered professional* containing the information set out in (g) to (m) of this section; and
  - (r) include illustration of any slopes on the subject parcel that exceed 30%.

- 10.3 In addition to the requirements of section 10.2 of this bylaw, a *building official* may require the following to be submitted with a *permit* application for the construction of a *complex building* if the complexity of the proposed *building* or *structure* or siting circumstances warrant
- (a) site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a *registered professional*, in accordance with the Town's subdivision and works and services bylaw;
  - (b) a section through the site showing grades, *buildings*, *structures*, parking areas and driveways; and
  - (c) any other information required by the *building official* or the *building code* to establish substantial compliance with this bylaw, the *building code* and other bylaws and enactments relating to the *building* or *structure*.

#### **Building Permit Applications for Simple Buildings**

- 10.4 An application for a *building permit* with respect to a *simple building* must
- (a) be made in the form prescribed by the building official or the Town from time to time, and signed by the *owner*, or a signing officer if the *owner* is a corporation;
  - (b) be accompanied by the appropriate non-refundable plan processing fee as set out in the "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009" as amended from time to time.
  - (c) be accompanied by the *owner's* acknowledgment of responsibility and undertaking made in the form prescribed by the building official or the Town from time to time, and signed by the *owner*, or a signing officer if the *owner* is a corporation;
  - (d) include a copy of a title search for the relevant property made within 30 days of the date of the *permit* application;
  - (e) include for a renovation, alteration, or demolition of an existing building a hazardous materials survey and written confirmation letter in accordance with WorkSafe BC regulations;

- (f) include a copy of a survey plan prepared by a British Columbia land surveyor except that the *building official* may waive the requirement for a survey plan, in whole or in part, where conditions warrant;
- (g) include a site plan showing
  - (i) the bearing and dimensions of the parcel taken from the registered subdivision plan;
  - (ii) the legal description and civic address of the parcel;
  - (iii) the location and dimensions of *existing* and proposed statutory rights of way, easements and setback requirements, adjacent street and lane names;
  - (iv) the location and dimensions of *existing* and proposed *buildings* or *structures* on the parcel;
  - (v) setbacks to the natural boundary of any lake, swamp, pond or watercourse;
  - (vi) north arrow;
  - (vii) if applicable, location of an approved *existing* or proposed alternative private or other sewage disposal system, water supply system or storm water drainage system;
  - (viii) the location, dimensions and gradient of parking and parking access;
  - (ix) proposed and *existing* setbacks to property lines;
  - (x) natural and finished grade at *building* corners and datum determination points;
  - (xi) *first storey* floor elevation;
  - (xii) location, setbacks and elevations of all *retaining walls*, steps, stairs and decks;
  - (xiii) line of upper floors;

- (xiv) location and elevation of curbs, sidewalks, manholes and service poles;
- (xv) location of *existing* and proposed service connections;
- (xvi) location and species of all trees greater than 5 centimetres in diameter;
- (xvii) location of top bank and water courses;
- (xviii) access routes for firefighting;
- (xix) *accessible* paths of travel from the street to the *building*;
- (xx) zoning compliance summary; and
- (xxi) the geodetic elevation of the underside of a wood floor system or the top of a finished concrete slab of a *building* or *structure* where the Town's land use regulations , provincial flood mapping regulations or a *Registered Professional* under the *Engineers and Geoscientists Regulation* establish siting requirements related to minimum floor elevation,

except that for a *simple building* the *building official* may waive, in whole or in part, the requirements for a site plan, if the *permit* is sought for the repair or *alteration* of an *existing building*;

- (h) include floor plans showing the dimensions and uses of all areas, including: the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions;
- (i) include a cross-section through the *building* illustrating *foundations*, drainage, ceiling heights and construction systems;
- (j) include elevations of all sides of the *building* showing finish details, roof slopes, windows, doors, the *grade*, the maximum *building height* line, ridge height, spatial separations and natural and finished *grade* to comply with the *building code* and to illustrate that the *building* or *structure* conforms with the Town zoning and development permit;

- (k) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the *building* or *structure* substantially conforms to the *building code*;
- (l) include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal *permits*, highway access *permits* and Ministry of Health approvals;
- (m) include geotechnical letters of assurance, in addition to a required geotechnical report, if the *building official* determines that the site conditions so warrant;
- (n) include two sets of drawings at a suitable scale of design including the information set out in (f) to (k) of this section; and
- (o) include a *building code* compliance summary including the applicable edition of the *building code*, such as, without limitation, whether the *building* is designed under Part 3 or Part 9, compliance with article 2.2.2.1(2), Division C of the *building code*

10.5 In addition to the requirements of section 10.4 of this Part, if the complexity of the proposed *building* or *structure* or siting circumstances warrant, a *building official* may require the following be submitted with a *permit* application for the construction of each *simple building* in the project:

- (a) a section through the site showing grades, *buildings*, *structures*, parking areas and driveways;
- (b) a roof plan and roof height calculations;
- (c) structural, electrical, plumbing, mechanical or fire suppression drawings prepared and sealed by a *registered professional*;
- (d) letters of assurance in the form of Schedule B referred to in Division C of the *building code*, signed by a *registered professional*; and
- (e) any other information required by the *building official* or the *building code* to establish substantial compliance with this bylaw, the *building code* and other bylaws and enactments relating to the *building* or *structure*.

## Site and Location Information

- 10.6 Without limiting sections 10.2(h) or 10.4(f) of this Part, the *building official* may in writing require an *owner* to submit an up-to-date plan or survey prepared by a registered British Columbia land surveyor which contains sufficient information respecting the site and location of any *building* to
- (a) establish, before *construction* begins, that all the provisions of this bylaw in relation to this information will be complied with;
  - (b) verify, on completion of the *construction*, that all provisions of this and other applicable bylaws have been complied with;
  - (c) in relation to an *existing building*, substantiate its location, size, including appurtenances whether above, at or below ground level, relative to the site or its relationship to neighbouring grades; and
  - (d) in relation to *construction* of a new *building*, or *addition* to an *existing building*, prior to and after the placement of concrete for *foundations* and footings, show the *elevation* at proposed top of concrete on all *building* elevations and at all significant changes of elevation to substantiate its size, location and elevation,

and every person served with a written requirement under this section must comply with the requirement.

## Building Permit Fee

- 10.7 Before receiving a *building permit* for a *building* or *structure*, the *owner* must first pay to the Town
- (a) the *building permit* fee prescribed in “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009” as amended from time to time; and
  - (b) any fees, charges, levies or taxes imposed by the Town and payable under an enactment at the time of issuance of the *building permit*.

## Security Deposit

- 10.8 An applicant for a *building permit* must pay to the Town, prior to the issuance of a *building permit*, a security deposit calculated in accordance with the



“Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009” as amended from time to time.

- 10.9 The security deposit sum set out in section 10.8 of this Part
- (a) covers the cost borne by the Town to maintain, restore or replace any public works or public lands which are destroyed, damaged or otherwise impaired in the carrying out of the work referred to in any *building permit* held by the applicant;
  - (b) covers the cost borne by the Town to make the site safe if the *permit* holder abandons or fails to complete the work as designated on the *permit*;
  - (c) serves as the security deposit for provisional *occupancy* when the occupancy inspection notice makes provision for a security deposit; or
  - (d) serves as a security deposit to effect compliance with any condition under which the *permit* was issued.
- 10.10 The security deposit or applicable portion must be returned to the applicant
- (a) when the *building official* is satisfied that no further damage to public works or public lands will occur;
  - (b) when the inspections required by this bylaw are complete and acceptable to the *building official*; and
  - (c) when the conditions or provisions of a provisional certificate of *occupancy* are completed to the satisfaction of the *building official*;
- only if the applicant has requested for the return of the security.
- 10.11 Any credit greater than the amount of the security deposit used by the Town for the purposes described in sections 10.8 to 10.10 of this Part will be returned to the *permit* holder unless otherwise so directed by the *permit* holder. Any amount in excess of the security deposit required by the Town to complete corrective work to public lands, public works, or the site is recoverable by the Town from the *permit* holder, the *constructor* or the *owner* of the property.

### **Permit Fee Refunds**

- 10.12 No fee or part of a fee paid to the Town may be refunded if construction of the *building* has started.

- 10.13 A *building permit* or other *permit* fee may be partially refunded, only if
- (a) the *owner* has submitted a written request for a refund within 180 days of issuance of the permit;
  - (b) the *building official* has certified a start has not been made on the construction of the *building* or *structure*; and
  - (c) the refundable amount does not include the plan processing fee, and is more than \$50.00
- 10.14 A *building permit* or other *permit* fee is not refundable after the *permit* has been extended under section 10.45 of this Part.

### **Design Modification**

- 10.15 If an issued *building permit* or other *permit* is active and the *owner* proposes modification to the *building* design whereby the value of the work does not increase or the value of the work decreases, the *owner* must pay to the Town a *building permit* fee based on the plan review hourly rate set out in “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009” as amended from time to time.

### **Construction Before Permit Issued**

- 10.16 The *building permit* or other *permit* fee is doubled for every *permit* application if construction commenced before the *building official* issued a *permit*, to a maximum of \$10,000.00.

### **Expiration of Application for a Permit**

- 10.17 A *building permit* application expires, and the plan processing fee forfeited if the permit fee has not been paid and all required securities, covenants, permits and servicing agreements required for issuance of the permit have not been provided
- (a) 180 days from the date a complete application is received under this Part, unless the *permit* is not ready to be issued only due to delays caused by the Town; or
  - (b) 120 days from the date of written notification to the owner that the permit is ready to be issued, subject to the provision of such fees, securities, covenants, permits and servicing agreements,

the plans and related documents may be held for 14 days and then may be destroyed.

### **Issuance of a Building Permit**

10.18 If

- (a) a completed application in compliance with sections 10.2 and 10.3 or sections 10.4 and 10.5 of this Part, including all required supporting documentation, has been submitted;
- (b) the *owner* has paid all applicable fees set out in sections 10.7 to 10.16 of this Part;
- (c) the *owner* or his or her representative has paid all charges and met all requirements imposed by any other statute or bylaw;
- (d) the *owner* has retained a professional engineer or geoscientist if required under this bylaw;
- (e) the *owner* has retained an architect if required under this bylaw; and
- (f) no covenant, agreement, resolution or regulation of the Town requires or authorizes the *permit* to be withheld,

the *building official* must issue the *permit*, in the form prescribed by the *building official*, for which the application is made, and the date of issuance is deemed to be the date the conditions of 10.18 have been satisfied

10.19 Despite section 10.18, the *building official* may refuse to issue a *permit* when the *owner* has been notified of a violation of this bylaw about the construction of another *building* or *structure* by the *owner*.

### **Compliance with the Homeowner Protection Act**

10.20 If the application is in respect of a *building* that includes, or will include, a *residential occupancy* governed by the *Homeowner Protection Act*, the *building permit* must not be issued unless the *owner* provides evidence under section 30(1) of the *Homeowner Protection Act*, that the proposed *building*

- (a) is covered by home warranty insurance; and
- (b) the *constructor* is a licensed “residential builder” as defined in that Act.

- 10.21 Section 10.20 of this Part does not apply if the *owner* is not required to be licensed and to obtain home warranty insurance in accordance with sections 20(1) or 30(1) of the *Homeowner Protection Act*.
- 10.22 Every *permit* is issued subject to the *owner* and *constructor* maintaining compliance with the *Homeowner Protection Act* and negotiations under it during the term of the *permit*.

### **Partial Construction**

- 10.23 If a site has been *excavated* under a *building permit* and a *building permit* is not subsequently issued or a subsisting *building permit* has expired under section 10.44, but without the construction of the *building* or *structure* for which the *building permit* was issued having commenced, the *owner* must fill in the *excavation* to restore the original gradients of the site within 60 days of being served notice by the Town to do so.
- 10.24 If a *building permit* has expired and partial construction has progressed, with no extension requested of the *building official* under section 10.45, permanent type fencing with privacy screen complying with the Town's Zoning Bylaw, must be erected around the *building* site for protection to the public.

### **Conditions of a Building Permit**

- 10.25 A *building permit* or an application for a *building permit* that is in process may not be transferred or assigned until the *owner* has notified the *building official* in writing, the *building official* has authorized the transfer or assignment in writing and the *owner* has paid the non-refundable fee required under "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009" as amended from time to time . The transfer or assignment of a *building permit* is not an extension of a *building permit*.
- 10.26 The review of plans and supporting documents and issuance of a *building permit* do not prevent the *building official* from subsequently requiring the correction of errors in the plans and supporting documents, or from prohibiting *building* construction or *occupancy* being carried on when in violation of this or another bylaw.

## Inspections

- 10.27 If a *registered professional* provides letters of assurance in accordance with this Part, the Town will rely solely on *field reviews* undertaken by the *registered professional* and the letters of assurance submitted pursuant to this bylaw and the *building code* as assurance that the construction substantially conforms to the design, plans and specifications and that the construction complies with the *building code*, this bylaw and other applicable enactments respecting safety.
- 10.28 Despite section 10.27 of this Part, a *building official* may attend the site from time to time during the course of construction to ascertain that the *field reviews* are taking place and to monitor the *field reviews* undertaken by the *registered professionals*.
- 10.29 A *building official* may attend periodically at the site of the construction of *simple buildings* or *structures* to ascertain whether the work is being carried out in substantial conformance with the *building code*, this bylaw and any other applicable enactments concerning safety.
- 10.30 For all work in respect of *simple buildings* the *owner* must give at least 24 hours' notice to the Town when requesting an inspection and must obtain an inspection and receive a *building official's* written acceptance of the following aspects of the work prior to concealing them
- (a) after demolition, the grading of and removal of debris from the site;
  - (b) completed footing forms, before concrete is poured;
  - (c) installation of perimeter drains and damp-proofing, prior to backfill;
  - (d) plumbing located below the finished slab level and under test prior to covering;
  - (e) the preparation of ground, including ground cover when required, perimeter insulation on inside of concrete *foundation* walls;
  - (f) installation, testing and connection of *building* services before being covered;
  - (g) rough in of factory built chimneys and fireplaces and solid fuel burning appliances;
  - (h) installation of rough-in plumbing prior to covering;
  - (i) completed framing, after sheathing, fire stopping (including drywall in fire separations), and required bracing, chimney, ductwork, rough wiring, rough plumbing, rough heating, gas venting, exterior doors and windows

have been installed, and submission of a *building* survey by a British Columbia Land Surveyor when required showing the *building* height, size, location and elevation determined in accordance with the Towns land use regulation, *but* prior to the installation of insulation, interior finishes, or exterior finishes which would conceal such work;

- (j) insulation and vapour barrier prior to the application of any interior finish and after the substantial completion of the siding or other main exterior finishes; and
- (k) the *health and safety aspects of the work*, and the energy conservation, GHG emission reduction and accessibility aspects and when the *building* or *structure* is substantially complete, ready for *occupancy* but prior to *occupancy*.

10.31 A *building official* will only carry out an inspection under section 10.30 if the *owner* or the *owner's agent* has requested the inspection in accordance with this bylaw.

10.32 Despite the requirement for the *building official's* acceptance of the work outlined in section 10.30, if a *registered professional* provides letters of assurance, the Town will rely solely on *field reviews* undertaken by the *registered professional* and the letters of assurance submitted pursuant to this bylaw as assurance that the aspects of the construction referenced by those letters of assurance substantially conform to the *design*, plans and specifications and that the construction complies with the *building code*, this bylaw and other applicable enactments respecting safety.

10.33 No person may conceal any aspect of the work referred to in section 10.30 of this bylaw until a *building official* has *accepted* it in writing.

10.34 For work in respect of *complex buildings*, the *owner* must

- (a) provide to the Town, or have the *coordinating registered professional* provide to the Town, all *registered professionals field review* within 24 hours' of completion of the *field review*;
- (b) give at least 48 hours' notice to the Town when requesting a pre-occupancy coordinated by the *coordinating registered professional* or other *registered professional* to have the *owner*, the *constructor* and the *registered*

*professionals* demonstrate to the *building official* and Fire Services the compliance with *the health and safety aspects of the work*, the coordination and integration of the fire and life safety system, applicable Town requirements and other enactments respecting safety and the energy conservation, GHG emission and accessibility aspects of the work; and

- (c) cause the *coordinating registered professional*, at least 48 hours prior to the pre-occupancy coordinated site review coordinated by the *coordinating registered professional*, to deliver to the *building official* a Confirmation of Required Documentation as approved by the Town, complete with all documentation in a hard covered three ring binder and in digital pdf format on a memory stick.

### **Stop Work Order**

- 10.35 The *building official* may direct the immediate suspension or correction of all or a portion of the construction on a *building* or *structure* by attaching a stop work order notice in the form prescribed by the Town on the premises whenever it is found that the work is not being performed in accordance with the requirements of the *building code*, any applicable bylaw of the Town or the applicable provisions of the *Homeowner Protection Act*.
- 10.36 The *coordinating registered professional* may request, in writing, that the *building official* order the immediate suspension or correction of all or a portion of the construction on a *building* or *structure* by attaching a stop work order notice on the premises. The *building official* must consider such a request and, if not acted upon, must respond, in writing, to the *coordinating registered professional* and give reasons.
- 10.37 If a *registered professional's* services are terminated, the *owner* must immediately stop any work that is subject to his or her *design* or *field review* and the *building official* is deemed to have issued a stop work order under section 10.35.
- 10.38 The *owner* must immediately, after the posting of a notice under section 10.35, secure the construction and the lands and premises surrounding the construction in compliance with the safety requirements of every statute, regulation or order of the Province or of a provincial agency and of every applicable bylaw of the Town.

10.39 Subject to section 10.35, no work other than the required remedial measures may be carried out on the parcel affected by the notice referred to in section 10.35 until the stop work order notice has been removed by the *building official*.

10.40 The notice referred to in section 10.35 must remain posted on the premises until that which is contrary to the enactments has been remedied and authorized by the *building official*.

### **Do Not Occupy Notice**

10.41 If a person occupies a *building* or *structure* or part of a *building* or *structure* in contravention of this bylaw, a *building official* may post a Do Not Occupy Notice in the form prescribed by the *building official* on the affected part of the *building* or *structure*.

10.42 If a notice is posted under section 10.41, the *owner* of a parcel on which a Do Not Occupy Notice has been posted, and every other person, must cease *occupancy* of the *building* or *structure* immediately and refrain from further *occupancy* until all applicable provisions of the *building code* and this bylaw have been substantially complied with and the Do Not Occupy Notice has been rescinded in writing by a *building official*.

### **Inspection and Other Fees**

10.43 In addition to the fees required under other provisions of this bylaw, the *owner* must pay the non-refundable fee set out in "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009" as amended from time to time for

- (a) a third and each subsequent re-inspection where it has been determined by the *building official* that due to non-compliance with the provisions of this bylaw or due to non-complying work, more than two site visits are required for any required inspection; and
- (b) a special inspection during the Town's normal business hours to establish the condition of a *building*, or if an inspection requires special arrangements because of time, location or construction techniques.

### **Permit Expiration**

10.44 Every *permit* is issued on the condition that the *permit* expires and the rights of the *owner* under the *permit* terminate if



- (a) the work authorized by the *permit* is not commenced within 180 days from the date of issuance of the *permit*;
- (b) work is discontinued for a period of 180 days; or
- (c) the work is not completed within 24 months (2 year) of the date of issuance of the *permit*.

### **Permit Extension**

10.45 A *building official* may extend the period set out under section 10.44 for only one period, not to exceed six months, if construction has not been commenced or has been discontinued due to adverse weather, strikes, material or labour shortages, other similar hardship beyond the *owner's* control, or if the size and complexity of the construction warrants, if

- (a) application for the extension is made at least 30 days prior to the date of *permit* expiration; and
- (b) the non-refundable renewal fee set out in "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009" as amended from time to time has been paid.

### **Building Permit Revocation**

10.46 The *building official* may revoke a *building permit* if there is a violation of

- (a) a condition under which the *permit* was issued; or
  - (b) a requirement of the *building code* or of this or another bylaw of the Town,
- such *permit* revocation must be in writing and sent to the *permit* holder by signature mail to, or personal service on, the *permit* holder.

### **Building Permit Cancellation**

10.47 A *building permit*, may be cancelled by the *owner*, or his or her *agent*, on delivery of written notification of the cancellation to the *building official* with 180 days of issuance of the *building permit*.

10.48 On receipt of the written cancellation notice, the *building official* must mark on the *permit*, the date of cancellation and the word "cancelled".

- 10.49 If the *owner*, or his or her *agent*, submits changes to an application after a *permit* has been issued and the changes, in the opinion of the *building official*, substantially alter the scope of the work, design or intent of the application in respect of which the *permit* was issued, the *building official* may cancel or amend the *permit* and mark on the *permit* the date of cancellation or amendment and the word "cancelled" or "amended".
- 10.50 If a *building permit* is cancelled, and construction has not commenced under the *permit*, the *building official* must return to the *owner* any fees deposited under "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009" as amended from time to time, less
- (a) any non-refundable portion of the fee; and
  - (b) 25% of the refundable portion of the fee.

## Occupancy

- 10.51 No person may occupy a *building* or *structure* or part of a *building* or *structure* until a occupancy inspection notice has been issued by a *building official*.
- 10.52 A occupancy inspection notice will not be issued unless
- (a) all letters of assurance have been submitted when required in accordance with this bylaw;
  - (b) all aspects of the work requiring inspection and acceptance pursuant to sections 10.30 to 10.34 of Part 10 of this bylaw have both been inspected and *accepted* or the inspections and acceptance are not required in accordance with this bylaw;
  - (c) the *owner* has delivered to the Town as-built plans of works and *services* in digital format as required by the Town;
  - (d) the *owner* has provided to the Town a *building* survey prepared by a British Columbia Land Surveyor when required showing the *building* height, size, location and elevation determined in accordance with the Town's land use regulations;
  - (e) all other documentation required under applicable enactments has been delivered to the Town; and

(f) the *owner* has delivered to the Town as-built drawings of the *building* or *structure* in digital format as required by the Town.

10.53 When a *registered professional* provides letters of assurance in accordance with this bylaw, the Town will rely solely on the letters of assurance when issuing a final report authorizing *occupancy* as assurance that the items identified on the letters of assurance substantially comply with the *design, the building code, this bylaw* and other applicable enactments respecting safety.

10.54 A *building official* may issue a occupancy inspection notice for partial *occupancy* of a portion of a *building* or *structure* under construction when

(a) that portion of the *building* or *structure* is self-contained and provided with essential services respecting *health and safety aspects of the work*, and if applicable, accessibility, GHG emissions and conservation; and

(b) the requirements set out in section 10.52 have been met with respect to it.

10.55 A occupancy inspection notice may not be issued unless

(a) all letters of assurance and the Confirmation of Required Documentation described in 10.34(c) have been submitted when required in accordance with the requirements of this bylaw;

(b) all aspects of the work requiring inspection and review pursuant to Part 9 and sections 10.27 through 10.34 of this bylaw have both been inspected and *accepted*;

(c) the *owner* has executed and delivered to the Town every agreement, instrument or form required by the Town in relation to the work or the site; and

(d) all required offsite works respecting safety have been completed.

### **Other Structures**

10.56 A building *permit* is not required for a *temporary detached tent* provided that the construction complies with the Towns zoning bylaw, and the tent is anchored to the ground in accordance with the manufacturer's recommendations.

## Sanitary Facilities

10.57 During the time a *building permit* has been issued and remains valid under this bylaw, the *owner* must provide on the parcel of land in respect of which the *permit* has been issued, sanitary facilities for the disposal of human waste from individual persons who enter on the parcel in relation to the work referred to in the *permit*, which facilities must be accessible and unlocked when not occupied while work is being carried out on the parcel under this bylaw, and every sanitary facility that is not connected to a

(a) sanitary sewer; or

(b) septic disposal system approved under the *Health Act*,

by plumbing that complies with the *Building Code* and this bylaw, must be provided, at all times the facility is required under this bylaw, with toilet paper, a locking door for privacy, and ventilation, and must be kept in sanitary condition without leaking beyond the facility and without overflowing within the facility. Such facilities must be located so as not to create a nuisance to neighbouring parcels or highways.

### PART 11: RETAINING WALLS AND GRADES

11.1 A *registered professional* shall undertake the design, and conduct *field reviews* of a *retaining wall*. Sealed copies of the design drawings and *field reviews* prepared by the *registered professional* shall be submitted to the *building official* prior to acceptance of the works.

11.2 Except as certified by a professional engineer with expertise in geotechnical engineering registered in the province of British Columbia, fill material placed on a parcel, unless restrained by permitted *retaining walls*, must not have a surface slope exceeding a ratio of one linear unit vertically to two linear units horizontally.

11.3 Without limiting section 11.2, no person may occupy a *building* unless the finished *grade* complies with all applicable enactments.

### PART 12: BUILDING MOVE

12.1 No person may move a *building, structure* or part of a *building* to or from any parcel within the Town except

- (a) for buildings moved to or within the Town is certified by a *registered professional* that the *building*, including its *foundation*, will substantially comply with the current version of the *building code* or the *building* complies with CAN/CSA-A277 or CAN/CSA-Z240 at the time of manufacture;
  - (b) the person moving the *building* is licensed to move buildings and carries public liability insurance in the amount of not less than \$3,000,000.00;
  - (c) the Town has been named as an additional insured party;
  - (d) the Ministry of Transportation and any utility providers that are affected by the move have given written approvals;
  - (e) a route plan including proposed date and time of move is provided; and
  - (f) a *building permit* has been issued and permit fees for the move and all additional works have been paid.
- 12.2 An application for a permit for a *building* move to any parcel of land within the Town must be made on the form prescribed by the *building official*, and must include
- (a) certification specified in section 12.1 (a);
  - (b) hazardous materials assessment in accordance with WorkSafe BC regulations;
  - (c) plans and specifications of the proposed relocation and rehabilitation of the *building*, including additions and renovations to the *building*; and
  - (d) site plan showing building siting, driveway and other site improvements proposed on the parcel.
- 12.3 Any person to whom a moving permit is issued shall complete the remedial works required to ensure the site within the Town is neat, free from debris, obstructions and in a safe condition within 60 days from the date the *building* is moved.
- 12.4 If the work described in section 12.3 of this bylaw is not completed within the specified time, the *building official* may send a written notice to the owner directing the correction of the non-compliance within 30 days from the date of

the notice. If the non-compliance is not remedied within the period of 30 days, the Town may make use of the owner's security deposit for the purpose of remedying the non-compliance.

### **PART 13: DEMOLITIONS**

- 13.1 Prior to obtaining a permit to demolish a building or structure, the owner must
- (a) provide to the Town a vacancy date;
  - (b) provide a site plan clearly indicating the building to be demolished;
  - (c) include a hazardous materials assessment in accordance with WorkSafe BC regulations;
  - (d) pay disconnection fees as set out in the Town's bylaws governing waterworks, sanitary and storm sewer, as amended or re-enacted from time to time;
  - (e) pay the fees and security deposit prescribed in the "Town of Qualicum Beach Miscellaneous Rates Bylaw No 638, 2009" as amended from time to time; and
- 13.2 Upon the commencement of the demolition, the work shall be completed to the satisfaction of the building official within 90 days.
- 13.3 Every owner must ensure that, on completion of all demolition procedures, all debris and fill are cleared and the site is levelled or graded, or made safe if levelling and grading are not possible.
- 13.4 Upon 30 days notice, either at the end of the 90 day period described in section 13.2, or when in the opinion of the building official the demolition is substantially complete, the Town may use the owner's security deposit for the purpose of completing the requirements of section 13.3.

### **PART 14: NUMBERING OF BUILDINGS**

- 14.1 Immediately upon issuance of a *building permit* governing the *construction, alteration* or repair of a *building*, or prior to and during the *occupancy* of a *building*, the *owner* or occupant must display the address number assigned to it by the Town

- (a) on or over the entrance to the *building* or where landscaping or *structures* obscure the visibility of a *building* entrance from the adjacent highway, on the *building* property within sight of the adjacent highway; and
  - (b) until such time as the *building* is removed from the site or has been demolished.
- 14.2 Despite section 14.1, the Town's Director of Planning may renumber or alter the assigned numbers in respect of any *building* on any parcel, including those already in existence or numbered.
- 14.3 Without limiting sections 14.1 or 14.2, the *building official* must, on the issuance of a *building permit*, designate a house number or set of house numbers related to the *building* authorized by the *permit*. The *owner* or occupier must post the number or numbers on the site immediately after obtaining the *building permit* and keep the numbers posted in a conspicuous location at all times during construction.
- 14.4 Without limiting sections 14.1 through 14.3, on issuance of an *occupancy permit*, the *owner* or occupier of the parcel must affix the numbers permanently in a conspicuous place on the *building* such that the number is visible from an adjacent highway that is not a lane.

## PART 15: SWIMMING POOLS

### Swimming Pool Permit and Fencing

- 14.1 Without limiting section 5.1 of this bylaw, a person must not construct, or structurally repair, a *swimming pool* without a valid *building permit*.
- 14.2 An application for a *building permit* for a *swimming pool* must include
- (a) a site plan showing the location of the proposed *swimming pool*, and all water supply piping, waste piping and appurtenances;
  - (b) all design drawings, specifications, approved by a *registered professional*; and
  - (c) any other information required by the *building official* or the *building code* to establish substantial compliance with this bylaw, the *building code* and other bylaws and enactments relating to a *swimming pool*.

- 14.3 A *swimming pool* must be enclosed from adjacent properties by a fence constructed without footholds or grips that children may use to climb into the enclosed area or a standard chain link wire mesh fence, having a minimum height of 1.5 metres from finished grade outside the fence and no openings greater than 100 mm at their greatest dimension.

### **Swimming Pool Gate**

- 14.4 Access through a fence enclosing a *swimming pool* must be only through a self-closing and self-latching gate designed and constructed or installed so as to cause the gate to return to a closed position when not in use and secured by a latch located on the *swimming pool* side of the gate.

### **Maintenance**

- 14.5 A person may not use or *occupy* a *swimming pool* unless the *owner* or *occupier* of property on or in which a *swimming pool* is located maintains every fence and gate required under sections 14.3 to 14.4 in good order, and without limitation provide for disposal of pool wastewater into the sanitary sewer.

### **Leaks or Other Failures**

- 14.6 A person may not obtain a valid and subsisting *building permit* for or use or *occupy* a *swimming pool* without first delivering to the *building official* at the time of the *building permit* application an opinion of a *registered professional* that the *design* of the *swimming pool* will not cause or result in leaks or other failures of the *swimming pool*.

## **PART 15: ENERGY CONSERVATION AND GHG EMISSION REDUCTION**

- 15.1 In relation to the conservation of energy and the reduction of greenhouse gas emissions, the Town incorporates by reference the British Columbia Energy Step Code and Zero Carbon Step Code in accordance with sections 15.2 through 15.7.
- 15.2 In the case of a building permit submitted on or after 2025-JAN-01, a new *building* or *structure* to which Part 3 or Part 9 of the *Building Code* applies, and which is within the scope of the Zero Carbon Step Code, must be designed and constructed to meet performance requirements specified in EL-4 (Zero Carbon Performance) of the Zero Carbon Step Code.



- 15.3 In the case of a building permit submitted on or after 2027-JAN-01, a new *building* or *structure* to which Part 9 of the *Building Code* applies, and which is within the scope of the Energy Step Code, must be designed and constructed to meet the minimum performance requirements specified in Step 5 for Part 9 buildings of the BC Energy Step Code.
- 15.4 In the case of a building permit submitted on or after 2027-JAN-01, a new *building* or *structure* to which Part 3 of the *Building Code* applies, and which is within the scope of the Energy Step Code, must be designed and constructed to meet the minimum performance requirements of the highest Step (Steps 2 - 4) for the applicable use as specified in the BC Energy Step Code.
- 15.5 When an *Energy Advisor* or an architect, as required, provides energy reports or *field reviews* in accordance with his bylaw, the Town will rely solely on *field reviews* undertaken by the *Energy Advisor* or architect and the reports submitted pursuant to this bylaw as assurance that the construction or applicable aspect thereof substantially conforms to the design, and that the construction or applicable aspect thereof substantially complies with the *Building Code*, this bylaw, and other applicable enactments respecting energy efficiency.
- 15.6 With respect to a building permit for a *building* or structure that falls within the scope of Part 9 of the Building Code, the owner must provide, to the satisfaction of the *Building Official*, all the materials and documentation required by the BC Energy Step Code, prepared and signed by an *Energy Advisor*, and such other reports and materials as required by the *Building Official*.
- 15.7 For certainty, and notwithstanding Section 15.5 above, where a *registered professional* is required under this bylaw, in respect of a building permit for a *building* or structure that falls within the scope of Part 3 or Part 9 of the Building Code, the professional design and *field review* shall include the materials and documentation required by the applicable step of the BC Energy Step Code, and such other reports and materials as required by the *Building Official*.

#### **PART 16: ACCESS ROUTE FOR FIRE VEHICLE**

- 16.1 Prior to the issuance of a *building permit* for a *building* under Part 9 of the *building code*, the *owner* must satisfy the *building official* that the *building* or *structure* for which the *permit* is issued will be served by a fire access route in conformance with the *building code*.

## PART 17: OFFENCES

### Violations

- 17.1 Without limiting Part 4 of this bylaw, every person who
- (a) violates a provision of this bylaw;
  - (b) *permits*, suffers or allows any act to be done in violation of any provision of this bylaw; and
  - (c) neglects to do anything required to be done under any provision of this bylaw,
- commits an offence and on summary conviction by a court of competent jurisdiction, the person is subject to a fine of not more than \$50,000.00, or a term of imprisonment not exceeding six months, or both, in addition to the costs of prosecution. Each day during which a violation, contravention or breach of this bylaw continues is deemed to be a separate offence.
- 17.2 Every person who fails to comply with any administrative requirements issued by a *building official*, or who allows a violation of this bylaw to continue, contravenes this bylaw.
- 17.3 Every person who commences work requiring a *building permit* without first obtaining such a *permit* must, if a Stop Work notice is issued and remains outstanding for 30 days, pay an additional charge as outlined in "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009" as amended from time to time of this bylaw.

### Deemed Offence

- 17.4 An *owner* is deemed to have knowledge of and be liable under this bylaw in respect of any construction on the parcel the *owner* owns and any change in the use, *occupancy* or both of a *building* or *structure* or part of a *building* or *structure* on that parcel.
- 17.5 No person is deemed liable under section 17.4 who establishes, on a balance of probabilities, that the construction or change of use or *occupancy* occurred before he or she became the *owner* of the parcel.
- 17.6 Nothing in section 17.5 affects

- (a) the Town's right to require and the *owner's* obligation to obtain a *permit*;  
and
- (b) the obligation of the *owner* to comply with this bylaw.

## **Ticketing**

- 17.7 The application and offences outlined in "Town of Qualicum Beach Municipal Ticket Information Utilization Bylaw No. 626, 2008" as amended from time to time are designated for enforcement under s. 264 of the *Community Charter*.

## **PART 18: INTERPRETATION**

### **Definitions**

- 18.1 In this bylaw

*accepted* means reviewed by the *building official* under the applicable provisions of the *building code* and this bylaw;

*addition* means an *alteration* to any building which will increase the total aggregate floor area or the *building height* (in storeys), and includes the provision of two or more separate *buildings* with openings between each other for intercommunication;

*agent* includes a firm, corporation or other person representing the *owner*, by written designation or contract, and includes a hired tradesperson or *constructor* who may be granted a *permit* for work within the limitations of his or her licence;

*alternative solution* means an alternative solution authorized under the *building code*;

*alteration* means a change, repair or modification of the *construction* or arrangement of or use of any *building* or *structure*, or to an *occupancy* regulated by this bylaw;

*Architects Regulation* means the *Architects Regulation – 33/2023*, regulated by the *Professional Governance Act [SBC 2018] c47*, as amended or re-enacted from time to time;

**building code** means the *British Columbia Building Code* as adopted by the Minister responsible under provincial legislation, as amended or re-enacted from time to time;

**building official** means the person designated in or appointed to that position by the Town, and includes a building inspector, plan checker, plumbing inspector, gas inspector, or electrical inspector designated or appointed by the Town, and for certainty the *building official* is the “building inspector” referred to in the *Community Charter and Local Government Act*;

**complex building** means:

(a) a *building* used for a *major occupancy* classified as:

- (i) *assembly occupancy*;
- (ii) *care occupancy*;
- (iii) *detention occupancy*;
- (iv) *high hazard industrial occupancy*,
- (v) *treatment occupancy*; or
- (vi) *post-disaster building*,

(b) a *building* exceeding 600 square metres in *building area* or exceeding three storeys in *building height* used for a *major occupancy* classified as:

- (i) *residential occupancy*;
- (ii) *business and personal services occupancy*;
- (iii) *mercantile occupancy*; or
- (iv) *medium and low hazard industrial occupancy*,

**construct** includes build, erect, install, repair, alter, add, enlarge, move, locate, relocate, reconstruct, demolish, remove, *excavate* or shore;

**constructor** means a person who *constructs*;

**Energy Advisor** means a person who is registered and in good standing as an energy advisor with Natural Resources Canada in accordance with the

EnerGuide Rating System (ERS) Administrative Procedures and adheres to the technical standards and procedures of the ERS.

***Engineers and Geoscientists Regulation*** means the *Engineers and Geoscientists Regulation - 14/2021*, regulated by the *Professional Governance Act [SBC 2018] c47*, as amended or re-enacted from time to time;

***existing***, in respect of a *building*, means that portion of a *building constructed* prior to the submission of a *permit* application required under this bylaw;

***foundation*** means a system or arrangement of *foundation* units through which the loads from a *building* are transferred directly to supporting soil or rock and includes any portion of the exterior walls of a building that lie below the finished grade immediately adjacent to the building;

***GHG*** means greenhouse gas;

***health and safety aspects of the work*** means design and construction regulated by Parts 3, 4, 5, 6, 7, 8, 9 and 10, Division B, of the *building code*; and subject to Parts 1 and 2 in relation to Parts 3 through 10, Division B;

***owner*** means the registered *owner* in fee simple, or an *agent* duly authorized by the *owner* in writing in the form prescribed by the Town from time to time;

***permit*** means permission or authorization in writing by the *building official* to perform work regulated by this bylaw and, in the case of a *occupancy* inspection notice, to occupy a *building* or part of a *building*;

***plumbing system*** means a drainage system, a venting system and a water system or parts thereof;

***professional design*** means the plans and supporting documents bearing the date, seal or stamp, and signature of a *registered professional*;

***project*** means any construction operation;

***retaining wall*** means a *structure* exceeding 1.2 metres in height that holds or retains *soil* or other material behind it;

***simple building*** means a *building* of three storeys or less in *building height*, having a *building area* not exceeding 600 square metres and used for a *major occupancy* classified as

- (a) *residential occupancy*;
- (b) *business and personal services occupancy*;
- (c) *mercantile occupancy*;
- (d) *medium hazard industrial occupancy*; or
- (e) *low hazard industrial occupancy*,

***structure*** means a *construction* or portion of *construction*, of any kind, whether fixed to, supported by or sunk into land or water, except landscaping, uncovered decks, steps, landings, ramps and patios not more than 0.5m above finished grade, fences, paving and *retaining walls* less than 1.2 meters in height;

***swimming pool*** means any *structure* or *constructed* depression used or intended to be used for *swimming*, bathing, wading or diving which is designed to contain water with a surface area exceeding 15 m<sup>2</sup> to a depth exceeding 1.0 m, but does not include irrigation, natural ponds or man-made ponds used for decorative or landscape purposes only;

***temporary detached tent*** means a structure that consists of a prefabricated manufactured framework covered by a pliable membrane and no more than 35 square meters in floor area and 4.5meters in height;

***value of the work*** means that amount that is declared or calculated using the “Marshall & Swift Residential Cost Handbook”, whichever is greater:

- (a) the declared *value of the work*; or
- (b) the value calculated using a method stipulated in the “Marshall Valuation Service”.

18.2 In this bylaw the following words and terms have the meanings

- (a) set out in section 1.4.1.2 of the *building code* as of the date of the adoption of this bylaw: *accessible assembly occupancy, building, building area, building height, business and personal services occupancy, care occupancy, constructor, coordinating registered professional, designer, detention occupancy, excavation, field review, firewall, first storey, grade, high hazard industrial occupancy, industrial occupancy, low hazard industrial occupancy, major occupancy, medium hazard industrial occupancy, mercantile occupancy, occupancy, post*

*disaster occupancy, private sewage disposal system, registered professional, residential occupancy, treatment occupancy or unsafe condition;*

(b) subject to this bylaw, set out in the Schedule to the *Community Charter: assessed value, highway, land, occupier, parcel, public authority, service and soil*; and

(c) subject to this bylaw, set out in section 29 of the *Interpretation Act: may, must, obligation, person, property, writing, written and year*.

18.3 Every reference to this bylaw in this or another bylaw of the Town is a reference to this bylaw as amended to the date of the reference.

18.4 Every reference to

(a) the *building code* is a reference to the current edition as of the date of issuance of the *building permit*; and

(b) a section of the *building code* is a reference to the applicable successor sections, as the code or section may be amended or re-enacted from time to time.

18.5 Definitions of words and phrases used in this bylaw that are not included in the definitions in this Part have the meanings commonly assigned to them in the context in which they are used in this bylaw, considering the specialized use of terms with the various trades and professions to which the terminology applies.

### **Severability**

18.6 If a section, subsection, paragraph, subparagraph or phrase of this bylaw is for any reason declared invalid by a court of competent jurisdiction, the decision will not affect the validity of the remaining portions of this bylaw.

### **PART 19: REPEAL**

19.1 Building Regulation Bylaw No. 643, 2009, and all amendments thereto, is hereby repealed.

**INTRODUCED FOR FIRST READING** this \_\_\_ day of \_\_\_\_\_, 2024.

**READ A SECOND TIME** this \_\_\_ day of \_\_\_\_\_, 2024.

**READ A THIRD TIME** this \_\_\_ day of \_\_\_\_\_, 2024.

**ADOPTED** this \_\_\_ day of \_\_\_\_\_, 2024.

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Teunis Westbroek  
Mayor

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Heather Svensen  
Corporate Officer



**TOWN OF QUALICUM BEACH  
BYLAW NO. 626.07, 2024**

**A Bylaw to amend the Town of Qualicum Beach Municipal Ticket  
Information Utilization Bylaw No. 626, 2008**

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

1. The "Town of Qualicum Beach Municipal Ticket Information Utilization Bylaw No. 626, 2008" is amended as follows:
  - (1) Schedule 1 is deleted and replaced by Schedule 1, attached to and forming part of this Amendment Bylaw as Schedule 'A';
  - (2) Schedule 3 is deleted and replaced by Schedule 3, attached to and forming part of this Amendment Bylaw as Schedule 'B'.
  - (3) Schedule 7 is deleted and replaced by Schedule 7, attached to and forming part of this Amendment Bylaw as Schedule 'C'.
  
2. This bylaw may be cited as "Town of Qualicum Beach Municipal Ticket Information Utilization Bylaw No. 626, 2008, Amendment (Building & Zoning) Bylaw No. 626.07, 2024".

READ A FIRST TIME this        day of        , 2024.

READ A SECOND TIME this    day of        , 2024.

READ A THIRD TIME this     day of        , 2024.

ADOPTED this            day of        , 2024.

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Teunis Westbroek, Mayor

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Heather Svensen, Corporate Administrator

Bylaw No. 626.07 – Schedule A

Town of Qualicum Beach  
SCHEDULE 1 of Bylaw No. 626

Column 1		Column 2
Schedule No.	Designated Bylaws	Designated Bylaw Enforcement Officers
2.	Animal Control Bylaw No. 649, 2009	Animal Control Officer Bylaw Enforcement Officer R.C.M. Police Poundkeeper
3.	<b>Building Bylaw No. 903, 2024</b>	Building Inspector Bylaw Enforcement Officer
4.	Business Licencing and Regulation Bylaw No. 506.07, 2000	Bylaw Enforcement Officer Building Inspector
5.	Fireworks Regulation Bylaw No. 611, 2007	Bylaw Enforcement Officer Local Assistant to Fire Commissioner R.C.M. Police
6.	Graffiti Bylaw No. 565, 1996	Bylaw Enforcement Officer Building Inspector Superintendent of Public Works, Parks & Buildings Parks Foreman R.C.M. Police
7.	<b>Zoning Bylaw No. 900, 2024</b>	Bylaw Enforcement Officer Building Inspector Director of Planning
8.	Noise Control Bylaw No. 706, 2017	Animal Control Officer Bylaw Enforcement Officer R.C.M. Police
9.	Outdoor Burning Bylaw No. 715, 2017	Bylaw Enforcement Officer Local Assistant to Fire Commissioner
10.	Parks Regulation Bylaw, No. 551, 1994	Bylaw Enforcement Officer Superintendent of Public Works, Parks & Buildings Parks Foreman R.C.M. Police
11.	Property Maintenance and Standards Bylaw No. 720, 2018	Bylaw Enforcement Officer Building Inspector

SCHEDULE 1 of Bylaw No. 626

Column 1		Column 2
Schedule No.	Designated Bylaws	Designated Bylaw Enforcement Officers
12.	Public Nuisance and Disturbances on a Highway or a Public Place Bylaw No. 624, 2008	Bylaw Enforcement Officer R.C.M. Police
13.	Sign Regulation Bylaw No. 553, 1995	Bylaw Enforcement Officer R.C.M. Police
14.	Traffic Bylaw No. 225	Bylaw Enforcement Officer R.C.M. Police
15.	Pesticide Use Bylaw No. 650, 2010	Bylaw Enforcement Officer Parks Foreman
16.	Airport Establishment and Operation Bylaw No. 457.05	Corporate Administrator Bylaw Enforcement Officer R.C.M. Police
17.	Garbage, Food Waste and Recycling Collection Service Rates and Regulations Bylaw No. 654, 2010	Bylaw Enforcement Officer
18.	Smoking Regulation Bylaw No. 730, 2019	Bylaw Enforcement Officer
19.	Waterworks Rate and Regulation Bylaw No. 713, 2017	Bylaw Enforcement Officer
20.	Fire Protection and Life Safety Bylaw No. 698, 2016	Bylaw Enforcement Officer
21.	Noxious Weeds and Grass Control Bylaw No. 722, 2018	Bylaw Enforcement Officer
22.	Tree Protection Bylaw No. 725, 2023	Bylaw Enforcement Officer Parks Foreperson

Bylaw No. 626.07 – Schedule B

Town of Qualicum Beach  
 SCHEDULE 3 of Bylaw No. 626

<b>Building</b>			
<b>Bylaw No. 903, 2024</b>			
<b>Column 1</b>		<b>Column 2</b>	<b>Column 3</b>
<b>Offence</b>		<b>Section</b>	<b>Fine</b>
1.	Occupy a Building Without a Permit	4.2	\$150.00
2.	Submit False Information to a Building Official	4.3	\$150.00
3.	Tamper with or Remove a Notice	4.5	\$150.00
4.	Work At Variance to Permit	4.6	\$150.00
5.	Obstruct Entry of Building Inspector	4.7	\$200.00
6.	Commence work without a Building Permit	7.1	\$150.00
7.	Fail to have permit documents on site	7.3(b)	\$150.00
8.	Unsafe site conditions	7.5(c)	\$150.00
9.	Fail to post Civic Address	7.5(a)	\$150.00
10.	Fail to Comply with a Do Not Occupy Notice	10.42	\$150.00
11.	Fail to Comply with a Stop Work Notice	10.39	\$200.00

Bylaw No. 626.07 – Schedule C

Town of Qualicum Beach  
 SCHEDULE 7 of Bylaw No. 626

<b>Zoning Bylaw No. 900, 2024</b>			
Column 1		Column 2	Column 3
Offence		Section	Fine
1.	Permit or Cause Violation of Bylaw Rural 1 – A1 Zone	1.2, 3.4.11	\$100.00
2.	Permit or Cause Violation of Bylaw Rural 2 – A2 Zone	1.2, 3.4.12	\$100.00
3.	Permit or Cause Violation of Bylaw Rural 3 – A3 Zone	1.2, 3.4.13	\$100.00
4.	Permit or Cause Violation of Bylaw Commercial 1– C1 Zone	1.2, 3.4.21	\$100.00
5.	Permit or Cause Violation of Bylaw Commercial 2– C2 Zone	1.2, 3.4.22	\$100.00
6.	Permit or Cause Violation of Bylaw Commercial 3– C3 Zone	1.2, 3.4.23	\$100.00
7.	Permit or Cause Violation of Bylaw Commercial 4– C4 Zone	1.2, 3.4.24	\$100.00
8.	Permit or Cause Violation of Bylaw Commercial 5– C5 Zone	1.2, 3.4.25	\$100.00
9.	Permit or Cause Violation of Bylaw Commercial 6– C6 Zone	1.2, 3.4.26	\$100.00
10.	Permit or Cause Violation of Bylaw Commercial 7– C7 Zone	1.2, 3.4.27	\$100.00
11.	Permit or Cause Violation of Bylaw Commercial 8– C8 Zone	1.2, 3.4.28	\$100.00
12.	Permit or Cause Violation of Bylaw Commercial 9– C9 Zone	1.2, 3.4.29	\$100.00
13.	Permit or Cause Violation of Bylaw Commercial 10– C10 Zone	1.2, 3.4.30	\$100.00
14.	Permit or Cause Violation of Bylaw Commercial Tourist 4- CT4	1.2, 3.4.31	\$100.00
15.	Permit or Cause Violation of Bylaw Comprehensive Development Zone 1– CD1 Zone	1.2, 3.4.40	\$100.00
16.	Permit or Cause Violation of Bylaw Comprehensive Development Zone 2– CD2 Zone	1.2, 3.4.41	\$100.00
17.	Permit or Cause Violation of Bylaw Comprehensive Development Zone 3– CD3 Zone	1.2, 3.4.42	\$100.00
18.	Permit or Cause Violation of Bylaw Comprehensive Development Zone 4– CD4 Zone	1.2, 3.4.43	\$100.00

<b>Zoning Bylaw No. 900, 2024</b>			
Column 1		Column 2	Column 3
Offence		Section	Fine
19.	Permit or Cause Violation of Bylaw Comprehensive Development Zone 5– CD5 Zone	1.2, 3.4.44	\$100.00
20.	Permit or Cause Violation of Bylaw Comprehensive Development Zone 6– CD6 Zone	1.2, 3.4.45	\$100.00
21.	Permit or Cause Violation of Bylaw Comprehensive Development Zone 7– CD7 Zone	1.2, 3.4.46	\$100.00
22.	Permit or Cause Violation of Bylaw Comprehensive Development Zone 8– CD8 Zone	1.2, 3.4.47	\$100.00
23.	Permit or Cause Violation of Bylaw Comprehensive Development Zone 9– CD9 Zone	1.2, 3.4.48	\$100.00
24.	Permit or Cause Violation of Bylaw Comprehensive Development Zone 10– CD10 Zone	1.2, 3.4.49	\$100.00
25.	Permit or Cause Violation of Bylaw Comprehensive Development Zone 11– CD11 Zone	1.2, 3.4.50	\$100.00
26.	Permit or Cause Violation of Bylaw Comprehensive Development Zone 12– CD12 Zone	1.2, 3.4.51	\$100.00
27.	Permit or Cause Violation of Bylaw Comprehensive Development Zone 13– CD13 Zone	1.2, 3.4.52	\$100.00
28.	Permit or Cause Violation of Bylaw Comprehensive Development Zone 15– CD15 Zone	1.2, 3.4.53	\$100.00
29.	Permit or Cause Violation of Bylaw Comprehensive Development Zone 16– CD16 Zone	1.2, 3.4.54	\$100.00
30.	Permit or Cause Violation of Bylaw Comprehensive Development Zone 18– CD18 Zone	1.2, 3.4.55	\$100.00
31.	Permit or Cause Violation of Bylaw Comprehensive Development Zone 19– CD19 Zone	1.2, 3.4.56	\$100.00
32.	Permit or Cause Violation of Bylaw Comprehensive Development Zone 21– CD21 Zone	1.2, 3.4.57	\$100.00
33.	Permit or Cause Violation of Bylaw Commercial Residential 1– CR1 Zone	1.2, 3.4.65	

<b>Zoning Bylaw No. 900, 2024</b>			
Column 1		Column 2	Column 3
Offence		Section	Fine
34.	Permit or Cause Violation of Bylaw Conservation 1– E1	1.2, 3.4.70	\$100.00
35.	Permit or Cause Violation of Bylaw Conservation 2– E2	1.2, 3.4.71	\$100.00
36.	Permit or Cause Violation of Bylaw Conservation 3– E3	1.2, 3.4.72	\$100.00
37.	Permit or Cause Violation of Bylaw Recreation 1– F1	1.2, 3.4.80	\$100.00
38.	Permit or Cause Violation of Bylaw Recreation 2– F2	1.2, 3.4.81	\$100.00
39.	Permit or Cause Violation of Bylaw Recreation 3– F3	1.2, 3.4.82	\$100.00
40.	Permit or Cause Violation of Bylaw Recreation 4– F4	1.2, 3.4.83	\$100.00
41.	Permit or Cause Violation of Bylaw Industrial 1– I1	1.2, 3.4.90	\$100.00
42.	Permit or Cause Violation of Bylaw Industrial 2– I2	1.2, 3.4.91	\$100.00
43.	Permit or Cause Violation of Bylaw Institutional 1– P1	1.2, 3.4.100	\$100.00
44.	Permit or Cause Violation of Bylaw Institutional 2– P2	1.2, 3.4.101	\$100.00
45.	Permit or Cause Violation of Bylaw Institutional 3– P3	1.2, 3.4.102	\$100.00
46.	Permit or Cause Violation of Bylaw Institutional 4– P4	1.2, 3.4.103	\$100.00
47.	Permit or Cause Violation of Bylaw Institutional 5– P5	1.2, 3.4.104	\$100.00
48.	Permit or Cause Violation of Bylaw Institutional 6– P6	1.2, 3.4.105	\$100.00
49.	Permit or Cause Violation of Bylaw Institutional 7– P7	1.2, 3.4.106	\$100.00
50.	Permit or Cause Violation of Bylaw Institutional 8- P8	1.2, 3.4.107	\$100.00
51.	Permit or Cause Violation of Bylaw Institutional 9- P9	1.2, 3.4.108	\$100.00
52.	Permit or Cause Violation of Bylaw Rural Residential 1 – RR1	1.2, 3.4.110	\$100.00
53.	Permit or Cause Violation of Bylaw Residential 1 – R1	1.2, 3.4.111	\$100.00
54.	Permit or Cause Violation of Bylaw Residential 2 – R2	1.2, 3.4.112	\$100.00
55.	Permit or Cause Violation of Bylaw Residential 3 – R3	1.2, 3.4.113	\$100.00

<b>Zoning Bylaw No. 900, 2024</b>			
Column 1		Column 2	Column 3
Offence		Section	Fine
56.	Permit or Cause Violation of Bylaw Residential 4 – R4	1.2, 3.4.114	\$100.00
57.	Permit or Cause Violation of Bylaw Residential 5 – R5	1.2, 3.4.115	\$100.00
58.	Permit or Cause Violation of Bylaw Residential 6 – R6	1.2, 3.4.116	\$100.00
59.	Permit or Cause Violation of Bylaw Residential 13 – R13	1.2, 3.4.117	\$100.00
60.	Permit or Cause Violation of Bylaw Residential 15 – R15	1.2, 3.4.118	\$100.00
61.	Permit or Cause Violation of Bylaw Residential 16 – R16	1.2, 3.4.119	\$100.00
62.	Permit or Cause Violation of Bylaw Residential 17 – R17	1.2, 3.4.120	\$100.00
63.	Permit or Cause Violation of Bylaw Residential 18 – R18	1.2, 3.4.121	\$100.00
64.	Permit or Cause Violation of Bylaw Residential 19 – R19	1.2, 3.4.122	\$100.00
65.	Permit or Cause Violation of Bylaw Residential 20 – R20	1.2, 3.4.123	\$100.00
66.	Permit or Cause Violation of Bylaw Utility 1 – U1	1.2, 3.4.130	\$100.00
67.	Permit or Cause Violation of Bylaw Water 1 – W1	1.2, 3.4.131	\$100.00
68.	Permit or Cause Violation of Bylaw Water 2 – W2	1.2, 3.4.132	\$100.00



TOWN OF QUALICUM BEACH  
BYLAW NO. 638.03

A Bylaw to amend Town of Qualicum Beach  
Miscellaneous Rates Bylaw No. 638, 2009

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

1. This bylaw may be cited for all purposes as “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Building Fees) Bylaw No. 638.03, 2024”.
2. “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009” is hereby amended as follows:
  - (1) By deleting Schedule “E” as adopted and replacing the Schedule with Schedule ‘E’ attached to and forming part of this Amendment Bylaw as Schedule ‘A’.

**READ A FIRST TIME** this    day of                    , 2024.

**READ A SECOND TIME** this    day of                    , 2024.

**READ A THIRD TIME** this    day of                    , 2024.

**ADOPTED** this    day of                    , 2024.

\_\_\_\_\_  
Teunis Westbroek, Mayor

\_\_\_\_\_  
Heather Svensen, Corporate Administrator

**Schedule 'A' to Bylaw No. 638.03**  
**Schedule "E" - Building Permit Fees and Charges [Building Bylaw No. 903, 2024]**  
**"Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009"**

	ITEM	FEE
a)	Plan Processing Fees    -Under \$10,000.00 -\$10,000 to \$50,000 -Over \$50,000	\$ 40.00 \$100.00 \$300.00
b)	Permit Fees: <i>(based on the estimated construction value as declared or assessed using the "Marshall &amp; Swift Residential Cost Handbook, whichever is greater")</i> -Minimum and first \$10,000 -\$10,001 up to \$100,000 value -\$100,001 up to \$500,000 value -over \$500,000 value  Work commenced prior to Permit issuance	\$75.00 \$10.00 per \$1,000 \$7.00 per \$1,000 \$5.00 per \$1,000  \$150.00
c)	Plumbing Fixture Fee <i>(per plumbing drain)</i>	\$8.00 ea.
d)	Factory Built Buildings or Components <i>(this fee covers the work done at the factory site only, additional construction on site will be calculated under "b")</i>	\$3.00 per \$1,000
e)	Title Search	\$20.00
f)	Re-inspection Fee <i>(third and subsequent inspection of the same stage of work)</i>	\$50.00
g)	Special Inspection Fee	\$100.00
h)	Demolition Permit Fee	\$100.00
i)	Moving Permit Fee <i>(for moving of structure only)</i>	\$100.00
j)	Building Permit Renewal Fee -Minimum <u>or</u> -value of remaining work to complete <i>(whichever is greater)</i>	\$50.00 or \$2.00 per \$1,000
k)	Wood-Burning Appliance/Chimney Permit Fee <i>(when not included in an existing Building Permit)</i>	\$75.00
l)	Design Modification Fee	\$75.00 per hour
m)	Transfer of Permit Fee <i>(transfer to new property owner)</i>	\$50.00
n)	"Note Against Land Title" Removal Fee <i>(as per Sec.57 and Sec.58 of the Community charter)</i>	\$300.00
o)	Building Permit Security <i>(Cash or Irrevocable letter of credit)</i> -up to \$500,000 in construction value -for value over \$500,000  <i>(refundable upon request and approval by the Building Official)</i>	\$1,000.00 \$1,500.00
p)	Moving Permit Security <i>(site restoration and the correction of damage to Municipal property)</i>	\$2,000.00
q)	Demolition Permit Security <i>(based on m<sup>2</sup> of floor area)</i> -Single Family/Duplex Dwelling -Commercial, Multi-Residential, Industrial, or Institutional	\$15.00 per m <sup>2</sup> \$80.00 per m <sup>2</sup>

**Committee & Liaison Report**  
**Mayor Westbroek – General Government**  
Regular Council Meeting, November 20, 2024  
(Reporting on the period October 22 – November 14, 2024)

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**I attended:**

- November 14 RDN Oceanside Services Committee Meeting in Parksville
- November 13 QB Seniors Activities Centre Association AGM at Seniors Ctr. and gave a speech
- November 12 RDN Hospital Board Meeting and RDN Board Meeting
- November 11 Remembrance Day Service at Qualicum Beach Civic Centre
- November 10 Candlelight Service at the Cenotaph at Qualicum Beach Legion Branch 76  
Field of Crosses Candlelight Service (west side of Memorial Drive at the railroad tracks)
- November 9 QB Reads ft. Robert Clark reading re First World War, and *Fighting in Flanders Gas. Mud. Memory*. Exhibit (traveling exhibition from the Canadian War Museum) at the Qualicum Beach Museum  
Arrowsmith Federation of Canadian Artists (FCA) 2024 Fall Juried Exhibition  
Mayor's Speech at the Opening:  
*The FCA was founded in 1941 by a group of Canadian Artists including Group of Seven luminary, Lauren Harris. The mission of the FCA is to advance the knowledge and appreciation of art and culture to all Canadians, offering education and exhibitions in the Visual Arts, and to support and promote emerging to professional member artists.*  
  
*The Arrowsmith Chapter of the FCA was formed in 1995 and has since grown to its present roster of over ninety members.*  
  
*Founding members of the Arrowsmith Chapter were instrumental in the formation and preservation of The Old School House and many support The Old School House to this day. Next year (2025) the Chapter will celebrate their 30<sup>th</sup> Anniversary.*  
  
*The Arrowsmith Chapter traditionally holds two prestigious shows per year. This Square Foot Show is unique in many ways. All the works are a Foot Square and each priced at \$300.00. The artworks have been rigorously selected by accomplished and noted artists.*  
  
*We have an abundance of talented artists in the Oceanside area. We have repeat visitors from all over the world. Today, you are treated to some of our gifted and award-winning artists. Come and visit The Old School House.*
- November 8 NISCRAC Meeting in Courtenay – (North Island-Sunshine Coast Regional Advisory Committee) Advisory Committee to Island Coastal Economic Trust (ICET)
- November 6 Chief Recalma meeting to review potential bike rack locations along the Waterfront, and Island Corridor Foundation train station lease
- November 4 Field of Crosses Opening Ceremonies (organized by Rotary QB & QB Legion)  
Phone conversation with MLA-elect Stephanie Higginson re: healthcare, and the unhoused
- November 2 40<sup>th</sup> Annual Ducks Unlimited Fundraising Dinner
- November 1 Ravensong Aquatic Centre for the Celebration Honouring Nicholas Bennett – Paralympic Gold & Silver Medalist in multiple swimming events
- October 28 Meeting with three Citizen Healthcare Advocates with Councillor Vander Valk & Mrs. Coates
- October 25 QBRA (Qualicum Beach Residents' Association) Annual General Meeting
- October 22 Qualicum Beach Historical & Museum Society Annual General Meeting

**From:** [Automate](#)  
**To:** [Corporate Services](#)  
**Cc:** [QB Town](#); [Lou Varela](#)  
**Subject:** Emails Sent by Other Government Entities Detected: Mount Arrowsmith Biosphere Region's Amazing Places Request: Festive Foliage in Heritage Forest  
**Date:** October 29, 2024 8:43:45 AM  
**Attachments:** [Outlook-Image.png](#)  
**Importance:** High

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This email sent from "other local government, government related organizations, and school districts" was sent to [QBTown@qualicumbeach.com](mailto:QBTown@qualicumbeach.com) it has been auto-forwarded to Corporate Services & CC'd CAO.

**Subject:** Mount Arrowsmith Biosphere Region's Amazing Places Request: Festive Foliage in Heritage Forest

**From:** [Anna.Lawrence@viu.ca](mailto:Anna.Lawrence@viu.ca)

**To:** [qbtown@qualicumbeach.com](mailto:qbtown@qualicumbeach.com)

**CC:**

**Email Body:**

You don't often get email from [anna.lawrence@viu.ca](mailto:anna.lawrence@viu.ca). [Learn why this is important](#)

Good morning,

I am looking for someone to speak to about a permissions request in Heritage Forest. My name is Anna Lawrence and I am a new coordinator of the [Mount Arrowsmith Biosphere Region's Amazing Places](#). I believe you and your team have been in contact with Michelle Harnett previously, who has done a great job coordinating the Amazing Places and is teaching me the ropes.

I am reaching out to you today as we are looking into running a campaign in December to encourage people to get out and visit the Amazing Places (Heritage Forest, of course being one). We would like to do a spin off of a Mistletoe Trail, with native local foliage instead, and hang a little bundle of this festive foliage in the Amazing Places for people to find and photograph. Would it be possible for us to implement this in December at Heritage Forest, and then remove it when the campaign has concluded?

Thank you for your consideration, I'd be happy to chat further and discuss if you have any questions.

Have a great week,

Anna

**Anna Lawrence, MA** (*she/her*)

Project Coordinator

Mount Arrowsmith Biosphere Region Research Institute

**Vancouver Island University**

Phone: 250.753.3245 Local: 2802

Cell: 604-220-2917

## **REPORT TO COUNCIL 14<sup>TH</sup> OCTOBER TO 11<sup>TH</sup> NOVEMBER, 2024:**

### **Councillor Vander Valk**

15<sup>th</sup> October: attended the Naut'sa mawt Oceanside Wellness Network (NOW) monthly meeting

18<sup>th</sup> October: attended the Qualicum Beach Chamber of Commerce (QBCC) Board meeting

21<sup>st</sup> October: attended the Saint Andrew's Lodge Historical and Cultural Society (SALHACS) Board meeting

28<sup>th</sup> October: attended the Official Community Plan (OCP) Review Steering Committee meeting

30<sup>th</sup> October: attended the Parksville Qualicum Beach Tourism Association Board meeting

31<sup>st</sup> October: enjoyed handing out juice boxes to Treat or Treaters on Hallowe'en evening with Mayor Westbroek and Councillor Skipsey

1<sup>st</sup> November: attended the celebrations for Nicholas Bennett, celebrating his wins at the 2024 Paralympic Games in Paris. Nick won two golds and a silver medal in swimming events.

5<sup>th</sup> November: attended the Chartwell Residents' Association (CRA) Board meeting



# TOWN OF QUALICUM BEACH

## STAFF REPORT

**TO:** Lou Varela, Chief Administrative Officer

**FOR:** Regular Council Meeting

**DATE:** November 20, 2024

**FROM:** Heather Svensen, Director of Corporate Services

**SUBJECT: 2025 Special Event Approvals**

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### **RECOMMENDATIONS:**

THAT Council grants permission for the following special events, subject to Town requirements, including road closures and in-kind support as described in the November 20, 2024 report titled “2025 Special Event Approvals”:

- a) Twilight Concert Series, Saturdays, June 28, July 12, August 2, 16, 30, 2025 (St. Andrews Lodge Historical & Cultural Society)
  - b) Qualicum Beach Triathlon, Sunday, June 22, 2025
- 

### **PURPOSE**

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

### **SPECIAL EVENT DETAILS & REQUESTS**

The Town has received two applications for upcoming special events, one from the St. Andrews Lodge & Historical Society and one from the organizers of the Qualicum Beach Triathlon Committee. The St. Andrews Lodge Historical & Cultural Society hosted their Twilight Concert Series at Saahtlam Park in 2023 and 2024 to raise funds to restore the St. Andrews Lodge and have proposed another series for 2025. Event organizers have requested support from the Town of Qualicum Beach to facilitate their special events, as detailed in this report.

<b>TWILIGHT CONCERT SERIES</b>	
<b>Applicant:</b>	St. Andrews Lodge Historical & Cultural Society
<b>Dates:</b>	June 28, July 12, August 2, 16, & 30, 2025
<b>Times:</b>	Set up, 4 pm to 6 pm Event, 6 pm to 9 pm Tear down, 9 pm
<b>Event Type:</b>	Live music concert series
<b>Location:</b>	Saahtlam Park
<b>Attendance:</b>	Estimated 250-300 spectators
<b>EVENT REQUESTS</b>	
<b>Public Access Closures:</b>	Non-exclusive use of Saahtlam Park

<b>QUALICUM BEACH TRIATHLON</b>	
<b>Applicant:</b>	Qualicum Beach Triathlon
<b>Dates:</b>	June 22, 2025
<b>Times:</b>	Set up, June 21, 2025 8am-12pm Event, June 22, 2025 9am – 12pm Tear down, June 22, 2025 1pm - 3pm
<b>Event Type:</b>	Triathlon
<b>Location:</b>	Ravensong Pool; Community Park; adjacent Town roads
<b>Attendance:</b>	Estimated 650 people
<b>EVENT REQUESTS</b>	
<b>Public Access Closures:</b>	Yes

Staff will provide a more detailed special event financial report for the 2025 event season at a future Council meeting. However, the financial implications for the events noted in this report consist of indirect or in-kind costs, such as staff time to facilitate the events, and wear and tear on equipment.

**PUBLIC PARTICIPATION SPECTRUM (IAP<sup>2</sup>)**

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<ul style="list-style-type: none"> <li>• Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain feedback on analysis, alternatives, and/or decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Work directly with stakeholders to ensure concerns and aspirations are understood and considered</li> </ul>	<ul style="list-style-type: none"> <li>• Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions</li> </ul>	<ul style="list-style-type: none"> <li>• Final decision making in the hands of the stakeholders</li> </ul>

*Public Participation Framework developed by the International Association for Public Participation – IAP<sup>2</sup> International.*

**INFORM:**

- Event organizers will be notified of Council’s decisions regarding their special event applications.
- Road closure notices will be posted in advance of any closures.
- Emergency services and BC Transit staff will be notified in advance of any road closures.

**STRATEGIC PLAN ALIGNMENT**

Council’s Strategic Plan Focus Area(s) supported by this initiative:

- Economic Prosperity – *To pursue economic opportunities based on sustainable growth, development, and investment that meets the needs of the community.*
- Community Health & Wellbeing – *To improve the health and wellbeing of people who live, work, and play in the Town.*

**SUMMARY**

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

**ALTERNATIVE OPTIONS**

1. Deny a special event application:  
 THAT staff be directed to notify *[special event applicant]* that their request to host their *[event name]* on *[event date]* has been denied for the following reasons: *[reasons]*.
2. Approve a special event application, with modifications:  
 THAT Council grants provisional acceptance of the *[event name]* on *[event date]*, subject to event organizers working with staff to modify the event as follows: *[modifications]*
3. Alternative direction to staff.



**APPROVALS**

Report respectfully submitted by Heather Svensen, Corporate Administrator.



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Heather Svensen  
Director of  
Corporate Services  
*Report Author*



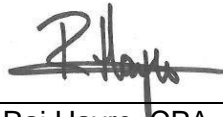
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Danielle  
Leurebourg  
Deputy Director of  
Corporate Services



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Rob Dickinson  
Director of  
Infrastructure  
Services  
Concurrence



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Raj Hayre, CPA,  
CMA  
Director of  
Finance  
Concurrence



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Lou Varela, MCIP, RPP  
Chief Administrative  
Officer  
Concurrence



# TOWN OF QUALICUM BEACH

## MEMORANDUM

**TO:** Luke Sales, Director of Planning

**FOR:** Regular Council Meeting

**DATE:** November 20, 2024

**FROM:** Rebecca Augustyn, MCIP, RPP, Senior Planner

**SUBJECT: Qualicum Beach Quality of Life Survey**

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### **RECOMMENDATIONS:**

THAT Council authorizes staff to award the Qualicum Beach Quality of Life Survey project to Deloitte LLP, as outlined in their proposal dated October 2024 for a total estimated cost of \$29,800, excluding GST.

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### **PURPOSE**

This memo seeks Council's authorization to award the contract for the execution of the Town's 2024 Quality of Life Survey to Deloitte LLP based on a thorough evaluation of the proposals received.

### **BACKGROUND**

In accordance with the six-year review cycle established by Official Community Plan (OCP) Bylaw No. 800, the Quality of Life Survey initiates the first steps of the upcoming OCP review. The Town of Qualicum Beach adopted its first OCP in 1978, and the forthcoming review will mark the 9<sup>th</sup> major revision. The 2023 OCP commemorates 81 years since Qualicum Beach's incorporation and over 65 years since the adoption of the foundational 1957 Land Use Plan.

The Quality of Life Survey aims to gather comprehensive resident feedback to assist with the upcoming Official Community Plan (OCP) review and to report on various community trends and satisfaction with municipal services.

The Town issued a Request for Proposals (RFP) seeking experienced consultants capable of developing and conducting surveys, emphasizing robust methodologies, experience, and competitive pricing. Proposals were evaluated on criteria including company experience, proposed methodology, completeness, schedule, cost, and references.

**DISCUSSION**

The proposals were assessed using the scoring methodology outlined in the RFP. Each proposal was evaluated across six key criteria, assigning a maximum of 20 points to each: Experience, Proposed Methodology and Principles, Completeness of Proposal, Schedule, Cost, and References. The evaluation aimed to ensure a balance between quality, completion timeline, and fiscal responsibility.

Deloitte LLP achieved a superior score owing to their extensive experience and their demonstrated ability to execute municipal surveys with precision. Their total score was 117 out of a possible 120 points, reflecting excellence in their proposal's strategic depth, comprehensive analytics features, and fitting budget considerations.

**FINANCIAL IMPLICATIONS**

The proposed project fits within the allocated budget of \$30,000, ensuring substantial investment impact and alignment with fiscal constraints.

**STRATEGIC PLAN ALIGNMENT**

Council's Strategic Plan Focus Area(s) supported by this initiative:

Good Governance: This project aligns with the Town's strategic focus on improving community health and well-being by providing crucial insights that will inform and influence future municipal actions and policies.

**ALTERNATIVE OPTIONS**

1. THAT Council provides alternative direction to Staff.

**APPROVALS**

Report respectfully submitted by Rebecca Augustyn, Senior Planner.



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R. Augustyn, MCIP, RPP  
Senior Planner  
*Report Author*



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Luke Sales, MCIP, RPP  
Director of Planning  
*Concurrence*



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Lou Varela, MCIP, RPP  
CAO  
*Concurrence*



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Raj Hayre, CPA, CMA  
Director of Finance  
*Concurrence*



# TOWN OF QUALICUM BEACH

## MEMO

File No.: 6750-20-EDS

**TO:** Lou Varela, Chief Administrative Officer

**FOR:** Regular Council Meeting

**DATE:** November 20, 2024

**FROM:** Luke Sales, Director of Planning

**SUBJECT:** Pathways to Sustainable Development in Qualicum Beach – Economic Development Strategy - Request for Proposals for Consultant Selection

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### RECOMMENDATION:

THAT Council authorizes staff to issue a Request for Proposals (RFP) for the purpose of engaging a consultant to assist the Town in the Initiative titled Pathways to Sustainable Development in Qualicum Beach – Economic Development Strategy project.

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### PURPOSE

This report seeks Council's authorization to issue a Request for Proposals to solicit consultant proposals for the Initiative titled "Pathways to Sustainable Development in Qualicum Beach – Economic Development Strategy".

### BACKGROUND

The Town's Sustainability Plan (part of the Official Community Plan) presents an ambitious vision for a sustainable economic future; however, the Town does not have a cohesive Economic Development Strategy that outlines how the Town would achieve this vision. While the Town of Qualicum Beach benefits from its sustainability vision in the Official Community Plan, additional work is required to identify a clear economic direction and a means of addressing a changing business landscape that is driven by demographic transitions.

At the November 8, 2023, regular Council meeting, Council resolved as follows "*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.*"

The grant application was successful.

*On October 2, 2024, Council deferred consideration of the issuance of an RFP to allow time for further clarity on the proposed outcome of the project. The attached RFP has been updated based on Council comments.*

## **DISCUSSION**

This project is primarily funded by the Province of BC through a successful grant from the Rural Economic Diversification and Infrastructure Program (REDIP). With this funding, the Town is seeking to establish a long-term sustainable Economic Development Strategy (EDS) that aligns with Council's vision and goals and will provide actionable recommendations and implementation plans for both short-term wins and long-term success, through a phased approach.

### **Deliverables**

- **Economic Development Strategy (EDS):** The EDS will include, but not necessarily be limited to:
  - Assessment and prioritization of existing economic development goals in the OCP based on feasibility and public input
  - Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis
  - Strategic framework for future decision-making
  - Key industries to target
  - Regulatory bottlenecks and reforms required
  - Targeted Business Development and Attraction
  - Governance and Staffing Strategy
  - Implementation, resources and timelines for short-term wins and long-term success, including governance and staffing strategy

The EDS must connect the gap analysis findings with the objectives stated in the Qualicum Beach Sustainability Plan and ensure that economic development aligns with the environmental and social goals.

- **Appendix - Engagement Summary and Vision Document:** The public engagement process and outcomes are to be outlined in detail. This will include all findings, recommendations, and methodologies. This section needs to be synchronized with the findings and outcomes of the gap analysis.
- **Appendix –Services, Tourism and Retail Gap Analysis:** This section of the EDS is to include all quantitative findings and accompanying mapping, recommendations, and methodologies, and to include analysis of the Town's economy. This analysis is to help understand how existing policies, practices, zoning, and infrastructure can best support the economic vision.

## **FINANCIAL IMPLICATIONS**

The project is anticipated to cost \$112,500. The Pathways to Sustainable Development in Qualicum Beach Economic Development Strategy will be funded primarily by \$100,000 from the Rural Economic Diversification and Infrastructure Program (REDIP). The Town's share of the project is \$12,500, in addition to approximately 150 staff hours.

**PUBLIC PARTICIPATION SPECTRUM (IAP<sup>2</sup>)**

*Public Participation Framework developed by the International Association for Public Participation – IAP<sup>2</sup> International.*

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<ul style="list-style-type: none"> <li>• Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain feedback on analysis, alternatives, and/or decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Work directly with stakeholders to ensure concerns and aspirations are understood and considered</li> </ul>	<ul style="list-style-type: none"> <li>• Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions</li> </ul>	<ul style="list-style-type: none"> <li>• Final decision making in the hands of the stakeholders</li> </ul>

**CONSULT:**

- The Consultant will obtain feedback on the analysis, alternatives, and decisions by engaging with a broad range of stakeholders, ensuring the Economic Development Strategy reflects the community’s diverse perspectives.

Following the RFP process, staff will prepare a report to Council outlining recommendations going forward.

**STRATEGIC PLAN ALIGNMENT**

Council’s Strategic Plan Focus Area(s) supported by this initiative:

- Good Governance: *To govern for the public interest of our community while managing competing interests, ensuring availability of transparent and accessible information, fostering respectful public engagement, and demonstrating ethical values.*
- Economic Prosperity: *To pursue economic opportunities based on sustainable growth, development, and investment that meets the needs of the community.*
- Community Health & Wellbeing: *To improve the health and wellbeing of people who live, work, and play in the Town.*

**SUMMARY**

Staff are requesting authorization to initiate the RFP process for the Initiative titled Pathways to Sustainable Development in Qualicum Beach – Economic Development Strategy project, which aims to develop a strategy for attracting and retaining businesses that align with the Town’s sustainability goals amidst demographic and economic challenges.

**ALTERNATIVE OPTIONS**

THAT Council provides alternate direction to staff.

**APPROVALS**

Report respectfully submitted by Luke Sales, Director of Planning



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Luke Sales, MCIP, RPP  
Director of Planning  
*Concurrence*



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Lou Varela, MCIP, RPP  
Chief Administrative Officer  
*Concurrence*



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Raj Hayre  
Director of Finance  
*Concurrence*

Attachment

- Pathways To Sustainable Development Economic Development RFP

report.EcDev Strategy RFP.Nov 20 2024

# TOWN OF QUALICUM BEACH

## Pathways To Sustainable Development in Qualicum Beach Economic Development Strategy

### REQUEST FOR PROPOSALS - DRAFT

SUMMARY OF KEY INFORMATION	
<b>RFP Reference</b>	Pathways to Sustainable Development in Qualicum Beach – Economic Development Strategy
<b>Overview of the Opportunity</b>	The Town of Qualicum Beach requests Proposals from experienced qualified Consultants to provide a long-term sustainable <b>Economic Development Strategy</b> .
<b>Closing Date &amp; Time</b>	<b>DEADLINE</b> 4:00pm, PST
<b>Instructions for Proposal Submission</b>	<p>Proposals must be consolidated into one PDF file. Two printed copies and a copy of the proposal in electronic format must be submitted prior to the deadline.</p> <ol style="list-style-type: none"> <li><b>In the ‘Subject Field’ enter:</b> Pathways to Sustainable Development in Qualicum Beach</li> <li><b>Add files into one consolidated .pdf format and send via email and mail to:</b> <p style="text-align: center;"> <b>Town of Qualicum Beach</b>                      Corporate Services                      #201-660 Primrose Street                      Qualicum Beach, BC V9K 1W8  <a href="mailto:corporateservices@qualicumbeach.com">corporateservices@qualicumbeach.com</a> </p> </li> </ol>
<b>Questions</b>	Questions are to be submitted in writing quoting the RFP Reference by <b>DEADLINE – 3 days</b> to email: <a href="mailto:corporateservices@qualicumbeach.com">corporateservices@qualicumbeach.com</a>
<b>Successful Proponent(s) Notification</b>	<b>Deadline + 1 month</b>
<b>Withdrawal of Submission</b>	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: <a href="mailto:corporateservices@qualicumbeach.com">corporateservices@qualicumbeach.com</a> prior to the Closing Date & Time.
<p><b>Note to Proponents</b>  <i>This is a request for proposals and not a call for tender or request for binding offers. No contractual obligations will arise between the Town and any Proponent until, and unless, the Town and a Proponent enter into a formal, written contract for the Proponent to perform the required assessment work.</i></p>	



## TERMS OF REFERENCE

### 1. INSTRUCTIONS TO PROPONENTS

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#### 1.1 Request for Proposals

The Town of Qualicum Beach is at a time in its development and growth when it is increasingly complex to simultaneously advance both environmental and economic goals. With the aim of harmonizing the sustainability goals with economic prosperity, the Town is issuing this RFP to identify and engage a consulting firm capable of guiding this transformation.

The Town of Qualicum Beach invites proposals from qualified, professional Consultants with proven expertise in economic development, research and data collection, stakeholder engagement, and strategic planning for the development of a comprehensive and actionable long-term sustainable Economic Development Strategy (EDS). The selected consultant will work with the Town to develop an EDS that reflects community values, leverages the Town's unique assets, and addresses the challenges of today and tomorrow.

#### 1.2 Background

The Town's Sustainability Plan (part of the Official Community Plan) presents an ambitious vision for a sustainable economic future, yet the Town does not have a coherent Economic Development Strategy to advance toward those goals. As such, the Town is limited in its ability to proactively attract and retain businesses and services that align with its sustainability goals. Additionally, the Town has not yet developed a decision-making tool and/or resourcing strategy to meaningfully advance these goals.

Qualicum Beach benefits from its sustainability vision in the Official Community Plan but is also hampered by the lack of a clear economic direction, an undefined strategy, and a changing business landscape driven by demographic transitions. Addressing these needs is vital to ensure the Town's sustainable future.

This project is partially funded by the Province of BC through the Rural Economic Diversification and Infrastructure Program (REDIP).

### **1.3 Project Description**

The Town is seeking to establish a long-term sustainable Economic Development Strategy (EDS) that provides actionable recommendations and implementation plans for short-term wins and long-term success.

The first step in the project involves a gap analysis of existing tourism, retail and service activities to assess the current economic scenario, identifying business trends, strengths, opportunities, and weaknesses. The second part entails developing a sustainability strategy, connecting the gap analysis findings with the objectives stated in the Town’s Sustainability Plan and ensuring that the economic development activities are feasible and align with environment and social goals.

The project will include working with municipal staff, elected officials, industry partners, community organizations, and consultation with residents, and local businesses. The Strategy will aim to align Qualicum Beach's economic growth with sustainable practices, enhancing the quality of life for its residents and positioning the Town as a leader in sustainable economic development.

The focus will be on creating a practical roadmap to help the Town convert sustainable economic development goals into actionable strategies that Council can advance through future Strategic Planning and Budgeting processes.

### **1.4 Community Context**

*\*The statistical data presented herein is sourced from the 2023-2027 Strategic Plan. However, it is advisable to review and update these figures as necessary during the formulation of the Economic Development Strategy.*

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

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

#### ***Industry***

Qualicum Beach has a mix of tourism, manufacturing, and service industries. The service sector (which includes retail, wholesale, finance, insurance, real estate, business services, accommodations, and other services) remains the largest employer in the region, accounting for 67% of overall employment. The trade sector, which includes both retail and wholesale trade, accounted for 20.5% of overall employment and reflects a growing trend in retail. There is currently very little manufacturing activity, though some of the economic development areas identified in the OCP would include sustainable manufacturing activity.

### **Employment**

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

### **Population**

In 2021, the majority (56.3%) of Qualicum Beach residents were aged 65 or older, with the 25 to 29 age group being the least populated. The median age was 67.5 years. Additionally, 41.7% of the population were in the working-age group of 15 to 64 years old, and 14.88% were part of the younger population, poised to join the labor force within the next two decades.

*\*These stats are taken from the 2023-2027 Strategic Plan. They will likely need to be updated in the development of the Economic Development Strategy.*

## **2. PROJECT REQUIREMENTS**

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### **2.1 Consultant Prerequisites**

The Town of Qualicum Beach is seeking a Consultant (or Consultancy Team) with a strong background in sustainable economic development, extensive experience in stakeholder engagement, familiarity with the existing network of economic development and tourism organizations in the region, and a proven ability to develop and implement strategic plans.

The proposal should identify the key members of the proposed team, including sub-Consultants, if any, and highlight the relevant qualifications and experience. Specifically the level of experience in providing multidisciplinary services associated with public-sector economic development strategies, public engagement, and planning should be identified.

The proposal should provide details of previous projects demonstrating the experience of the consultant with projects of similar size, scope, and complexity undertaken in the past five years with reference and contact information.

The ideal Proponent(s) will possess the following qualifications and expertise:

#### **1. Expertise in Sustainable Economic Development**

- Demonstrated experience in planning and executing public-sector economic development projects with a focus on sustainability.
- Knowledge of best practices in environmental stewardship and their application to economic development.

**2. Strategic Planning and Implementation Skills**

- Ability to create actionable and strategic plans.
- Experience in setting realistic goals, timelines, and metrics for measuring success within the scope of municipal services.

**3. Community and Stakeholder Engagement**

- Proven track record of effective stakeholder engagement and community consultation to International Association of Public Participation (IAP2) standards and best practices.
- Skills in facilitating inclusive discussions, workshops, and feedback sessions to gather insights and build consensus among diverse groups.

**4. Innovative Thinking and Problem-Solving**

- Capacity to approach challenges with creativity and innovation, proposing solutions that are both effective and sustainable.
- Willingness to explore new ideas and adapt strategies to meet evolving circumstances and opportunities.

**5. Analytical and Research Capabilities**

- Competence in conducting thorough market analyses, feasibility studies, and economic assessments.
- Ability to synthesize complex information related to land use, development, and economic impact into clear, actionable insights.

**6. Communication and Reporting**

- Excellent communication skills, including the ability to articulate ideas clearly and produce comprehensive reports.
- Experience in preparing and presenting findings and recommendations to a variety of audiences, including municipal councils, community groups, and business leaders.
- Proficiency in graphic design and data visualization to enhance the clarity and impact of presentations and reports.

**7. Qualifications and Credentials**

- Relevant academic and professional qualifications in economic development, urban planning, environmental science, or related fields.
- Experience with similar projects.
- Familiarity with economic development and tourism organizations in the Qualicum Beach area to ensure that this project complements, but does not repeat, previously completed or currently underway.

The selected Consultant will work closely with Town staff to ensure that the Economic Development Strategy is not only visionary and comprehensive but also practical and implementable. Proposals should clearly demonstrate how the Consultant meets these requirements and their approach to making the Economic Development Strategy a success.

### 3. SCOPE OF SERVICES

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The successful Proponent will develop a long-term sustainable Economic Development Strategy (EDS). The tasks may include activities including but not limited to:

- Community and stakeholder engagement
- Comprehensive analysis of current economic landscape
- Data collection and research
- Review of relevant studies, reports, plans and policies, including those completed by the Town as well as other organizations such as the Chamber of Commerce or Parksville-Qualicum Beach Tourism Association
- Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis (or similar)
- Identification of the approach and strategic framework, and directions required to address the economic challenges and opportunities
- Implementation planning
- Graphic design, data visualization, and information packaging.

#### 3.1 Engagement with Business, Industry, Stakeholders and Community

To ensure comprehensive engagement, the Consultant will spearhead a diverse range of community-wide activities. Proposed engagement initiatives may include public open houses, Committee of the Whole meetings, information sessions, surveys, online and traditional media outreach, workshops, focus groups, and pop-up events, as examples. The Proponent must specify whether all meetings and public engagement activities will be facilitated in-person or virtually. Proposals should include an engagement plan detailing the anticipated number of meetings.

The Consultant will also be required to present to Council, business and industry associations, and community groups, as needed. The Town is looking for Consultants who can deliver innovative techniques and approaches in line with the International Association of Public Participation (IAP2) standards and best practices that successfully achieve effective, equitable and inclusive engagement.

The Proponent is requested to provide details on their methodology and strategies to ensure successful engagement and input, based on the following suggestions:

- a) **Town Staff:** Interdisciplinary internal Town staff team that will support, review, and guide the project.
- b) **Public Engagement:** An opportunity for business leaders, local businesses, community organizations and residents to communicate their vision for the future economic growth of the Town and the actions required to achieve those visions.
- c) **Sector-Based Focus Group Discussions:** While the Town's desire is to focus on economic development broadly, the EDS should also give particular consideration to key sectors of the local economy. Focus group discussions in sectors such as tourism, retail, local and artisanal manufacturing, and service industries, small businesses, and the senior living community are desirable.
- d) **Youth Engagement and Education:** The long-term success of the Town's EDS will depend on the future education and employment of our community's youth and young adults (under 35 years)—a demographic that is typically under-represented. This group is experiencing significant

barriers to entering the labour force and has been historically challenging to engage with on civic matters. The Proponent should outline specific tools and tactics they feel would effectively engage groups such as local schools and youth organizations.

### 3.2 Deliverables

The successful Proponent will be responsible for the following deliverables:

- **Economic Development Strategy:** The EDS must be presented in a clear, succinct, and visually attractive way. Elements of the strategy should include, but not necessarily be limited to:
  - Assessment and prioritization of existing economic development goals in the OCP based on feasibility and public input
  - Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis
  - Strategic framework for future decision-making
  - Key industries to target
  - Regulatory bottlenecks and reforms required
  - Targeted Business Development and Attraction
  - Implementation, resources and timelines for short-term wins and long-term success

The EDS must connect the gap analysis findings with the objectives stated in the Qualicum Beach Sustainability Plan and ensure that economic development aligns with the environmental and social goals.

- **Appendix - Engagement Summary and Vision Document:** The public engagement process and outcomes are to be outlined in detail. This will include all findings, recommendations, and methodologies. This section needs to be synchronized with the findings and outcomes of the gap analysis.
- **Appendix –Services, Tourism and Retail Gap Analysis:** This section of the EDS is to include all quantitative findings and accompanying mapping, recommendations, and methodologies, and to include analysis of the Town’s economy. This analysis is to help understand how existing policies, practices, zoning, and infrastructure can best support the economic vision.

## 4. PROJECT ORGANIZATION AND MANAGEMENT

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The Consultant will collaborate with Town staff, attending update meetings as necessary. The Proponent must specify in the schedule whether these meetings will be conducted in-person or virtually.

The Town will determine a Project Manager for the EDS. The Project Manager will solicit feedback from key staff at each phase of project development as, and where, requested by the Consultant team. It is intended that the Consultant will work collaboratively with the Project Manager and other Town staff, as required, throughout the process.

The Consultant will:

- be responsible for recording all meeting minutes, including significant proceedings and decisions, identifying ‘action by’ parties;
- reproduce and distribute copies of minutes within two (2) working days after each meeting; and
- transmit the meeting minutes to meeting participants including those who were not in attendance.

The Consultant will lead and otherwise be responsible for all elements of the Services, including reporting at key milestones, timely communications with the Town’s Project Manager on emerging project issues, and maintaining complete documentation (e.g. minutes, presentations) from internal and external meetings.

## 5. PROJECT SCHEDULE

### 5.1 Project Schedule

- a) The Consultant is responsible for their availability and ability to meet time schedule and completion date. Proponents are to confirm that they will meet the Town’s expectations with a written acknowledgement of the ability to deliver the required services to the Town given the Proponents’ existing workload and future commitments.
  
- b) Schedule Acknowledgements
  - i. Proponents should note that the Target Dates outlined in the Proposed Work Schedule and Milestone Dates table below are provided as a guide for the seamless progression of the project, but the **Target Date for Total Completion of this project must be met due to grant requirements.**

Proposed Work Schedule and Milestone Dates – Economic Development Strategy		
Item No.	Key Milestones	Target Dates
a)	<b>Communications and Engagement Plan Outline</b>	TBD by consultant
b)	<b>Public Engagement Period</b> (Including members of Council, stakeholder groups, residents, etc.)	TBD by consultant
c)	<b>Tourism and Retail Gap Analysis</b>	TBD by consultant
d)	<b>Develop Economic Development Strategy</b>	TBD by consultant
e)	<b>Final Economic Development Strategy + Presentation to Council</b>	February 2026*

\*The target date for the final Economic Development Strategy must be strictly adhered to.

## 5.2 Documents

The Consultant will provide original documents and transfer final digital files to the Town. All materials produced under this project are solely the intellectual property of the Town. The format of the digital files will be compatible with Microsoft Office and/or Adobe Acrobat.

## 5.3 Fee Schedule and Cost of Services

The total budget for the project is \$112,500 CAD.

- a) Proponents to submit with their Proposal, a detailed GANTT chart outlining schedule of effort and fees, for all of the Services. Include level of effort by each team member, including hourly rates and total lump sum pricing. The hourly rates will be used to value additional services if required.
- b) The Proponent shall include in the fee schedule all sub-Consultant fees and all Consulting Team disbursements.
- c) The Proponent shall indicate any additional “Value-Added Services” or costs not accounted for in the fee schedule as part of the proposal submission.
- d) The successful Consultant will not be able to claim any additional cost as a result of changes to the schedule. This condition shall be in effect for the duration of the project.

The Total Price includes business administration services, travel costs, disbursements, charges, expenses of any sort (excluding GST) for the Consultant to complete the Project to the Town’s standards in accordance with the work schedule in this RFP.

## 6. REFERENCE MATERIALS

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Proponents should identify any relevant documents or data that would contribute to achieving the objectives of the project.

The following resource materials are available to the successful Consultant:

- 2024 – 2028 Strategic Plan
- Sustainability Action Plan (2018 Interim Report)
- 2018 Official Community Plan
- 2009 and 2018 Retail and Tourism Gap Analysis
- GIS maps, imagery, and database information

The Consultant will work with the Town to identify additional information required to complete the Services. There are other reports from third parties, such as the Parksville-Qualicum Beach Tourism Association that must be obtained directly from those organizations.

## 7. PROPOSAL EVALUATION AND CRITERIA

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The Town of Qualicum Beach will evaluate all submitted proposals. The Town will disqualify Proponent(s) that fail to meet the minimum requirement for qualifications, experience, and methodology from the process prior to cost considerations. The object of the evaluation and selection process is to identify the proposal that, in the Town’s opinion, offers the best value for the products and/or services requested.



The Town has a Social Procurement Policy which will contribute to the assessment of best value. In assessing best value, the Town:

- May not necessarily accept the lowest proposal, and may, in its sole discretion, accept any proposal and may waive any minor informality or irregularity in proposals;
- Has no obligation to receive further information, whether written or oral, from any Proponent, nor to disclose the nature of any proposals received; and
- May negotiate changes to the scope of work with any one or more proponents without having any duty or obligation to advise any other Proponent(s) or to allow them to vary their Proposal(s) due to changes to the scope of work.

Proposals will be evaluated based on the following criteria:

Rated Criteria Category	Points
<p><b>Proposed Work Plan, Methodology and Approach</b></p> <ul style="list-style-type: none"> <li>• Detailed work plan provided with proper identification and all key components in fulfilling a current economic analysis.</li> <li>• Communications and Engagement Plan that explains the communication process between the Proponent and key stakeholders and innovative strategies for public engagement.</li> <li>• Details provided of the project management approach and methodology that will be followed for each phase of deliverables.</li> <li>• Detailed project schedule provided in a GANTT chart which demonstrates a critical path for each deliverable.</li> </ul>	0 to 25
<p><b>Experience and Qualifications</b></p> <ul style="list-style-type: none"> <li>• Demonstrated ability in strategy and planning, facilitation, engagement, collaboration, analysis, and formulation.</li> <li>• Provide a description of the company, including its resources, and offer details on past or similar projects.</li> <li>• Provide examples of at least 3 Economic Development Strategy projects completed in other Canadian municipalities within the last five years.</li> <li>• Demonstrate familiarity with work done by other economic development or tourism organizations in the area</li> </ul>	0 to 25
<p><b>Financial and Value-Added Benefits</b></p> <ul style="list-style-type: none"> <li>• Price Schedule – Fee matrix with hourly rates and charges by level of effort (hours) associated to task and total lump sum fee including disbursements (excludes GST).</li> <li>• Value-added Benefits to the Town</li> </ul>	0 to 25
<p><b>References</b></p> <ul style="list-style-type: none"> <li>• Relevant references provided.</li> </ul>	0 to 25

# TOWN OF QUALICUM BEACH

## MEMO

**TO:** Lou Varela, Chief Administrative Officer  
**FOR:** Regular Council Meeting  
**DATE:** November 20, 2024  
**FROM:** Luke Sales, Director of Planning  
**SUBJECT:** Soft Launch of the Development Tracker Web Tool

**RECOMMENDATION:**

Provided for information purposes only.

**PURPOSE**

The purpose of this memo is to inform Council of the “soft launch” of the Development Tracker Web Tool; a land use application permit tracking system that is accessible for the Public on the Town’s website. The Development Tracker will enhance transparency and permit management for all types of development applications by providing a user-friendly, map-based portal. The public can browse pending or completed developments as well as submit and manage applications. The system was developed internally by IT and Planning staff and has been populated with development applications dating back to 2019.

**DISCUSSION**

In alignment with the Council priority of Good Governance, the Development Tracker Web Tool is now open for public access. The project is at the “soft launch” phase, which means that there may still be challenges and issues encountered. Ongoing iterations and improvements should be expected in the future as more people use the system, test its capabilities, and provide feedback to the Town. Staff will publicly present the Development Tracker during a Committee of the Whole meeting in 2025.

The Development Tracker Web Tool can be accessed at:

<https://www.qualicumbeach.com/devtracker>.

**APPROVALS**

Report respectfully submitted by Luke Sales, Director of Planning



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Luke Sales, MCIP, RPP  
Director of Planning  
*Report Writer*



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Lou Varela, MCIP, RPP  
Chief Administrative Officer  
*Concurrence*



# TOWN OF QUALICUM BEACH

## STAFF REPORT

File No.: 6300.20.APPEAL

**TO:** Lou Varela, Chief Administrative Officer

**FOR:** Regular Council Meeting

**DATE:** November 20, 2024

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

**SUBJECT:** **Applicant Request for Reconsideration of Tree Removal Permit Requirements for 630 Belyea Road**

---

### RECOMMENDATIONS

WHEREAS the Director of Planning has the authority to issue Tree Removal Permits but does not have the delegated authority to modify the conditions linked to such permits.

BE IT RESOLVED THAT the Council modifies the Director's decision to issue a Tree Removal Permit for 630 Belyea Road by waiving the requirement for the tree replacement security deposit (\$1,400), given the tree's close proximity to the building footprint, with the replacement condition of tree planting still applicable.

---

### PURPOSE

Council consideration to appeal the Director of Planning's decision to issue a Tree Removal Permit with conditions that include the \$1,400 security deposit and planting of two trees (per Right of Reconsideration, Tree Protection Bylaw No. 725, 2023).

### BACKGROUND

"Tree Protection Bylaw No. 725" authorizes staff to issue permits to remove Protected Trees in accordance with the conditions specified in the Bylaw and offers a right to appeal to Council for reconsideration. Although the bylaw delegates the Director of Planning with the authority to issue Tree Removal Permits, the bylaw does not give the Director authority to vary conditions such as the requirement for a security deposit. The applicant is waiting for a decision on this appeal before removing the tree.

**DISCUSSION**

Following is a summary of a request for reconsideration, along with a staff comment:

<b>Tree Bylaw No. 725, 2023: Request for Reconsideration (630 Belyea Road)</b>	
Request by Applicant	The applicant is requesting that Council approve the following: 1. Waive the requirement to plant two replacement trees or provide cash in lieu of the replacement trees.
Applicant’s Rationale for Request	The applicant has advised the tree is in close proximity to their house and is a danger and damaging to their house, as well as their neighbour’s house.
Staff Rationale for decision	The applicant requires a Tree Removal Permit due to the size of the tree (over 75 centimetres in diameter at breast height) . The permit would be approved due to proximity to the house, and as such, two replacement trees are required to be planted and maintained, or cash in lieu paid to the Town, as per “Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023”. In addition, a security deposit of \$700 per replacement tree is required and will be held by the Town for two years. Assuming that the owner can plant the replacement trees onsite, a total security deposit of \$1,400 would be required for this application.
Staff recommended response to appeal	Amend the Director’s decision and waive the security deposit of \$700 per tree (\$1,400 total). The requirement for two replacement trees would not be waived.
Staff Rationale for response to appeal	The tree is located within 3.0m of the dwelling unit and as such, there is no viable alternative to tree removal. Staff support a waiver of the security deposit.

In consideration of the “Request for Reconsideration” applications received to date, staff are developing a policy for Council consideration in a future meeting. The intention of the policy development will be to specify consistent criteria to be considered by Council when appeal applications are received. For example, proximity to a dwelling unit would be a rationale for exemption in the pending policy. As mentioned previously, the bylaw does not give staff authority to vary conditions in a Tree Removal Permit.

**FINANCIAL IMPLICATIONS**

There are no financial implications anticipated for the Town from this report, beyond the security deposits.

**PUBLIC PARTICIPATION SPECTRUM (IAP2)**

*Public Participation Framework developed by the International Association for Public Participation – IAP<sup>2</sup> International.*

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<ul style="list-style-type: none"> <li>• Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain feedback on analysis, alternatives, and/or decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Work directly with stakeholders to ensure concerns and aspirations are understood and considered</li> </ul>	<ul style="list-style-type: none"> <li>• Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions</li> </ul>	<ul style="list-style-type: none"> <li>• Final decision making in the hands of the stakeholders</li> </ul>

**INFORM:**

- The report is on a public agenda and the property owners will be notified of Council’s decision.

**STRATEGIC PLAN ALIGNMENT**

Good Governance: To govern for the public interest of our community while managing competing interests, ensuring availability of transparent and accessible information, fostering respectful public engagement, and demonstrating ethical values.

**SUMMARY**

The Town has received an Appeal to the Director’s decision to apply Tree Permit conditions for tree removal at 630 Belyea Road, under the “Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023. Staff recommend amending the Director’s decision for 630 Belyea Road for the reasons outlined in this memo to allow the tree removal to proceed without a security deposit. The two replacement trees would still be required.

**ALTERNATIVE OPTIONS**

Per Bylaw No. 725, Council may amend the Director’s decision or may set aside all or part of the Director’s decision and substitute the decision of Council, e.g...

1. THAT the security deposit be reduced from \$1,400 to [*insert reduced amount*] for the Tree Permit Request for Reconsideration for 630 Belyea Road, as detailed in the September 11, 2024, Staff Report to Council.
2. THAT Council directs staff to refer the following to the 2025 Strategic Planning Process: “Amending ‘Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023’ to consider reducing the security deposit for replacement trees.”
3. Alternative direction to staff.

**APPROVALS**

Report respectfully submitted by Luke Sales, Director of Planning.



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Luke Sales  
Director of Planning  
*Report Writer*



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Lou Varela, MCIP, RPP  
CAO  
*Concurrence*

**REFERENCES**

Attachment 1: Tree Removal Application and Request for Reconsideration: 630 Belyea Road



TOWN OF QUALICUM BEACH

## Tree Bylaw No. 725, 2023 Appeal Application

<b>Civic Address</b>	630 Belyea Road		
<b>Appeal Date</b>	September 6, 2024		
<b>Owner Information</b>	<b>Name</b>	M. Ouellette, A. Grainger	
	<b>Mailing Address</b>	630 Belyea Road	
	<b>Phone No.</b>	[REDACTED]	<b>Email</b>
<b>Applicant Name</b>	<b>Name</b>	M. Ouellette A. Grainger	
	<b>Mailing Address</b>	630 Belyea Road	
	<b>Phone No.</b>	[REDACTED]	<b>Email</b>
<b>Date Decision Received</b>			
<b>Nature of the Decision</b>			
<b>How many trees, if any, have you removed on your lot since March 2023?</b>			
<b>Species</b>		<b>DBH</b>	
<p><b>Please provide an explanation regarding why you are appealing the Director of Planning's decision on your application.</b></p> <p>This mature cedar tree is several feet from our house. Our gas line also runs right through the roots. The tree is starting to lean into the next door neighbour's yard. If this tree falls, it will compromise our foundation and cause a gas leak. <span style="float: right;">+</span></p>			
<p><b>What decision are you requesting Council make on this application?</b> waive deposit and trees to be planted.</p>			
<p><b>What are the reasons to support this request?</b> This tree is a danger to both our house and our neighbours house.</p>			
<p><b>When reconsidering the decision, Council will review the material that was provided at application.</b></p>			
<b>Office Use Only</b>	<b>Date Received:</b>		<b>Tree Application No:</b>
	<b>Appeal Request to</b>	<b>Corporate Services</b>	<b>Planning</b>
<p><i>Planning and Infrastructure Services Assistant will provide copies of the documents provided at the application stage for Council's use. File location: N:\3700-4699 LEGISLATIVE AND REGULATORY SERVICES\4520 PERMITS - INDIVIDUAL\4520-20 TREE PERMITS</i></p>			
<b>Document Checklist</b>	<b>Application Form</b>	<b>Tree Sketch/Plan</b>	<b>Tree Report</b>
	<b>Application Fee Paid</b>	<b>Decision Email</b>	<b>Additional (if any)</b>



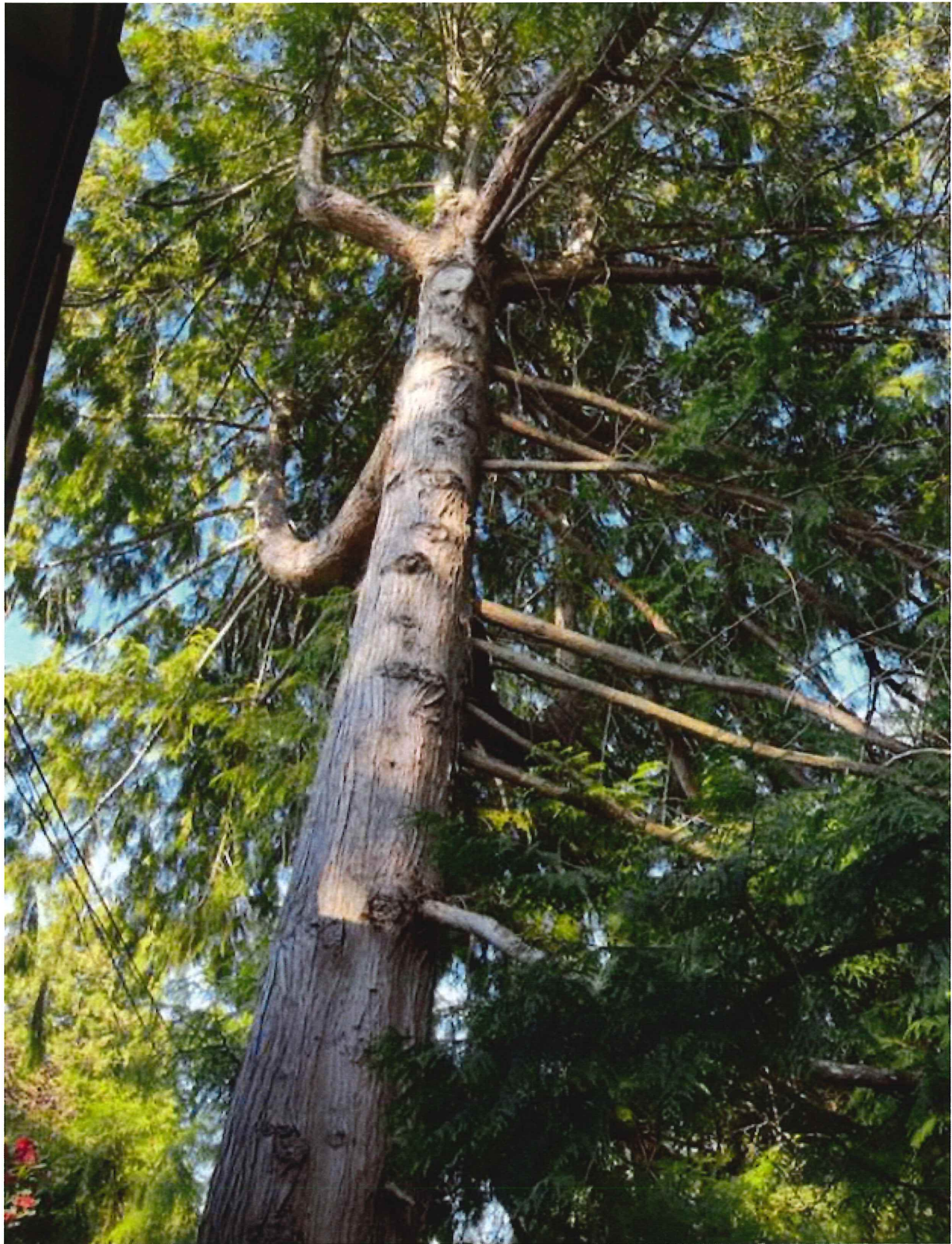














# TOWN OF QUALICUM BEACH

## MEMORANDUM

**TO:** Lou Varela, Chief Administrative Officer

**FOR:** Regular Council Meeting

**DATE:** November 20, 2024

**FROM:** Kate Usher, Planning and Infrastructure Services Assistant

**SUBJECT:** **Qualicum Beach Skatepark Redevelopment Project Award**

---

### RECOMMENDATIONS:

1. THAT Council authorizes staff to award the Qualicum Beach Skatepark design-build project to New Line Skateparks, as described in this November 20, 2024, report to Council at an estimated total cost of \$1,300,000 excluding GST.
  2. THAT Council authorizes early budget approval of \$1,500,000 in the 2025-2029 Financial Plan for the Qualicum Beach Skate Park Project in fiscal 2025 funded from Community Amenity Contributions (\$500k), Province of BC's Growing Communities Fund (\$700k) and User Group Contribution (\$300k).
- 

### PURPOSE

Staff are seeking Council authorization to award the design-build contract for the Town of Qualicum Beach Skatepark to Newline Skateparks, as described in the November 20, 2024, report to Council.

### BACKGROUND

Constructed around 25 years ago, the existing Qualicum Beach Skatepark has reached the end of its usable life. The Town engaged New Line Skateparks in 2023 to conduct a feasibility study, which included a conceptual plan, project scope, and potential budget. The final conceptual report was presented to Council during the regular meeting on February 2, 2024, with Council authorizing Town staff to issue a Request for Proposals (RFP) on September 11, 2024:

*THAT Council authorizes staff to issue a Request for Proposals for qualified contractors to complete design and construction ("Design Build") of the Qualicum Beach Skatepark, based on the January 2024 "Qualicum Beach Skatepark Redevelopment Feasibility Study and Final Concept Report", as detailed in the September 11, 2024, Planning report to Council.*

**CARRIED UNANIMOUSLY | Resolution No. 24-234**

## **DISCUSSION**

The Town received four submissions in response to the RFP for the design and construction of the new skatepark. The four candidates were evaluated in accordance with the criteria in the RFP, including *Capability* (30%), *Methodology* (25%), *Historical Performance* (20%), *Fee Structure* (20%) and *Compliance* (5%).

After a thorough evaluation process, New Line Skateparks was identified as the highest scoring proposal and staff is recommending that they undertake this project.

New Line Skateparks has an extensive portfolio in the design and construction of skateparks, with completed projects spanning numerous communities on Vancouver Island, throughout Canada, the United States, and internationally. Their proposal aligns with the community's values and goals and will provide a welcoming and interactive environment for the community's youth and skateboard enthusiasts. As New Line Skateparks completed the initial conceptual design endorsed by Council, the firm has an in-depth understanding of the design and community needs.

## **FINANCIAL IMPLICATIONS**

The 2024-2028 Financial Plan allocates \$1,500,000 in fiscal 2025 for the Skatepark's reconstruction, sourced from:

- \$500,000 from a developer's Community Amenity Contribution (CAC). The remainder of \$1,090,000 total CAC yet to be allocated by Council.
- \$700,000 from the Province of BC's Growing Communities Fund.
- \$300,000 to be raised by the User Group through fundraising and grants.

The User Group has raised approximately \$90,000 to date, which is less than the original target of \$300,000. However, the cost of the project and available budget can be reconciled through a combination of additional fundraising by the User Group and cost-saving measures through the detailed design process.

On September 11, 2024, Council authorized the Town to issue a Request for Proposals. The proposals received indicate that the project is feasible and can be completed without exceeding the current working budget of \$1,300,000 (including projected \$100,000+ from the User Group). The exact workplan will be finalized in detailed design to ensure that the costs do not exceed the available budget. If the User Group raises additional funds (or secures in-kind donations of materials or services) then more amenities could be included in the design.

Although the recommendation is for early budget approval of \$1,500,000, the actual current working budget is constrained to \$1,300,000, based on existing user group fundraising of \$100,000.

It should be noted that, as of the time of writing, the developer's Community Amenity Contribution (CAC) portion of this project (\$500,000) has not yet been received, although there are legal agreements in place to ensure that entire CAC amount of \$1,090,000 will be received no later than 2025. The developer has stated that the Town should expect the first installment of \$375,000 in November 2024 and the second payment of \$375,000 in February 2025. The remainder of the \$1,090,000 total CAC will follow in 2025. As such, staff do not anticipate an issue with advancing the project at this time.

**STRATEGIC PLAN ALIGNMENT**

Council’s Strategic Plan Focus Area(s) supported by this initiative:

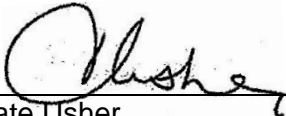
- Community Health & Wellbeing: *To improve the health and wellbeing of people who live, work, and play in the Town.*

**ALTERNATIVE OPTIONS**

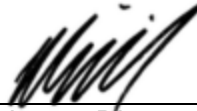
1. THAT Council does not award the Skatepark Redevelopment RFP contract at this time until the skatepark user group has raised additional funding to contribute.
2. THAT Council provides alternative direction to Staff.

**APPROVALS**

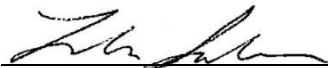
Report respectfully submitted by Kate Usher, Planning and Infrastructure Services Assistant.



Kate Usher,  
Planning and Infrastructure  
Services Assistant  
*Report Author*



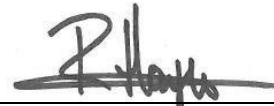
Rob Dickinson, Director of  
Infrastructure Services



Luke Sales, MCIP, RPP  
Director of Planning  
*Concurrence*



Oliver Watson,  
Manager of Capital Projects  
*Concurrence*



Raj Hayre, CPA, CMA  
Director of Finance  
*Concurrence*



Lou Varela, MCIP, RPP  
CAO  
*Concurrence*



# TOWN OF QUALICUM BEACH

## STAFF REPORT

**TO:** Lou Varela, Chief Administrative Officer

**FOR:** Regular Council Meeting

**DATE:** November 20, 2024

**FROM:** Luke Sales, Director of Planning

**SUBJECT:** **Sparc Grant Application for Flashing Crosswalk and Accessibility Improvements at Harlech & Memorial**

---

### **RECOMMENDATIONS:**

THAT Council authorizes staff to apply for a grant from Sparc BC in the amount of \$25,000 to fully fund a flashing crosswalk at the intersection of Harlech Road and Memorial Avenue, as detailed in the November 20, 2024, Planning memo to Council.

---

### **PURPOSE**

The purpose of this report is to seek Council's authorization to apply for the Sparc Grant to support the implementation of a flashing crosswalk and associated accessibility upgrades at the Harlech Road and Memorial Avenue intersection, as well as other potential accessibility improvements.

### **BACKGROUND**

This report discusses applying for the Sparc Grant to fully fund a flashing crosswalk at the intersection of Harlech Road and Memorial Avenue, as well as other potential additional accessibility improvements.

The Sparc Grant provides local governments with up to \$25,000 in funding to remove barriers for persons with disabilities by implementing one of the initiatives identified in their Accessibility Plan, or by their Accessibility Team. The Sparc Grant offers an opportunity to secure funding for these vital improvements, supporting the Town's goal of improving accessibility and pedestrian safety. By applying for the grant, the Town aims to enhance its infrastructure without placing additional pressure on the local budget.

At the September 9, 2024, Accessibility Advisory Team (AAT) meeting, the Team unanimously voted to recommend the use of the Sparc Grant for the installation of a flashing crosswalk at the intersection of Harlech Road and Memorial Avenue, along with accessibility-related improvements. This intersection has been identified as a priority area due to high pedestrian activity and the potential for accessibility enhancements that align with the Town's Accessibility Plan.



## DISCUSSION

Town staff and the Accessibility Advisory Team met on September 9, 2024, to discuss the options for applying to the Sparc Grant. It was voted on and the flashing crosswalk at the intersection of Harlech Road and Memorial Avenue was endorsed. The intersection of Harlech Road and Memorial Avenue is a critical crossing point for residents, particularly those with mobility challenges. The proposed flashing crosswalk will enhance pedestrian visibility and safety, contributing to the Town's ongoing efforts to create a more inclusive and accessible environment.

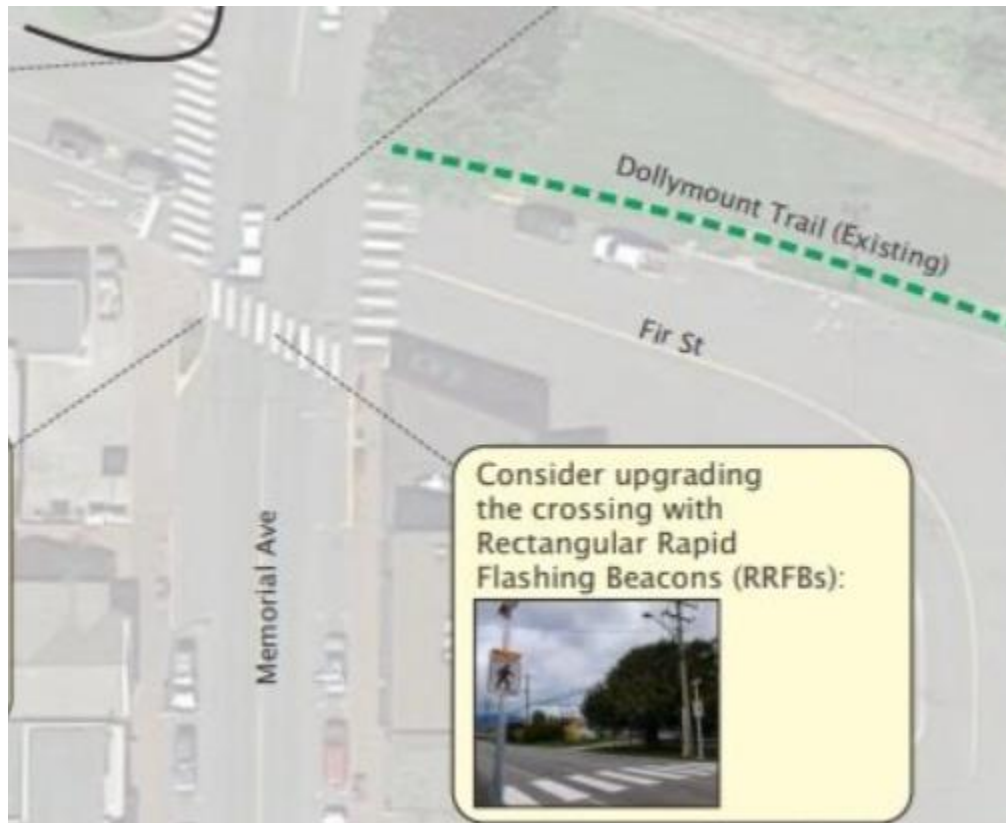


Figure 1: Excerpt from 2024 Mobility Study showing project location

The Accessibility Advisory Team highlighted this project as a key focus for grant funding, noting that it would address several barriers to accessibility identified through public engagement and the recent Accessibility Plan review process. The grant application will be submitted in accordance with Sparc Grant guidelines, and staff will report back to Council upon notification of the outcome.

At the November 1, 2024 Strategic Planning session the Committee of the Whole passed a resolution to recommend to Council THAT the installation of Rectangular Rapid Flashing Beacons (RRFB) at Harlech Road and Memorial Avenue and the implementation of a pedestrian crossing at Village Way /Veterans Way and Memorial Avenue be prioritized projects within the fiscal year 2026 Community Transportation Projects budget provision at an estimated cost of \$115k. If successful this grant application may allow the time-line for this project to be advanced to 2025

### FINANCIAL IMPLICATIONS

If successful, the Sparc Grant will provide \$25,000 towards the costs of the flashing crosswalk and accessibility improvements. In addition, it may provide the opportunity to advance the time-line for this project from 2026 to 2025. The total anticipated cost of the RRFB improvement is \$25,000 of the total cost of both projects of \$115,000.

### STRATEGIC PLAN ALIGNMENT

Council’s Strategic Plan Focus Area(s) supported by this initiative:

- Good Governance: *To govern for the public interest of our community while managing competing interests, ensuring availability of transparent and accessible information, fostering respectful public engagement, and demonstrating ethical values.*
- Community Health & Wellbeing: *To improve the health and wellbeing of people who live, work, and play in the Town.*
- Progressive Infrastructure: *To ensure infrastructure for energy, water, wastewater and storm water, solid waste and multi-modal transportation is efficient and effective at advancing the Town’s sustainability goals.*

### SUMMARY

Staff are seeking authorization to apply to the Sparc Grant for a flashing crosswalk at the intersection of Harlech Road and Memorial Avenue, as well as potential other accessibility improvements.

### ALTERNATIVE OPTIONS

THAT Council provide alternative direction to staff [*insert alternative direction.*]

### APPROVALS

Report respectfully submitted by Luke Sales, Director of Planning and Community Development



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Luke Sales  
Director of Planning and  
Community Development  
*Report Author*



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Rob Dickinson  
Director of Infrastructure  
Services



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Lou Varela, MCIP, RPP  
Chief Administrative Officer  
*Concurrence*



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Oliver Watson  
Manager of Capital Projects  
*Concurrence*



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Ray Hayre  
Director of Finance  
*Concurrence*



# TOWN OF QUALICUM BEACH

## MEMORANDUM

**TO:** Lou Varela, Chief Administrative Officer

**FOR:** Regular Council Meeting

**DATE:** November 20, 2024

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

**SUBJECT:** Recommendations from the 2024 Parks Department Service Level Review

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### RECOMMENDATIONS:

THAT Council approves an allocation within the Parks Department's budget to fund the equivalent of 2.0 FTE Utility positions to meet the existing and new service level demands as detailed in the report attached to the Staff memo dated November 20, 2024, titled Town of Qualicum Beach Service Level Review, 2024.

THAT Council reallocate the budget approved in the 2024-2029 Financial Plan for an Engineering Technician to fund 1.0 FTE of Administrative Support for the Infrastructure Services Department, without impact to budget in the 2025-2029 Financial Plan.

THAT Council approves Policy 3000-22 *Requests for New or Increased Service* for service level management.

THAT staff be directed to review and report back on the status of the Parks Department's capacity during the 2026 budget processes.

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### PURPOSE

To request Council's approval for increased staff capacity within the Parks Department, to meet existing and new service levels.

### BACKGROUND

The 2024 Parks Department Service Level Review considered the Parks Department's structure, alignment, span of control, support and available capacity. This was considered in context with the significant inventory of parks assets maintained, the 2024 Parks Service Plan, Strategic Initiatives of Council and new service level requests received in 2024. See attached report.

It should be noted that based on the pending report provided to Council today, Committee of the Whole considered Scoping Sheet 25-HW-03 titled *Requests for Increased Service from the Parks Department* during 2025 Strategic Planning and recommended to Council:

**THAT** the Initiative titled Requests for Increased Service from the Parks Department be implemented with the addition of 1.0 FTE in the Parks Department beginning in fiscal 2025, to facilitate provision of additional service requests. **AND FURTHER THAT** a budget provision of \$100k be included annually starting in 2025 in the 2025-2029 Financial Plan for the 2025 Initiative titled Requests for Increased Service from the Parks Department.

## **DISCUSSION**

The Parks Department manages significant green space, forested areas, trails, playgrounds, garden beds, street and park trees, and structures. Over 280 hectares of parks and greenspace are maintained and available to the community.

There is a current service level shortfall of staffing levels equivalent to 1.2 FTE (capacity needed is 22,600 hours and capacity funded currently is 20,600 hours). In addition to the current shortfall, there are also ongoing requests from Council and the public for new services levels. Currently additional service requests when combined have a total increase of an estimated 0.8 FTE or 1,350 hours of work per year for the Parks Department. Note – this FTE count has been reduced from 1.0 FTE to 0.8 FTE since Strategic Planning, as a result of Council’s decision to reduce a service level request (Pump Track at Christleton Park).

The addition of operational and administrative capacity will allow the Department to implement the community requests for new service levels and Council’s Strategic Initiatives, catch up on the maintenance tasks the Department are not appropriately resourced for, and begin to fully deliver the current levels of service in the service plan.

Looking forward, any new community service level requests and Council Strategic Initiatives could be more effectively managed through introduction of a policy that supports good governance by focusing consideration of all service requests at one time each year during the Annual Strategic Planning and/or Annual Budget processes, where the requests can be compared and considered in context with the Parks Service Plan, budget and staff capacity.

## **FINANCIAL IMPLICATIONS**

Funding 2 full-time equivalent (FTE) positions in the Parks Service area requires an annual budget provision of \$200k. This increase in resources will be sourced from property tax starting in 2025, resulting in an estimated \$38 increase in property taxes to the average household for that year. The reallocation of budget resources for administrative support in infrastructure services from the budget for the vacant Engineering Technician position will not have any financial consequences on property taxation.

## **STRATEGIC PLAN ALIGNMENT**

Council’s Strategic Plan Focus Area(s) supported by this initiative:

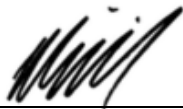
- Community Health & Wellbeing: *To improve the health and wellbeing of people who live, work, and play in the Town.*

**ALTERNATIVE OPTIONS**

If Council chooses to not approve the staffing increase with associated budget, staff should be directed to report back to Council with recommendations for reduced service levels that meet current staffing capacity of the Parks Department.

**APPROVALS**

Report respectfully submitted by Rob Dickinson, Director of Infrastructure Services.



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Rob Dickinson, Director of  
Infrastructure Services  
*Report Author*



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Lou Varela, MCIP, RPP  
Chief Administrative Officer  
*Concurrence*



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Raj Hayre  
Director of Finance  
*Concurrence*



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Agnieszka Warzybok  
Director of Human Resources  
*Concurrence*

**REFERENCES**

Attachment 1: TOWN OF QUALICUM BEACH, SERVICE LEVEL REVIEW 2024  
Parks Department November 20, 2024

Attachment 2: Scoping Sheet 25-HW-03 *Requests for Increased Service from the Parks  
Department*

# TOWN OF QUALICUM BEACH SERVICE LEVEL REVIEW 2024

Parks Department  
November 20, 2024



The recommendations contained within this memo are developed using findings from consultations, input from interview sessions and surveys, appropriate benchmarking, research, and analysis within the scope of the engagement, and was supported by the Brentwood Advisory Group's experience working with other local governments.

Any final decisions with respect to the recommendations contained in this report rest with elected representatives and management. The Town of Qualicum Beach should conduct its own due diligence and verification to ensure optimal outcomes in adopting and implementing any of the report's recommendations.

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## Executive Summary

The Town of Qualicum Beach continues to develop an organizational culture that targets and measures success and reports on achievements and challenges regularly. Good progress is being made.

Fully establishing service levels that are integrated with financial planning, strategic planning and the annual reporting and measurement cycle will provide clarity of purpose and tighten alignment of resources. This is a work in progress and improvements to administrative support, technical support and improved physical spaces will help capture efficiencies and improve service delivery in both the Operations and Parks Departments.

This review considered the Parks Department's structure, alignment, span of control, support and available capacity. This was considered in context with the significant inventory of parks assets maintained, the 2024 Parks Service Plan, Strategic Initiatives of Council and new service level requests.

The Department's overall structure within the organization is reasonable and well aligned, however there is a capacity gap which is impacting on the Department's ability to deliver the services at the level expected by the community. The potential for a significant retirement transition period is also approaching and short term overlap/backfill capacity is considered necessary to effectively transfer knowledge and establish a new leadership group in the Department..

### Conclusions:

1. The Parks Department's overall structure, alignment within the organization and supervisory spans of control are reasonable and consistent with other local governments. An internal realignment to create a more resilient lead hand structure is recommended and will require training and staff investment, as well as consideration of the Collective Agreement.
2. Capacity is needed to match the existing service plan with a full complement of staff. There is a current capacity shortfall of 2,000 hours or 1.2FTE needed to fully deliver the 2024 Parks Service Plan. Parks assets have gradually increased over time, and staff capacity has not kept pace. An additional 2,000 hours or 1.2FTE (\$120,000 per year) is required to match the existing service plan (22,600 hours) with a full complement of staff.
3. Short term overlap capacity for knowledge transfer prior to retirement is needed. It is crucial to ensure that there is adequate overlap capacity for historical operational knowledge to be captured and documented before long term employees retire. Providing an overlap of 6 months during this pre-retirement period will significantly help maintain stable operations. Staff will attempt to achieve this within the Town's 2025 operational budget when opportunities to adjust workplans occur.
4. Short term backfill capacity for sick/medical/restricted duty/turnover is needed. The Department is not able to operate at full employee complement due to sick/medical/restricted duty accommodation and turnover experience. This has significantly impacted available staff capacity in 2023 and 2024. An additional 0.5FTE of short term staff capacity is anticipated to be needed temporarily in 2025 to backfill this gap. Staff will also attempt to achieve this within the Town's 2025 operational budget when opportunities to adjust workplans occur.



5. Administrative support needed. Administrative support is absent or indirect which results in the Director, Operations Manager, Parks Foreperson and outside employees spending time on administrative tasks that should be handled by an administrative support position.

A full time 1.0FTE administrative position (\$80,000 per year) is the minimum needed to support an Operations and Parks Department of this scope. The funding for this could be reallocated internally from the deferred Engineering Technician Position without need for additional budget. Should an Engineering technician be required in a future year, staff will seek to reduce the engineering consulting budget within the capital program to offset the cost of the internal position.

6. Future Capacity needed for new community service level requests and Strategic Initiatives. Looking forward, staff capacity is also needed to implement new community service level requests and the Strategic Initiatives of Council. An additional 0.8FTE of new capacity (\$80,000 per year) is required to implement these requests and Strategic Initiatives over the next two years and this can be considered during the annual financial plan process.

Importantly, when a retirement occurs a reassessment of required hours would also occur, and a position would not automatically be filled without review and workplan consideration.

The addition of this operational and administrative capacity, combined with flexibility from temporary backfill support, will allow the Department to implement the community requests for new service levels and the Council's Strategic Initiatives, catch up on the maintenance tasks they are currently not able to keep up with, and begin to fully deliver the current levels of service in the service plan.

Operating at full complement with one time overlap support will also assist with succession in the Department as retirements occur, help with knowledge transfer from long term employees and allow for ongoing supervision during periods of turnover and leave.

Looking forward, any new community service level requests and Council Strategic Initiatives could be more effectively managed through introduction of a policy that supports good governance by focusing consideration of all service requests at one time each year during the Annual Strategic Planning and/or Annual Budget processes, where the requests can be compared and considered in context with the Parks Service Plan, budget and staff capacity.

## **Recommendations:**

Recruiting with retirement succession in mind suggests that this capacity gap be filled by advancement/recruitment of employees that have the potential to support the leadership of the Department in the future. It is proposed to accomplish this through the addition of the equivalent of two Utility positions, to achieve current service levels and increases to service.

In addition, providing temporary overlap and backfill capacity to allow for knowledge transfer and the documentation of operating procedures will help ensure a smooth transition during periods of retirement transition. Staff will attempt to achieve this one-time increase for overlap and backfill capacity within the Town's 2025 operational budget; a value of \$85k has been assigned in the following table without a corresponding budget request.

Balancing staff capacity with the Parks Service Plan and providing administrative support is key to the achievement of service levels, bridging retirement transition periods and managing constraints of sick/medical/restricted duty/turnover experience.

Total Request 2.0FTE Ongoing	Purpose	Budget Request \$200,000 Ongoing	New Hours 3,350 Ongoing 1,600 One Time
1.2FTE	Increased capacity to match the existing service plan.	\$120,000 (Tax Impact)	2,000 hours
0.8FTE	Required to implement new community service level requests and Strategic Initiatives, provide temporary backfill coverage while those initiatives are implemented.	\$80,000 (Tax Impact)	1,350 hours
0.5FTE of Overlap	One time overlap capacity of 6 months at a Utility level for knowledge transfer and procedures documentation by key positions prior to retirement.	\$50,000 (No Tax Impact) Funded from within the Town's 2025 Operating Budget	800 hours
0.5FTE of Backfill	One time backfill capacity of 6 months at Labourer level for sick/medical/restricted duty/turnover capacity gap.	\$35,000 (No Tax Impact) Funded from within the Town's 2025 Operating Budget	800 hours
0.5FTE of Administrative Support	A 1.0 FTE Administrative position is required to support Parks and Public Works. (50% for Parks).	\$0 increase (No Tax Impact) Budget reallocated from the Engineering Technician position previously approved by Council	800 hours or 50% of 1.0FTE

The introduction of the Service Level Policy in Q4 2024 and the additional staff capacity in Q1 2025 will require additional ongoing funding of \$200,000 per year. Costs for overlap and backfill are proposed to be funded within the Town's 2025 operational budget when opportunities to adjust workplans occur.

Sincerely,



Paul Murray  
Brentwood Advisory Group



Ruth Malli

## Background

### Parks Assets

The parks system includes a significant amount of green space, forested areas, trails, playgrounds, garden beds, street and park trees, and structures:

Turf Class 1	9,200 m <sup>2</sup>	Garden Beds – Annual	200 m <sup>2</sup>
Turf Class 2	28,200 m <sup>2</sup>	Garden Beds - Mixed	3,800 m <sup>2</sup>
Turf Class 3	42,700 m <sup>2</sup>	Garden Beds – Shrubs	11,000 m <sup>2</sup>
Trails	24 km	Garden Beds - Hedges	1,750 m <sup>2</sup>
Heritage Forest Area	19 ha	Civic Centre Forest Area	38 ha
Street and Park Trees	630	Playgrounds	2
Hanging Baskets	122	Skate Parks	1
Street Planters	20	Benches & Picnic Tables	235
Cemetery	1		

Over 280 hectares of parks and green space are maintained and available to the community including:

Christleton Park	Yambury Park
General Money Park	Valhalla Grounds
Community Parks that contain 6 ball diamonds, soccer pitches and cricket fields	Playgrounds at Community Park and Christleton Park
Glassford Square	Skate Park
Grandon Creek Trail	Tennis Courts
Heritage Forest	Off Leash Dog Parks
Jubilee Park	Rain Garden
Miraloma Park	Seaside Nature Park
Seacrest Park	Waterwise Park
Saahtlam Park	

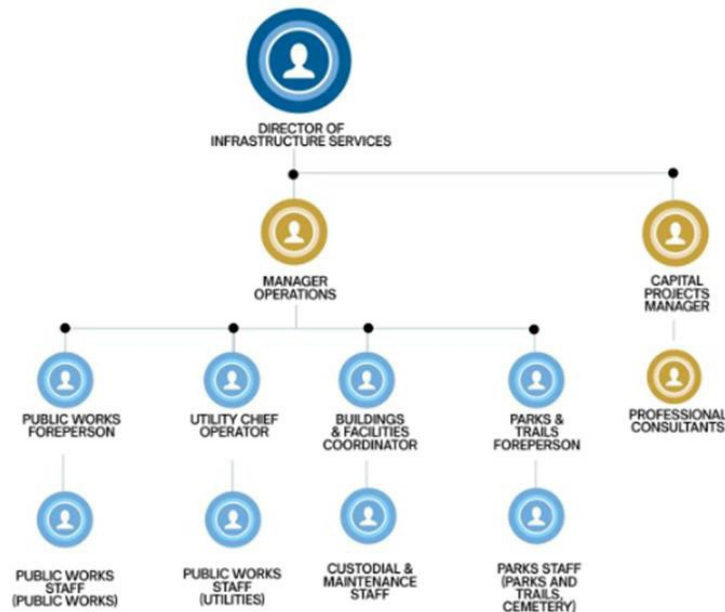
### Parks Service Levels and Reporting

The Department continues to operate at less than full capacity for a variety of reasons including a gradual increase in park inventory that has not been matched with an increase in employees, sick time and leave experience, WorkSafe related injury management and increased employee turnover. Temporary support is in place for the 2024 season using contracted resources to maintain the Firehall, Raingarden and Living Wall areas.

With introduction of the Service Plan in 2023, staff began to broadly estimate how the service levels were being achieved. This is a work in progress and continues to improve; more effort will be required to provide more accurate achievement indicators in 2025. This requires more specific time coding by employees and a shift in capacity for the supervisors to assess the level of service being provided. An updated time coding system is being developed and this will be introduced in 2025.

## Parks Department Current Structure, Operations Leadership Alignment

The Parks Department is an integral component of the Operations Department which is responsible for all built and natural infrastructure, utilities, cemetery and capital project delivery.



**Leadership Alignment:** Through an earlier stage of this review process, a decision was made to proceed with the recruitment of a Director of Infrastructure to centralize leadership of Operations (Engineering, Parks, Transportation, Utilities, Facilities and Fleet). This has been completed and responsibility for Airport operations has been separated and is now provided by a manager reporting to the CAO. Asset management is now a shared responsibility of the Director of Finance and the Director of Infrastructure. Operations Leadership has been streamlined as a result.

These changes mean that there is now a single point of responsibility for municipal natural and built infrastructure services, reporting to the Chief Administrative Officer.

**Supervisory:** Operational supervision is provided in the field primarily by the Parks Foreperson. There is minimal backup support available during times of absence or sickness, and this can affect the provision of services. To mitigate this risk, consideration is being given to improving the internal structure of the Department to build Lead Hand support.

**Administrative and Technical Support:** There is no dedicated direct administrative support position for Operations. Indirect administrative support has been provided for some years through the Corporate Services administrative pool and this is unusual for an organization of this size and scope. Of more importance, this can syphon away valuable capacity from management to resolve more complex issues.

For several years engineering technical support for Operations has been provided on a contractual basis by professional engineering firms, particularly for capital project delivery. This was reviewed and direction taken to shift back toward internal engineering staff support. A new Engineering Technician position was approved, and several attempts were made to recruit without success.

## Health and Safety

Addressing the challenges posed by an ageing workforce is a critical aspect of the organization’s safety approach. Safety initiatives are focused on raising awareness and promoting a proactive approach to injury prevention. Development of a comprehensive Return-to-Work Program framework has recently been successfully started, marking a significant milestone in safety efforts. This is a complex program that will take many months to be fully developed and implemented, with results anticipated over the next few years. The organization continues advancing a safety culture, driven by the need to enhance workplace safety and meet regulatory compliance.

## Staff Capacity - Last Ten Years

Staff capacity to provide park services has remained consistent at the equivalent of approximately 12 full time employees after being reduced in 2013/2014, with the occasional student supplement funded by grant programs. In 2024, 0.7FTE or 1100 hours was added.

## Service Plan Capacity Demand - Last Ten Years

New Parks inventory have been added over the last ten years and the capacity needed to maintain these areas is the equivalent of approximately 2.0FTE. Note - Staff have proposed an increase in 2025 budget, for 2.0FTE to address existing levels (1.2FTE) and additional service requests (0.8FTE). Annual review of work allocation and staff capacity will be required, recognizing the gap may continue between an expanding inventory of assets and available staff hours.

Year	Location	Service Level	Increase in Hours
2014-2024	Various trails – short section, school connector	Trail <sub>1,2</sub>	260
2015	Fire Hall – beds, entrance, parking lot perimeter	GB <sub>3</sub>	390
2017	Saahtlam Park		100
2017	Laburnum/Claymore wet pond and landscape areas		220
2017	Chartwell waterwise garden		250
2018	Rain Garden		750
2018-2022	Memorial Roadside Beds (Friendship, Bus Garage, Village Way and Corridor)	GB <sub>1</sub>	410
2018-2022	Memorial and 1 <sup>st</sup> Ave Garden Bed & Sidewalk	GB <sub>2</sub>	160
2018-2022	Memorial North Roundabout	GB <sub>3</sub>	230
2018	Faye Smith Pavilion / Seaside Nature Park		100
2023	East Village trees. baskets, sidewalk	Tree <sub>2</sub> , GB <sub>1</sub>	160
2023	Cemetery Columbarium niche		80
2022-2023	Assumed beds maintained by volunteers & offset others	GB <sub>3</sub>	0
<b>2023-2024</b>	Street trees & boulevard 1 <sup>st</sup> Avenue, Berwick and Eaglecrest	Tree <sub>2</sub>	0
	Total Increase in Hours to Maintain		3,100

## Physical Spaces

Employees operate out of four facilities: The Town Hall, The East Public Works Yard, Jones Street Parks Yard and occasionally the Fire Hall. The East Public Works Yard and Jones Street Parks Yard do not fully meet current health and safety standards or the needs of a modern, efficient workplace and are expected to be replaced. The Workplace Modernization Facility is budgeted within the 2024-2028 Financial Plan and preliminary site assessments are underway.

## Discussion

### Current Service Level Demand and Staff Capacity

A capacity pinch point is evident in the Parks Department. There is high demand for park services from the community and staff levels have not increased until recently when in 2024 0.7FTE seasonal student support was funded. Parks staff should be congratulated on doing an excellent job to manage an extensive inventory of community assets with constrained capacity.

With introduction of the Service Plan in 2023, staff began to broadly estimate how well the service levels were being achieved. The level of achievement was likely overoptimistic during that time period given the lack of capacity to implement more accurate time coding. This is a work in progress and continues to improve, with more accurate achievement indicators to be implemented in 2025. This requires more specific time coding by employees and a shift in capacity for the supervisors to assess the level of service being provided. An updated time coding system has been developed and this will be introduced in 2025.

The 2024 Parks Service Plan approved in the 2024 Financial Plan is based on a full complement of 12.9 FTE comprised of permanent and seasonal employees, or 20,600 hours.

In 2023 the thumbnail performance indicators show that Turf Class 3 was not fully achieved (70%) and Garden Beds 3/4/5 and 6 were similarly not fully maintained, ranging from 70% achieved in Service Level 1 areas down to 20% Achieved in Service Level 4 areas. Tree maintenance in many of the areas were also not fully achieved, especially in the neighbourhood (35%) and natural landscape (35%) areas. Staff have optimistically targeted in the current Service Plan to improve tree maintenance back to 100% achieved levels in 2024 with reduced levels in Garden Beds 3/4/5.

This service gap reflects the current shortfall in capacity. Actual achievement levels in 2024 and 2025 will be further impacted by the higher level of Medical/WorkSafe/LTD time and turnover being experienced at the moment. It is quite likely that service level targets will not be fully achieved in 2024 and possibly 2025 in some areas.

To return Garden Beds 3/4/5 and Turf 3 targets to the '100% achieved' level a total of 22,600 hours is needed or an additional 2,000 hours or 1.2 FTE in staff capacity required. Additional temporary support will also be needed to backfill the Medical/WorkSafe/LTD time and improve actual service level results.

Alternatively, the lower Service Levels achieved in 2023 could simply be accepted for 2025 and the 2025 Parks Service Plan for Trees, Garden Beds and Turf adjusted downward to match. This would avoid the need to increase capacity by 2,000 hours or 1.2FTE but given the high demand for Parks services and desire of the community to maintain the previous service standards this was not pursued as an option for consideration by Council.

**2024 Parks Service Plan:**

**Capacity needed = 22,600 hours**

**Capacity Funded = 20,600 hours**

Service Plan		2023 Actual	2024 Plan	2024 Hours
Employees		12.2	12.9	14.1
Public inquiry/complaint (non-urgent)	1 day response	70%	100%	80%
Administration	New		1,900	1,900
Training	New		300	300
Turf - Class 1 (Lawn) sports fields, high profile building sites in downtown core - Town Hall, Leigh House, Old School House, Clock Tower, Civic Center and Beach Road Knot Garden	Service Level 1 (Well groomed) or 2 (Groomed)	100%	100%	1,000
Turf - Class 2 (Grass) Large suburban sites, public areas, large facilities with park like conditions, industrial sites that are irrigated.	Service Level 3 (Moderate) or 4 (Open Space/Play)	100%	100%	800
Turf - Class 3 (Rough Grass) Rural sites, verges or runway, farms, highway rights-of-way, temporary grass. Not irrigated.	Service Level 5 (Background and Natural) or 6 (Service and Industrial)	70%	80%	800
Garden Beds - Town Hall, Spirit Square, Friendship Garden annual bed, downtown planters and hanging baskets	Service Level 1 Well Groomed	70%	100%	700
Garden Beds - Airport, Cemetery, Civic Centre, GM Park, Waterfront Park, Memorial Avenue Bike Path, Clock Tower Square and all other downtown core planting beds and traffic nodes	Service Level 2 Groomed	70%	100%	1,800
Garden Beds - Firehall, Faye Smith Pavilion, Memorial and West Crescent Raingarden, Memorial South Roundabout, Village Way & Hwy 19A, Neighbourhood Cul de sacs	Service Level 3 Moderate	50%	60%	1,800
Garden Beds - Established neighbourhood Cul de sacs and pumphouse locations	Service Level 4 Open Space/Play	20%	80%	1,300
Garden Beds - Miraloma Park West, Eagle Ridge Entrance north, Hemsworth Road along Heritage Forest, Beach Access	Service Level 5 Background and Natural Areas	50%	60%	1,100
Garden Beds - Fern Road Public Works hedge	Service Level 6 Service and Industrial	75%	100%	1,100
Trees - Downtown Core	Tree Service Level 1	75%	100%	600
Trees - Public Parks and Buildings	Tree Service Level 1	75%	100%	600
Trees - Memorial Avenue South	Tree Service Level 2	75%	100%	400
Trees - Neighbourhoods	Tree Service Level 3	35%	100%	700
Trees - Native and natural landscapes	Tree Service Level 4	35%	100%	700
Trails - Beachfront Walkway	Trail Service Level 1	100%	100%	100
Trails - Urban Hard Surfaces	Trail Service Level 2	80%	100%	200
Trails - Urban Soft Surfaces	Trail Service Level 3	80%	100%	100
Trails - Nature	Trail Service Level 4	90%	100%	100
Leaf Pickup	Seasonal program	Achieved	100%	1,100
Wood Chipping	Spring & Fall Program	100%	100%	1,300
Event Support	12 events per season	100%	100%	800
Facility Support	Maintenance as required	Achieved	100%	1,500
Cemetery		100%	100%	200
Graffiti	Removal or cover within 7 days	100%	100%	200
Benches and Picnic Tables	Maintain	100%	100%	100
Parks Garbage Containers	Serviced weekly	100%	100%	200
Irrigation Systems	Maintain	100%	100%	1,100

## Health and Safety, Workforce and Work Environment

The Parks Service Plan is managed on a day to day basis by the Operations Manager and Parks Foreperson with no direct administrative support. Field support for the Parks and Trails Foreperson is provided by Parks staff.

Post pandemic workforce culture continues to change, and this also reflects the dynamic of an ageing workforce, generational change and higher levels of employee turnover. For example, the organization's ability to retain seasonal employees for a full season is becoming more difficult. The Town's workforce is ageing, similar to many others, and it is anticipated that up to 49% of the entire organization will be eligible to retire within the next five years. Knowledge transfer and succession planning coverage will be a key focus for the organization during this time.

Statutory, WorkSafe and other regulatory changes continue to significantly impact operations such as WorkSafe requirements for minimum staff on site, First Aid and traffic control.

The combined effect makes for a significantly more complicated environment to maintain operations at near full capacity year round. Temporary one time backfill support of 0.5FTE would provide the necessary capacity to manage service levels during the period of transition.

## Administrative and Technical Support

Indirect administrative support has been provided to the Operations Department and the Parks Department through the Corporate Services administrative pool on a request basis. Indirect support is not as effective as a direct position physically located in the Department that reports to the Director or Operations Manager. This can result in senior leadership staff spending time on routine administrative tasks that may be more cost effectively provided with direct administrative support. Of more importance, this potentially also can syphon away valuable capacity from management of more complex issues.

Approximately 0.5FTE of administrative support is needed for Parks and this could be provided through the introduction of a full time administrative position that would also support the rest of the Operations Department. Reporting to the Manager of Operations, the position would be a critical first point of public contact for the Operations Department, providing administrative, purchasing and financial support and bring a customer focused service presence for the public.

Indirect engineering technical support has been provided on a contractual basis by professional engineering firms as needed, particularly for capital project delivery. No engineering technical support staff positions existed that could provide direct technical support for Parks and the rest of Operations.

Direction was taken to shift back toward internal engineering staff support and gradually move some from contracted resources in this area. A new Engineering Technician position was approved for 2024; however the recruitment process is proving difficult and currently no suitable candidates have been found, despite multiple postings. Given the need to provide administrative support for both Operations and Parks it is proposed that the hiring of the Engineering Technician Position be deferred and the funding approved for that position reallocated for the administrative support position.



### New Service Level Requests

In addition to the 2024 Service Plan shortfall, there are currently six Service Level Requests/Strategic Initiatives that have not been considered for the Parks Service Plan. The capacity needed to support these is a minimum of 0.8 FTE and could increase depending on approach taken to implement the Community Wildfire Resiliency Plan.

Year	Source	Location	Service Level	Increase in Hours Per Year	Comments
2025	SP8.1	Saahtlam Park	Turf1 and GB2	200	Implementation of the Park Plan being developed
2025	SP8.4	Community Wildfire Resiliency Plan and Fuel Management Prescription Plan Implementation	Increase in service level to meet Plan standard	900	*Fuel Management Prescription Plan - managing fuel along trails, including dead and dry grasses and increased fuel load management.  *Residential FireSmart - yard debris management requiring additional support and education. Increased hosting of cleanup days/volunteers/groups.  *Could increase to 1800 hours or 1.0FTE to fully implement.
2024	Request	Chartwell	GB3	100	Entrance area maintenance.
2024	Request	Eaglecrest	GB3	100	Entrance area maintenance.
2024	Request	Train Station	Turf2	50	Adjust mow and begin collecting clippings.
		Total Annual Hours		1,350*	

*\*These hours reflect the recent Committee of the Whole recommendation to reduce the operational impact of installing a Town managed Pump Track (Nov 1, 2024).*

In the future, ongoing assessment of service levels and the capacity needed to provide them is recommended to occur through the Annual Budget and Strategic Planning process, and a policy approach to manage future service levels in all areas of Operations is recommended that follows this approach.

## Conclusions

As noted in the last service review update, the development of an organizational culture that targets and measures success and reports on achievements and challenges regularly continues to progress well.

Fully establishing service levels that are integrated with financial planning, strategic planning and the annual reporting and measurement cycle will provide clarity of purpose and tighten alignment of resources. Providing support capacity and improvements to physical spaces will also capture efficiency and improve service delivery.

The Parks Department is structured and aligned appropriately within the Operations Department. Leadership has been centralized to a single point of responsibility (Director) supported by a Manager of Operations and Parks Foreperson. Spans of responsibility are also generally reasonable, and consideration of implementing a Lead Hands structure is occurring with the recognition that staff training would be required..

- *No significant change in structure, alignment or spans of responsibility is required.*
- *Internal position restructure to provide lead hand support and training focus.*
- *Continuing to work toward improved facilities for the Operations Department will provide an opportunity to deliver services more efficiently, coordinate critical response more quickly and streamline resources and equipment sharing.*

The Department does not have the level of available capacity to fully achieve the 2024 Parks Service Plan, the new service requests that have been made by the community this year and the Strategic Initiatives of Council. Adding to this capacity constraint, recent health and safety experience, an ageing workforce, changing workforce dynamics and retirement transition will also be key in the near term. Overlap support for knowledge transfer and training is important.

There is a gap in total staff capacity of 2.5FTE and 1.0FTE in temporary backfill and overlap support:

- *1.2FTE to match the existing service plan with a full complement of staff (budget increase).*
- *0.8FTE to implement new community service level requests and strategic priorities (budget increase).*
- *0.5FTE of administrative support is the minimum needed to support this department (no budget impact; reallocation of existing budget for engineering technician).*
- *0.5FTE or 6 months of one time term overlap support during retirement transition (no budget impact; overlap to be achieved within the Town's operational budget).*
- *0.5FTE or 6 months of one time staff capacity to backfill sick/medical/restricted duty/turnover (no budget impact; backfill to be achieved within the Town's operational budget).*

The addition of this capacity will allow the Department to implement the community requests for new services and Council's Strategic Initiatives, catch up on the maintenance tasks they are currently not able to keep up with and begin to fully deliver the current levels of service in the Service Plan.

Operating at full staff complement with overlap support will also bring the added benefit of assisting with succession in the Department as retirements occur, help with knowledge transfer, and provide support during periods of turnover and leave.

Looking forward, community service level requests and Council Strategic Initiatives could be more effectively managed through introduction of a policy that guides governance and focuses consideration of all service requests and capacity each year during the Strategic Planning and Annual Budget processes.

## Recommendations:

1. Approve a 1.2 FTE Utility position This will be a budget impact of \$120,000 or equivalent of a 1.0% property Tax Increase in 2025, if approved.
2. Approve a 0.8FTE Utility level or equivalent position in Q1 2025 to implement the community service level requests identified through 2025 Strategic Planning and to provide capacity to implement Strategic Initiatives of Council such as Saahtlam Park and Wildfire Resiliency. This would be a budget impact of \$80,000 or the equivalent of 0.7% property tax increase in 2025, if approved.
3. Approve an Administrative Support 1.0 FTE position in the Operations and Parks Department in Q4 2024 at no additional budget impact. Defer the hiring of the Engineering Technician position and reallocate that budget to ensure no direct budget impact.
4. Approve Policy 3000-22 Requests for New or Increased Service for service level management in open Council meeting.
5. Direct staff to review and report back on the status of Parks Capacity during the 2026 budget processes.

Sincerely,




Paul Murray

Brentwood Advisory Group



Ruth Malli

	<b>Town of Qualicum Beach Policy Manual   DRAFT</b>
	<b>Subject: Requests for New or Increased Service</b>
	<b>Policy Number: 3000 - 22</b>

**PURPOSE** The purpose of this Policy is to establish a process for considering requests to deliver new or increased Service, through either a change in operational practice or provision of a Capital Asset. Such Services may be provided entirely by the Town or in partnership with a Community Organization or Group and, unless considered Minor in Nature, will be a decision of Council.

**CONTEXT** Council governs for the public interest of the community while managing competing interests. By directing requests for new or increased Service to the Strategic Planning and/or annual budget processes, Council can consider such requests in the context of the total requests received, budget, and staff capacity. It is understood that all municipal projects, whether Town led or not, require some level of staff support and may impact capacity depending on nature and scope. In this context, Council may determine to increase or reduce levels of service accordingly.

**DEFINITIONS**

- **Town:** means the Town of Qualicum Beach.
- **Employees:** means both unionized and exempt employees of the Town.
- **Community Organization or Group** means legally constituted, incorporated non-profit organizations including, but not limited to, community associations, sports organizations, or clubs.
- **Capital Asset** Capital Assets are those with a total project cost in excess of \$10,000, regardless of funding source, with a useful life of two or more years.
- **Service** a Service is an operational practice or provision of a Capital Asset.
- **Service Request** means a formal Service Request for a new or increased Service, either operational practice or Capital Asset, received in writing by the Town.
- **Service Request Proposer** means a member of the public, a Community Organization or Group, a Town employee, or an individual member of Council.
- **Service Request - Urgent** means a Service Request that responds to an imminent or pending risk to health, life or property that requires immediate attention.

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- **Service Request - Minor in Nature** means a Service Request that is achievable within a department's existing work plan and budget, with a total project cost of less than \$10,000 and/or which requires 35 hours or less of staff time.

## **POLICY**

1. Council prioritizes initiatives and allocates resources (staff time and budget) for both operational practice and Capital Assets during the Strategic Planning and/or annual budget processes.
2. This Policy is applicable when the Town is requested to deliver a new or increased Service, either operational practice or Capital Asset, which is not included in the current annual budget or relevant department workplan. Service Requests may include the proposal for the provision of a Service by a Community Organization or Group, either independently or in partnership with the Town.
3. Community Organizations or Groups wishing to partner with the Town in delivering a Service must be legally constituted, incorporated non-profit organizations such as community associations, sports organizations, or clubs.
4. Service Requests must be made in writing and include: a clear description of the desired Service; a proposed timeline (i.e., start/end date, ongoing, intermittent); and indicate if the Service is expected to be provided solely by the Town or in partnership with a Community Organization or Group. If a partnership is proposed, the Service Request must include the level and duration of support to be provided by the Proposer.
5. Each Service Request proposal will be considered based on feasibility, staff capacity, budget, and alignment of the proposal with the Town's Strategic Focus Areas and relevant long-term plans.
6. Service Request funding is subject to approval within the Town's annual budget process, unless considered Minor in Nature or deemed to be Urgent by Council.

### **Annual Review Process**

7. To prioritize Levels of Service while effectively managing staff capacity, budgets, and department workplans, requests for new or increased Service will be compiled by staff and considered collectively by Council during the Strategic Planning and/or annual budget processes, unless considered Minor in Nature or deemed to be Urgent by Council.

### **Requests Considered Urgent**

8. If a Service Request is considered Urgent (representing an imminent or pending risk to health, life or property that requires immediate attention), the Service Request may be considered by Council outside of the annual budget process on an individual basis, with a resulting Financial Plan amendment if required.

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9. Some service requests may require in-camera meetings outside of the annual budget process if they involve topics falling under Section 90 of the *Community Charter*, such as the acquisition/disposition of land or labour relations.
10. The Town applying for a grant application that advances initiatives already identified in the five-year financial plan may be considered Urgent.

**Requests considered Minor in Nature**

11. If the Service Request is considered Minor in Nature (achievable within a department's existing work plan and budget, with a total project cost of less than \$10,000 and/or which requires 35 hours or less of staff time), the Director of the responsible department may be authorized by the Chief Administrative Officer (CAO) to work with the Proposer to confirm requirements and approve the minor Service Request outside of the annual budget process and without Council resolution.

**New or Increased Operational Services to be Provided Entirely by the Town**

12. A Proposer who is considering submitting a Service Request should discuss the proposal with the Director, or designate, of the responsible department. The Director, or designate, will provide advice and guidance on the process to follow, depending on the nature and scope of the proposal.
13. If the Service Request is for an increase to an existing Service or the introduction of a new Service provided solely by the Town, the Service Request will be referred to the Strategic Planning and/or annual budget processes for Council's consideration with all other Service Requests, unless considered Minor in Nature or deemed to be Urgent by Council.
14. Service Requests must be submitted in the summer of the year prior to commencement or implementation of the planned Service and must be received no later than August 31<sup>st</sup> to be considered for the following year's Strategic Planning and/or annual budget processes.

**New or Increased Services that Include a Capital and/or Partnership Component and which Cost More Than \$10,000 or Require More Than 35 hours of Staff Time**

13. Service Requests that include a partnership component or that require a significant financial contribution from the Town, must be supported by a business plan demonstrating the long-term viability of the new or increased Service. The Proposer may also be required to present their business plan to Council for approval in principle. The presentation to Council should include at minimum:
  - A description of the Service Request proposal, its benefit to the community, including reference to community master plans if applicable, and any potential environmental impacts.
  - An estimated initial capital budget, including all funding sources and any financial assistance requested from the Town.

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- An estimated ongoing operating budget, including how the project will be operated and/or maintained over the long-term and by whom (i.e., Town or partner).
- An estimate of the impact on Town staff capacity (working hours), both immediate and long-term.
- An estimated timeline for the Service (i.e., start/end date, ongoing, intermittent).

The presentation may also include:

- A conceptual drawing and a site plan if a Capital Asset is included.
- A detailed fundraising plan.
- A public engagement plan if required by Council.

14. If Council determines that the new or increased level of Service proposal (partnership and/or capital over \$10,000 or 35 hours of staff time) is in the public interest and helps to achieve the goals of the Town, Council may provide an approval in principle and direct staff to work with the Proposer to develop a formal agreement outlining the process, budget, Town staff and other resources required. In addition, detail is required for explanation of how the proposal aligns with the Town's Strategic Focus Areas and relevant long-term plans.

15. Should a formal agreement be developed, the agreement will be considered by Council for final approval, generally during the Strategic Planning and/or Annual Budget processes.

### **Responsibility**

Council and Town of Qualicum Beach staff.



# TOWN OF QUALICUM BEACH

## MEMORANDUM

**TO:** Lou Varela, Chief Administrative Officer

**FOR:** Regular Council Meeting

**DATE:** November 20, 2024

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

**SUBJECT:** **Award of Contract for Design and Preparation of Construction Cost Estimates for a future project titled “Little Qualicum River Riverbank Stabilization Project”.**

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### **RECOMMENDATIONS:**

THAT Council awards the contract for design and preparation of construction cost estimates, for a future project titled “Little Qualicum River Riverbank Stabilization Project”, to Northwest Hydraulic Consultants Ltd. in the amount of \$91,881, excluding GST.

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### **PURPOSE**

For Council to consider awarding the contract for design and preparation of construction cost estimates for the Little Qualicum River Riverbank Stabilization Project to Northwest Hydraulic Consultants Ltd (NHC).

### **BACKGROUND**

Over the past three years, staff have been monitoring shifts in the Little Qualicum River channel, adjacent to the Town’s River Wellfield, where a significant amount of riverbank has eroded.

In March 2024, staff applied for a \$125,000 Disaster Risk Reduction Climate Adaptation grant through the UBCM Community Emergency Preparedness Fund to design a stabilization plan and prepare construction cost estimates for the projected titled Little Qualicum River Riverbank Stabilization Project.

On September 11, 2024, at a regular meeting of Council, Council passed the following motion: *“THAT Council authorizes early budget approval of \$125,000 in the 2025-2029 Financial Plan to complete the design of the Little Qualicum River Riverbank Stabilization project, in anticipation of a successful grant application through the UBCM Community Emergency Preparedness Fund.”*

The Town received notification that it was successful in receiving the grant on September 18, 2024.



## **DISCUSSION**

The Little Qualicum River Riverbank Stabilization Project includes two major components:

1. An assessment and preparation of design and cost estimates for riverbank erosion prevention measures along the 120-metre section of Little Qualicum River riverbank adjacent to the Town's River Wellfield where erosion is taking place; and
2. Assessment of the 250-metre section of riverbank between the area that is currently experiencing erosion and the area upstream where the Town was required to implement erosion protection measures approximately 15 years ago. For a map outlining these locations, see Attachment 1 at the end of this report.

The information gathered through this contract award will be used to apply for future grant funding to implement the proposed erosion protection measures.

On October 3, 2024, Request for Proposal (RFP) documents were prepared for the first phase of the project and distributed to five local hydrotechnical engineering firms qualified to complete the assessments, design and preparation of construction cost estimates. The RFP closed on October 23, 2024, with one proposal received. The outcome is that staff recommend proceeding with the proposal received by NHC at a cost of \$91,881, excluding GST.

Upon approval from the Town to proceed, NHC will begin their assessment immediately and project completion of the final design with cost estimates is anticipated for July 2025.

## **FINANCIAL IMPLICATIONS**

The proposed 2025 expenditure budget for the assessment, design and preparation of construction cost estimates of the Little Qualicum River Riverbank Stabilization Project is \$125,000.

The price received by NHC to complete the project is \$91,881 leaving a sufficient balance of \$33,119 for other anticipated soft costs such as surveying, environmental consulting, and other engineering consulting services.

## **STRATEGIC PLAN ALIGNMENT**

Council's Strategic Plan Focus Area(s) supported by this initiative:

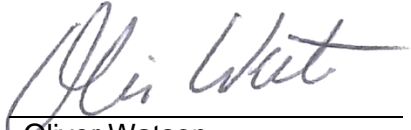
- Progressive Infrastructure: *To ensure infrastructure for energy, water, wastewater and storm water, solid waste, and multi-modal transportation is efficient and effective at advancing the Town's sustainability goals.*

## **ALTERNATIVE OPTIONS**

- 1) That Council request the reposting of the RFP seeking proposals for the assessment, design and preparation of construction cost estimates for the project titled Little Qualicum River Riverbank Stabilization.
- 2) That Council request staff to cancel the "Little Qualicum River Riverbank Stabilization Project."

**APPROVALS**

Report respectfully submitted:



Oliver Watson  
Capital Projects Manager  
*Report Author*



Lou Varela, MCIP, RPP  
Chief Administrative Officer  
*Concurrence*



Rob Dickinson  
Director of Infrastructure  
Services  
*Concurrence*

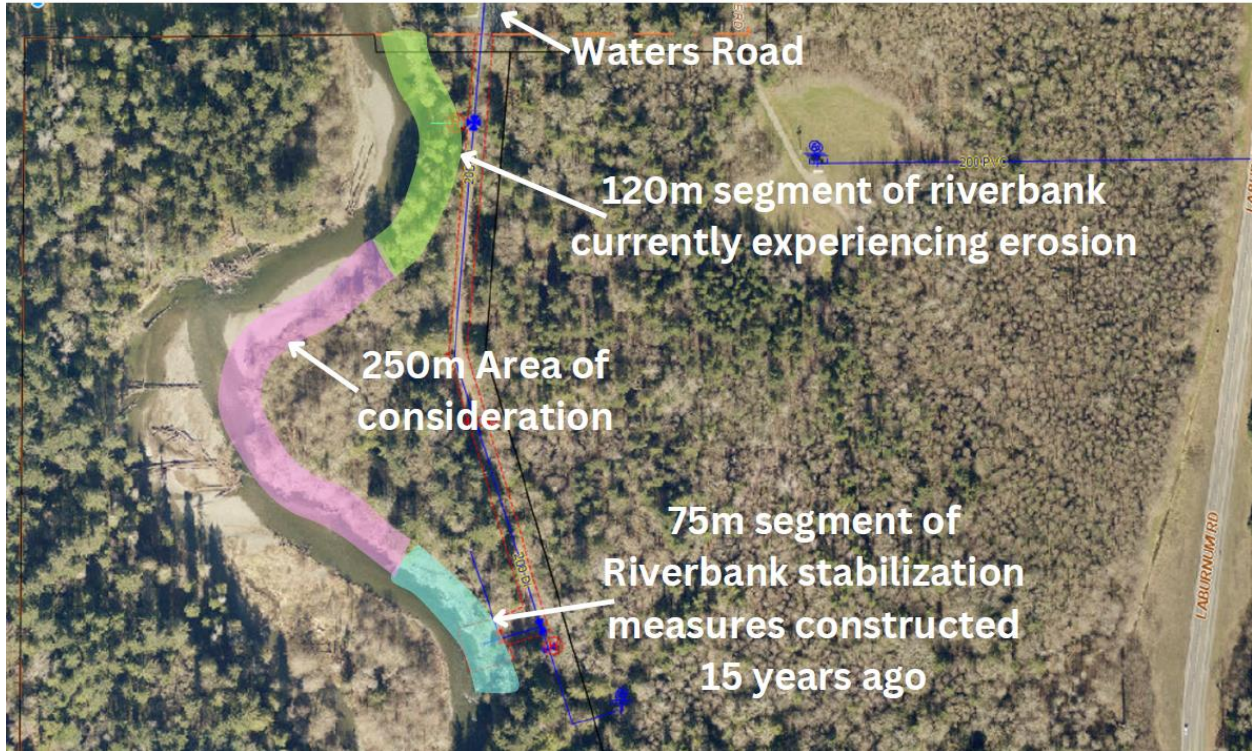


Raj Hayre  
Director of Finance  
*Concurrence*

**REFERENCES**

Attachment 1:                    Location of River Wellfield riverbank erosion map below

## Attachment 1. River Wellfield riverbank erosion map





# TOWN OF QUALICUM BEACH

## MEMORANDUM

**TO:** Lou Varela, Chief Administrative Officer

**FOR:** Regular Council Meeting

**DATE:** November 20, 2024

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

**SUBJECT:** **Waterfront Expansion Phase 2 Ditch Infill Parking Project Tender Award**

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### **RECOMMENDATIONS:**

THAT Council approves the award of the Waterfront Expansion Phase 2 Ditch Infill Parking project to Knappett Industries in the amount of \$523,900 excluding GST.

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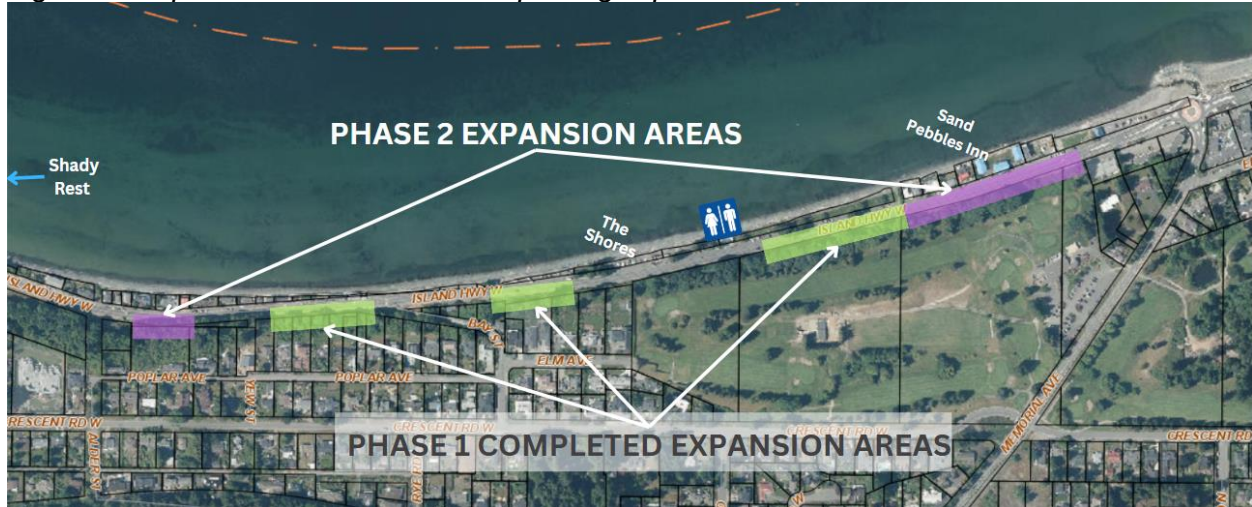
### **PURPOSE**

To request authorization from Council to award the construction project of the Waterfront Expansion Phase 2 Ditch Infill Parking project to Knappett Industries.

### **BACKGROUND**

- Phase 1 of the Waterfront Expansion Ditch Infill project was completed in the spring of 2023 and created approximately 53 parking spaces and over 370 metres of shared-use path.
- Phase 2 of the Waterfront Expansion Ditch Infill project includes two areas that were removed from the first phase due to insufficient funding. See Figure 1 for a map of both Phase 1 and Phase 2 parking expansion locations.
- The Waterfront Expansion Phase 2 Ditch Infill Parking project was included in the 2024-2028 Financial Plan with a budget provision of \$878,000.
- At the October 11, 2023, regular meeting of Council, Council passed the following motion: *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.*
- The Town was notified in March 2024 of the successful acquisition of grant funding for the lesser of 70% of project costs or \$500,000.

Figure 1. Map of Phase 1 and Phase 2 parking expansion locations



## DISCUSSION

The Waterfront Expansion Phase 2 Ditch Infill Parking project includes the construction of a parallel parking area with a shared use path along the south side of Highway 19A. The two locations include:

- 1) Just west of Rotary Park where approximately 60 metres of ditch will be infilled.
- 2) Across the road from the Qualicum Beach Oceanside Suites where approximately 210 metres of ditch will be infilled.

Both sections of the Phase 2 Ditch Infill Parking project are open ditches and posted with no-parking signs. The no-parking signs are in place because the shoulder is only wide enough for either vehicles to park, or pedestrians and cyclists, but not both. Once infilled, however, approximately 34 parking spaces, 2.4 metres in width, and over 270 metres of shared-use path 1.8 metres in width, will be created. See Figure 2 below for image of parking expansion sample layout.

A Site Alteration Permit is required before work commences. The Permit application for this project was submitted in November of 2023 and approval was received on September 18, 2024. Upon receipt, the project was posted for tender and closed on October 23, 2024. Eleven bids were received with the lowest bid received from Knappett Industries for \$523,900 excluding GST.

The BCAT grant stipulates that the project must be completed by March 31, 2025. However, given the inability for a contractor to finish the project by that date, the tender was issued with a completion date of June 30<sup>th</sup>, 2025. The Ministry of Transportation and Infrastructure has indicated confirmation via email to extend the grant deadline to June 30<sup>th</sup>, 2025, with formal approval anticipated in December. In the unlikely event that the Ministry does not formally approve this extension, a risk arises that between \$150,000 and \$250,000 in project work done from April 1 to June 30, 2025, would not be grant-covered. This risk would be mitigated by reprioritizing works within the 2025 Capital Plan.

Figure 2. Parking Expansion Sample layout



### FINANCIAL IMPLICATIONS

In March 2024, the Town was notified of its successful application for a grant from the BC Active Transportation Fund, amounting to the lesser of \$500,000 or 70% of the approved costs for the Waterfront Expansion Phase 2 Ditch Infill Parking project.

On October 23, 2024, the Town received eleven competitive bids for the construction of the project with the lowest bid being provided by Knappett Industries in the amount of \$523,900 excluding GST. The total cost including contingency and soft costs for project management, geotechnical, environmental and archaeological monitoring fees is \$737,000. The 2024 approved Capital budget for this project is \$878,000.

### STRATEGIC PLAN ALIGNMENT

Council's Strategic Plan Focus Area(s) supported by this initiative:

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

**ALTERNATIVE OPTIONS**

- 1) THAT Council provide alternative direction.

**APPROVALS**

Report respectfully submitted by:



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Oliver Watson  
Capital Projects Manager  
*Report Author*



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Lou Varela, MCIP, RPP  
Chief Administrative Officer  
*Concurrence*



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Rob Dickinson  
Director of Infrastructure  
Services  
*Concurrence*



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Raj Hayre  
Director of Finance  
*Concurrence*



# TOWN OF QUALICUM BEACH

## STAFF REPORT

File No. 1855.20.RVCFDET

**TO:** Lou Varela, Chief Administrative Officer

**FOR:** Regular Council Meeting

**DATE:** November 20, 2024

**FROM:** Peter Cornell, Fire Chief

**SUBJECT: UBCM Community Emergency Preparedness Fund – Fire Training Props**

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### RECOMMENDATIONS:

1. THAT Council authorizes the submission of a regional grant application to the Union of BC Municipalities (UBCM) 2024 Community Emergency Preparedness Fund: Volunteer & Composite Fire Departments Equipment and Training, for a total of \$120,000.
  2. THAT Council authorizes the Regional District of Nanaimo to handle the application process, receipt, and management of the 2024 Community Emergency Preparedness Fund: Volunteer and Composite Fire Departments, on behalf of the Town of Qualicum Beach.
- 

### PURPOSE

To support the application for UBCM funding for propane fire training props to be used to train firefighters in vehicle and garbage container fires, in collaboration with Coombs Hilliers Volunteer Fire Department and Dashwood Volunteer Fire Department.

### BACKGROUND

UBCM administers the Community Emergency Preparedness Fund provided by the Province of BC and offers a funding stream called Volunteer & Composite Fire Departments Equipment & Training. Under this program, local authorities can apply for funding to build the resiliency of volunteer and composite fire departments by purchasing new or replacement equipment and facilitating the delivery of training. Propane fire training props are considered an eligible project under the program and will increase the region's capacity to support emergency events.

The RDN is applying as the primary applicant for this regional grant, with sub-applicants being the Town of Qualicum Beach and the Dashwood Volunteer Fire Department. With the RDN being the primary applicant and local authority, they are eligible for \$40,000 in funding for Coombs-Hilliers. Qualicum Beach and Dashwood, as sub-applicants, are eligible for \$40,000 each. This brings the grant funding total to \$120,000 or 100% of the project cost.

In previous years, this grant funding stream has funded the following regional projects: a joint training facility, digital fire training screens, and wildfire response trailers. These regional projects have enabled each partnering fire department to access cost-effective fire training props and equipment near their fire protection area.



**DISCUSSION**

The propane fire training props use a control panel, a portable propane storage system and a burn pan to produce the heat and flames of a real fire, with the ability to start and stop it at any time. These props have the advantage of providing simulated training fires without burning wood or liquid fuels.

The propane fire training props are also scalable once the control console and burn trays are purchased. Training props that could be added in the future include aviation, pressurized vessels, electric motors, gas meters, and barbecue grills.

The Qualicum Beach Fire Station will house the propane training props and is centrally located to all three partnering fire services. This allows crews and apparatus to remain in service while training at the site. The props' size, portability, and versatility allow them to be moved to different training sites in the future.

The Qualicum Beach Fire Station and training grounds are used numerous times a week for local fire department training sessions. The grounds are also used multiple times a year for regional training, with the most recent example being in June 2024, when over 60 firefighters from throughout British Columbia and Washington State attended Nozzle Forward training.

Figure 1: Example of Proposed Fire Training Props



**FINANCIAL IMPLICATIONS**

The estimated cost for this project is \$120,000, which would be fully funded by the UBCM Grant that the RDN will be applying for on behalf of Coombs Hilliers, Dashwood and Qualicum Beach Fire Departments. The balance of the grant, beyond the cost of the propane fire props, will be used to send firefighters from the partnering fire departments to the 2025 Wildfire Resiliency and Training Summit.

**PUBLIC PARTICIPATION SPECTRUM (IAP<sup>2</sup>)**

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<ul style="list-style-type: none"> <li>• Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain feedback on analysis, alternatives, and/or decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Work directly with stakeholders to ensure concerns and aspirations are understood and considered</li> </ul>	<ul style="list-style-type: none"> <li>• Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions</li> </ul>	<ul style="list-style-type: none"> <li>• Final decision making in the hands of the stakeholders</li> </ul>

*Public Participation Framework developed by the International Association for Public Participation – IAP<sup>2</sup> International.*

**INFORM:**

- The public is informed through this staff report and presentation to Council.

**STRATEGIC PLAN ALIGNMENT**

Council's Strategic Plan Focus Area(s) supported by this initiative:

- **Good Governance:** *To govern for the public interest of our community while managing competing interests, ensuring availability of transparent and accessible information, fostering respectful public engagement, and demonstrating ethical values.*
- **Community Health & Wellbeing:** *To improve the health and wellbeing of people who live, work, and play in the Town.*

**SUMMARY**

The Town would like to support the RDN submission, receipt and management for the UBCM grant funding for Volunteer & Composite Fire Departments Equipment & Training under the umbrella of the Community Emergency Preparedness Fund. This funding will help build resiliency of our region's volunteer and composite fire departments.

**ALTERNATIVE OPTIONS**

1. THAT Council directs staff not to support a regional grant application to the Union of BC Municipalities'(UBCM) 2024 Community Emergency Preparedness Fund: Volunteer & Composite Fire Departments Equipment and Training.

**APPROVALS**

Report respectfully submitted by Peter Cornell, Fire Chief



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Peter Cornell, ECFO  
Fire Chief  
*Report Author*



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Lou Varela, MCIP, RPP  
Chief Administrative Officer  
*Concurrence*



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Raj Hayre, CPA, CMA  
Director of Finance  
*Concurrence*